



STELLENBOSCH
STELLENBOSCH • PNIEL • FRANSCHHOEK

MUNICIPALITY • UMASIPALA • MUNISIPALITEIT

Ref no.3/4/2/5

2026-07-17

MAYORAL COMMITTEE MEETING
WEDNESDAY, 2026-07-22 AT 10:00

TO The Executive Mayor, Ald J Fasser

COUNCILLORS JC Anthony
R du Toit
S Heneke

T Kumm

L Nkamisa

C Manuel

R Pheiffer

N Olayi

J Williams

Notice is hereby given that a Mayoral Committee Meeting will be held **in Council Chamber** on **Wednesday, 2026-07-22 at 10:00** to consider the attached agenda.

EXECUTIVE MAYOR, ALD J FASSER

CHAIRPERSON

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2026-07-22
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Confirmation of Minutes: Mayoral Committee Meeting: 2026-06-17



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MUNICIPALITY • UMASIPALA • MUNISIPALITEIT

Ref no.3/4/2/5

2026-06-17

MINUTES

MAYORAL COMMITTEE MEETING:

2026-06-17 AT 10:00

MINUTES
MAYORAL COMMITTEE MEETING
2026-06-17
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PRESENT: Executive Mayor, Ald J Fasser (**Chairperson**)

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

Also Present: Councillor P Crawley (Chief Whip)
Cllr W Pietersen (MPAC Chairperson)
Councillor Q Smit (Speaker)

Officials: Municipal Manager (G Mettler)
Director: Infrastructure Services (S Chandaka)
Director: Community & Protection Services (G Boshoff)
Director : Planning and Economic Development (A Barnes)
Chief Financial Officer (K Calorus)
Acting Director: Corporate Services (L Kaywood)
Chief Audit Executive (L Mvandedwa)
Senior Administrative Officer (B Mgcushe)

1.	OPENING AND WELCOME
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The Chairperson, The Executive Mayor welcomed everyone present at the Mayoral Committee Meeting.

2.	COMMUNICATION BY THE EXECUTIVE MAYOR
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Goeie more / Molweni / Asalam Alykum / Good morning.

- Yesterday, South Africa observed National Youth Day on June 16, 2026, marking the historic 50th anniversary of the 1976 Soweto Uprising. This milestone event honoured the youth who fought for equal education and liberation against apartheid. In different wards throughout the municipality, Youth Day was also celebrated.
- While the country celebrated Youth Day, I was honoured to be part of the Annual Social Justice Walk. The 16km Walk follows the Pilgrimage of Hope route from Stellenbosch

to Kylemore via the Old Helshoogte Pass and brings together alumni, captains of industry, colleagues, and friends united by a shared commitment to social justice.

- Stellenbosch Munisipaliteit betuig sy innige meegevoel met die afsterwe van die bekende plaaslike kunstenaar, Portchie. Portchie was 'n groter-as-die-lewe figuur wie se kleurvolle, lewendige en vreugdevolle kuns sinoniem geword het met die Stellenbosse kunsteneel en hom erkenning regoor Suid-Afrika en regoor die wêreld besorg het. Deur sy kreatiwiteit, passie en unieke gees het hy tallose lewens aangeraak en 'n onuitwisbare merk op ons gemeenskappe gelaat. Sy kleurrike kunste, geselsies en geesderif sal ons beslis mis.
- Stellenbosch Munisipaliteit het op 11 Junie 2026 'n dringende vergadering met Eskom in die Burgemeester se Raadsaal gefasiliteer om die voortdurende kragonderbrekings aan te spreek wat Eskom se direkte voorsieningskliënte raak wat sonder elektrisiteit bly na die onlangse storm en hewige windgebeurtenisse. Terwyl munisipale elektrisiteitsinfrastruktuur dikwels vinnig deur ons spanne herstel kan word, kan herstelwerk aan Eskom-besit infrastruktuur aansienlik langer neem, aangesien slegs Eskom-personeel gemagtig is om aan hul netwerk te werk. Dit laat baie inwoners natuurlik gefrustreerd en sonder krag vir lang tye. Alhoewel hierdie onderbrekings binne Eskom se verantwoordelikeheidsgebied val, bly die Munisipaliteit daartoe verbind om waar moontlik te help en te verseker dat inwoners se bekommernisse direk aan Eskom gekommunikeer word.
- On 9 June 2026, we hosted our very first Mayoral First Tuesday in the Pniël area, providing residents, community groups and stakeholders with direct access to the Mayor and his Mayoral Committee to discuss issues, share ideas and raise concerns. Thank you to everyone who attended and contributed to a constructive and meaningful conversation. The engagement was well supported and highlighted the value of open dialogue between the municipality and our communities. This is the first of many such engagements. Over the coming months, all areas across our municipality will have an opportunity to participate as we continue to build and expand this important initiative.
- Alle inwoners en besoeker moet kennis neem: Franschhoek sal op 11 en 12 Julie 2026 Bastille dag vier. Sorg asseblief dat u vroegtydig u kaartjies vir die fees kry sodat u nie die wonderlike geleentheid misloop nie.

3.	DISCLOSURE OF INTERESTS
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NONE

4.	APPLICATIONS FOR LEAVE OF ABSENCE
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NONE

5.	CONFIRMATION OF PREVIOUS MINUTES
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5.1 The minutes of the Mayoral Committee Meeting held on 2026-05-20 were **confirmed as correct without any amendments.**

6.	STATUTORY MATTERS
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6.1	MONTHLY FINANCIAL STATUTORY REPORTING: DEVIATIONS FOR THE PERIOD 13 MAY 2026 TO 09 JUNE 2026
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Collaborator No:

IDP KPA Ref No:

Meeting Date:

Good Governance and Compliance

17 June 2026

1. SUBJECT: MONTHLY FINANCIAL STATUTORY REPORTING: DEVIATIONS FOR THE PERIOD 13 MAY 2026 TO 09 JUNE 2026

2. PURPOSE

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

3. DELEGATED AUTHORITY

Council

For noting.

4. EXECUTIVE SUMMARY

Regulation 36(2) of the Municipal Supply Chain Management Regulations and Section 36 of the Supply Chain Management Policy (2025/2026) stipulate that SCM deviations be reported to the Council. In compliance thereto, this report presents to the Council the SCM deviations that occurred during the period 13 May 2026 to 09 June 2026.

RECOMMENDATION FROM THE EXECUTIVE MAYOR, IN CONSULTATION WITH THE EXECUTIVE MAYORAL COMMITTEE, TO COUNCIL: 2026-06-17: ITEM 6.1

that Council notes the deviations approved for the period 13 May 2026 to 09 June 2026.

FOR FURTHER DETAILS CONTACT:

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

7.	CONSIDERATION OF ITEMS BY THE EXECUTIVE MAYOR: [CLLR J FASSER]
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7.1	COMMUNITY&PROTECTION SERVICES: (PC: CLLR S HENEKE)
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7.1.1	FEEDBACK REPORT ON SWEDISH INTERNATIONAL CENTRE for LOCAL DEMOCRACY EXPANSION APPLICATION – STUDY VISITS AND ATTENDANCE OF HUMAN RIGHTS NETWORK CONFERENCE
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Collaborator No:

IDP KPA Ref No:

Good Governance and Compliance

Meeting Date:

17 June 2026

1. **SUBJECT: FEEDBACK REPORT ON SWEDISH INTERNATIONAL CENTRE for LOCAL DEMOCRACY EXPANSION APPLICATION – STUDY VISITS AND ATTENDANCE OF HUMAN RIGHTS NETWORK CONFERENCE**

2. **PURPOSE**

To provide Council with feedback on the Swedish International Centre for Local Democracy (ICLD) expansion project activities, including the study visit to Jönköping Municipality and participation in the Human Rights Youth Network Conference in Johannesburg, and to outline proposed actions for continued collaboration and youth participation initiatives.

3. **DELEGATED AUTHORITY**

Council.

4. **EXECUTIVE SUMMARY**

Stellenbosch Council approved an application for an expansion project to the Swedish International Centre for Local Democracy in collaboration Jönköping Municipality. The approved application included two study visits between representatives of South Africa and Sweden to develop a three-year application on Youth Participation. The report provides feedback on the outcome of the study visits and proposed future collaborations between the two municipalities.

RECOMMENDATIONS FROM THE EXECUTIVE MAYOR, IN CONSULTATION WITH THE EXECUTIVE MAYORAL COMMITTEE, TO COUNCIL: 2026-06-17: ITEM 7.1.1

- (a) that Council notes the content of the report and the outcomes of the ICLD-funded engagements;
- (b) that Council supports the continuation of international collaboration on youth participation initiatives;
- (c) that Council supports the proposed actions to strengthen the development and institutionalisation of the Junior Town Council; and

- (d) that Council supports the exploration of external funding opportunities to sustain and expand youth participation programmes.

FOR FURTHER DETAILS CONTACT:

NAME	Michelle Aalbers
POSITION	Manager Community Development
DIRECTORATE	Community and Protection Services
CONTACT NUMBERS	021- 808 8408
E-MAIL ADDRESS	Michelle.aalbers@stellenbosch.gov.za
REPORT DATE	2025-05-22

7.1.2	INVITATION TO A FAMILIARIZATION VISIT ON SAFETY AND SECURITY IN LUDERITZ AND AUS
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Collaborator No: 807265
 IDP KPA Ref No: Good Governance and Compliance
 Meeting Date: 17 June 2026

1. SUBJECT: INVITATION TO A FAMILIARIZATION VISIT ON SAFETY AND SECURITY IN LUDERITZ AND AUS

2. PURPOSE

To obtain Council's permission to attend.

3. DELEGATED AUTHORITY

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

4. EXECUTIVE SUMMARY

During previous engagements between GIZ and Stellenbosch Municipality, we were introduced to members from Lüderitz and Aus who are in a partnership with GIZ and requested insight on safety and security challenges experienced in Lüderitz and was seeking assistance and possible remedies / responses to address these issues. An online engagement has since taken place whereby Mr Charl Kitching was introduced to safety and security role-players of Lüderitz and Aus sharing what Stellenbosch Protection Services initiatives has been implemented, to which a keen interest was shown. GIZ and officials of Lüderitz and Aus are planning to visit Stellenbosch municipality in August 2026. Mr Kitching has been invited visit Lüderitz and Aus from the 29th of June 2026 – 01st of July 2026. GIZ-ILA will cover the accommodation and travel costs and request that Stellenbosch municipality cover the subsistence allowance/per diem. Based on the travelling arrangements, it was recommended to travel by vehicle from Stellenbosch to Lüderitz and Aus as the travelling time is 12 hours which reduces the traveling time if a flight must be taken to Windhoek and then still travel almost 10 hours by car to Lüderitz. Traveling direct to Lüderitz from Stellenbosch would be financially feasible for GIZ and that the traveling costs will be reimbursed to the municipality by GIZ.

EXECUTIVE MAYORAL COMMITTEE: 2026-06-17: ITEM 7.1.2

RESOLVED

- (a) that the Executive Mayoral committee approves the request for visitation to Lüderitz and Aus from the 29th of June 2026 – 01st of July;
- (b) that the Executive Mayoral committee approves the subsistence allowance/per diem for Mr. Kitching; and
- (c) that Mr. Kitching be authorized to make use of a municipal vehicle to travel to Lüderitz and Aus of which the costs will be reimbursed to the municipality.

7.2	SPORTS, YOUTH AND CULTURE: [PC: CLLR N OLAYI]
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NONE

7.3	CORPORATE SERVICES: (PC: CLLR L NKAMISA)
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7.3.1	REVISED AND CONSULTED MICRO-STRUCTURES FOR THE MUNICIPAL MANAGER'S OFFICE (INTERNAL AUDIT, IDP AND MM'S OFFICE), PLANNING AND ECONOMIC DEVELOPMENT (INTEGRATED HUMAN SETTLEMENTS (HOUSING DEVELOPMENT AND INTEGRATED HUMAN SETTLEMENTS)
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Collaborator No:

IDP KPA Ref No:

Meeting Date:

Good Governance and Compliance

17 June 2026

1. **SUBJECT: REVISED AND CONSULTED MICRO-STRUCTURES FOR THE MUNICIPAL MANAGER'S OFFICE (INTERNAL AUDIT, IDP AND MM'S OFFICE), PLANNING AND ECONOMIC DEVELOPMENT (INTEGRATED HUMAN SETTLEMENTS (HOUSING DEVELOPMENT AND INTEGRATED HUMAN SETTLEMENTS)**

2. **PURPOSE**

To inform the Council of the revised and consulted micro-structures for the MUNICIPAL MANAGER'S OFFICE (INTERNAL AUDIT, IDP AND MM'S OFFICE), PLANNING AND ECONOMIC DEVELOPMENT (INTEGRATED HUMAN SETTLEMENTS (HOUSING DEVELOPMENT AND INTEGRATED HUMAN SETTLEMENTS) for approval.

3. **DELEGATED AUTHORITY**

The delegated authority is Council

4. **EXECUTIVE SUMMARY**

The review of the 2017/2019 micro-structures has been on the Local Labour Forum agenda under matters emanating since November 2020. Since that date various consultative meetings were held with the Directorates (sections and department) and structures presented and amended. During the meeting held on 2nd February 2026 the parties (the Employer, IMATU and SAMWU) after thorough consultation and discussions found agreement on the structures presented.

RECOMMENDATION FROM THE EXECUTIVE MAYOR, IN CONSULTATION WITH THE EXECUTIVE MAYORAL COMMITTEE, TO COUNCIL: 2026-06-17: ITEM 7.3.1

that the revised/amended and consulted structures for the Municipal Manager's Office (Internal Audit, IDP and MM's office), Planning and Economic Development (Integrated Human Settlements (Housing Development and Integrated Human Settlements) be approved.

FOR FURTHER DETAILS CONTACT:

NAME	<i>Alexander Kannemeyer</i>
POSITION	<i>Senior Manager Human Resource Management</i>
DIRECTORATE	<i>Corporate Services</i>
CONTACT NUMBERS	<i>021-808 8751</i>
E-MAIL ADDRESS	Alexander. Kannemeyer@ Stellenbosch.gov.za
REPORT DATE	<i>3rd FEBRUARY 2026</i>

7.4	FINANCIAL SERVICES: (PC: CLLR JC ANTHONY)
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NONE

7.5	HUMAN SETTLEMENTS: (PC: CLLR R DU TOIT)
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NONE

7.6	INFRASTRUCTURE SERVICES : (PC : R PHEIFFER)
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7.6.1	FINAL NERSA-APPROVED ELECTRICITY TARIFFS FOR THE 2026/27 FINANCIAL YEAR
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Collaborator No: 807265
 IDP KPA Ref No: Good Governance and Compliance
 Meeting Date: 17 June 2026

1. SUBJECT: FINAL NERSA-APPROVED ELECTRICITY TARIFFS FOR THE 2026/27 FINANCIAL YEAR

2. PURPOSE

To notify Council of the final NERSA-Approved Electricity Consumption Tariffs for the 2026-27 financial year, after receiving final approval from NERSA of the Municipality's tariff application submission in March 2026.

3. DELEGATED AUTHORITY

Municipal Council.

4. EXECUTIVE SUMMARY

Following the previous submission to Council in March 2026, a public participation process was followed by means of advertisements in the media (*Die Burger* – 10 March – 27 March 2026, *Eikestad Nuus* -12 March – 27 March 2026, Municipal website and social media platforms (Lets Fix It and Municipal *Whatsapp* channel 06 March - 27 March 2026).

Following the above public participation process, an application was then submitted by the Municipality to the National Energy Regulator of South Africa (NERSA) on 31 March 2026 for consideration (**ANNEXURE A**), as per the NERSA-approved timeframes.

On 28 May 2026, the Municipality received NERSA's formally approved electricity consumption tariffs for the 2026/27 financial year (**ANNEXURE B**).

We confirm that all proposed electricity consumption tariff percentage increases as submitted by the Municipality to NERSA have been approved accordingly.

RECOMMENDATION FROM THE EXECUTIVE MAYOR, IN CONSULTATION WITH THE EXECUTIVE MAYORAL COMMITTEE, TO COUNCIL: 2026-06-17: ITEM 7.6.1

that Council notes the 2026/27 NERSA approved Electricity consumption tariffs.

FOR FURTHER DETAILS CONTACT:

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

7.7	PARKS, OPEN SPACES AND ENVIRONMENT: (PC: CLLR J WILLIAMS)
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7.7.1	RECOGNITION AWARD FOR STELLENBOSCH INITIATION FORUM
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Collaborator No: 807266
 IDP KPA Ref No: Good Governance
 Meeting Date: 17 June 2026

1. SUBJECT: RECOGNITION AWARD FOR STELLENBOSCH INITIATION FORUM

2. PURPOSE

The purpose of this item is to provide an overview of the 2025 Summer Initiation School season conducted within the jurisdiction of Stellenbosch Municipality.

3. DELEGATED AUTHORITY

Council

4. EXECUTIVE SUMMARY

The 2025 Summer Initiation Season within Stellenbosch Municipality was successfully conducted through collaboration between the Municipality, the Western Cape Department of Cultural Affairs and Sport (DCAS), and the Stellenbosch Initiation Forum. In accordance with the Customary Initiation Act, 2021 (Act 2 of 2021), the Municipality provided support for recognised initiation sites and related municipal services.

The season concluded without any fatalities or major incidents, reflecting effective planning, compliance with legislative requirements, and strong intergovernmental cooperation. In recognition of its contribution to safe initiation practices, cultural governance, and community development, the Stellenbosch Initiation Forum received a Certificate of Appreciation from the Western Cape Provincial Coordinating Committee.

This report also confirms Calcutta and Purgatory as the recognised initiation sites within the jurisdiction of Stellenbosch Municipality.

EXECUTIVE MAYORAL COMMITTEE: 2026-06-17: ITEM 7.7.1

RESOLVED

that this item be withdrawn from the agenda.

NAME	Tammy Leibrandt
POSITION	Manager: Environmental Management
DIRECTORATE	Community and Protection Services
CONTACT NUMBERS	021 808 8180
E-MAIL ADDRESS	Tammy.leibrandt@ Stellenbosch.gov.za
REPORT DATE	08 June 2026

7.8	PLANNING AND LOCAL ECONOMIC DEVELOPMENT AND TOURISM :(PC: CLLR T KUMM)
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7.8.1	IN-KIND SUPPORT SERVICES FOR THE TOYOTA STELLENBOSCH WOORDFEES 2026
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Collaborator No: 807216
 IDP KPA Ref No: Good Governance
 Meeting Date: 17 June 2026

1. SUBJECT: IN-KIND SUPPORT SERVICES FOR THE TOYOTA STELLENBOSCH WOORDFEES 2026

2. PURPOSE

To inform Council of a request received from the organisers of the Toyota Stellenbosch Woordfees 2026 for municipal in-kind support and to seek Council approval for the waiver of applicable municipal fees and support services required for the successful hosting of the festival.

3. DELEGATED AUTHORITY

Council.

4. EXECUTIVE SUMMARY

Stellenbosch Municipality continues to attract and support major tourism, cultural, sporting and business events that contribute significantly to local economic development, destination marketing and social cohesion.

A request has been received from the organisers of the Toyota Stellenbosch Woordfees 2026 for municipal in-kind support and sponsorship towards the hosting of the festival from 3 – 11 October 2026. The Stellenbosch Woordfees is one of South Africa's premier arts and cultural festivals and has become a flagship event within the Municipality's annual events calendar.

The 2025 festival featured more than 400 productions across 60 venues, sold over 71 000 tickets and generated an estimated economic impact of approximately R100 million within the local economy. The festival directly supported more than 1 000 employment opportunities and attracted visitors from across the Western Cape, South Africa and international markets.

The festival contributes significantly to tourism growth, local business development, hospitality sector performance, job creation, social cohesion and destination branding. The event aligns strongly with the Municipality's Local Economic Development, Tourism Development and Place Marketing objectives.

The organisers have requested municipal support through venue hire waivers, permit fee waivers, marketing support and operational assistance. The estimated value of the requested support amounts to approximately R257 000 and would position Stellenbosch Municipality as a Bronze Sponsor and Destination Partner of the Toyota Stellenbosch Woordfees 2026.

RECOMMENDATIONS FROM THE EXECUTIVE MAYOR, IN CONSULTATION WITH THE EXECUTIVE MAYORAL COMMITTEE, TO COUNCIL: 2026-06-17: ITEM 7.8.1

- (a) that Council notes and supports the request received from the Toyota Stellenbosch Woordfees 2026 for municipal in-kind support;
- (b) that Council acknowledges the significant economic, tourism, social and branding benefits generated by the Toyota Stellenbosch Woordfees for the Stellenbosch municipal area; and
- (c) that Council approves the waiver of applicable municipal venue hire fees, permit fees and marketing charges associated with the event, subject to compliance with all applicable legislation, Council policies and budget availability to the value of R159 416.40.

FOR FURTHER DETAILS CONTACT:

NAME	Lesley van Gensen
POSITION	Manager: Economic Development and Tourism
DIRECTORATE	Planning and Economic Division
CONTACT NUMBERS	021 808 8179
E-MAIL ADDRESS	Lesley.vangensen@ Stellenbosch.gov.za
REPORT DATE	4 June 2026

7.8.2	REQUEST TO EXTEND THE APPOINTMENT OF THE CURRENT MEMBERS OF THE STELLENBOSCH MUNICIPALITY CONSERVATION ADVISORY COMMITTEE (SMCAC) AND TO ADVERTISE FOR AN ADDITIONAL MEMBER
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Collaborator No: 807256
 IDP KPA Ref No: Good Governance
 Meeting Date: 17 June 2026

1. SUBJECT: REQUEST TO EXTEND THE APPOINTMENT OF THE CURRENT MEMBERS OF THE STELLENBOSCH MUNICIPALITY CONSERVATION ADVISORY COMMITTEE (SMCAC) AND TO ADVERTISE FOR AN ADDITIONAL MEMBER

2. PURPOSE

To provide the Council with the pertinent facts to extend the appointment of the current members for the Stellenbosch Municipality Conservation Advisory Committee (SMCAC) to serve for an additional three (3) years.

To request Council approval to advertise for a new member to be added to the committee, which currently consists of six (6) members. The Terms of Reference Revision 1, 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 the Stellenbosch Municipality Conservation Advisory Committee (SMCAC) to make recommendations on planning applications in Urban and Rural Conservation Overlay Zones.

Based on the Terms of Reference Revision 1, dated 29 January 2025 (**APPENDIX 1**), 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.
- A member may be re-appointed by the Council for a second term, for three (3) years, provided that the member may not hold office for more than six (6) consecutive years.

RECOMMENDATIONS FROM THE EXECUTIVE MAYOR, IN CONSULTATION WITH THE EXECUTIVE MAYORAL COMMITTEE, TO COUNCIL: 2026-06-17: ITEM 7.8.2

- (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 R1352; and
- (d) that the chairperson, elected at the 1st Committee meeting, is remunerated at an hourly rate of R1460.

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	04 June 2026

7.8.3	IN-KIND SUPPORT SERVICES FOR THE FRANSCHHOEK BASTILLE FESTIVAL 2026
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Collaborator No:

IDP KPA Ref No:

Meeting Date:

Good Governance

17 June 2026

1. SUBJECT: IN-KIND SUPPORT SERVICES FOR THE FRANSCHHOEK BASTILLE FESTIVAL 2026

2. PURPOSE

To inform Council of a request received from the organisers of the Franschhoek Bastille Festival 2026 for municipal in-kind support and to seek Council approval for the waiver of applicable municipal fees and support services required for the successful hosting of the festival.

3. DELEGATED AUTHORITY

Council.

4. EXECUTIVE SUMMARY

Stellenbosch Municipality continues to attract and support major tourism, cultural, sporting and business events that contribute significantly to local economic development, destination marketing and social cohesion.

A request has been received from the organisers of the Franschhoek Bastille Festival 2026 for municipal in-kind support towards the hosting of the festival from 11 – 12 July 2026. The Franschhoek Bastille Festival has become a flagship event within the Municipality's annual events calendar.

The festival contributes significantly to tourism growth, local business development, hospitality sector performance, job creation, social cohesion and destination branding. The event aligns strongly with the Municipality's Local Economic Development, Tourism Development and Place Marketing objectives.

The organisers have requested municipal support through venue hire waivers, and operational assistance.

RECOMMENDATIONS FROM THE EXECUTIVE MAYOR, IN CONSULTATION WITH THE EXECUTIVE MAYORAL COMMITTEE, TO COUNCIL: 2026-06-17: ITEM 7.8.3

- (a) that Council notes and supports the request received from the Franschhoek Bastille Festival 2026 for municipal in-kind support;
- (b) that Council acknowledges the significant economic, tourism, social and branding benefits generated by the Franschhoek Bastille Festival for the Stellenbosch municipal area; and
- (c) that Council approves the waiver of applicable municipal venue hire fees and operational assistance associated with the event, subject to compliance with all

applicable legislation, Council policies and budget availability to the value of R72 887.40

FOR FURTHER DETAILS CONTACT:

NAME	Lesley van Gensen
POSITION	Manager: Economic Development and Tourism
DIRECTORATE	Planning and Economic Division
CONTACT NUMBERS	021 808 8179
E-MAIL ADDRESS	Lesley.vangensen@ Stellenbosch.gov.za
REPORT DATE	12 June 2026

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

7.10	MUNICIPAL MANAGER
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NONE

8.	REPORTS SUBMITTED BY THE EXECUTIVE MAYOR
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NONE

9.	URGENT MATTERS
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NONE

10.	MATTERS TO BE CONSIDERED IN-COMMITTEE
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NONE

Meeting adjourned at 10:35

CHAIRPERSON:

DATE:

Confirmed on

6.	STATUTORY MATTERS
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6.1	APPROVED TOP LAYER (TL) SERVICE DELIVERY AND BUDGET IMPLEMENTATION PLAN (SDBIP) AND SIGNED PERFORMANCE AGREEMENTS OF THE MUNICIPAL MANAGER AND MANAGERS DIRECTLY ACCOUNTABLE TO THE MUNICIPAL MANAGER (THE CFO AND DIRECTORS) FOR THE 2026/27 FINANCIAL YEAR
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Collaborator No:

IDP KPA Ref No:

Meeting Date:

Good Governance and Compliance

22 July 2026

1. **SUBJECT: APPROVED TOP LAYER (TL) SERVICE DELIVERY AND BUDGET IMPLEMENTATION PLAN (SDBIP) AND SIGNED PERFORMANCE AGREEMENTS OF THE MUNICIPAL MANAGER AND MANAGERS DIRECTLY ACCOUNTABLE TO THE MUNICIPAL MANAGER (THE CFO AND DIRECTORS) FOR THE 2026/27 FINANCIAL YEAR**

2. **PURPOSE**

To submit the following documents to the Council for notification:

- (a) The TL SDBIP 2026/27, as approved by the Executive Mayor on 24 June 2026;
- (b) The signed performance agreements of the Municipal Manager and Managers Directly Accountable to the Municipal Manager for the 2026/27 financial year.

3. **DELEGATED AUTHORITY**

Council.

4. **EXECUTIVE SUMMARY**

Top Layer (TL) Service Delivery and Budget Implementation Plan (SDBIP)

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

The TL SDBIP 2026/27 was approved by the Executive Mayor on 24 June 2026, which falls within the prescribed 28 days after the approval of the Budget.

The TL SDBIP 2026/27 is herewith submitted to the Council for notification.

Performance Agreements of the Municipal Manager, CFO and Directors

According to Section 57(2) of the Local Government: Municipal Systems Act, 2000 (Act No. 32 of 2000) (MSA), the performance agreement(s) must be concluded annually:

- “(a) ...within one month after the beginning of each financial year of the municipality.”

The Local Government: Municipal Finance Management Act, 2003 (Act No. 56 of 2003) (MFMA) additionally mandates the prompt submission of the signed performance agreements to the Council.

The Performance Agreements 2026/27 were developed in consultation with the Municipal Manager, CFO, and Directors and signed on 24 June 2026.

5. RECOMMENDATIONS

- (a) that the approved TL SDBIP 2026/27 attached hereto as **ANNEXURE A** be noted; and
- (b) that the signed Performance Agreements 2026/27 of the Municipal Manager, the CFO, and the Directors attached hereto as **ANNEXURE B** be noted.

6. DISCUSSION

6.1. Background

Top Layer (TL) Service Delivery and Budget Implementation Plan (SDBIP)

The draft Top Layer SDBIP 2026/27 was made public for public participation in April 2026 as part of the IDP and Budget consultative process.

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

The Municipal IDP and Budget were approved by the Council on 27 May 2026. As a result, the TL SDBIP 2026/27 was submitted to the Executive Mayor for consideration on 10 June 2026, which was subsequently approved by the Executive Mayor on 24 June 2026.

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

The approved TL SDBIP 2026/27 must be read together with the approved fourth review of the 5th Generation IDP 2022 – 2027.

Performance Agreements 2026/27 of the Municipal Manager, CFO, and Directors

Regulation 4(4)(a) of the Local Government: Municipal Performance Regulations for Municipal Managers and Managers Directly Accountable to Municipal Managers, 2006, requires that a separate performance agreement be signed within ninety (90) calendar days after the assumption of duty and annually within one month after the commencement of the new financial year.

The performance agreements 2026/27 of the Municipal Manager, the CFO, and Directors were concluded on 24 June 2026. The municipality complied with Regulation (4)(4)(a) of the Local Government: Municipal Performance Regulations for Municipal Managers and Managers Directly Accountable to Municipal Managers, 2006.

6.2. Financial Implications

There are no financial implications beyond which have been provided for in the 2026/27 MTREF Budget.

6.3. Legal Implications

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

According to Section 57(2) of the MSA, the performance agreement(s) must be concluded annually: "(a) ...within one month after the beginning of each financial year of the municipality."

In terms of Section 53(3)(b) of the MFMA, the Executive Mayor must ensure that the performance agreements are *"...submitted to the council and the MEC for local government in the province."*

The MFMA also requires the municipality, in terms of Section 53(3)(b), to make public the signed performance agreements.

According to Regulation 23 of the Local Government: Municipal Performance Regulations for Municipal Managers and Managers Directly Accountable to Municipal Managers, 805 of 2006, the purpose of the agreement is to:

- "(1) comply with the provisions of Section 57(1)(b),(4A), (4B), (46) and (5) of the Act as well as the employment contract entered between the parties;
- (2) specify objectives and targets defined and agreed with the employee and to communicate to the employee the employer 's expectations of the employee's performance and accountabilities in alignment with the Integrated Development Plan, Service Delivery and Budget Implementation Plan (SDBIP) and the Budget of the municipality;
- (3) specify accountabilities as set out in a performance plan, which forms an annexure to the performance agreement;
- (4) monitor and measure performance against set targeted outputs;
- (5) use the performance agreement as the basis for assessing whether the employee has met the performance expectations applicable to his or her job;
- (6) in the event of outstanding performance, to appropriately reward the employee;
and
- (7) give effect to the employer's commitment to a performance-orientated relationship with its employee in attaining equitable and improved service delivery."

Regulation 4(4)(a) of the Local Government: Municipal Performance Regulations for Municipal Managers and Managers Directly Accountable to Municipal Managers, 2006, requires that a separate performance agreement be signed within ninety (90) calendar

days after the assumption of duty and annually within one month after the commencement of the new financial year.

6.4. Staff Implications

This report has no staff implications for the municipality.

6.5. Risk Implications

None.

6.6. Comments from Senior Management

6.6.1. Director: Community and Protection Services

Supported.

6.6.2. Chief Financial Officer

Supported.

6.6.3. Director: Infrastructure Services

Supported.

6.6.4. Director: Corporate Services

Supported.

6.6.5. Director: Planning and Economic Development

Supported.

6.6.6. Comments from the Municipal Manager

Supported.

ANNEXURES

Annexure A: Approved TL SDBIP 2026/27

Annexure B: Performance Agreements 2026/27 for:

- Geraldine Mettler- Municipal Manager (Annexure 1);
- Kevin Carolus – Chief Financial Officer (Annexure 2);
- Anthony Barnes- Director: Planning and Economic Development (Annexure 3);
- Preshane Chandaka: Infrastructure Services (Annexure 4);
- Gary Boshoff – Director: Community and Protection Services (Annexure 5); and
- Dr Lungelwa Kaywood – Acting Director: Corporate Services (Annexure 6).

NAME	Geraldine Mettler
POSITION	Municipal Manager
DIRECTORATE	Office of the Municipal Manager
CONTACT NUMBERS	021 808 8025
E-MAIL ADDRESS	Municipal.manager@ Stellenbosch.gov.za
REPORT DATE	14 July 2026

ANNEXURE A



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TOP LAYER SERVICE DELIVERY AND BUDGET IMPLEMENTATION PLAN 2026/27

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1. MUNICIPAL MANAGER'S QUALITY CERTIFICATE

I, Geraldine Mettler, the Municipal Manager of the Stellenbosch Municipality, hereby submit the Top Layer (TL) Service Delivery and Budget Implementation Plan (SDBIP) for the 2026/27 financial year for consideration and approval by the Executive Mayor. This TL SDBIP 2026/27 has been prepared in terms of the stipulated requirements as documented in the Local Government: Municipal Finance Management Act, 2003 (Act No. 56 of 2003) and the regulations made under this Act.



GERALDINE METTLER
MUNICIPAL MANAGER

Date: 24/06/26

2. EXECUTIVE MAYOR'S CERTIFICATE OF APPROVAL

I, Cllr Jeremy Fasser, in my capacity as the Executive Mayor of the Stellenbosch Municipality, hereby submit the approved Top Layer (TL) Service Delivery and Budget Implementation Plan (SDBIP) for the 2026/27 financial year to the Council for notification, as required in terms of the Local Government: Municipal Finance Management Act, 2003 (Act No. 56 of 2003) and the regulations made under this Act.



CLLR JEREMY FASSER
EXECUTIVE MAYOR

Date: 24/06/2026

3. IMPLEMENTATION, MONITORING AND REVIEW – ONE YEAR

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

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

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

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

The **five** necessary components are:

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

4. TOP LAYER SERVICE DELIVERY AND BUDGET IMPLEMENTATION PLAN (SDBIP) 2026/27: PER STRATEGIC FOCUS AREA (SFA)

4.1 SFA 1 - VALLEY OF POSSIBILITY

SFA 1 – Valley of Possibility													
IDP Ref No	Directorate	Indicator (Activity / Project / Programme / Key Initiative)	Unit of Measurement	Indicator Type	Wards	5-year target	Baseline (Actual result (2024/25))	Annual Target 2026/27	TOP LAYER: Service Delivery and Budget Implementation Plan (2026/27)				Delivery Indicator
									Q1	Q2	Q3	Q4	
KPI003	Planning and Economic Development	The number of jobs created through the municipality's local economic development initiatives including capital projects (NKPI Proxy - MSA, Reg. S10(d))	Number of job opportunities created through the municipality's local economic development initiatives including capital projects by 30 June	Programme	ALL	1 100 per annum	1 341	1 100 job opportunities created through the municipality's local economic development initiatives including capital projects by 30 June	664 (664)	800 (800)	950 (950)	1 100 (1 100)	Output
KPI004	Planning and Economic Development	Submission of Land-use applications to the Municipal Planning Tribunal (MPT) within 120 days from the conclusion of the administrative processing of the application	Percentage of Land-use applications submitted to the MPT within 120 days from the conclusion of the administrative processing of the application	Programme	ALL	80% per annum	87.50%	80% of land-use applications submitted to the MPT within 120 days from the conclusion of the administrative processing of the application	80%	80%	80%	80%	Output
KPI005	Planning and Economic Development	Provide training opportunities to entrepreneurs and Small, Medium and Micro Enterprises (SMMEs)	Number of quarterly training opportunities provided to entrepreneurs and SMMEs	Programme	All	12 per annum	14	12 quarterly training opportunities provided to entrepreneurs and SMMEs	3 (3)	3 (6)	3 (9)	3 (12)	Output
KPI007	Planning and Economic Development	Submission of the revised Housing Pipeline (document) to the MayCo	Number of revised Housing Pipelines (document) submitted to the MayCo by 31 May	Programme	ALL	1 per annum	1	1 revised Housing Pipeline (document) submitted to the MayCo by 31 May	n/a	n/a	n/a	1	Output

4.2

SFA 2 - GREEN AND SUSTAINABLE VALLEY

SFA 2 – Green and Sustainable Valley													
IDP Ref No	Directorate	Indicator (Activity / Project / Programme / Key Initiative)	Unit of Measurement	Indicator Type	Wards	5-year target	Baseline (Actual result (2024/25))	Annual Target 2026/27	TOP LAYER: Service Delivery and Budget Implementation Plan (SDBIP 2026/27)				Delivery Indicator
									Q1	Q2	Q3	Q4	
KPI014	Planning and Economic Development	Process building plan applications of <500sqm within 30 days after the date of receipt	Percentage of building plan applications of <500sqm processed within 30 days after the date of receipt	Programme	All	60% per annum	87.41%	75% of building plan applications of <500sqm processed within 30 days after the date of receipt	75%	75%	75%	75%	Outcome
KPI016	Infrastructure Services	Reduce organic waste	Percentage of organic waste reduced by 30 June	Programme	All	20% per annum	37.06%	20% of organic waste reduced by 30 June	n/a	n/a	n/a	20%	Output
KPI019	Infrastructure Services	Conduct an external audit of the Stellenbosch Municipal Waste Disposal Facilities	Number of external audits of the Stellenbosch Municipal Waste Disposal Facilities conducted by 30 June	Programme	All	1 per annum	1	1 external audit of the Stellenbosch Municipal Waste Disposal Facilities conducted by 30 June	n/a	n/a	n/a	1	Output
KPI021	Infrastructure Services	Implementation of identified waste minimisation projects	Number of identified waste minimisation projects implemented by 30 June	Programme	All	2 per annum	2	2 identified waste minimisation projects implemented by 30 June	n/a	n/a	1 (1)	1 (2)	Output
KPI022	Infrastructure Services	Wastewater quality measured ito the Department of Water and Sanitation's License Conditions for physical and micro parameters	Percentage of wastewater quality compliance as per the analysis certificate, measured quarterly	Programme	All	70% per annum	58.74%	70% of wastewater quality compliance as per the analysis certificate, measured quarterly	70%	70%	70%	70%	Outcome

4.3

SFA 3 - SAFE VALLEY

SFA 3 – Safe Valley													
IDP Ref No	Directorate	Indicator (Activity / Project / Programme / Key Initiative)	Unit of Measurement	Indicator Type	Wards	5-year target	Baseline (Actual result 2024/25)	Annual Target 2026/27	TOP LAYER: Service Delivery and Budget Implementation Plan (SDBIP 2026/27)				Delivery Indicator
									Q1	Q2	Q3	Q4	
KPI024	Community and Protection Services	Submission of the revised Disaster Management Plan to the Municipal Manager	Number of revised Disaster Management Plans submitted to the Municipal Manager by 31 March	Programme	All	1 per annum	1	1 revised Disaster Management Plan submitted to the Municipal Manager by 31 March	n/a	n/a	1	n/a	Output
KPI025	Community and Protection Services	Submission of the revised Safety and Security Plan to the Municipal Manager	Number of revised Safety and Security Plans submitted to the Municipal Manager by 30 April	Programme	All	1 per annum	1	1 revised Safety and Security Plan submitted to the Municipal Manager by 30 April	n/a	n/a	n/a	1	Output
KPI026	Community and Protection Services	Submission of the revised Traffic Management Plan to the Municipal Manager	Number of revised Traffic Management Plans submitted to the Municipal Manager by 31 March	Programme	All	1 per annum	1	1 revised Traffic Management Plan submitted to the Municipal Manager by 31 March	n/a	n/a	1	n/a	Output

4.4

SFA 4 - DIGNIFIED LIVING

SFA 4 – Dignified Living													
IDP Ref No	Directorate	Indicator (Activity / Project / Programme / Key Initiative)	Unit of Measurement	Indicator Type	Wards	5-year target	Baseline (Actual result (2024/25))	Annual Target 2026/27	TOP LAYER: Service Delivery and Budget Implementation Plan (SDBIP 2026/27)				Delivery Indicator
									Q1	Q2	Q3	Q4	
KPI028	Infrastructure Services	Provision of waterborne toilet facilities in informal settlements as identified by the Department: Integrated Human Settlements	Number of waterborne toilet facilities provided in Informal settlements as identified by the Department: Integrated Human Settlements by 30 June	Programme	All	20 per annum	46	20 waterborne toilet facilities provided in Informal settlements as identified by the Department: Integrated Human Settlements by 30 June	n/a	n/a	n/a	20	Output
KPI029	Infrastructure Services	Limit unaccounted electricity to less than 9% annually {(Number of Electricity Units Purchased and / or Generated - Number of Electricity Units Sold (incl. Free basic electricity)) / Number of Electricity Units Purchased and/or Generated) x 100}	Percentage of average electricity losses, measured by 30 June	Programme	All	<9% per annum	5.61%	<9% of average electricity losses, measured by 30 June	n/a	n/a	n/a	<9%	Outcome
KPI030	Infrastructure Services	Water quality measured quarterly ito the SANS 241 physical and micro parameters	Percentage of water quality level as per the analysis certificate, measured quarterly	Programme	All	90% per annum	93.57%	90% of water quality level as per the analysis certificate, measured quarterly	90%	90%	90%	90%	Outcome
KPI031	Infrastructure Services	Limit unaccounted water to less than 25%	Percentage of average unaccounted water, measured by 30 June	Programme	All	<25% per annum	31.20%	<25% of average unaccounted water, measured by 30 June	n/a	n/a	n/a	<25%	Outcome
KPI032	Financial Services	Registered indigent formal households with access to free basic water (NKPI Proxy - MSA, Reg. S10(a), (b))	Percentage of registered indigent formal households with access to free basic water, measured quarterly	Programme	All	100% per annum	100%	100% of registered indigent formal households with access to free basic water, measured quarterly	100%	100%	100%	100%	Outcome

SFA 4 – Dignified Living													
IDP Ref No	Directorate	Indicator (Activity / Project / Programme / Key Initiative)	Unit of Measurement	Indicator Type	Wards	5-year target	Baseline (Actual result (2024/25))	Annual Target 2026/27	TOP LAYER: Service Delivery and Budget Implementation Plan (SDBIP 2026/27)				Delivery Indicator
									Q1	Q2	Q3	Q4	
KPI033	Financial Services	Registered indigent formal households with access to free basic electricity provided by the municipality (NKPI Proxy - MSA, Reg. S10(a), (b))	Percentage of registered indigent formal households with access to free basic electricity provided by the municipality, measured quarterly	Programme	All	100% per annum	100%	100% of registered indigent formal households with access to free basic electricity provided by the municipality, measured quarterly	100%	100%	100%	100%	Outcome
KPI034	Financial Services	Registered indigent formal households with access to free basic refuse removal (NKPI Proxy - MSA, Reg. S10(a), (b))	Percentage of registered indigent formal households with access to free basic refuse removal, measured quarterly	Programme	All	100% per annum	100%	100% of registered indigent formal households with access to free basic refuse removal, measured quarterly	100%	100%	100%	100%	Outcome
KPI035	Financial Services	Registered indigent formal households with access to free basic sanitation (NKPI Proxy - MSA, Reg. S10(a), (b))	Percentage of registered indigent formal households with access to free basic sanitation, measured quarterly	Programme	All	100% per annum	100%	100% of registered indigent formal households with access to free basic sanitation, measured quarterly	100%	100%	100%	100%	Outcome
KPI036	Financial Services	Formal households with access to water (NKPI Proxy - MSA, Reg. S10(a))	Number of formal households with access to water, measured quarterly	Programme	All	28 000 per annum	27 486	28 000 formal households with access to water, measured quarterly	28 000 (28 000)	28 000 (28 000)	28 000 (28 000)	28 000 (28 000)	Outcome
KPI037	Financial Services	Formal households with access to electricity (NKPI Proxy - MSA, Reg. S10(a))	Number of formal households with access to electricity, measured quarterly	Programme	All	28 000 per annum	27 486	28 000 formal households with access to electricity, measured quarterly	28 000 (28 000)	28 000 (28 000)	28 000 (28 000)	28 000 (28 000)	Outcome
KPI038	Financial Services	Formal households with access to refuse removal (NKPI Proxy - MSA, Reg. S10(a))	Number of formal households with access to refuse removal, measured quarterly	Programme	All	28 000 per annum	27 486	28 000 formal households with access to refuse removal, measured quarterly	28 000 (28 000)	28 000 (28 000)	28 000 (28 000)	28 000 (28 000)	Outcome

SFA 4 – Dignified Living													
IDP Ref No	Directorate	Indicator (Activity / Project / Programme / Key Initiative)	Unit of Measurement	Indicator Type	Wards	5-year target	Baseline (Actual result (2024/25))	Annual Target 2026/27	TOP LAYER: Service Delivery and Budget Implementation Plan (SDBIP 2026/27)				Delivery Indicator
									Q1	Q2	Q3	Q4	
KPI039	Financial Services	Formal households with access to sanitation (NKPI Proxy - MSA, Reg. S10(a))	Number of formal households with access to sanitation, measured quarterly	Programme	All	28 000 per annum	27 486	28 000 formal households with access to sanitation, measured quarterly	28 000 (28 000)	28 000 (28 000)	28 000 (28 000)	28 000 (28 000)	Outcome

4.5

SFA 5 - GOOD GOVERNANCE AND COMPLIANCE

SFA 5 – Good Governance and Compliance													
IDP Ref No	Directorate	Indicator (Activity / Project / Programme / Key Initiative)	Unit of Measurement	Indicator Type	Wards	5-year target	Baseline (Actual result 2024/25)	Annual Target 2026/27	TOP LAYER: Service Delivery and Budget Implementation Plan (SDBIP 2026/27)				Delivery Indicator
									Q1	Q2	Q3	Q4	
KPI040	Financial Services	Actual expenditure of the approved Capital Budget for the municipality by 30 June (NKPI - MSA, Reg. S10(c))	Percentage of the approved Capital Budget for the municipality actually spent by 30 June	Programme	All	90% per annum	89.29%	90% of the approved Capital Budget for the municipality actually spent by 30 June	10%	30%	60%	90%	Input
KPI042	Financial Services	Financial viability measured in terms of the available cash to cover fixed operating expenditure (NKPI Proxy - MSA, Reg. S10(g)(iii))	Cost coverage as at 30 June annually [(Cash and Cash Equivalents - Unspent Conditional Grants - Overdraft) + Short Term Investment) / Monthly Fixed Operational Expenditure excluding (Depreciation)	Programme	All	2 per annum	3.02	2	n/a	n/a	n/a	2 (months)	Input
KPI043	Financial Services	Achieve an average payment percentage of 96% by 30 June (Gross Debtors Opening Balance + Billed Revenue - Gross Debtors Closing Balance - Bad Debts Written Off) / Billed Revenue x 100	(Gross Debtors Opening Balance + Billed Revenue - Gross Debtors Closing Balance - Bad Debts Written Off) / Billed Revenue x 100	Programme	All	96% per annum	97.21%	96%	n/a	n/a	n/a	96%	Input
KPI044	Office of the Municipal Manager	Employment equity appointments made within the financial year in the three highest levels of management	Percentage of employment equity appointments made within the financial year in the three highest levels of management, measured by 30 June	Programme	All	50% per annum	75%	50% of employment equity appointments made within the financial year in the three highest levels of management, measured by 30 June	n/a	n/a	n/a	50%	Output

SFA 5 – Good Governance and Compliance

IDP Ref No	Directorate	Indicator (Activity / Project / Programme / Key Initiative)	Unit of Measurement	Indicator Type	Wards	5-year target	Baseline (Actual result 2024/25)	Annual Target 2026/27	TOP LAYER: Service Delivery and Budget Implementation Plan (SDBIP 2026/27)				Delivery Indicator
									Q1	Q2	Q3	Q4	
KPI045	Corporate Services	The percentage of the payroll budget spent on implementing the Municipal Workplace Skills Plan (NKPI Proxy- MSA, Reg. S10(f))	Percentage of the municipality's payroll budget spent on implementing its Workplace Skills Plan ((Total Actual Training Expenditure / Total Annual payroll Budget) x 100), measured by 30 June	Programme	All	0.20% per annum	0.82%	0.20% of the municipality's payroll budget spent on implementing its Workplace Skills Plan ((Total Actual Training Expenditure / Total Annual payroll Budget) x 100), measured by 30 June	n/a	n/a	n/a	0.20%	Input
KPI046	Financial Services	Financial viability measured in terms of the municipality's ability to meet its service debt obligations (NKPI Proxy - MSA, Reg. S10(g)(i))	Debt coverage ratio ((Total operating revenue - operating grants received) / (Debt service payments due within the year)) measured by 30 June	Programme	All	15% per annum	36.22%	15%	n/a	n/a	n/a	15%	Input
KPI047	Financial Services	Financial viability measured in terms of the outstanding service debtors (NKPI Proxy - MSA, Reg. S10(g)(ii))	Service debtors to revenue ratio – (Total outstanding service debtors / revenue received for services) measured by 30 June	Programme	All	27% per annum	24.59%	27%	n/a	n/a	n/a	27%	Input
KPI048	Office of the Municipal Manager	Submission of the revised Risk-Based Audit Plan (RBAP) to the Audit and Performance Audit Committee (APAC)	Number of revised RBAPs submitted to the APAC by 30 June	Programme	All	1 per annum	1	1 revised RBAP submitted to the APAC by 30 June	n/a	n/a	n/a	1	Output
KPI049	Office of the Municipal Manager	Submission of the Auditor General of South Africa (AGSA) Audit Action Plan (AAP) to the Audit and Performance Audit Committee (APAC)	Number of AGSA Audit Action Plans submitted to the APAC by 31 March	Programme	All	1 per annum	1	1 AGSA Audit Action Plan submitted to the APAC by 31 March	n/a	n/a	1	n/a	Output

SFA 5 – Good Governance and Compliance

IDP Ref No	Directorate	Indicator (Activity / Project / Programme / Key Initiative)	Unit of Measurement	Indicator Type	Wards	5-year target	Baseline (Actual result 2024/25)	Annual Target 2026/27	TOP LAYER: Service Delivery and Budget Implementation Plan (SDBIP 2026/27)				Delivery Indicator
									Q1	Q2	Q3	Q4	
KPI050	Office of the Municipal Manager	Submission of the revised Strategic Risk Register (SRR) to the Ethics, Risk, and Fraud Management Committee	Number of revised SRRs submitted to the Ethics, Risk, and Fraud Management Committee by 30 June	Programme	All	1 per annum	1	1 revised SRR submitted to the Ethics, Risk, and Fraud Management Committee by 30 June	n/a	n/a	n/a	1	Output
KPI051	Corporate Services	Submission of the revised Information and Communication Technology (ICT) Backup Disaster Recovery Plan to the ICT Steering Committee	Number of revised ICT Backup Disaster Recovery Plans submitted to the ICT Steering Committee by 31 March	Programme	All	1 per annum	1	1 revised ICT Backup Disaster Recovery Plan submitted to the ICT Steering Committee by 31 March	n/a	n/a	1	n/a	Output
KPI052	Corporate Services	Submission of the revised Strategic ICT Plan to the ICT Steering Committee	Number of revised Strategic ICT Plans submitted to the ICT Steering Committee by 31 March	Programme	All	1 per annum	1	1 revised Strategic ICT Plan submitted to the ICT Steering Committee by 31 March	n/a	n/a	1	n/a	Output
KPI053	Office of the Municipal Manager	Submission of the draft Integrated Development Plan (IDP) to the Council	Number of draft IDPs submitted to the Council by 31 March	Programme	All	1 per annum	1	1 draft IDP submitted to the Council by 31 March	n/a	n/a	1	n/a	Output
KPI054	Office of the Municipal Manager	Submission of the IDP / Budget / SDF time schedule (process plan) to the Council	Number of IDP / Budget / SDF time schedules (process plan) submitted to the Council by 31 August	Programme	All	1 per annum	1	1 IDP / Budget / SDF time schedule (process plan) submitted to the Council by 31 August	1	n/a	n/a	n/a	Output
KPI060	Infrastructure Services	Submission of the updated Comprehensive Integrated Transport Plan (CITP) 2023 - 2028 to the Municipal Manager	Number of updated CITPs 2023 - 2028 submitted to the Municipal Manager by 30 June	Programme	All	1 per annum	1	1 updated CITP 2023 - 2028 submitted to the Municipal Manager by 30 June	n/a	n/a	n/a	1	Output

Annexure A:
Revenue by source projections for the 2026/27 financial year

Revenue by source projections for the 2026/2027 financial year

Revenue	July	August	September	October	November	December	January	February	March	April	May	June
Exchange Revenue												
Service charges - Electricity	-98 400 600	-108 804 600	-35 365 600	-81 950 600	-81 044 600	-83 035 600	-83 685 600	-84 904 600	-78 530 600	-78 639 600	-67 950 600	-491 541 776
Service charges - Water	-15 355 500	-13 290 000	-19 354 900	-17 153 000	-18 935 100	-18 525 000	-25 709 300	-28 524 300	-14 621 200	-16 521 200	-21 706 300	-14 954 859
Service charges - Waste Water Management	-16 366 000	-10 964 000	-11 684 000	-10 988 700	-10 868 700	-11 062 000	-10 684 000	-10 684 000	-10 884 000	-10 884 000	-10 884 000	-14 086 146
Service charges - Waste Management	-17 700 700	-8 000 000	-8 501 200	-8 005 500	-7 902 000	-9 318 500	-8 904 800	-8 922 000	-9 301 700	-8 920 500	-8 920 500	-20 459 455
Sale of Goods and Rendering of Services	-3 223 000	-3 045 200	-2 164 287	-4 480 841	-5 618 043	-2 684 138	-1 171 265	-405 079	-1 676 782	-1 878 933	-1 883 100	-5 989 536
Agency services	-165 535	-370 754	-303 384	-467 412	-453 819	-129 643	-130 000	-467 506	-416 519	-410 000	-410 000	-434 796
Interest	-	-	-	-	-	-	-	-	-	-	-	-
Interest earned from Receivables	-1 695 118	-1 704 671	-1 820 607	-1 886 085	-1 769 618	-1 746 226	-1 806 041	-1 852 831	-1 818 559	-950 000	-1 455 936	-1 320 230
Interest earned from Current and Non Current Assets	-3 990 191	-4 285 809	-4 933 185	-4 406 284	-4 812 459	-3 967 750	-4 498 301	-4 150 000	-4 150 000	-4 150 000	-4 150 000	-3 812 436
Development Charges	-660 435	-55 239	-512 368	-3 337 429	-978 921	-1 874 876	-4 395 288	-7 833 141	-2 790 861	-3 746 194	-3 537 194	-21 416 733
Dividends	-	-	-	-	-	-	-	-	-	-	-	-
Rent on Land	-	-	-	-	-	-	-	-	-	-	-	-
Rental from Fixed Assets	543 600	-884 820	-866 477	-593 600	-753 000	-900 127	-916 209	-959 500	-3 496 327	-1 037 700	-1 039 500	-4 058 302
Licence and permits	-158 188	-701 924	-696 215	-902 674	-648 862	-533 685	-755 410	-1 389 065	-634 587	-751 000	-813 341	-1 207 237
Operational Revenue	-368 828	-215 988	-494 696	-774 667	-338 032	-418 781	-670 894	-601 485	-275 450	-590 808	-477 543	-5 827 265
Non-Exchange Revenue	-	-	-	-	-	-	-	-	-	-	-	-
Property rates	-65 279 301	-40 297 798	-42 793 367	-41 713 156	-42 576 910	-41 514 912	-42 226 588	-42 163 104	-42 598 022	-42 149 622	-42 597 622	-131 066 671
Surcharges and Taxes	-	-	-	-	-	-	-	-	-	-	-	-
Fines, penalties and forfeits	-6 924	-6 604	-393 422	-41 271	-21 974	-63 355 834	-17 807	-71 168 816	-6 393 904	-6 012 572	-25 382 574	-9 271 268
Licences or permits	-	-	-	-	-	-	-	-	-	-	-	-
Transfer and subsidies - Operational	-92 701 678	-1 501 678	-7 223 928	-1 649 802	-1 501 678	-162 359 928	-1 501 678	-1 501 678	-7 371 170	-1 501 678	-1 501 678	-7 223 935
Interest	-332 579	-340 465	-334 902	-334 000	180 486	-372 130	-378 926	-384 852	-384 880	-340 000	-413 341	-151 250
Fuel Levy	-	-	-	-	-	-	-	-	-	-	-	-
Operational Revenue	-400 000	-250 000	-250 000	-250 000	-250 000	-250 000	-250 000	-250 000	-250 000	-250 000	-250 000	-565 237
Gains on disposal of Assets	-	-	-	-	-	-	-	-	-	-	-	-
Other Gains	-	-	-	-	-	-	-	-	-	-	-	-
Discontinued Operations	-	-	-	-	-	-	-	-	-	-	-	-
Transfers and subsidies - capital (monetary allocations)	-	-5 410 458	-12 472 204	-6 998 719	-5 046 915	-12 928 139	-2 654 423	-4 386 801	-12 928 139	-2 654 423	-4 500 000	-9 764 679
Transfers and subsidies - capital (in-kind)	-	-	-	-	-	-	-	-	-	-	-	-
Grand Total	-316 260 977	-200 130 008	-150 164 742	-185 933 740	-183 340 145	-414 977 269	-190 356 530	-270 548 758	-198 522 700	-181 388 230	-197 873 229	-743 151 811

Annexure B:
Expenditure by type projections for the 2026/27 financial year

Expenditure by type projections for the 2026/2027 financial year

Expenditure by Type	July	August	September	October	November	December	January	February	March	April	May	June
Employee related costs	61 521 719	61 521 719	61 521 719	61 521 719	61 521 719	61 521 719	61 521 719	61 521 719	61 521 719	61 521 719	61 521 719	107 049 402
Remuneration of councillors	2 414 427	2 414 427	2 414 427	2 414 427	2 414 427	2 414 427	2 414 427	2 414 427	2 414 427	2 414 427	2 414 427	2 414 396
Inventory consumed	4 772 636	9 241 170	9 572 585	10 113 572	9 317 183	9 690 274	10 427 649	10 991 696	4 972 880	3 760 799	3 522 464	44 515 196
Debt impairment	-	-	-	-	-	-	-	-	-	-	-	79 651 355
Depreciation and amortisation	19 394 958	19 394 958	19 394 958	19 394 958	19 394 958	19 394 958	19 394 958	19 394 958	19 394 958	19 394 958	19 394 958	19 394 550
Bulk purchases - electricity	95 074 289	97 133 070	95 222 921	63 705 900	61 469 834	59 516 694	53 534 991	57 549 106	94 208 537	95 074 289	95 074 289	95 074 292
Interest	-	-	-	-	-	32 048 077	-	-	-	-	-	40 582 847
Contracted services	1 620 764	13 650 603	29 791 524	23 230 177	23 474 820	30 766 879	25 036 536	27 452 439	24 477 163	3 550 526	5 919 061	206 700 573
Transfers and subsidies	-	2 632 525	845 750	605 830	444 836	523 260	1 004 434	1 200 748	-	-	-	2 507 716
Irrecoverable debts written off	-	-	11 606	-	-	214 730	-	-	4 610	-	-	132 172 987
Operational costs	21 047 817	12 438 706	13 131 464	18 453 408	14 670 093	16 404 914	9 421 374	14 617 122	6 655 081	2 590 731	2 667 019	87 605 430
Losses on disposal of Assets	-	-	-	-	-	-	-	-	-	-	-	-
Other Losses	-	-	-	-	-	-	-	-	-	-	-	4 655 433
Grand Total	205 846 610	218 427 178	231 906 954	199 439 991	192 707 870	232 495 932	182 756 088	195 142 215	213 649 375	188 307 449	190 513 937	822 324 177

Annexure C:
Projections for the 2026/27 Financial Year

Projections for the 2026/2027 financial year

Operational Expenditure

Directorates	July	August	September	October	November	December	January	February	March	April	May	June	Total
Municipal Manager	1 361 725	1 657 671	1 562 501	1 511 773	1 629 816	1 359 666	1 647 925	1 571 243	1 812 500	1 488 554	1 678 183	5 814 051	23 095 608
Planning and Economic Development	6 970 467	8 202 680	16 696 797	10 203 753	10 029 087	17 552 735	11 223 176	11 849 913	17 419 251	8 806 584	10 849 914	28 181 879	157 986 236
Infrastructure Services	135 660 111	147 241 725	153 095 513	121 495 750	118 177 473	149 226 679	112 622 844	117 999 777	141 143 464	134 330 660	134 038 993	388 937 879	1 853 970 868
Community and Protection Services	24 896 354	33 206 219	34 814 402	34 496 922	37 904 182	35 538 920	33 792 847	36 547 535	32 225 250	24 404 343	24 704 343	266 102 229	618 633 546
Corporate Services	13 623 338	17 846 500	14 307 987	19 541 088	12 084 099	16 931 854	13 197 450	17 493 873	11 351 421	10 513 855	10 503 763	100 701 130	258 096 358
Financial Services	23 334 615	10 272 383	11 429 754	12 190 705	12 883 213	11 886 078	10 271 846	9 679 874	9 697 489	8 763 453	8 738 741	32 587 009	161 735 160
Grand Total	205 846 610	218 427 178	231 906 954	199 439 991	192 707 870	232 495 932	182 756 088	195 142 215	213 649 375	188 307 449	190 513 937	822 324 177	3 073 517 776

Operational Revenue

Directorates	July	August	September	October	November	December	January	February	March	April	May	June	Total
Municipal Manager	-	-	-	-	-	-	-	-	-	-	-	-	-
Planning and Economic Development	- 1 415 248	- 2 798 079	- 11 740 430	- 1 879 510	- 5 682 138	- 11 749 228	- 1 648 168	- 547 329	- 13 959 875	- 1 882 623	- 1 882 623	- 12 246 387	- 67 431 638
Infrastructure Services	- 206 972 019	- 148 839 542	- 86 327 540	- 130 909 146	- 127 109 432	- 241 873 171	- 138 210 065	- 142 530 883	- 127 466 018	- 122 741 530	- 118 984 143	- 574 456 171	- 2 166 419 660
Community and Protection Services	- 1 802 867	- 2 251 718	- 2 528 711	- 4 720 910	- 2 226 124	- 66 178 510	- 2 160 021	- 79 369 320	- 8 591 464	- 8 611 582	- 28 617 456	- 13 337 127	- 220 395 810
Corporate Services	- 934 542	- 946 998	- 831 230	- 1 553 419	- 606 297	- 627 842	- 700 303	- 646 500	- 956 385	- 832 973	- 809 144	- 4 351 639	- 13 797 272
Financial Services	- 105 136 301	- 45 293 671	- 48 736 831	- 46 870 755	- 47 716 154	- 94 548 518	- 47 637 973	- 47 454 726	- 47 548 958	- 47 319 522	- 47 579 863	- 138 760 487	- 764 603 759
Grand Total	- 316 260 977	- 200 130 008	- 150 164 742	- 185 933 740	- 183 340 145	- 414 977 269	- 190 356 530	- 270 548 758	- 198 522 700	- 181 388 230	- 197 873 229	- 743 151 811	- 3 232 648 139

Capital Expenditure

Directorates	July	August	September	October	November	December	January	February	March	April	May	June	Total
Municipal Manager	-	-	10 000	-	-	10 000	-	-	10 000	-	-	30 000	60 000
Planning and Economic Development	-	701 250	2 280 174	2 317 965	3 291 251	1 145 277	1 511 883	3 543 859	3 958 899	3 695 730	2 961 714	8 717 063	34 125 065
Infrastructure Services	10 016 612	13 106 114	16 776 726	17 335 945	24 788 915	26 423 546	20 696 842	38 325 415	34 887 915	32 363 415	23 205 136	179 668 423	437 595 004
Community and Protection Services	217 391	434 783	802 174	5 743 478	3 905 071	1 508 984	3 028 984	7 728 984	3 978 984	4 353 984	7 701 809	12 117 156	51 521 782
Corporate Services	-	825 000	2 500 000	3 625 000	6 200 000	4 400 000	4 625 000	5 025 000	6 575 000	4 750 000	3 275 000	10 300 000	52 100 000
Financial Services	-	-	350 000	1 000 000	-	350 000	-	-	1 850 000	-	-	350 000	3 900 000
Grand Total	10 234 003	15 067 147	22 719 074	30 022 388	38 185 237	33 837 807	29 862 709	54 623 258	51 260 798	45 163 129	37 143 659	211 182 642	579 301 851

**Annexure D:
Capital Budget 2026/27**

Directorate	Department	Project name	Strategic Objectives	Final Budget 2024/27	Final Budget 2027/28	Final Budget 2028/29	Total MTREF
Municipal Manager	Executive Support: Office of the Municipal Manager	Furniture, Tools & Equipment: MM	Good Governance and Compliance	60 000	60 000	60 000	180 000
Total Municipal Manager				60 000	60 000	60 000	180 000
Planning and Economic Development	Building Control	Furniture, Tools & Equipment: Building Control	Dignified Living	150 000	150 000	180 000	480 000
Planning and Economic Development	Development Planning	Furniture, Tools and Equipment: Spatial Planning	Dignified Living	80 000	85 000	90 000	255 000
Planning and Economic Development	Economic Development & Tourism	Furniture, Tools & Equipment: LED	Dignified Living	80 000	80 000	85 000	245 000
Planning and Economic Development	Economic Development & Tourism	Restoration of Landbou Saal	Good Governance and Compliance	1 612 500	537 500	-	2 150 000
Planning and Economic Development	Housing Administration	Flats: Interior Upgrading - Kayamandi	Dignified Living	6 300 000	4 700 000	-	11 000 000
Planning and Economic Development	Housing Administration	Furniture, Tools & Equipment: Housing Administration	Dignified Living	170 000	180 000	190 000	540 000
Planning and Economic Development	Housing Administration	Kayamandi Hostels	Dignified Living	1 613 913			1 613 913
Planning and Economic Development	Housing Administration	Upgrading of Flats: General	Dignified Living	3 000 000	-	-	3 000 000
Planning and Economic Development	Housing Administration	Upgrading of Lapland waste water	Dignified Living	4 000 000	2 000 000	-	6 000 000
Planning and Economic Development	Housing Administration	Vehicles fleet : Housing Administration	Good Governance and Compliance	1 000 000	-	-	1 000 000
Planning and Economic Development	Housing Development	Adam Tas Corridor Precinct 10	Dignified Living	-	8 695 652	20 000 000	28 695 652
Planning and Economic Development	Housing Development	Erf 7001 Cloetesville (380) FLISP	Dignified Living	6 956 522	6 956 522	-	13 913 044
Planning and Economic Development	Housing Development	Furniture, Tools & Equipment: Housing Development	Good Governance and Compliance	150 000	80 000	85 000	315 000
Planning and Economic Development	Housing Development	Housing projects	Dignified Living	320 000	330 000	340 000	990 000
Planning and Economic Development	Housing Development	ISSP Kayamandi	Dignified Living	869 565	869 565	-	1 739 130
Planning and Economic Development	Housing Development	Kayamandi Town Centre	Dignified Living	-	434 782	-	434 782
Planning and Economic Development	Housing Development	Jamestown: Housing (Phase 2 & 3)	Dignified Living	4 347 826	13 913 043	-	18 260 869
Planning and Economic Development	Housing Development	Klapmuts La Rochelle (100)	Dignified Living	329 739	2 608 696	3 130 435	6 068 870
Planning and Economic Development	Housing Development	La Motte Old Forest Station (±430 services & ±430 units)	Dignified Living	-	3 260 870	6 521 739	9 782 609
Planning and Economic Development	IHS: Informal Settlements	Access to Basic Services	Dignified Living	1 000 000	1 000 000	1 500 000	3 500 000
Planning and Economic Development	IHS: Informal Settlements	Furniture, Tools & Equipment: Informal Settlements	Dignified Living	50 000	50 000	51 000	151 000
Planning and Economic Development	IHS: Informal Settlements	Emergency Housing	Dignified Living	2 000 000	2 000 000	2 000 000	6 000 000
Planning and Economic Development	Town Planning	Furniture, Tools & Equipment: Town Planning	Dignified Living	95 000	100 000	110 000	305 000
Total Planing and Economic Development				34 125 065	48 031 630	34 283 174	116 439 869
Infrastructure Services	Electrical Services	20MW Renewable energy project	Green and Sustainable Valley	520 000	-	-	520 000
Infrastructure Services	Electrical Services	Ad-Hoc Provision of Streetlighting	Safe Valley	2 289 800	2 450 086	2 621 592	7 361 478
Infrastructure Services	Electrical Services	Automatic Meter Reader	Green and Sustainable Valley	484 000	532 400	585 640	1 602 040
Infrastructure Services	Electrical Services	Battery Storage systems and rooftop PV for critical buildings	Green and Sustainable Valley	3 452 580	-	-	3 452 580
Infrastructure Services	Electrical Services	Battery Storage systems and rooftop PV for critical plants	Green and Sustainable Valley	3 000 000	3 000 000	-	6 000 000
Infrastructure Services	Electrical Services	Bien don 66/11kV substation new	Valley of Possibility	35 913 852	45 843 905	58 200 000	139 957 757
Infrastructure Services	Electrical Services	Cable Network: Franschhoek	Dignified Living	5 000 000	-	-	5 000 000
Infrastructure Services	Electrical Services	Cable replacement 66kV	Valley of Possibility	-	11 036 500	10 800 000	21 836 500
Infrastructure Services	Electrical Services	Control Room implementation	Green and Sustainable Valley	-	300 000	-	300 000
Infrastructure Services	Electrical Services	Demand Side Management Geyser Control	Green and Sustainable Valley	500 000	3 500 000	3 500 000	7 500 000
Infrastructure Services	Electrical Services	Electricity Network: Pniel	Valley of Possibility	3 500 000	3 500 000	3 500 000	10 500 000
Infrastructure Services	Electrical Services	Electrification INEP	Valley of Possibility	-	9 036 522	9 445 217	18 481 739
Infrastructure Services	Electrical Services	Energy Balancing - Metering and Mini-Substations	Valley of Possibility	-	500 000	250 000	750 000
Infrastructure Services	Electrical Services	Furniture, Tools and Equipment: Electrical Services	Good Governance and Compliance	-	403 151	443 466	846 617
Infrastructure Services	Electrical Services	Hot water load control	Green and Sustainable Valley	500 000	-	-	500 000
Infrastructure Services	Electrical Services	Integrated National Electrification Programme	Valley of Possibility	-	321 957	321 957	643 914

Directorate	Department	Project name	Strategic Objectives	Final Budget 2024/27	Final Budget 2027/28	Final Budget 2028/29	Total MTREF
Infrastructure Services	Electrical Services	Jan Marais Upgrade: Remove Existing Tx and replace with 20MVA	Valley of Possibility	16 900 000	-	-	16 900 000
Infrastructure Services	Electrical Services	Northern Extension Bulk Supply	Dignified Living	27 000 000	35 500 000	-	62 500 000
Infrastructure Services	Electrical Services	Kayamandi new substation 11 kV switching station	Dignified Living	25 500 000	7 200 000	-	32 700 000
Infrastructure Services	Electrical Services	Meter Panels	Green and Sustainable Valley	250 000	250 000	250 000	750 000
Infrastructure Services	Electrical Services	Network Cable Replace 11 Kv	Valley of Possibility	3 630 000	3 993 000	4 392 300	12 015 300
Infrastructure Services	Electrical Services	Replace Control Panels 66 kV & Circuit breakers	Dignified Living	2 500 000	-	-	2 500 000
Infrastructure Services	Electrical Services	Replace Ineffective Meters	Green and Sustainable Valley	100 000	500 000	402 628	1 002 628
Infrastructure Services	Electrical Services	SCADA Implementation	Green and Sustainable Valley	4 000 000	4 000 000	-	8 000 000
Infrastructure Services	Electrical Services	STB Switchgear (11kV) SF6	Valley of Possibility	-	-	0	0
Infrastructure Services	Electrical Services	Streetlights R304	Dignified Living	1 000 000	7 816 990	-	8 816 990
Infrastructure Services	Electrical Services	Substation 66kV equipment (Jan Marais)	Dignified Living	1 590 341	1 457 812	1 749 375	4 797 528
Infrastructure Services	Electrical Services	Substation 66kV equipment (Main s)	Dignified Living	1 590 341	1 457 812	1 749 375	4 797 528
Infrastructure Services	Electrical Services	Substation 66kV equipment (Golf,)	Dignified Living	1 590 341	1 457 812	1 749 375	4 797 528
Infrastructure Services	Electrical Services	Substation 66kV equipment (Markotter)	Dignified Living	397 585	1 457 812	1 749 375	3 604 772
Infrastructure Services	Electrical Services	Switchgear Substation Blake 2	Valley of Possibility	3 500 000	-	-	3 500 000
Infrastructure Services	Electrical Services	Switchgear Substation Cascade	Valley of Possibility	-	4 500 000	-	4 500 000
Infrastructure Services	Electrical Services	Switchgear Substation Papegaairand	Valley of Possibility	-	4 500 000	-	4 500 000
Infrastructure Services	Electrical Services	Switchgear Substation Paradyskloof	Valley of Possibility	3 500 000	-	-	3 500 000
Infrastructure Services	Electrical Services	Switchgear Substation Technopark	Valley of Possibility	-	4 500 000	-	4 500 000
Infrastructure Services	Electrical Services	Switchgear Substation University	Valley of Possibility	-	20 000 000	-	20 000 000
Infrastructure Services	Electrical Services	Switchgear Substation van der Stel	Valley of Possibility	3 500 000	-	-	3 500 000
Infrastructure Services	Electrical Services	Switchgear Substation Welgevonden	Valley of Possibility	-	4 500 000	-	4 500 000
Infrastructure Services	Electrical Services	Switchgear Substation Kayamandi	Valley of Possibility	3 500 000	-	-	3 500 000
Infrastructure Services	Electrical Services	System Control Centre & Upgrade Telemetry:	Dignified Living	4 791 600	2 506 454	2 631 777	9 929 831
Infrastructure Services	Electrical Services	Third transformer and associated works 20MVA Cloetessville	Dignified Living	-	-	-	-
Infrastructure Services	Electrical Services	Turnkey - EPC of Hybrid inverter with Battery Storage Systems at Stellenbosch Community Buildings	Green and Sustainable Valley	3 210 185	-	-	3 210 185
Infrastructure Services	Electrical Services	Uninterrupted Power Supply for buildings	Safe Valley	-	2 000 000	-	2 000 000
Infrastructure Services	Electrical Services	Upgrade transformers at Main substation 7.5MVA to 20MVA	Dignified Living	18 000 000	11 300 000	-	29 300 000
Infrastructure Services	Electrical Services	Vehicles: Electrical Services	Dignified Living	350 000	-	-	350 000
Infrastructure Services	Infrastructure Services	Furniture, Tools & Equipment: IS	Good Governance and Compliance	65 000	115 000	115 000	295 000
Infrastructure Services	Project Management Unit (PMU)	Furniture, Tools & Equipment: PMU	Dignified Living	110 000	120 000	130 000	360 000
Infrastructure Services	Project Management Unit (PMU)	Upgrading Ad hoc Housing Projects	Dignified Living	400 000	500 000	500 000	1 400 000
Infrastructure Services	Roads and Stormwater	Adhoc Reconstruction Of Roads (WC024)	Valley of Possibility	5 000 000	5 000 000	8 000 000	18 000 000
Infrastructure Services	Roads and Stormwater	Bridge Assessment and Design - Lacotte River Flood Resilience	Dignified Living	2 000 000	4 000 000	7 000 000	13 000 000
Infrastructure Services	Roads and Stormwater	Bridge Assessment and Design - Stiebeul River Pedestrian Bridges	Dignified Living	1 700 000	1 000 000	1 000 000	3 700 000
Infrastructure Services	Roads and Stormwater	Bridge Assessment and Design Stellenbosch and surrounding	Dignified Living	1 500 000	1 500 000	500 000	3 500 000
Infrastructure Services	Roads and Stormwater	Devon Valley Roads - Safety Improvements Structural Repairs	Dignified Living	500 000	-	-	500 000
Infrastructure Services	Roads and Stormwater	Furniture, Tools & Equipment: Roads & Stormwater	Good Governance and Compliance	100 000	400 000	400 000	900 000
Infrastructure Services	Roads and Stormwater	Parking Area Upgrades - Stellenbosch	Valley of Possibility	-	1 000 000	-	1 000 000
Infrastructure Services	Roads and Stormwater	Reseal Roads - Franschhoek & Surrounding	Dignified Living	1 500 000	2 000 000	3 000 000	6 500 000
Infrastructure Services	Roads and Stormwater	Reseal Roads - Klapmuts, Raithby & Surrounding	Dignified Living	1 000 000	-	-	1 000 000
Infrastructure Services	Roads and Stormwater	Reseal Roads - Kylemore & Surrounding	Dignified Living	-	1 500 000	1 500 000	3 000 000
Infrastructure Services	Roads and Stormwater	Reseal Roads - Stellenbosch & Surrounding	Dignified Living	3 500 000	5 000 000	8 000 000	16 500 000

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Infrastructure Services	Roads and Stormwater	River Rehabilitation Implementation	Dignified Living	1 500 000	2 000 000	1 500 000	5 000 000
Infrastructure Services	Roads and Stormwater	Specialized Vehicles: Roads and Stormwater	Good Governance and Compliance	6 000 000	2 000 000	5 000 000	13 000 000
Infrastructure Services	Roads and Stormwater	Upgrade Stormwater Retention Facilities	Dignified Living	-	500 000	-	500 000
Infrastructure Services	Roads and Stormwater	Upgrade Stormwater System	Dignified Living	300 000	600 000	400 000	1 300 000
Infrastructure Services	Roads and Stormwater	Upgrade: Lower Dorp Street	Dignified Living	4 000 000	4 000 000	-	8 000 000
Infrastructure Services	Roads and Stormwater	Vehicles Fleet: Roads and Stormwater	Good Governance and Compliance	-	500 000	500 000	1 000 000
Infrastructure Services	Roads and Stormwater	Wilderbosch Extension to Trumali	Valley of Possibility	-	1 500 000	-	1 500 000
Infrastructure Services	Roads and Stormwater	Wilderbosch Extension to Technopark	Valley of Possibility	-	2 000 000	2 000 000	4 000 000
Infrastructure Services	Traffic Engineering	Adhoc Intersection Improvements	Safe Valley	-	-	2 000 000	2 000 000
Infrastructure Services	Traffic Engineering	Bird Street Dualling - Adam Tas to Kayamandi	Dignified Living	-	10 000 000	50 000 000	60 000 000
Infrastructure Services	Traffic Engineering	Furniture, Tools & Equipment: Traffic Engineering	Dignified Living	100 000	150 000	150 000	400 000
Infrastructure Services	Traffic Engineering	Jamestown Transport Network - School Street	Dignified Living	16 000 000	-	-	16 000 000
Infrastructure Services	Traffic Engineering	Main Road Intersection Improvements: Franschoek	Dignified Living	-	-	1 500 000	1 500 000
Infrastructure Services	Traffic Engineering	Main road intersection improvements: Helshoogte rd/La Colline	Dignified Living	-	-	2 000 000	2 000 000
Infrastructure Services	Traffic Engineering	Main Road Intersection Improvements: R44 / Merriman Street	Dignified Living	1 500 000	3 000 000	2 000 000	6 500 000
Infrastructure Services	Traffic Engineering	Main Road Intersection Improvements: Strand / Adam Tas / Alexander	Dignified Living	17 000 000	24 943 007	-	41 943 007
Infrastructure Services	Traffic Engineering	Pedestrian Crossing Implementation	Safe Valley	300 000	-	-	300 000
Infrastructure Services	Traffic Engineering	Raised Intersection Implementation	Safe Valley	500 000	600 000	-	1 100 000
Infrastructure Services	Traffic Engineering	Road Safety Improvements	Safe Valley	500 000	1 000 000	500 000	2 000 000
Infrastructure Services	Traffic Engineering	Road Upgrades at School Precincts	Dignified Living	500 000	500 000	500 000	1 500 000
Infrastructure Services	Traffic Engineering	Specialized Equipment: Roadmarking Machine + Trailer	Good Governance and Compliance	-	1 000 000	500 000	1 500 000
Infrastructure Services	Traffic Engineering	Traffic Calming Projects: Implementation	Safe Valley	1 000 000	1 000 000	1 000 000	3 000 000
Infrastructure Services	Traffic Engineering	Traffic Management Improvement Programme	Safe Valley	1 000 000	-	-	1 000 000
Infrastructure Services	Traffic Engineering	Traffic Signal Control: Installation and Upgrading of Traffic Signals and Associated Components	Safe Valley	1 700 000	1 700 000	1 700 000	5 100 000
Infrastructure Services	Traffic Engineering	Traffic Signal Management System	Safe Valley	500 000	1 500 000	1 500 000	3 500 000
Infrastructure Services	Traffic Engineering	Universal Access Implementation	Safe Valley	300 000	-	-	300 000
Infrastructure Services	Transport Planning	Adam Tas - Corridor Transport	Safe Valley	1 500 000	1 000 000	-	2 500 000
Infrastructure Services	Transport Planning	Adam Tas - Technopark Link Road	Safe Valley	3 998 047	5 000 000	25 000 000	33 998 047
Infrastructure Services	Transport Planning	Bicycle Lockup Facilities	Safe Valley	300 000	-	-	300 000
Infrastructure Services	Transport Planning	Comprehensive Integrated Transport Plan	Good Governance and Compliance	2 570 435	1 910 522	1 623 478	6 104 435
Infrastructure Services	Transport Planning	Cycle Plan - Design & Implementation	Safe Valley	500 000	500 000	500 000	1 500 000
Infrastructure Services	Transport Planning	Non-Motorised Transport Implementation	Safe Valley	2 000 000	3 000 000	4 000 000	9 000 000
Infrastructure Services	Transport Planning	Non-Motorised Transport Plan	Safe Valley	2 000 000	-	1 000 000	3 000 000
Infrastructure Services	Transport Planning	Park and Ride (Transport Interchange)	Safe Valley	-	2 000 000	5 000 000	7 000 000
Infrastructure Services	Transport Planning	Provision of Bulk Parking Planning & Development	Safe Valley	500 000	-	-	500 000
Infrastructure Services	Transport Planning	Public Transport Facilities (taxi ranks) new	Safe Valley	500 000	500 000	-	1 000 000
Infrastructure Services	Transport Planning	Public Transport Facilities (Taxi Ranks) Adhoc Upgrades	Safe Valley	500 000	500 000	-	1 000 000
Infrastructure Services	Transport Planning	Public Transport Infrastructure (Public Transport Shelters & Embayments)	Valley of Possibility	400 000	400 000	400 000	1 200 000
Infrastructure Services	Transport Planning	Public Transport Planning - WC024	Valley of Possibility	1 000 000	1 000 000	-	2 000 000
Infrastructure Services	Transport Planning	Re-design of Bergzicht Public Transport Facility	Valley of Possibility	1 000 000	1 500 000	2 000 000	4 500 000
Infrastructure Services	Transport Planning	Stellenbosch - Bicycle network	Valley of Possibility	200 000	-	-	200 000
Infrastructure Services	Waste Management: Solid Waste Management	Expansion of the landfill site (New cells)	Green and Sustainable Valley	-	23 000 000	-	23 000 000
Infrastructure Services	Waste Management: Solid Waste Management	Furniture, Tools & Equipment: Solid Waste	Dignified Living	50 000	50 000	50 000	150 000
Infrastructure Services	Waste Management: Solid Waste Management	Landfill Gas To Energy	Green and Sustainable Valley	-	2 000 000	-	2 000 000

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Infrastructure Services	Waste Management: Solid Waste Management	Major Drop-Offs: Construction - Franschhoek	Green and Sustainable Valley	1 000 000	5 000 000	-	6 000 000
Infrastructure Services	Waste Management: Solid Waste Management	Major Drop-offs: Construction - Klapmuts	Green and Sustainable Valley	7 141 917	2 000 000	-	9 141 917
Infrastructure Services	Waste Management: Solid Waste Management	Mini Waste drop-off facilities	Green and Sustainable Valley	500 000	200 000	-	700 000
Infrastructure Services	Waste Management: Solid Waste Management	Plant and Vehicles: Solid Waste	Dignified Living	9 000 000	4 500 000	5 000 000	18 500 000
Infrastructure Services	Waste Management: Solid Waste Management	Upgrade Material Recovery Facility	Dignified Living	500 000	4 300 000	1 000 000	5 800 000
Infrastructure Services	Waste Management: Solid Waste Management	Waste containers	Green and Sustainable Valley	200 000	200 000	-	400 000
Infrastructure Services	Waste Management: Solid Waste Management	Waste Minimization Projects	Green and Sustainable Valley	-	-	500 000	500 000
Infrastructure Services	Water and Wastewater Services: Sanitation	Compilation of Water Service Development Plan (tri-annually)	Good Governance and Compliance	1 000 000	815 000	500 000	2 315 000
Infrastructure Services	Water and Wastewater Services: Sanitation	Construction of New Dwarsriver Sewer Pumpstation.	Dignified Living	1 500 000	15 000 000	20 000 000	36 500 000
Infrastructure Services	Water and Wastewater Services: Sanitation	Extension Of WWTW: Stellenbosch	Dignified Living	-	-	36 250 000	36 250 000
Infrastructure Services	Water and Wastewater Services: Sanitation	Furniture, Tools & Equipment: Sanitation	Dignified Living	200 000	400 000	500 000	1 100 000
Infrastructure Services	Water and Wastewater Services: Sanitation	Pond rehabilitation and pond pumping systems construction WWTW	Dignified Living	250 000	4 100 000	-	4 350 000
Infrastructure Services	Water and Wastewater Services: Sanitation	Refurbish Plant & Equipment - Raithby WWTW	Dignified Living	1 000 000	8 000 000	-	9 000 000
Infrastructure Services	Water and Wastewater Services: Sanitation	Sewer Pumpstation & Telemetry Upgrade	Dignified Living	3 750 000	1 500 000	2 500 000	7 750 000
Infrastructure Services	Water and Wastewater Services: Sanitation	Sewerpipe Replacement	Dignified Living	7 000 000	5 000 000	8 000 000	20 000 000
Infrastructure Services	Water and Wastewater Services: Sanitation	Specialized Vehicles: Sanitation	Dignified Living	3 000 000	3 000 000	3 000 000	9 000 000
Infrastructure Services	Water and Wastewater Services: Sanitation	Update Sewer Masterplan	Good Governance and Compliance	1 500 000	750 000	1 500 000	3 750 000
Infrastructure Services	Water and Wastewater Services: Sanitation	Upgrade Laboratory Equipment	Dignified Living	-	250 000	250 000	500 000
Infrastructure Services	Water and Wastewater Services: Sanitation	Upgrade of Dwarsriver Bulk Sewer network and pump lines	Dignified Living	-	2 000 000	2 000 000	4 000 000
Infrastructure Services	Water and Wastewater Services: Sanitation	Upgrade of WWTW Wemmershoek	Dignified Living	1 000 000	-	-	1 000 000
Infrastructure Services	Water and Wastewater Services: Sanitation	Upgrade of WWTW: Klapmuts	Dignified Living	30 272 850	2 500 000	30 000 000	62 772 850
Infrastructure Services	Water and Wastewater Services: Sanitation	Vehicles: Sanitation	Good Governance and Compliance	1 000 000	-	1 250 000	2 250 000
Infrastructure Services	Water and Wastewater Services: Sanitation	Viottenburg Outfall Sewer: Construction of Digteby Sewerpipe (Servitude)	Dignified Living	50 000	-	-	50 000
Infrastructure Services	Water and Wastewater Services: Water	Bulk Water Supply Pipe and Reservoir: Stellenbosch	Valley of Possibility	30 890 632	8 000 000	-	38 890 632
Infrastructure Services	Water and Wastewater Services: Water	Bulk Water Supply Pipe: Cloeteville/ Idas Valley	Valley of Possibility	24 000 000	-	-	24 000 000
Infrastructure Services	Water and Wastewater Services: Water	Bulk Water Upgrades Franschhoek	Valley of Possibility	500 000	-	-	500 000
Infrastructure Services	Water and Wastewater Services: Water	Chlorination Installation: Upgrade	Valley of Possibility	500 000	-	-	500 000
Infrastructure Services	Water and Wastewater Services: Water	Dwarsriver Bulk Supply Augmentation and Network Upgrades	Valley of Possibility	-	-	500 000	500 000
Infrastructure Services	Water and Wastewater Services: Water	Furniture, Tools & Equipment: Water	Dignified Living	200 000	200 000	250 000	650 000
Infrastructure Services	Water and Wastewater Services: Water	New Reservoir & Pipeline: Viottenburg	Dignified Living	11 985 498	18 000 000	4 000 000	33 985 498
Infrastructure Services	Water and Wastewater Services: Water	Reservoirs and Dam Safety	Dignified Living	1 250 000	2 000 000	3 000 000	6 250 000
Infrastructure Services	Water and Wastewater Services: Water	Specialized Vehicles: Water	Good Governance and Compliance	3 000 000	3 000 000	6 000 000	12 000 000
Infrastructure Services	Water and Wastewater Services: Water	Uniepark & Helshoogte Storage and Supply scheme	Dignified Living	1 000 000	1 000 000	-	2 000 000
Infrastructure Services	Water and Wastewater Services: Water	Update Water Masterplan	Dignified Living	1 250 000	1 500 000	1 500 000	4 250 000
Infrastructure Services	Water and Wastewater Services: Water	Upgrade and Replace Water Meters	Dignified Living	6 000 000	7 000 000	7 000 000	20 000 000
Infrastructure Services	Water and Wastewater Services: Water	Upgrade of IdasValley WTP	Dignified Living	1 500 000	40 000 000	10 000 000	51 500 000
Infrastructure Services	Water and Wastewater Services: Water	Vehicles: Water	Good Governance and Compliance	3 000 000	2 000 000	750 000	5 750 000
Infrastructure Services	Water and Wastewater Services: Water	Water Conservation & Demand Management	Good Governance and Compliance	2 000 000	2 500 000	3 000 000	7 500 000
Infrastructure Services	Water and Wastewater Services: Water	Water Telemetry Upgrade	Good Governance and Compliance	2 000 000	3 000 000	-	5 000 000
Infrastructure Services	Water and Wastewater Services: Water	Waterpipe Replacement	Dignified Living	10 000 000	10 000 000	10 000 000	30 000 000

Directorate	Department	Project name	Strategic Objectives	Final Budget 2024/27	Final Budget 2027/28	Final Budget 2028/29	Total MTREF
Total Infrastructure Services				437 595 004	480 025 742	405 060 555	1 322 681 301
Corporate Services	Information and Communications Technology (ICT)	Fibre Optic Implementation	Good Governance and Compliance	3 000 000	2 500 000	2 500 000	8 000 000
Corporate Services	Information and Communications Technology (ICT)	ICT Cable Reticulation and Management	Valley of Possibility	1 000 000	1 500 000	500 000	3 000 000
Corporate Services	Information and Communications Technology (ICT)	Purchase and Replacement of Computer/software and Peripheral devices	Good Governance and Compliance	2 500 000	3 500 000	2 000 000	8 000 000
Corporate Services	Information and Communications Technology (ICT)	Server Storage expansion and upgrades	Good Governance and Compliance	2 000 000	2 000 000	1 000 000	5 000 000
Corporate Services	Information and Communications Technology (ICT)	Upgrade and Expansion of IT Infrastructure Platforms	Good Governance and Compliance	2 000 000	2 000 000	2 500 000	6 500 000
Corporate Services	Information and Communications Technology (ICT)	Upgrading Communication Network	Safe Valley	1 500 000	2 250 000	1 100 000	4 850 000
Corporate Services	Properties and Municipal Building Maintenance	Airconditioners	Dignified Living	200 000	-	-	200 000
Corporate Services	Properties and Municipal Building Maintenance	Furniture, Tools & Equipment: Property Management	Good Governance and Compliance	-	250 000	500 000	750 000
Corporate Services	Properties and Municipal Building Maintenance	Kayamandi: Upgrading of Makapula Hall	Dignified Living	500 000	-	-	500 000
Corporate Services	Properties and Municipal Building Maintenance	La Motte Fire Station	Safe Valley	100 000	-	-	100 000
Corporate Services	Properties and Municipal Building Maintenance	Structural Improvement: General	Valley of Possibility	-	-	2 000 000	2 000 000
Corporate Services	Properties and Municipal Building Maintenance	Structural Maintenance/Upgrade: Beltana	Valley of Possibility	30 000 000	-	-	30 000 000
Corporate Services	Properties and Municipal Building Maintenance	Structural Upgrade: Heritage Building	Valley of Possibility	400 000	1 500 000	-	1 900 000
Corporate Services	Properties and Municipal Building Maintenance	Traffic Offices	Safe Valley	1 000 000	7 000 000	7 000 000	15 000 000
Corporate Services	Properties and Municipal Building Maintenance	Upgrading and conversion of Fire House to a Training Centre	Good Governance and Compliance	-	400 000	1 500 000	1 900 000
Corporate Services	Properties and Municipal Building Maintenance	Upgrading Fencing	Safe Valley	300 000	500 000	500 000	1 300 000
Corporate Services	Properties and Municipal Building Maintenance	Upgrading of New Office Space: Ryneveld Street	Valley of Possibility	1 600 000	-	-	1 600 000
Corporate Services	Properties and Municipal Building Maintenance	Upgrading of Office Space: Community Services (Urban Forestry)	Good Governance and Compliance	1 000 000	-	80 000	1 080 000
Corporate Services	Properties and Municipal Building Maintenance	Upgrading: Admin Building and Community Hall	Valley of Possibility	2 250 000	250 000	-	2 500 000
Corporate Services	Properties and Municipal Building Maintenance	Upgrading: Law Enforcement Offices	Safe Valley	2 500 000	2 500 000	-	5 000 000
Corporate Services	Properties and Municipal Building Maintenance	Upgrading: Main Office Complex	Valley of Possibility	250 000	5 000 000	10 000 000	15 250 000
Total Corporate Services				52 100 000	31 150 000	31 180 000	114 430 000
Community and Protection Services	Cemeteries	Calcatta Memorial Park	Dignified Living	3 043 478	-	-	3 043 478
Community and Protection Services	Cemeteries	Vehicle Fleet: Cemeteries	Good Governance and Compliance	1 000 000	1 000 000	-	2 000 000
Community and Protection Services	Community Development	Furniture, Tools & Equipment: Comm Development	Good Governance and Compliance	50 000	60 000	70 000	180 000
Community and Protection Services	Community Development	Upgrading: Early Childhood Development Centres on Municipal Land	Good Governance and Compliance	2 173 913	2 608 696	6 500 000	11 282 609
Community and Protection Services	Community Services: Library Services	Furniture, Tools & Equipment: Pniel Library	Good Governance and Compliance	-	35 000	20 000	55 000
Community and Protection Services	Community Services: Library Services	Furniture, Tools and Equipment: Kayamandi	Good Governance and Compliance	-	10 000	-	10 000
Community and Protection Services	Community Services: Library Services	Library Books	Good Governance and Compliance	200 000	210 000	21 000	431 000
Community and Protection Services	Community Services: Library Services	Vehicles	Good Governance and Compliance	-	300 000	-	300 000
Community and Protection Services	Director: Community & Protection Services	Furniture, Tools & Equipment : Protection Services	Good Governance and Compliance	-	400 000	-	400 000
Community and Protection Services	Disaster Management	Re tarring of the Stellenbosch fire station drill yard	Safe Valley	1 000 000	1 000 000	-	2 000 000
Community and Protection Services	Disaster Management	Vehicle fleet: Disaster Management	Safe Valley	-	5 000 000	-	5 000 000
Community and Protection Services	Environmental Management: Implementation	Furniture, Tools & Equipment: Air and Noise Control	Good Governance and Compliance	-	-	150 000	150 000
Community and Protection Services	Environmental Management: Implementation	Furniture, Tools & Equipment: Environmental Management	Good Governance and Compliance	200 000	-	250 000	450 000
Community and Protection Services	Environmental Management: Urban Forestry	Design and implement electronic Urban Forestry management tool	Green and Sustainable Valley	-	500 000	-	500 000

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Community and Protection Services	Environmental Management: Urban Forestry	Fencing :Urban Forestry	Good Governance and Compliance	1 500 000	-	-	1 500 000
Community and Protection Services	Environmental Management: Urban Forestry	Furniture, Tools & Equipment: Urban Forestry	Good Governance and Compliance	-	2 000 000	1 000 000	3 000 000
Community and Protection Services	Environmental Management: Urban Forestry	Specialized equipment: Urban Forestry	Good Governance and Compliance	-	2 500 000	-	2 500 000
Community and Protection Services	Environmental Management: Urban Forestry	Vehicle Fleet : Urban Foestry	Good Governance and Compliance	1 200 000	-	-	1 200 000
Community and Protection Services	Fire and Rescue Services	Fire Station - Jamestown	Safe Valley	7 000 000	3 650 000	13 826 675	24 476 675
Community and Protection Services	Fire and Rescue Services	Furniture, Tools & Equipment: Fire	Good Governance and Compliance	500 000	100 000	1 000 000	1 600 000
Community and Protection Services	Fire and Rescue Services	Rescue equipment	Safe Valley	1 000 000	-	1 000 000	2 000 000
Community and Protection Services	Fire and Rescue Services	Specialized Vehicles: Fire	Safe Valley	-	-	3 000 000	3 000 000
Community and Protection Services	Fire and Rescue Services	Vehicle fleet: Fire Services	Safe Valley	-	1 000 000	-	1 000 000
Community and Protection Services	Halls	Furniture, Tools & Equipment: Halls	Good Governance and Compliance	200 000	250 000	250 000	700 000
Community and Protection Services	Halls	Upgrading of Halls	Dignified Living	1 000 000	500 000	500 000	2 000 000
Community and Protection Services	Halls	Vehicle Fleet: Halls	Good Governance and Compliance	500 000	500 000	-	1 000 000
Community and Protection Services	Law Enforcement and Security	Furniture, Tools & Equipment: Law Enforcement	Good Governance and Compliance	-	200 000	200 000	400 000
Community and Protection Services	Law Enforcement and Security	Install and Upgrade CCTV/ LPR Cameras In WC024	Safe Valley	2 500 000	2 500 000	3 000 000	8 000 000
Community and Protection Services	Law Enforcement and Security	Install Computerized Access Security Systems and CCTV Cameras At Municipal Buildings	Safe Valley	2 000 000	1 500 000	1 500 000	5 000 000
Community and Protection Services	Law Enforcement and Security	K9 Unit	Safe Valley	869 565	-	-	869 565
Community and Protection Services	Law Enforcement and Security	Law Enforcement Tools and Equipment	Safe Valley	1 500 000	750 000	750 000	3 000 000
Community and Protection Services	Law Enforcement and Security	Neighborhood Watch Safety equipment	Safe Valley	500 000	500 000	500 000	1 500 000
Community and Protection Services	Law Enforcement and Security	Security Upgrades	Safe Valley	-	250 000	250 000	500 000
Community and Protection Services	Law Enforcement and Security	Vehicle Fleet: Law Enforcement	Good Governance and Compliance	3 000 000	3 000 000	3 000 000	9 000 000
Community and Protection Services	Parks and Cemeteries	Beautification of Parks and Cemeteries	Green and Sustainable Valley	5 865 261	1 869 565	2 000 000	9 734 826
Community and Protection Services	Parks and Cemeteries	Fencing :Parks and Gardens	Safe Valley	1 869 565	869 565	1 000 000	3 739 130
Community and Protection Services	Parks and Cemeteries	Furniture, Tools & Equipment: Parks & Cemeteries	Good Governance and Compliance	300 000	200 000	500 000	1 000 000
Community and Protection Services	Parks and Cemeteries	Purchase of Specialised Vehicles	Good Governance and Compliance	1 200 000	-	-	1 200 000
Community and Protection Services	Parks and Cemeteries	Upgrading of Parks	Green and Sustainable Valley	200 000	-	500 000	700 000
Community and Protection Services	Parks and Cemeteries	Urban Greening: Beautification: Main Routes and Tourist Routes	Green and Sustainable Valley	200 000	200 000	200 000	600 000
Community and Protection Services	Parks and Cemeteries	Vehicle Fleet: Parks & Cemeteries	Good Governance and Compliance	-	1 000 000	-	1 000 000
Community and Protection Services	Sports Grounds and Picnic Sites	Fencing: Sport Grounds (WC024)	Safe Valley	1 300 000	500 000	500 000	2 300 000
Community and Protection Services	Sports Grounds and Picnic Sites	Furniture, Tools & Equipment: Sports	Good Governance and Compliance	350 000	400 000	400 000	1 150 000
Community and Protection Services	Sports Grounds and Picnic Sites	Installation of cricket nets	Dignified Living	250 000	150 000	150 000	550 000
Community and Protection Services	Sports Grounds and Picnic Sites	Jonkershoek Picnic Site	Valley of Possibility	300 000	200 000	200 000	700 000
Community and Protection Services	Sports Grounds and Picnic Sites	Recreational Equipment Sport	Valley of Possibility	100 000	300 000	300 000	700 000
Community and Protection Services	Sports Grounds and Picnic Sites	Re-Surface of Netball/Tennis Courts	Valley of Possibility	400 000	400 000	500 000	1 300 000
Community and Protection Services	Sports Grounds and Picnic Sites	Specialized Vehicles: Sports	Dignified Living	700 000	1 200 000	1 200 000	3 100 000
Community and Protection Services	Sports Grounds and Picnic Sites	Upgrade of Sport Facilities	Dignified Living	3 200 000	3 700 000	4 200 000	11 100 000
Community and Protection Services	Traffic Services	Furniture, Tools & Equipment: Traffic Services	Good Governance and Compliance	350 000	200 000	-	550 000
Community and Protection Services	Traffic Services	Replacement of vehicles	Safe Valley	2 500 000	2 500 000	-	5 000 000

Directorate	Department	Project name	Strategic Objectives	Final Budget 2024/27	Final Budget 2027/28	Final Budget 2028/29	Total MTREF
Community and Protection Services	Traffic Services	Specialized Vehicles: Traffic	Good Governance and Compliance	-	3 000 000	-	3 000 000
Community and Protection Services	Traffic Services	Traffic Fleet	Safe Valley	1 500 000	1 500 000	1 500 000	4 500 000
Total Community and Protection Services				51 521 782	48 512 826	49 937 675	149 972 283
Financial Services	Financial Management Services	Furniture, Tools & Equipment: FS	Good Governance and Compliance	100 000	90 000	100 000	290 000
Financial Services	Financial Management Services	Furniture, Tools & Equipment: Rev n Exp	Good Governance and Compliance	150 000	80 000	75 000	305 000
Financial Services	Financial Management Services	Furniture, Tools & Equipment: SCM	Good Governance and Compliance	150 000	80 000	75 000	305 000
Financial Services	Financial Management Services	Vehicle Fleet: FMS	Good Governance and Compliance	2 500 000	1 000 000	-	3 500 000
Financial Services	Financial Management Stores	Upgrade Municipal Stores	Good Governance and Compliance	1 000 000	1 000 000	-	2 000 000
Total Financial Services				3 900 000	2 250 000	250 000	6 400 000
Grand Total				579 301 851	610 030 198	520 771 404	1 710 103 453

ANNEXURE B



STELLENBOSCH

STELLENBOSCH • PNIEL • FRANSCHHOEK

MUNISIPALITEIT • UMASIPALA • MUNICIPALITY

Performance Agreement

2026/27

Municipal Manager

SM
#



PERFORMANCE AGREEMENT

MADE AND ENTERED INTO BY AND BETWEEN
STELLENBOSCH MUNICIPALITY AS HEREBY REPRESENTED BY:

THE EXECUTIVE MAYOR

Cllr Jeremy Fasser

(herein and after referred to as the Employer)

AND

MUNICIPAL MANAGER

Ms Geraldine Mettler

(herein and after referred to as the Employee)

FOR THE FINANCIAL YEAR:

01 JULY 2026 – 30 JUNE 2027

Municipal Manager
Ms Geraldine Mettler

Executive Mayor:
Cllr Jeremy Fasser



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Ms Geraldine Mettler


Executive Mayor:
Cllr Jeremy Fasser



1. INTRODUCTION

- 1.1 The Employer, duly represented by **Cllr Jeremy Fasser** in his capacity as the Executive Mayor, has entered into a contract of employment with the Employee, **Ms Geraldine Mettler**, in terms of section 57(1)(a) of the Local Government: Municipal Systems Act 32 of 2000 ("the Systems Act"). The Employer and the Employee are hereinafter referred to as "the Parties";
- 1.2 Section 57(1)(b) of the Systems Act, read with the Contract of Employment concluded between the parties, requires the Parties to conclude an annual performance agreement;
- 1.3 The Parties wish to ensure that they are clear about the goals to be achieved, and secure the commitment of the Employee to a set of outcomes that will promote local government policy goals;
- 1.4 The Parties wish to ensure that there is compliance with Sections 57(4B) and 57(5) of the Systems Act;
- 1.5 In this Agreement, the following terms will have the meaning ascribed thereto:
- 1.5.1 "this Agreement" – means the performance agreement between the Employer and the employee and the Annexures thereto;
- 1.5.2 "the Executive Mayor" – means the **Executive Mayor** elected in terms of Section 55 of the Local Government: Municipal Structures Act 117 of 1998 ("the Structures Act") as represented by its chairperson, the Executive Mayor;
- 1.5.3 "the Employee" means the **Municipal Manager** appointed in terms of Section 54(A) and 56 of the Systems Act;
- 1.5.4 "the Employer" means **Stellenbosch Municipality**; and
- 1.5.5 "the Parties" means the Employer and Employee.

2. PURPOSE OF THIS AGREEMENT

- 2.1 To comply with the provisions of Section 57(1)(b), (4B) and (5) of the Systems Act as well as the Contract of Employment entered into between the Parties;
- 2.2 To specify objectives and targets established for the Employee and to communicate to the Employee the Employer's expectations of the Employee's performance targets and accountabilities;
- 2.3 To specify accountabilities as set out in the Performance Plan (Annexure A);
- 2.4 To monitor and measure performance against set targeted outputs and outcomes;
- 2.5 To establish a transparent and accountable working relationship;

Municipal Manager
Ms Geraldine Mettler

Executive Mayor:
Cllr Jeremy Fasser



- 2.6 To appropriately reward the employee in accordance with section 11 of this agreement; and
- 2.7 To give effect to the Employer's commitment to a performance-orientated relationship with the Employee in attaining improved service delivery.

3. COMMENCEMENT AND DURATION

- 3.1 This Agreement will commence on **01 July 2026** and will remain in force until **30 June 2027**, whereafter a new Performance Agreement shall be concluded between the parties for the next financial year or any portion thereof;
- 3.2 The Parties will conclude a new Performance Agreement that replaces this Agreement at least once a year by not later than 31 July of the succeeding financial year;
- 3.3 This Agreement will terminate on the termination of the Employee's contract of employment for any reason; and
- 3.4 The content of this Agreement may be revised at any time during the abovementioned period to determine the current applicability of the matters previously agreed upon.

4. PERFORMANCE OBJECTIVES

- 4.1 The Performance Plan (Annexure A) sets out –
 - 4.1.1 The performance objectives and targets that must be met by the Employee;
 - 4.1.2 The time frames within which those performance objectives and targets must be met; and
 - 4.1.3 The core competency requirements (Annexure B – definitions) as the management skills regarded as critical to the position held by the Employee.
- 4.2 The performance objectives and targets reflected in Annexure A are set by the Employer in consultation with the Employee and based on the Integrated Development Plan, Service Delivery and Budget Implementation Plan (SDBIP) and the Budget of the Employer, and shall include:
 - 4.2.1 Key objectives that describe the main tasks that need to be done;
 - 4.2.2 Key performance indicators (KPIs) that provide the details of the evidence that must be provided to show that a key objective has been achieved;
 - 4.2.3 Target dates that describe the timeframe in which the targets must be achieved; and

.....
Municipal Manager
Ms Geraldine Mettler

.....
Executive Mayor:
Cllr Jeremy Fasser



- 4.2.4 Weightings showing the relative importance of the key objectives to each other.
- 4.3 The Personal Development Plan (Annexure C) sets out the Employee's personal development requirements in line with the objectives and targets of the Employer; and
- 4.4 The Employee's performance will, in addition, be measured in terms of contributions to the goals and strategies set out in the Employer's Integrated Development Plan.

5. PERFORMANCE MANAGEMENT SYSTEM

- 5.1 The Employee agrees to participate in the performance management system that the Employer has adopted for the employees of the Employer;
- 5.2 The Employee accepts that the purpose of the performance management system will be to provide a comprehensive system with specific performance standards to assist the employees and service providers in performing to the standards required;
- 5.3 The Employer will consult the Employee about the specific performance standards and targets that will be included in the performance management system applicable to the Employee;
- 5.4 The Employee undertakes to actively focus on the promotion and implementation of the Strategic Focus Areas (SFAs) (including special projects relevant to the employee's responsibilities) within the local government framework;
- 5.5 The criteria upon which the performance of the Employee shall be assessed shall consist of two components, SFAs and Competency Framework requirements as per the Local Government: Regulations on Appointment and Conditions of Employment of Senior Managers, both of which shall be contained in the Performance Agreement;
- 5.6 The Employee's assessment will be based on his performance in terms of the outputs / outcomes (KPIs) identified as per the attached Performance Plan (Annexure A), which are linked to the SFAs applicable to the Employee and will constitute 80% of the overall assessment result as per the weightings agreed to between the Employer and Employee.

Table 1: Strategic Focus Areas

Strategic Focus Areas
SFA 1 – Valley of Possibility
SFA 2 - Green and Sustainable Valley
SFA 3 - Safe Valley
SFA 4 - Dignified Living
SFA 5 - Good Governance and Compliance


Municipal Manager
Ms Geraldine Mettler


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- 5.7 The competency requirements for senior managers as per Regulation 9 of Local Government: Regulations on Appointment and Conditions of Employment of Senior Managers will make up the other 20% of the Employee's assessment score. The competencies will be assessed every six (6) months (January and July).

Table 2: Leading and Core Competencies

Leading and Core Competencies		
1.	Strategic direction and leadership	<ul style="list-style-type: none"> Impact and influence Institutional performance management Strategic planning and management Organisational awareness
2.	People management	<ul style="list-style-type: none"> Human capital planning and development Diversity management Employee relations management Negotiation and dispute management
3.	Programme and project management	<ul style="list-style-type: none"> Programme and project planning and implementation Service delivery management Programme and project monitoring and evaluation
4.	Financial management	<ul style="list-style-type: none"> Budget planning and execution Financial strategy and delivery Financial reporting and delivery
5.	Change leadership	<ul style="list-style-type: none"> Change vision and strategy Process design and improvement Change impact monitoring and evaluation
6.	Governance leadership	<ul style="list-style-type: none"> Policy formulation Risk and compliance management Cooperative Governance
7.	Moral competence	<ul style="list-style-type: none"> Core Competency
8.	Planning and organising	<ul style="list-style-type: none"> Core Competency
9.	Analysis and innovation	<ul style="list-style-type: none"> Core Competency
10.	Knowledge and information management	<ul style="list-style-type: none"> Core Competency
11.	Communication	<ul style="list-style-type: none"> Core Competency
12.	Results and quality focus	<ul style="list-style-type: none"> Core Competency

6. PERFORMANCE ASSESSMENT

- 6.1 The Performance Plan (Annexure A) to this Agreement sets out –
- 6.1.1 The standards and procedures for evaluating the Employee's performance; and
- 6.1.2 The intervals for the evaluation of the Employee's performance.
- 6.2 Despite the establishment of agreed intervals for evaluation, the Employer may, in addition, review the Employee's performance at any stage while the contract of employment remains in force;


Municipal Manager
Ms Geraldine Mettler


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- 6.3 Personal growth and development needs identified during any performance review discussion must be documented in a Personal Development Plan, as well as the actions agreed to, and implementation must take place within set time frames;
- 6.4 The Employee's performance will be measured in terms of contributions to the goals and strategies set out in the Employer's Integrated Development Plan (IDP) as described in 6.6 – 6.12 below;
- 6.5 The Employee will submit quarterly performance reports (SDBIP) and a comprehensive annual performance report at least one week before the performance assessment meetings to the Evaluation Panel Chairperson for distribution to the panel members for preparation purposes;
- 6.6 Assessment of the achievement of results as outlined in the performance plan:
- 6.6.1 Each KPI or group of KPIs shall be assessed according to the extent to which the specified standards or performance targets have been met, and with due regard to ad-hoc tasks that had to be performed under the KPI;
 - 6.6.2 A rating on the five-point scale shall be provided for each KPI or group of KPIs, which will then be multiplied by the weighting to calculate the final score;
 - 6.6.3 The Employee will submit their self-evaluation to the Employer before the formal assessment;
 - 6.6.4 In the instance where the employee could not perform due to reasons outside the control of the employer and employee, the KPI will not be considered during the evaluation. The employee should provide sufficient evidence in such instances; and
 - 6.6.5 An overall score will be calculated based on the total of the scores calculated above.
- 6.7 Assessment of the Competencies:
- 6.7.1 Each Competency shall be assessed in terms of the description provided in (Annexure B);
 - 6.7.2 A rating shall be provided for each Competency, which will then be multiplied by the weighting to calculate the final score; and
 - 6.7.3 An overall score will be calculated based on the total of the scores calculated above.
- 6.8 Overall rating
- 6.8.1 An overall rating is calculated by adding the overall scores as calculated in 6.6.5 and 6.7.3 above; and

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6.8.2 Such an overall rating represents the outcome of the performance appraisal.

6.9 The assessment of the performance of the Employee will be based on the following rating scales for SFAs and Competencies respectively:

6.9.1 Rating scale for SFAs - as mentioned in paragraph 5.6:

Table 3: Performance rating scale

Level	Terminology	Description
5	Outstanding performance	Performance far exceeds the standard expected of an employee at this level. The appraisal indicates that the Employee has achieved above fully effective results against all performance criteria and indicators as specified in the PA and Performance plan and maintained this in all areas of responsibility throughout the year.
4	Performance significantly above expectations	Performance is significantly higher than the standard expected in the job. The appraisal indicates that the Employee has achieved above fully effective results against more than half of the performance criteria and indicators, and fully achieved all others throughout the year.
3	Fully effective	Performance fully meets the standards expected in all areas of the job. The appraisal indicates that the Employee has achieved effective results against all significant performance criteria and indicators specified in the PA and Performance Plan.
2	Not fully effective	Performance is below the standard required for the job in key areas. Performance meets some of the standards expected for the job. The review / assessment indicates that the employee has achieved below fully effective results against more than half of the key performance criteria and indicators as specified in the PA and Performance Plan.
1	Unacceptable performance	Performance does not meet the standard expected for the job. The review / assessment indicates that the employee has achieved below fully effective results against almost all the performance criteria and indicators as specified in the PA and Performance Plan. The employee has failed to demonstrate the commitment or ability to bring performance up to the level expected in the job despite management efforts to encourage improvement.

6.9.2 Rating scale for Competencies -as mentioned in paragraph 5.7:

Table 4: Rating scale for Competencies

Level	Achievement Levels	Description
5	Superior	Has a comprehensive understanding of local government operations, critical in shaping strategic direction and change, develops, and applies comprehensive concepts and methods
4	Advanced	Develops and applies complex concepts, methods and understanding. Effectively directs and leads a group and executes in-depth analyses

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Municipal Manager
Ms Geraldine Mettler

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Level	Achievement Levels	Description
3	Competent	Develops and applies more progressive concepts, methods and understanding. Plans and guides the work of others and executes progressive analyses
2	Basic	Applies basic concepts, methods, and understanding of local government operations, but requires supervision and development intervention
1	Sub Standard	Applies little to no basic concepts, methods, and understanding of local government operations.

6.10 For purposes of evaluating the performance of the Employee for the year-end reviews, an evaluation panel constituted of the following persons will be established–

6.10.1 Executive Mayor;

6.10.2 Mayor from another municipality;

6.10.3 Chairperson of the Performance Audit Committee or, in his / her absence thereof, the Chairperson of the Audit Committee; and

6.10.4 The Member of the Mayoral Committee (Portfolio Chairperson).

6.10.5 A Member of a ward committee as nominated by the Executive Mayor.

6.11 The Executive Mayor will evaluate the performance of the Employee as at the end of the 1st, and 3rd quarters; and

6.12 The Executive Mayor will give performance feedback to the Employee within five (5) working days after each quarterly and annual assessment meeting.

7. SCHEDULE FOR PERFORMANCE REVIEWS

7.1 The performance of the Employee in relation to his performance agreement shall be reviewed on the following dates.

Table 5: Schedule for performance reviews

Quarter	Review Period	Review to be completed by
1	July – September	October / November 2026 (Informal)
2	October – December	January / February 2027 (Formal)
3	January – March	April / May 2027 (Informal)
4	April – June	After the receipt of the AGSA's Management Report

7.2 The Employer shall keep a record of the mid-year and year-end assessment meetings;

7.3 Performance feedback shall be based on the Employer's assessment of the Employee's performance;


Municipal Manager
Ms Geraldine Mettler


Executive Mayor:
Cllr Jeremy Fasser



- 7.4 The Employer will be entitled to review and make reasonable changes to the provisions of Annexure A from time to time for operational reasons. The Employee will be fully consulted before any such change is made; and
- 7.5 The Employer may amend the provisions of Annexure A whenever the performance management system is adopted, implemented, and / or amended, as the case may be. In that case, the Employee will be fully consulted before any such change is made.

8. DEVELOPMENTAL REQUIREMENTS

- 8.1 The Personal Development Plan (PDP) for addressing developmental gaps is attached as Annexure C. Such a Plan may be implemented and / or amended as the case may be after each assessment. In that case, the Employee will be fully consulted before any such change or plan is made.

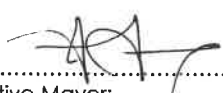
9. OBLIGATIONS OF THE EMPLOYER

- 9.1 The Employer shall-
- 9.1.1 Create an enabling environment to facilitate effective performance by the Employee;
 - 9.1.2 Provide access to skills development and capacity-building opportunities;
 - 9.1.3 Work collaboratively with the Employee to solve problems and generate solutions to common problems that may impact the performance of the Employee;
 - 9.1.4 On the request of the Employee, delegate such powers reasonably required by the Employee to enable him to meet the performance objectives and targets established in terms of this Agreement; and
 - 9.1.5 Make available to the Employee such resources as the Employee may reasonably require from time to time, assisting him to meet the performance objectives and targets established in terms of this Agreement.

10. CONSULTATION

- 10.1 The Employer agrees to consult the Employee timeously where the exercising of its powers will have amongst others-
- 10.1.1 A direct effect on the performance of any of the Employee's functions;
 - 10.1.2 Commit the Employee to implement or to give effect to a decision made by the Employer; and
 - 10.1.3 A substantial financial effect on the Employer.


.....
Municipal Manager
Ms Geraldine Mettler


.....
Executive Mayor:
Cllr Jeremy Fasser



- 10.2 The Employer agrees to inform the Employee of the outcome of any decisions taken pursuant to the exercise of powers contemplated in clause 12.1 as soon as is practicable to enable the Employee to take any necessary action without delay.

11. REWARD

- 11.1 The evaluation of the Employee's performance will form the basis for rewarding outstanding performance or correcting unacceptable performance;
- 11.2 The payment of the performance bonus is determined by the performance score obtained during the 4th quarter and as informed by the quarterly performance assessments;
- 11.3 A performance bonus of between 5% to 14% of the all-inclusive annual remuneration package may be paid to the Employee in recognition of outstanding performance to be constituted as follows:

Table 6: Performance bonus calculations

Performance Rating		Bonus Calculation
0% - 64%	Poor Performance	0% of the total package
65% - 69%	Average Performance	5% of the total package
70% - 74%	Fair Performance	9% of the total package
75% - 79%	Good Performance	11% of the total package
80% - 100%	Excellent Performance	14% of the total package

- 11.4 In the event of the Employee terminating his services during the validity period of this Agreement, the Employee's performance will be evaluated for the portion during which he / she was employed, and he / she will be entitled to a pro-rata performance bonus based on his evaluated performance for the period of actual service; and
- 11.5 The Employer will submit the total score of the annual assessment and of the Employee to the full Council for the purpose of recommending the bonus allocation.

12. MANAGEMENT OF EVALUATION OUTCOMES

- 12.1 Where the Employer is, at any time during the Employee's employment, not satisfied with the Employee's performance with respect to any matter dealt with in this Agreement, the Employer will give notice to the Employee to attend a meeting;
- 12.2 The Employee will have the opportunity at the meeting to satisfy the Employer of the measures being taken to ensure that his performance becomes satisfactory and any programme, including any dates, for implementing these measures;
- 12.3 Where there is a dispute or difference as to the performance of the Employee under this Agreement, the Parties will confer with a view to resolving the dispute or difference; and


Municipal Manager
Ms Geraldine Mettler


Executive Mayor:
Cllr Jeremy Fasser



- 12.4 In the case of unacceptable performance, the Employer shall –
- 12.4.1 Provide systematic remedial or developmental support to assist the Employee to improve his performance; and
- 12.4.2 After appropriate performance counselling and having provided the necessary guidance and / or support as well as a reasonable time for improvement in performance, the Employer may consider steps to terminate the contract of employment of the Employee on grounds of unfitness or incapacity to carry out his or her duties.

13. DISPUTE RESOLUTION

- 13.1 If the Employee is dissatisfied with any decision or action of the Employer in terms of this Agreement, or where a dispute or difference arises as to the extent to which the Employee has achieved the performance objectives and targets established in terms of this Agreement, the Employee may, within 3 (three) business days, meet with the Employer with a view to resolving the issue. The Employer will record the outcome of the meeting in writing;
- 13.2 If the Parties cannot resolve the issues within 10 (ten) business days, an independent arbitrator, acceptable to both parties, shall be appointed to resolve the matter within 30 (thirty) business days; and
- 13.3 If the mediation process contemplated above fails, the relevant clause of the Contract of Employment, together with the relevant laws and regulations, shall apply.

14. GENERAL

- 14.1 The contents of this agreement and the outcome of any review conducted in terms of Annexure A may be made available to the public by the Employer; and
- 14.2 Nothing in this agreement diminishes the obligations, duties, or accountabilities of the Employee in terms of his contract of employment, or the effects of existing or new regulations, circulars, policies, directives, or other instruments.

Municipal Manager
Ms Geraldine Mettler

Executive Mayor:
Cllr Jeremy Fasser



Thus, done and signed at Stellenbosch on the 24th day of June 2026.

MUNICIPAL MANAGER

AS WITNESSES:

1.

2.

Thus, done and signed at Stellenbosch on the 24th day of June 2026.

EXECUTIVE MAYOR

AS WITNESSES:

1.

2.

Municipal Manager
Ms Geraldine Mettler

Executive Mayor:
Cllr Jeremy Fasser



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Annexure A Performance Plan

MUNICIPAL MANAGER

.....
Municipal Manager
Ms Geraldine Mettler

.....
Executive Mayor:
Cllr Jeremy Fasser

**The Performance Plan sets out:**

- Key Performance Areas that the employee should focus on, performance objectives, key performance indicators and targets that must be met within a specific timeframe; and
- The Competencies required from employees are prescribed in the Regulations on the appointment and conditions of employment of senior managers, R21 of 2014.

KEY PERFORMANCE INDICATORS

The key performance areas, performance objectives, key performance indicators and targets that must be met within the agreed timeframe are described below. The assessment of these performance indicators will account for 80% (**eighty per cent**) of the total employee assessment score.

Part 1: Implementation of Service Delivery and Budget Implementation Plan (80%)

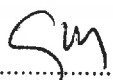
MUNICIPAL MANAGER													
IDP / Ref No.	Strategic Focus Area (SFA)	Indicator (Activity / Project / Programme / Key Initiative)	Unit of Measurement	Indicator type	Baseline (Actual 2024/25)	5-Year Target	2026/27	Funding Source	Service Delivery and Budget Implementation Plan (SDBIP 2026/27)				Weight
									Q1	Q2	Q3	Q4	
TBC	SFA 5: Good Governance and Compliance	Effective Management and Functional Supervision of the Director: Corporate Services	Percentage of indicators of the Director: Corporate Services achieved, measured quarterly	Outcome	77.08%	80% per annum	80%	SM	80%	80%	80%	80%	5
TBC	SFA 5: Good Governance and Compliance	Effective Management and Functional Supervision of the Chief Financial Officer (CFO)	Percentage of indicators of the CFO achieved, measured quarterly	Outcome	89.38%	80% per annum	80%	SM	80%	80%	80%	80%	5

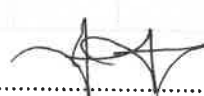
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Ms Geraldine Mettler

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MUNICIPAL MANAGER													
IDP / Ref No.	Strategic Focus Area (SFA)	Indicator (Activity / Project / Programme / Key Initiative)	Unit of Measurement	Indicator type	Baseline (Actual 2024/25)	5-Year Target	2026/27	Funding Source	Service Delivery and Budget Implementation Plan (SDBIP 2026/27)				Weight
									Q1	Q2	Q3	Q4	
TBC	SFA 5: Good Governance and Compliance	Effective Management and Functional Supervision of the Director: Planning and Economic Development	Percentage of indicators of the Director: Planning and Economic Development achieved, measured quarterly	Outcome	78%	80% per annum	80%	SM	80%	80%	80%	80%	5
TBC	SFA 5: Good Governance and Compliance	Effective Management and Functional Supervision of the Director: Infrastructure Services	Percentage of indicators of the Director: Infrastructure Services achieved, measured quarterly	Outcome	76.75%	80% per annum	80%	SM	80%	80%	80%	80%	5
TBC	SFA 5: Good Governance and Compliance	Effective Management and Functional Supervision of the Director: Community and Protection Services	Percentage of indicators of the Director: Community and Protection Services achieved, measured quarterly	Outcome	68.75%	80% per annum	80%	SM	80%	80%	80%	80%	5
TBC	SFA 5: Good Governance and Compliance	Effective Management and Functional Supervision of the Section: Internal Audit	Percentage of indicators of the Section: Internal Audit achieved, measured quarterly	Outcome	93.50%	80% per annum	80%	SM	80%	80%	80%	80%	3
TBC	SFA 5: Good Governance and Compliance	Effective Management and Functional Supervision of the Section: IDP/PMS/PP	Percentage of indicators of the Section: IDP/PMS/PP achieved, measured quarterly	Outcome	89.50%	80% per annum	80%	SM	80%	80%	80%	80%	3
TBC	SFA 5: Good Governance and Compliance	Effective Management and Functional Supervision of the Section: Communication	Percentage of indicators of the Section: Communication achieved, measured quarterly	Outcome	100%	80% per annum	80%	SM	80%	80%	80%	80%	3
TBC	SFA 5: Good Governance and Compliance	Effective Management and Functional Supervision of the Section: Risk Management	Percentage of indicators of the Section: Risk Management achieved, measured quarterly	Outcome	100%	80% per annum	80%	SM	80%	80%	80%	80%	3

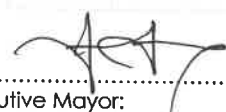

 Municipal Manager
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MUNICIPAL MANAGER													
IDP / Ref No.	Strategic Focus Area (SFA)	Indicator (Activity / Project / Programme / Key Initiative)	Unit of Measurement	Indicator type	Baseline (Actual 2024/25)	5-Year Target	2026/27	Funding Source	Service Delivery and Budget Implementation Plan (SDBIP 2026/27)				Weight
									Q1	Q2	Q3	Q4	
TBC	SFA 5: Good Governance and Compliance	Effective Management and Functional Supervision of the Section: Office of the Municipal Manager	Percentage of indicators of the Section: Office of the Municipal Manager achieved, measured quarterly	Outcome	100%	80% per annum	80%	SM	80%	80%	80%	80%	3
KPI044	SFA 5: Good Governance and Compliance	Employment equity appointments made within the financial year in the three highest levels of management	Percentage of employment equity appointments made within the financial year in the three highest levels of management, measured by 30 June	Outcome	75%	50% per annum	50%	SM	N/A	N/A	N/A	50%	3
KPI048	SFA 5: Good Governance and Compliance	Submission of the revised Risk-Based Audit Plan (RBAP) to the Audit and Performance Audit Committee (APAC)	Number of revised RBAPs submitted to the APAC by 30 June	Output	1	1 per annum	1	SM	N/A	N/A	N/A	1	2
KPI049	SFA 5: Good Governance and Compliance	Submission of the Auditor General of South Africa (AGSA) Audit Action Plan (AAP) to the Audit and Performance Audit Committee (APAC)	Number of AGSA Audit Action Plans submitted to the APAC by 31 March	Output	1	1 per annum	1	SM	N/A	N/A	1	N/A	2
KPI050	SFA 5: Good Governance and Compliance	Submission of the revised Strategic Risk Register (SRR) to the Ethics, Risk, and Fraud Management Committee	Number of revised SRRs submitted to the Ethics, Risk, and Fraud Management Committee by 30 June	Output	1	1 per annum	1	SM	N/A	N/A	N/A	1	2
KPI053	SFA 5: Good Governance and Compliance	Submission of the draft Integrated Development Plan (IDP) to the Council	Number of draft IDPs submitted to the Council by 31 March	Output	1	1 per annum	1	SM	N/A	N/A	1	N/A	3
KPI054	SFA 5: Good Governance and Compliance	Submission of the IDP / Budget / SDF time schedule (process plan) to the Council	Number of IDP / Budget / SDF time schedules (process plan) submitted to the Council by 31 August	Output	1	1 per annum	1	SM	1	N/A	N/A	N/A	2


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MUNICIPAL MANAGER													
IDP / Ref No.	Strategic Focus Area (SFA)	Indicator (Activity / Project / Programme / Key Initiative)	Unit of Measurement	Indicator type	Baseline (Actual 2024/25)	5-Year Target	2026/27	Funding Source	Service Delivery and Budget Implementation Plan (SDBIP 2026/27)				Weight
									Q1	Q2	Q3	Q4	
TBC	SFA 5: Good Governance and Compliance	Conclude performance agreements with the Chief Financial Officer (CFO) and Directors	Number of performance agreements with the CFO and Directors concluded by 31 July	Output	5	5 per annum	5	SM	5	N/A	N/A	N/A	2
TBC	SFA 5: Good Governance and Compliance	Conclude performance plans with all identified personnel	Number of performance plans with all identified personnel concluded by 30 July	Output	5	6 per annum	6	SM	6	N/A	N/A	N/A	2
TBC	SFA 5: Good Governance and Compliance	Conduct annual performance evaluations with the Chief Financial Officer (CFO) and Directors	Number of annual performance evaluations with the CFO and Directors conducted by 28 February	Output	10	6 per annum	6	SM	N/A	N/A	5	N/A	2
TBC	SFA 5: Good Governance and Compliance	Conduct mid-year performance evaluations with the Chief Financial Officer (CFO) and Directors	Number of mid-year performance evaluations conducted with the Chief Financial Officer (CFO) and Directors by 28 February	Output	New KPI	6 per annum	6	SM	N/A	N/A	5	N/A	2
TBC	SFA 5: Good Governance and Compliance	Conduct annual performance evaluations with all identified personnel	Number of annual performance evaluations conducted with all identified personnel by 31 August	Output	11	6 per annum	6	SM	6	N/A	N/A	N/A	2
TBC	SFA 5: Good Governance and Compliance	Conduct mid-year performance evaluations with all identified personnel	Number of mid-year performance evaluations conducted with all identified personnel by 31 January	Output	New KPI	6 per annum	6	SM	N/A	N/A	6	N/A	1
TBC	SFA 5: Good Governance and Compliance	Facilitation of Strategic Management meetings	Number of Strategic Management meetings facilitated per month	Output	39	20 per annum	20	SM	5 (5)	5 (10)	5 (15)	5 (20)	2
TBC	SFA 5: Good Governance and Compliance	Implementation of the Directors Forum resolutions	Percentage of the Directors Forum Resolutions implemented, measured quarterly	Output	85.36%	80% per annum	80%	SM	80%	80%	80%	80%	2


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IDP / Ref No.	Strategic Focus Area (SFA)	Indicator (Activity / Project / Programme / Key Initiative)	Unit of Measurement	Indicator type	Baseline (Actual 2024/25)	5-Year Target	2026/27	Funding Source	Service Delivery and Budget Implementation Plan (SDBIP 2026/27)				Weight
									Q1	Q2	Q3	Q4	
TBC	SFA 5: Good Governance and Compliance	Spend the Office of the Municipal Manager's approved Capital Budget	Percentage of the approved Capital Budget of the Office of the Municipal Manager actually spent by 30 June	Input	100%	90% per annum	90%	SM	10%	30%	60%	90%	3
TBC	SFA 5: Good Governance and Compliance	Develop an Annual Departmental Risk Register	Number of Annual Departmental Risk Registers developed by 31 July	Output	1	1 per annum	1	SM	1	N/A	N/A	N/A	1
TBC	SFA 5: Good Governance and Compliance	Evaluation of the Departmental Risk Register	Number of Departmental Risk Registers evaluated by 31 May	Output	2	2 per annum	2	SM	N/A	1 (1)	N/A	1 (2)	1
TBC	SFA 5: Good Governance and Compliance	Implementation of the Council resolutions	Percentage of the Council resolutions implemented, measured quarterly	Output	92.33%	70% per annum	70%	SM	70%	70%	70%	70%	2
TBC	SFA 5: Good Governance and Compliance	Submission of a combined assurance report to the Council	Number of combined assurance reports submitted to the Council by 30 September	Output	1	1 per annum	1	SM	1	N/A	N/A	N/A	1
TBC	SFA 5: Good Governance and Compliance	Implementation of the Directorate's actions as per the Audit General of South Africa (AGSA) Audit Action Plan	Percentage of the Directorate's actions as per the AGSA Audit Action Plan implemented by 30 June	Output	100%	100% per annum	100%	SM	N/A	N/A	50%	100%	1
TBC	SFA 5: Good Governance and Compliance	Attend Universal Access Policy meetings	Number of Universal Access Policy meetings attended, measured quarterly	Output	New KPI	4 per annum	4	SM	1 (1)	1 (2)	1 (3)	1 (4)	1

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MUNICIPAL MANAGER													
IDP / Ref No.	Strategic Focus Area (SFA)	Indicator (Activity / Project / Programme / Key Initiative)	Unit of Measurement	Indicator type	Baseline (Actual 2024/25)	5-Year Target	2026/27	Funding Source	Service Delivery and Budget Implementation Plan (SDBIP 2026/27)				Weight
									Q1	Q2	Q3	Q4	
TBC	SFA 5: Good Governance and Compliance	Submission of personal development plans (PDPs) of identified personnel to the Sub-section: Skills Development	Number of personal PDPs of identified personnel submitted to the Sub-section: Skills Development by 30 September	Output	New KPI	6 per annum	6	SM	6	N/A	N/A	N/A	1
Total												80	

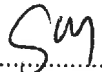
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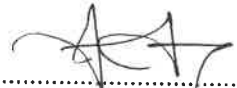
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**Part 2: Competency Requirements (20%)**

Ref	Leading and Core Competencies	(January) 1 st Assessment	(July) Final Assessment	Weights	Comments
2.1	Strategic direction and leadership			1.66%	
2.2	People management			1.66%	
2.3	Programme and project management			1.66%	
2.4	Financial management			1.66%	
2.5	Change leadership			1.67%	
2.6	Governance leadership			1.67%	
2.7	Moral competence			1.67%	
2.8	Planning and organising			1.67%	
2.9	Analysis and innovation			1.67%	
2.10	Knowledge and information management			1.67%	
2.11	Communication			1.67%	
2.12	Results and quality focus			1.67%	
Total				20%	



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Annexure B

Competency Framework

MUNICIPAL MANAGER

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CLUSTER:	LEADING COMPETENCIES			
COMPETENCY NAME:	Strategic Direction and Leadership			
COMPETENCY DEFINITION:	Provide and direct a vision for the institution, and inspire and deploy others to deliver on the strategic institutional mandate.			
ACHIEVEMENT LEVELS				
BASIC	COMPETENT	ADVANCED	SUPERIOR	
<ul style="list-style-type: none">Understand Institutional and departmental strategic objectives, butlacks the ability to inspire others to achieve set mandate.	<ul style="list-style-type: none">Give direction to a team in realising the institution's strategic mandate and set objectives.	<ul style="list-style-type: none">Evaluate all activities to determine value and alignment to strategic intent.	<ul style="list-style-type: none">Structure and position the institution to local government priorities.	
<ul style="list-style-type: none">Describe how specific tasks link to institutional strategies but have limited influence in directing a strategy.	<ul style="list-style-type: none">Has a positive impact and influence on the morale, engagement and participation of team members.	<ul style="list-style-type: none">Display in-depth knowledge and understanding of strategic planning.	<ul style="list-style-type: none">Actively use in-depth knowledge and understanding to develop and implement a comprehensive institutional framework.	
<ul style="list-style-type: none">Has a basic understanding of institutional performance management, but lacks the ability to integrate systems into a collective whole.	<ul style="list-style-type: none">Develop action plans to execute and guide strategy.	<ul style="list-style-type: none">Align strategy and goals across all functional areas.	<ul style="list-style-type: none">Hold self-accountable for strategy execution and results.	
<ul style="list-style-type: none">Demonstrate basic understanding of key decision making.	<ul style="list-style-type: none">Assist in defining performance measures to monitor the progress and effectiveness of the institution.	<ul style="list-style-type: none">Actively define performance measures to monitor the progress and effectiveness of the institution.	<ul style="list-style-type: none">Provide impact and influence through building and maintaining strategic relationships.	
	<ul style="list-style-type: none">Displays an awareness of institutional structures and political factors.	<ul style="list-style-type: none">Consistently challenge strategic plans to ensure relevance.	<ul style="list-style-type: none">Create an environment that facilitates loyalty and innovation. Display a superior level of self-discipline and integrity in actions.	
	<ul style="list-style-type: none">Effectively communicate barriers to execution to relevant parties.	<ul style="list-style-type: none">Understand institutional structures and political factors, and the consequences of actions.	<ul style="list-style-type: none">Integrate various systems into a collective whole to optimise institutional performance management.	
	<ul style="list-style-type: none">Provide guidance to all stakeholders in the achievement of the strategic mandate.	<ul style="list-style-type: none">Empower others to follow the strategic direction and deal with complex situations.		
	<ul style="list-style-type: none">Understand the aim and objectives of the institution and relate it to own work.	<ul style="list-style-type: none">Guide the institution through complex and ambiguous concern.Use understanding of power relationships and dynamic tensions among key players to frame communications and develop strategies, positions and alliances.	<ul style="list-style-type: none">Uses understanding of competing interests to maneuver successfully to a win / win outcome.	


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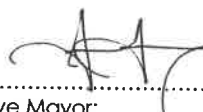

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CLUSTER:	LEADING COMPETENCIES			
COMPETENCY NAME:	People Management			
COMPETENCY DEFINITION:	Effectively manage, inspire and encourage people, respect diversity, optimise talent and build and nurture relationships in order to achieve institutional objectives.			
ACHIEVEMENT LEVELS				
BASIC	COMPETENT	ADVANCED	SUPERIOR	
<ul style="list-style-type: none">Participate in team goal-setting and problem-solving.	<ul style="list-style-type: none">Seek opportunities to increase team contribution and responsibility.	<ul style="list-style-type: none">Identify ineffective team and work processes and recommend remedial interventions.	<ul style="list-style-type: none">Develop and incorporate best practice people management processes, approaches and tools across the institution.	
<ul style="list-style-type: none">Interact and collaborate with people of diverse backgrounds.	<ul style="list-style-type: none">Respect and support the diverse nature of others and be aware of the benefits of a diverse approach.	<ul style="list-style-type: none">Recognise and reward effective and desired behaviour.	<ul style="list-style-type: none">Foster a culture of discipline, responsibility and accountability.	
	<ul style="list-style-type: none">Effectively delegate tasks and empower others to increase contribution and execute functions optimally.	<ul style="list-style-type: none">Provide mentoring and guidance to others in order to increase personal effectiveness.	<ul style="list-style-type: none">Understand the impact of diversity on performance and actively incorporate a diversity strategy in the institution.	
<ul style="list-style-type: none">Aware of guidelines for employee development, but requires support in implementing development initiatives.	<ul style="list-style-type: none">Apply relevant employee legislation fairly and consistently.	<ul style="list-style-type: none">Identify development and learning needs within the team.	<ul style="list-style-type: none">Develop comprehensive integrated strategies and approaches to human capital development and management.	
	<ul style="list-style-type: none">Effectively identify capacity requirements to fulfill the strategic mandate.	<ul style="list-style-type: none">Inspire a culture of performance excellence by giving positive and constructive feedback to the team.Achieve agreement or consensus in adversarial environments.Lead and unite diverse teams across divisions to achieve institutional objectives.	<ul style="list-style-type: none">Actively identify trends and predict capacity requirements to facilitate unified transition and performance management.	



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CLUSTER:	LEADING COMPETENCIES			
COMPETENCY NAME:	Programme and Project Management			
COMPETENCY DEFINITION:	Able to understand program and project management methodology; plan, manage, monitor and evaluate specific activities in order to deliver on set objectives.			
ACHIEVEMENT LEVELS				
BASIC	COMPETENT	ADVANCED	SUPERIOR	
<ul style="list-style-type: none">Initiate projects after approval from higher authorities.Understand procedures of program and project management methodology, implications and stakeholder involvement.Understand the rationale of projects in relation to the institution's strategic objectives.Document and communicate factors and risks associated with own work.Use results and approaches of successful project implementation as a guide.	<ul style="list-style-type: none">Establish broad stakeholder involvement and communicate the project status and key milestones.Define the roles and responsibilities of the project team and create clarity around expectations.Find a balance between project deadline and the quality of deliverables.Identify appropriate project resources to facilitate the effective completion of the deliverables.Comply with statutory requirements and apply policies in a consistent manner.Monitor progress and use of resources and make needed adjustments to timelines, steps and resource allocation.	<ul style="list-style-type: none">Manage multiple programs and balance priorities and conflicts according to institutional goals.Apply effective risk management strategies through impact assessment and resource requirements.Modify project scope and budget when required without compromising the quality and objectives of the project.Involve top-level authorities and relevant stakeholders in seeking project buy-in.Identify and apply contemporary project management methodologyInfluence and motivate the project team to deliver exceptional results.Monitor policy implementation and apply procedures to manage risks.	<ul style="list-style-type: none">Understand and conceptualise the long-term implications of desired project outcomes.Direct a comprehensive strategic macro and micro analysis and scope projects accordingly to realise institutional objectives.Influence people in positions of authority to implement outcomes of projectsLead and direct translation of policy into workable action plansEnsures that programs are monitored to track progress and optimal resource utilisation, and that adjustments are made as needed.	

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CLUSTER:	LEADING COMPETENCIES			
COMPETENCY NAME:	Change Leadership			
COMPETENCY DEFINITION:	Able to direct and initiate institutional transformation on all levels in order to successfully drive and implement new initiatives and deliver professional and quality services to the community.			
ACHIEVEMENT LEVELS				
BASIC	COMPETENT	ADVANCED	SUPERIOR	
<ul style="list-style-type: none">• Display an awareness of change interventions and the benefits of transformation initiatives.• Able to identify basic needs for change.• Identify gaps between the current and desired state.• Identify potential risks and challenges to transformation, including resistance to change factors.• Participate in change programs and piloting change interventions.• Understand the impact of change interventions on the institution within the broader scope of local government.	<ul style="list-style-type: none">• Perform an analysis of the change impact on the social, political and economic environment.• Maintain calm and focus during change.• Able to assist team members during change and keep them focused on the deliverables.• Volunteer to lead change efforts outside of own work team.• Able to gain buy-in and approval for change from relevant stakeholders.• Identify change readiness levels and assist in resolving resistance to change factors.• Design change interventions that are aligned with the institution's strategic objectives and goals.	<ul style="list-style-type: none">• Actively monitor change impact and results and convey progress to relevant stakeholders.• Secure buy-in and sponsorship for change initiatives.• Continuously evaluate change strategy and design and introduce new approaches to enhance the institution's effectiveness.• Build and nurture relationships with various stakeholders to establish a strategic alliance in facilitating change.• Take the lead in impactful change programmes.• Benchmark change interventions against best change practices.• Understand the impact and psychology of change and put remedial interventions in place to facilitate effective transformation.• Take calculated risks and seek new ideas from best practice scenarios and identify the potential for implementation.	<ul style="list-style-type: none">• Sponsor change agents and create a network of change leaders who support the interventions.• Actively adapt current structures and processes to incorporate the change interventions.• Mentor and guide team members on the effects of change, resistance factors and how to integrate change.• Motivate and inspire others around change initiatives.	


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CLUSTER:	LEADING COMPETENCIES			
COMPETENCY NAME:	Financial Management			
COMPETENCY DEFINITION:	Able to compile, plan and manage budgets, control cash flow, institute financial risk management and administer procurement processes in accordance with recognised financial practices. Further to ensure that all financial transactions are managed in an ethical manner			
ACHIEVEMENT LEVELS				
BASIC	COMPETENT	ADVANCED	SUPERIOR	
<ul style="list-style-type: none">Understand basic financial concepts and methods as they relate to institutional processes and activitiesDisplay awareness into the various sources of financial data, reporting mechanisms, financial governance, processes and systemsUnderstand the importance of financial accountability	<ul style="list-style-type: none">Exhibit knowledge of general financial concepts, planning, budgeting and forecasting and how they interrelateAssess, identify and manage financial risks.Assume a cost-saving approach to financial management.Prepare financial reports based on specified formats.Consider and understand the financial implications of decisions and suggestions.Ensure that delegation and instructions as required by National Treasury guidelines are reviewed and updated.Identify and implement proper monitoring and evaluation practices to ensure appropriate spending against the budget.	<ul style="list-style-type: none">Take active ownership of planning, budgeting and forecasting processes and provide credible answers to queries within own responsibility.Prepare budgets that are aligned with the strategic objectives of the institution.Address complex budgeting and financial management concerns.Put systems and processes in place to enhance the quality and integrity of financial management practices.Advise on policies and procedures regarding asset control.Promote the National Treasury's regulatory framework for Financial Management.	<ul style="list-style-type: none">Develop planning tools to assist in evaluating and monitoring future expenditure trends.Set budget frameworks for the institution.Set strategic direction for the institution on expenditure and other financial processes.Build and nurture partnerships to improve financial management and achieve financial savings.Actively identify and implement new methods to improve asset control.Display professionalism in dealing with financial data and processes.	

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CLUSTER:	LEADING COMPETENCIES			
COMPETENCY NAME:	Governance Leadership			
COMPETENCY DEFINITION:	Able to promote, direct and apply professionalism in managing risk and compliance requirements and apply a thorough understanding of governance practices and obligations. Further, able to direct the conceptualisation of relevant policies and enhance cooperative governance relationships.			
ACHIEVEMENT LEVELS				
BASIC	COMPETENT	ADVANCED	SUPERIOR	
<ul style="list-style-type: none">• Display a basic awareness of risk, compliance and governance factors but require guidance and development in implementing such requirements.• Understand the structure of cooperative government, but requires guidance on fostering workable relationships between stakeholders.	<ul style="list-style-type: none">• Display a thorough understanding of governance and risk and compliance factors and implement plans to address these.• Demonstrate understanding of the techniques and processes for optimising risk-taking decisions within the institution.	<ul style="list-style-type: none">• Able to link risk initiatives into key institutional objectives and drivers.• Identify, analyse and measure risk, create valid risk forecasts and map risk profiles.• Apply risk control methodology and approaches to prevent and reduce risk that impede on the achievement of institutional objectives.	<ul style="list-style-type: none">• Demonstrate a high level of commitment in complying with governance requirements.• Implement governance and compliance strategy to ensure achievement of institutional objectives within the legislative framework.	
<ul style="list-style-type: none">• Provide input into policy formulation.	<ul style="list-style-type: none">• Actively drive policy formulation within the institution to ensure the achievement of objectives.	<ul style="list-style-type: none">• Demonstrate a thorough understanding of risk retention plans.• Identify and implement comprehensive risk management systems and processes.• Implement and monitor the formulation of policies, identify and analyse constraints and challenges with implementation and provide recommendations for improvement.	<ul style="list-style-type: none">• Able to advise local government on risk management, best practice interventions and compliance management.• Able to forge positive relationships on a cooperative governance level to enhance the effectiveness of local government.• Able to shape, direct and drive the formulation of policies on a macro level.	

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CLUSTER:	CORE COMPETENCIES			
COMPETENCY NAME:	Moral Competence			
COMPETENCY DEFINITION:	Able to identify moral triggers, apply reasoning that promotes honesty and integrity and consistently display behavior that reflects moral competence			
ACHIEVEMENT LEVELS				
BASIC	COMPETENT	ADVANCED	SUPERIOR	
<ul style="list-style-type: none">Realise the impact of acting with integrity, but requires guidance and development in implementing principles.Follow basic rules and regulations of the institution.	<ul style="list-style-type: none">Conduct self in alignment with the values of local government and the institution.Able to openly admit own mistakes and weaknesses and seek assistance from others when unable to deliver.Actively report fraudulent activity and corruption with the local government.Understand and honour the confidential nature of matters without seeking personal gain.	<ul style="list-style-type: none">Identify, develop and apply measures of self-correction.Able to gain trust and respect through aligning actions with commitments.Make proposals and recommendations that are transparent and gain the approval of relevant stakeholders.Present values, beliefs and ideas that are congruent with the institution's rules and regulations.Takes an active stance against corruption and dishonesty when noted.Actively promote the value of the institution to internal and external stakeholders.Able to work in unity with a team and not seek personal gain.Apply universal moral principles consistently to achieve moral decisions.	<ul style="list-style-type: none">Create an environment conducive to moral practices.Actively develop and implement measures to combat fraud and corruption.Set integrity standards and shared accountability measures across the institution to support the objectives of local government.	
<ul style="list-style-type: none">Able to identify basic moral situations, but requires guidance and development in understanding and reasoning with moral intent.	<ul style="list-style-type: none">Able to deal with situations of conflict of interest promptly and in the best interest of local government.		<ul style="list-style-type: none">Take responsibility for own actions and decisions, even if the consequences are unfavourable.	

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CLUSTER:	CORE COMPETENCIES			
COMPETENCY NAME:	Planning and Organising			
COMPETENCY DEFINITION:	Able to plan, prioritise and organise information and resources effectively to ensure the quality of service delivery and build efficient contingency plans to manage risk.			
ACHIEVEMENT LEVELS				
BASIC	COMPETENT	ADVANCED	SUPERIOR	
<ul style="list-style-type: none">• Able to follow basic plans and organise tasks around set objectives.• Understand the process of planning and organising, but requires guidance and development in providing detailed and comprehensive plans.• Able to follow existing plans and ensure that objectives are met.• Focus on short-term objectives in developing plans and actions• Arrange information and resources required for a task, but require further structure and organisation.	<ul style="list-style-type: none">• Actively and appropriately organise information and resources required for a task.• Recognise the urgency and importance of tasks.• Balance short and long-term plans and goals and incorporate them into the team's performance objectives.• Schedule tasks to ensure they are performed within budget and with efficient use of time and resources.• Measures progress and monitors performance results.	<ul style="list-style-type: none">• Able to define institutional objectives, develop comprehensive plans, integrate and coordinate activities and assign appropriate resources for successful implementation.• Identify in advance the required stages and actions to complete tasks.• Schedule realistic timelines, objectives and milestones for tasks and projects.• Produce clear, detailed and comprehensive plans to achieve institutional objectives.• Identify possible risk factors and design and implement appropriate contingency plans.• Adapt plans in light of changing circumstances.• Prioritise tasks and projects according to their relevant urgency and importance.	<ul style="list-style-type: none">• Focus on broad strategies and initiatives when developing plans and actions.• Able to protect and forecast short, medium and long-term requirements of the institution and local government.• Translate policy into relevant projects to facilitate the achievement of institutional objectives.	

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CLUSTER:	CORE COMPETENCIES			
COMPETENCY NAME:	Analysis and Innovation			
COMPETENCY DEFINITION:	Able to critically analyse information, challenges and trends to establish and implement fact-based solutions that are innovative to improve institutional processes in order to achieve key strategic objectives			
ACHIEVEMENT LEVELS				
BASIC	COMPETENT	ADVANCED	SUPERIOR	
<ul style="list-style-type: none">Understand the basic operation of analysis, but lack detail and thoroughness.Able to balance independent analysis with requesting assistance from others.Recommend new ways to perform tasks within own function.Propose simple remedial interventions that marginally challenge the status quo.Listen to the ideas and perspectives of others and explore opportunities to enhance such innovative thinking.	<ul style="list-style-type: none">Demonstrate logical problem-solving techniques and approaches and provide rationale for recommendations.Demonstrate objectivity, insight and thoroughness when analysing problems.Able to break down complex problems into manageable parts and identify solutions.Consult internal and external stakeholders on opportunities to improve processes and service delivery.Clearly communicate the benefits of new opportunities and innovative solutions and stakeholders.Continuously identify opportunities to enhance internal processes.Identify and analyse opportunities conducive to innovative approaches and propose remedial intervention.	<ul style="list-style-type: none">Coaches team members on analytical and innovative approaches and techniques.Engage with appropriate individuals in analysing and resolving complex problems.Identify solutions in various areas of the institution.Formulate and implement new ideas throughout the institution.Able to gain approval and buy-in for proposed interventions from relevant stakeholders.Identify trends and best practices in process and service delivery, and propose institutional application.Continuously engage in research to identify client needs.	<ul style="list-style-type: none">Demonstrate complex analytical and problem-solving approaches and techniques.Create an environment conducive to analytical and fact-based problem solving.Analyse, recommend solutions and monitor trends in key challenges to prevent and manage occurrences.Create an environment that fosters innovative thinking and follows a learning organisation approach.Be a thought leader on innovative customer service delivery and process optimisation.Play an active role in sharing best practice solutions and engage in national and international local government seminars and conferences.	

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CLUSTER:	CORE COMPETENCIES			
COMPETENCY NAME:	Knowledge and Information Management			
COMPETENCY DEFINITION:	Able to promote the generation and sharing of knowledge and information through various processes and media, in order to enhance the collective knowledge base of local government			
ACHIEVEMENT LEVELS				
BASIC	COMPETENT	ADVANCED	SUPERIOR	
<ul style="list-style-type: none">• Collect, categorise and track relevant information required for specific tasks and projects.• Analyse and interpret information to draw conclusions.• Seek new sources of information to increase the knowledge base.• Regularly share information and knowledge with internal stakeholders and team members.	<ul style="list-style-type: none">• Use appropriate information systems and technology to manage institutional knowledge and information sharing.• Evaluate data from various sources and use information effectively to influence decisions and provide solutions.• Actively create mechanisms and structures for sharing information.• Use external and internal resources to research and provide relevant and cutting-edge knowledge to enhance institutional effectiveness and efficiency.	<ul style="list-style-type: none">• Effectively predict future information and knowledge management requirements and systems.• Develop standards and processes to meet future knowledge management needs.• Share and promote best-practice knowledge management across various institutions.• Establish accurate measures and monitoring systems for knowledge and information management.• Create a culture conducive of learning and knowledge sharing.• Hold regular knowledge and information sharing sessions to elicit new ideas and share best practice approaches.	<ul style="list-style-type: none">• Create and support a vision and culture where team members are empowered to seek, gain and share knowledge and information.• Establish partnerships across local government to facilitate knowledge management.• Demonstrate a mature approach.• Recognise and exploit knowledge points in interactions with internal and external stakeholders.	

Municipal Manager
Ms Geraldine Mettler

Executive Mayor:
Cllr Jeremy Fasser



CLUSTER:	CORE COMPETENCIES			
COMPETENCY NAME:	Communication			
COMPETENCY DEFINITION:	Able to share information, knowledge and ideas in a clear, focused and concise manner appropriate for the audience in order to effectively convey, persuade and influence stakeholders to achieve the desired outcome.			
ACHIEVEMENT LEVELS				
BASIC	COMPETENT	ADVANCED	SUPERIOR	
<ul style="list-style-type: none">• Demonstrate an understanding for communication levers and tools appropriate for the audience, but requires guidance in utilising such tools.• Express ideas in a clear and focused manner, but does not always take the audience into consideration.	<ul style="list-style-type: none">• Express ideas to individuals and groups in formal and informal settings in a manner that is interesting and motivating.• Able to understand, tolerate and appreciate diverse perspectives, attitudes and beliefs.• Adapt communication content and style to suit the audience and facilitate optimal information transfer.• Deliver content in a manner that gains support, commitment and agreement from relevant stakeholders.	<ul style="list-style-type: none">• Effectively communicate high-risk and sensitive matters to relevant stakeholders.• Develop a well-defined communication strategy.• Balance political perspectives with institutional needs when communicating viewpoints on complex issues.• Able to effectively direct negotiations around complex.	<ul style="list-style-type: none">• Regarded as a specialist in negotiations and representing the institution.• Able to inspire and motivate others through positive communication that is impactful and relevant.	
<ul style="list-style-type: none">• Disseminate and convey information and knowledge adequately.	<ul style="list-style-type: none">• Compile clear, focused, concise and well-structured written documents.	<ul style="list-style-type: none">• Market and promote the institution to external stakeholders and seek to enhance a positive image of the institution.• Able to communicate with the media with high levels of moral competence and discipline.	<ul style="list-style-type: none">• Creates an environment conducive to transparent and productive communication and critical appreciate conversations.• Able to coordinate negotiations at different levels within local government and externally.	

Municipal Manager
Ms Geraldine Mettler

Executive Mayor:
Cllr Jeremy Fasser



CLUSTER:	CORE COMPETENCIES			
COMPETENCY NAME:	Results and Quality Focus			
COMPETENCY DEFINITION:	Able to maintain high-quality standards, focus on achieving results and objectives while consistently striving to exceed expectations and encourage others to meet quality standards. Further, to actively monitor and measure results and quality against identified objectives.			
ACHIEVEMENT LEVELS				
BASIC	COMPETENT	ADVANCED	SUPERIOR	
<ul style="list-style-type: none">Understands the quality of work but requires guidance in attending to important matters.	<ul style="list-style-type: none">Focus on high-priority actions and does not become distracted by lower-priority activities.	<ul style="list-style-type: none">Consistently verify own standards and outcomes to ensure quality output.	<ul style="list-style-type: none">Coach and guide others to exceed quality standards and results.	
<ul style="list-style-type: none">Show a basic commitment to achieving the correct results.	<ul style="list-style-type: none">Display firm commitment and pride in achieving the correct results.	<ul style="list-style-type: none">Focus on the end result and avoid being distracted	<ul style="list-style-type: none">Develop challenging, client-focused goals and set high standards for personal performance.	
<ul style="list-style-type: none">Produce the minimum level of results required in the role.	<ul style="list-style-type: none">Set quality standards and design processes and tasks around achieving set standards.	<ul style="list-style-type: none">Demonstrate a determined and committed approach to achieving results and quality standards.	<ul style="list-style-type: none">Commit to exceeding the results and quality standards, monitor own performance and implement remedial interventions when required.	
<ul style="list-style-type: none">Produce outcomes that are of a good standard.	<ul style="list-style-type: none">Produce output of high quality.	<ul style="list-style-type: none">Follow tasks and projects through to completion.	<ul style="list-style-type: none">Work with the team to set ambitious and challenging team goals, communicating long- and short term expectations.	
<ul style="list-style-type: none">Focus on the quantity of output, but requires development in incorporating the quality of work.	<ul style="list-style-type: none">Able to balance the quantity and quality and quality of results in order to achieve objectives.	<ul style="list-style-type: none">Set challenging goals and objectives for self and team and display commitment to achieving expectations.	<ul style="list-style-type: none">Take appropriate risks to accomplish goals.	
<ul style="list-style-type: none">Produce quality work in general circumstances, but fails to meet expectation when under pressure.	<ul style="list-style-type: none">Monitors progress, quality of work and use of resources; provide status updates and make adjustments as needed.	<ul style="list-style-type: none">Maintain a focus on quality outputs when placed under pressure.Establishing institutional systems for managing and assigning work, defining responsibilities, tracking, monitoring and measuring success, evaluating and valuing the work of the institution.	<ul style="list-style-type: none">Overcome setbacks and adjust action plans to realise goals.Focus people on critical activities that yield a high impact.	

Municipal Manager
Ms Geraldine Mettler

Executive Mayor
Cllr Jeremy Fasser



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Annexure C

Personal Development Plan

MUNICIPAL MANAGER

.....
Municipal Manager
Ms Geraldine Mettler

.....
Executive Mayor:
Cllr Jeremy Fasser



Skills Performance Gap	Outcomes Expected	Suggested training and / or development activity	Suggested mode of delivery	Suggested Time Frames	Work opportunity created to practice skill / development area	Support Person
1.						
2.						
3.						

Signed and accepted by the Employee



Date: 24/06/2026

Signed by the Executive Mayor on behalf of the Municipality



Date: 24/06/2026



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Performance Agreement

2026/27

Chief Financial Officer

g gm
f ke



PERFORMANCE AGREEMENT

MADE AND ENTERED INTO BY AND BETWEEN
STELLENBOSCH MUNICIPALITY AS HEREBY REPRESENTED BY:

THE MUNICIPAL MANAGER
Ms Geraldine Mettler
(herein and after referred to as the Employer)

AND

CHIEF FINANCIAL OFFICER
Mr Kevin Carolus
(herein and after referred to as the Employee)

FOR THE FINANCIAL YEAR:

01 JULY 2026 – 30 JUNE 2027


.....
Chief Financial Officer
Mr Kevin Carolus

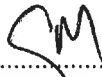

.....
Municipal Manager:
Ms Geraldine Mettler



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Chief Financial Officer
Mr Kevin Carolus

Municipal Manager:
Ms Geraldine Mettler



1. INTRODUCTION

- 1.1 The Employer, duly represented by **Ms Geraldine Mettler**, in her capacity as the Municipal Manager, has entered into a contract of employment with the Employee, **Mr Kevin Carolus**, in terms of section 57(1)(a) of the Local Government: Municipal Systems Act, 2000 (Act No. 32 of 2000) ("the Systems Act"). The Employer and the Employee are hereinafter referred to as "the Parties";
- 1.2 Section 57(1)(b) of the Systems Act, read with the Contract of Employment concluded between the parties, requires the Parties to conclude an annual performance agreement;
- 1.3 The Parties wish to ensure that they are clear about the goals to be achieved, and secure the commitment of the Employee to a set of outcomes that will promote local government policy goals;
- 1.4 The Parties wish to ensure that there is compliance with Sections 57(4B) and 57(5) of the Systems Act;
- 1.5 In this Agreement, the following terms will have the meaning ascribed thereto:
- 1.5.1 "this Agreement" – means the performance agreement between the Employer and the employee and the Annexures thereto;
- 1.5.2 "the **Municipal Manager**" – means the Municipal Manager of the Municipality appointed in terms of Section 54(A) of the Systems Act;
- 1.5.3 "the Employee" means the **Chief Financial Officer** appointed in terms of Section 56 of the Systems Act;
- 1.5.4 "the Employer" means the **Stellenbosch Municipality**; and
- 1.5.5 "the Parties" means the Employer and Employee.

2. PURPOSE OF THIS AGREEMENT

- 2.1 To comply with the provisions of Section 57(1)(b), (4B) and (5) of the Systems Act as well as the Contract of Employment entered into between the Parties;
- 2.2 To specify objectives and targets established for the Employee and to communicate to the Employee the Employer's expectations of the Employee's performance targets and accountabilities;
- 2.3 To specify accountabilities as set out in the Performance Plan (Annexure A);
- 2.4 To monitor and measure performance against set targeted outputs and outcomes;
- 2.5 To establish a transparent and accountable working relationship;


.....
Chief Financial Officer
Mr Kevin Carolus


.....
Municipal Manager:
Ms Geraldine Mettler



- 2.6 To appropriately reward the employee in accordance with section 11 of this agreement; and
- 2.7 To give effect to the Employer's commitment to a performance-orientated relationship with the Employee in attaining improved service delivery.

3. COMMENCEMENT AND DURATION

- 3.1 This Agreement will commence on **01 July 2026** and will remain in force until **30 June 2027**, whereafter a new Performance Agreement shall be concluded between the parties for the next financial year or any portion thereof;
- 3.2 The Parties will conclude a new Performance Agreement that replaces this Agreement at least once a year by not later than 31 July of the succeeding financial year;
- 3.3 This Agreement will terminate on the termination of the Employee's contract of employment for any reason; and
- 3.4 The content of this Agreement may be revised at any time during the abovementioned period to determine the current applicability of the matters previously agreed upon.

4. PERFORMANCE OBJECTIVES

- 4.1 The Performance Plan (Annexure A) sets out –
 - 4.1.1 The performance objectives and targets that must be met by the Employee;
 - 4.1.2 The time frames within which those performance objectives and targets must be met; and
 - 4.1.3 The core competency requirements (Annexure B – definitions) as the management skills regarded as critical to the position held by the Employee.
- 4.2 The performance objectives and targets reflected in Annexure A are set by the Employer in consultation with the Employee and based on the Integrated Development Plan, Service Delivery and Budget Implementation Plan (SDBIP) and the Budget of the Employer, and shall include:
 - 4.2.1 Key objectives that describe the main tasks that need to be done;
 - 4.2.2 Key performance indicators (KPIs) that provide the details of the evidence that must be provided to show that a key objective has been achieved;
 - 4.2.3 Target dates that describe the timeframe in which the targets must be achieved; and


.....
Chief Financial Officer
Mr Kevin Carolus


.....
Municipal Manager:
Ms Geraldine Mettler



- 4.2.4 Weightings showing the relative importance of the key objectives to each other.
- 4.3 The Personal Development Plan (Annexure C) sets out the Employee's personal development requirements in line with the objectives and targets of the Employer; and
- 4.4 The Employee's performance will, in addition, be measured in terms of contributions to the goals and strategies set out in the Employer's Integrated Development Plan.

5. PERFORMANCE MANAGEMENT SYSTEM

- 5.1 The Employee agrees to participate in the performance management system that the Employer has adopted for the employees of the Employer;
- 5.2 The Employee accepts that the purpose of the performance management system will be to provide a comprehensive system with specific performance standards to assist the employees and service providers in performing to the standards required;
- 5.3 The Employer will consult the Employee about the specific performance standards and targets that will be included in the performance management system applicable to the Employee;
- 5.4 The Employee undertakes to actively focus on the promotion and implementation of the Strategic Focus Areas (SFAs) (including special projects relevant to the employee's responsibilities) within the local government framework;
- 5.5 The criteria upon which the performance of the Employee shall be assessed shall consist of two components, SFAs and Competency Framework requirements as per the Local Government: Regulations on Appointment and Conditions of Employment of Senior Managers, both of which shall be contained in the Performance Agreement;
- 5.6 The Employee's assessment will be based on his performance in terms of the outputs / outcomes (KPIs) identified as per the attached Performance Plan (Annexure A), which are linked to the SFAs applicable to the Employee and will constitute 80% of the overall assessment result as per the weightings agreed to between the Employer and Employee.

Table 1: Strategic Focus Areas

Strategic Focus Areas
SFA 1 - Valley of Possibility
SFA 2 - Green and Sustainable Valley
SFA 3 - Safe Valley
SFA 4 - Dignified Living
SFA 5 - Good Governance and Compliance


.....
Chief Financial Officer
Mr Kevin Carolus


.....
Municipal Manager:
Ms Geraldine Mettler



- 5.7 The competency requirements for senior managers as per Regulation 9 of Local Government: Regulations on Appointment and Conditions of Employment of Senior Managers will make up the other 20% of the Employee's assessment score. The competencies will be assessed every six (6) months (January and July).

Table 2: Leading and Core Competencies

Leading and Core Competencies		
1.	Strategic direction and leadership	<ul style="list-style-type: none"> Impact and influence Institutional performance management Strategic planning and management Organisational awareness
2.	People management	<ul style="list-style-type: none"> Human capital planning and development Diversity management Employee relations management Negotiation and dispute management
3.	Programme and project management	<ul style="list-style-type: none"> Programme and project planning and implementation Service delivery management Programme and project monitoring and evaluation
4.	Financial management	<ul style="list-style-type: none"> Budget planning and execution Financial strategy and delivery Financial reporting and delivery
5.	Change leadership	<ul style="list-style-type: none"> Change vision and strategy Process design and improvement Change impact monitoring and evaluation
6.	Governance leadership	<ul style="list-style-type: none"> Policy formulation Risk and compliance management Cooperative Governance
7.	Moral competence	<ul style="list-style-type: none"> Core Competency
8.	Planning and organising	<ul style="list-style-type: none"> Core Competency
9.	Analysis and innovation	<ul style="list-style-type: none"> Core Competency
10.	Knowledge and information management	<ul style="list-style-type: none"> Core Competency
11.	Communication	<ul style="list-style-type: none"> Core Competency
12.	Results and quality focus	<ul style="list-style-type: none"> Core Competency

6. PERFORMANCE ASSESSMENT

- 6.1 The Performance Plan (Annexure A) to this Agreement sets out –
- 6.1.1 The standards and procedures for evaluating the Employee's performance; and
- 6.1.2 The intervals for the evaluation of the Employee's performance.
- 6.2 Despite the establishment of agreed intervals for evaluation, the Employer may, in addition, review the Employee's performance at any stage while the contract of employment remains in force;

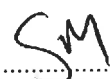

Chief Financial Officer
Mr Kevin Carolus


Municipal Manager:
Ms Geraldine Mettler



- 6.3 Personal growth and development needs identified during any performance review discussion must be documented in a Personal Development Plan, as well as the actions agreed to, and implementation must take place within set time frames;
- 6.4 The Employee's performance will be measured in terms of contributions to the goals and strategies set out in the Employer's Integrated Development Plan (IDP) as described in 6.6 – 6.12 below;
- 6.5 The Employee will submit quarterly performance reports (SDBIP) and a comprehensive annual performance report at least one week before the performance assessment meetings to the Evaluation Panel Chairperson for distribution to the panel members for preparation purposes;
- 6.6 Assessment of the achievement of results as outlined in the performance plan:
- 6.6.1 Each KPI or group of KPIs shall be assessed according to the extent to which the specified standards or performance targets have been met, and with due regard to ad-hoc tasks that had to be performed under the KPI;
 - 6.6.2 A rating on the five-point scale shall be provided for each KPI or group of KPIs, which will then be multiplied by the weighting to calculate the final score;
 - 6.6.3 The Employee will submit their self-evaluation to the Employer before the formal assessment;
 - 6.6.4 In the instance where the employee could not perform due to reasons outside the control of the employer and employee, the KPI will not be considered during the evaluation. The employee should provide sufficient evidence in such instances; and
 - 6.6.5 An overall score will be calculated based on the total of the scores calculated above.
- 6.7 Assessment of the Competencies:
- 6.7.1 Each Competency shall be assessed in terms of the description provided in (Annexure B);
 - 6.7.2 A rating shall be provided for each Competency, which will then be multiplied by the weighting to calculate the final score; and
 - 6.7.3 An overall score will be calculated based on the total of the scores calculated above.
- 6.8 Overall rating
- 6.8.1 An overall rating is calculated by adding the overall scores as calculated in 6.6.5 and 6.7.3 above; and


.....
Chief Financial Officer
Mr Kevin Carolus


.....
Municipal Manager:
Ms Geraldine Mettler



6.8.2 Such an overall rating represents the outcome of the performance appraisal.

6.9 The assessment of the performance of the Employee will be based on the following rating scales for SFAs and Competencies, respectively:

6.9.1 Rating scale for SFAs - as mentioned in paragraph 5.6:

Table 3: Performance rating scale

Level	Terminology	Description
5	Outstanding performance	Performance far exceeds the standard expected of an employee at this level. The appraisal indicates that the Employee has achieved above fully effective results against all performance criteria and indicators as specified in the PA and Performance plan and maintained this in all areas of responsibility throughout the year.
4	Performance significantly above expectations	Performance is significantly higher than the standard expected in the job. The appraisal indicates that the Employee has achieved above fully effective results against more than half of the performance criteria and indicators, and fully achieved all others throughout the year.
3	Fully effective	Performance fully meets the standards expected in all areas of the job. The appraisal indicates that the Employee has achieved effective results against all significant performance criteria and indicators specified in the PA and Performance Plan.
2	Not fully effective	Performance is below the standard required for the job in key areas. Performance meets some of the standards expected for the job. The review / assessment indicates that the employee has achieved below fully effective results against more than half of the key performance criteria and indicators as specified in the PA and Performance Plan.
1	Unacceptable performance	Performance does not meet the standard expected for the job. The review / assessment indicates that the employee has achieved below fully effective results against almost all the performance criteria and indicators as specified in the PA and Performance Plan. The employee has failed to demonstrate the commitment or ability to bring performance up to the level expected in the job despite management efforts to encourage improvement.

6.9.2 Rating scale for Competencies -as mentioned in paragraph 5.7:

Table 4: Rating scale for Competencies

Level	Achievement Levels	Description
5	Superior	Has a comprehensive understanding of local government operations, critical in shaping strategic direction and change, develops, and applies comprehensive concepts and methods.
4	Advanced	Develops and applies complex concepts, methods and understanding. Effectively directs and leads a group and executes in-depth analyses.


Chief Financial Officer
Mr Kevin Carolus


Municipal Manager:
Ms Geraldine Mettler



Level	Achievement Levels	Description
3	Competent	Develops and applies more progressive concepts, methods and understanding. Plans and guides the work of others and executes progressive analyses.
2	Basic	Applies basic concepts, methods, and understanding of local government operations, but requires supervision and development intervention.
1	Sub Standard	Applies little to no basic concepts, methods, and understanding of local government operations.

6.10 For purposes of evaluating the performance of the Employee for the year-end reviews, an evaluation panel constituted of the following persons will be established–

6.10.1 Municipal Manager;

6.10.2 Municipal Manager from another municipality;

6.10.3 Chairperson of the Performance Audit Committee or, in his / her absence thereof, the Chairperson of the Audit Committee; and

6.10.4 The Member of the Mayoral Committee (Portfolio Chairperson).

6.11 The Municipal Manager will evaluate the performance of the Employee as at the end of the 1st, and 3rd quarters; and

6.12 The Municipal Manager will give performance feedback to the Employee within five (5) working days after each quarterly and annual assessment meeting.

7. SCHEDULE FOR PERFORMANCE REVIEWS

7.1 The performance of the Employee in relation to his performance agreement shall be reviewed on the following dates.

Table 5: Schedule for performance reviews

Quarter	Review Period	Review to be completed by
1	July - September	October / November 2026 (Informal)
2	October – December	January / February 2027 (Formal)
3	January – March	April / May 2027 (Informal)
4	April - June	After the receipt of the AGSA's Management Report

7.2 The Employer shall keep a record of the mid-year and year-end assessment meetings;

7.3 Performance feedback shall be based on the Employer's assessment of the Employee's performance;

7.4 The Employer will be entitled to review and make reasonable changes to the provisions of Annexure A from time to time for operational reasons. The Employee will be fully consulted before any such change is made; and


.....
Chief Financial Officer
Mr Kevin Carolus


.....
Municipal Manager:
Ms Geraldine Mettler



- 7.5 The Employer may amend the provisions of Annexure A whenever the performance management system is adopted, implemented, and / or amended as the case may be. In that case, the Employee will be fully consulted before any such change is made.

8. DEVELOPMENTAL REQUIREMENTS

- 8.1 The Personal Development Plan (PDP) for addressing developmental gaps is attached as Annexure C. Such a Plan may be implemented and / or amended as the case may be after each assessment. In that case, the Employee will be fully consulted before any such change or plan is made.

9. OBLIGATIONS OF THE EMPLOYER

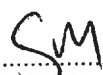
- 9.1 The Employer shall-

- 9.1.1 Create an enabling environment to facilitate effective performance by the Employee;
- 9.1.2 Provide access to skills development and capacity-building opportunities;
- 9.1.3 Work collaboratively with the Employee to solve problems and generate solutions to common problems that may impact the performance of the Employee;
- 9.1.4 On the request of the Employee, delegate such powers reasonably required by the Employee to enable him to meet the performance objectives and targets established in terms of this Agreement; and
- 9.1.5 Make available to the Employee such resources as the Employee may reasonably require from time to time, assisting him to meet the performance objectives and targets established in terms of this Agreement.

10. CONSULTATION

- 10.1 The Employer agrees to consult the Employee timeously where the exercising of its powers will have amongst others-
- 10.1.1 A direct effect on the performance of any of the Employee's functions;
 - 10.1.2 Commit the Employee to implement or to give effect to a decision made by the Employer; and
 - 10.1.3 A substantial financial effect on the Employer.
- 10.2 The Employer agrees to inform the Employee of the outcome of any decisions taken pursuant to the exercise of powers contemplated in clause 12.1 as soon as is practicable to enable the Employee to take any necessary action without delay.


.....
Chief Financial Officer
Mr Kevin Carolus


.....
Municipal Manager:
Ms Geraldine Mettler



11. REWARD

- 11.1 The evaluation of the Employee's performance will form the basis for rewarding outstanding performance or correcting unacceptable performance;
- 11.2 The payment of the performance bonus is determined by the performance score obtained during the 4th quarter and as informed by the quarterly performance assessments;
- 11.3 A performance bonus of between 5% to 14% of the all-inclusive annual remuneration package may be paid to the Employee in recognition of outstanding performance to be constituted as follows:

Table 6: Performance bonus calculations

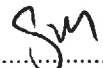
Performance Rating		Bonus Calculation
0% - 64%	Poor Performance	0% of the total package
65% - 69%	Average Performance	5% of the total package
70% - 74%	Fair Performance	9% of the total package
75% - 79%	Good Performance	11% of the total package
80% - 100%	Excellent Performance	14% of the total package

- 11.4 In the event of the Employee terminating his services during the validity period of this Agreement, the Employee's performance will be evaluated for the portion during which he was employed, and he will be entitled to a pro-rata performance bonus based on his evaluated performance for the period of actual service; and
- 11.5 The Employer will submit the total score of the annual assessment and of the Employee to the full Council for the purpose of recommending a bonus allocation.

12. MANAGEMENT OF EVALUATION OUTCOMES

- 12.1 Where the Employer is, at any time during the Employee's employment, not satisfied with the Employee's performance with respect to any matter dealt with in this Agreement, the Employer will give notice to the Employee to attend a meeting;
- 12.2 The Employee will have the opportunity at the meeting to satisfy the Employer of the measures being taken to ensure that his performance becomes satisfactory and any programme, including any dates, for implementing these measures;
- 12.3 Where there is a dispute or difference as to the performance of the Employee under this Agreement, the Parties will confer with a view to resolving the dispute or difference; and
- 12.4 In the case of unacceptable performance, the Employer shall –
- 12.4.1 Provide systematic remedial or developmental support to assist the Employee to improve his performance; and


Chief Financial Officer
Mr Kevin Carolus


Municipal Manager:
Ms Geraldine Mettler



- 12.4.2 After appropriate performance counselling and having provided the necessary guidance and / or support as well as a reasonable time for improvement in performance, the Employer may consider steps to terminate the contract of employment of the Employee on grounds of unfitness or incapacity to carry out his or her duties.

13. DISPUTE RESOLUTION

- 13.1 If the Employee is dissatisfied with any decision or action of the Employer in terms of this Agreement, or where a dispute or difference arises as to the extent to which the Employee has achieved the performance objectives and targets established in terms of this Agreement, the Employee may, within 3 (three) business days, meet with the Employer with a view to resolving the issue. The Employer will record the outcome of the meeting in writing;
- 13.2 If the Parties cannot resolve the issues within 10 (ten) business days, an independent arbitrator, acceptable to both parties, shall be appointed to resolve the matter within 30 (thirty) business days; and
- 13.3 If the mediation process contemplated above fails, the relevant clause of the Contract of Employment, together with the relevant laws and regulations, shall apply.

14. GENERAL

- 14.1 The contents of this agreement and the outcome of any review conducted in terms of Annexure A may be made available to the public by the Employer; and
- 14.2 Nothing in this agreement diminishes the obligations, duties, or accountabilities of the Employee in terms of his contract of employment, or the effects of existing or new regulations, circulars, policies, directives, or other instruments.


.....
Chief Financial Officer
Mr Kevin Carolus


.....
Municipal Manager:
Ms Geraldine Mettler



Thus, done and signed at Stellenbosch on the 24th day of June 2026.



CHIEF FINANCIAL OFFICER

AS WITNESSES:

1.



2.



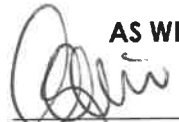
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MUNICIPAL MANAGER

AS WITNESSES:

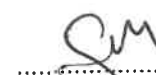
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Chief Financial Officer
Mr Kevin Carolus


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Municipal Manager:
Ms Geraldine Mettler



MEMBER OF MAYORAL COMMITTEE
(Portfolio: Financial Services)
Cllr JC Anthony

.....
Chief Financial Officer
Mr Kevin Carolus

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Municipal Manager:
Ms Geraldine Mettler

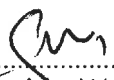


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Annexure A Performance Plan

CHIEF FINANCIAL OFFICER


.....
Chief Financial Officer
Mr Kevin Carolus


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Municipal Manager:
Ms Geraldine Mettler



The Performance Plan sets out:

- Key Performance Areas that the employee should focus on, performance objectives, key performance indicators and targets that must be met within a specific timeframe; and
- The Competencies required from employees are prescribed in the Regulations on the appointment and conditions of employment of senior managers, R21 of 2014.

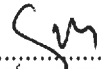
KEY PERFORMANCE INDICATORS

The key performance areas, performance objectives, key performance indicators and targets that must be met within the agreed timeframe are described below. The assessment of these performance indicators will account for 80% (**eighty per cent**) of the total employee assessment score.

Part 1: Implementation of Service Delivery and Budget Implementation Plan (80%)

CHIEF FINANCIAL OFFICER													
IDP/ Ref No.	Strategic Focus Area (SFA)	Indicator (Activity / Project / Programme / Key Initiative)	Unit of Measurement	Indicator type	Baseline (Actual 2024/25)	5-Year Target	2026/27	Funding Source	Service Delivery and Budget Implementation Plan (SDBIP 2026/27)				Weight
									Q1	Q2	Q3	Q4	
TBC	SFA 5: Good Governance and Compliance	Effective Management and Functional Supervision of the Department: Financial Management Services	Percentage of indicators of the Department: Financial Management Services achieved, measured quarterly	Outcome	96%	80% per annum	80%	SM	80%	80%	80%	80%	3
TBC	SFA 5: Good Governance and Compliance	Effective Management and Functional Supervision of the Department: Revenue and Expenditure	Percentage of indicators of the Department: Revenue and Expenditure achieved, measured quarterly	Outcome	93%	80% per annum	80%	SM	80%	80%	80%	80%	3

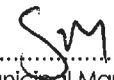

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IDP/ Ref No.	Strategic Focus Area (SFA)	Indicator (Activity / Project / Programme / Key Initiative)	Unit of Measurement	Indicator type	Baseline (Actual 2024/25)	5-Year Target	2026/27	Funding Source	Service Delivery and Budget Implementation Plan (SDBIP 2026/27)				Weight
									Q1	Q2	Q3	Q4	
TBC	SFA 5: Good Governance and Compliance	Effective Management and Functional Supervision of the Department: Supply Chain Management (SCM)	Percentage of indicators of the Department: Supply Chain Management (SCM) achieved, measured quarterly	Outcome	96%	80% per annum	80%	SM	80%	80%	80%	80%	3
KPI032	SFA 4 - Dignified Living	Registered indigent formal households with access to free basic water (NKPI Proxy - MSA, Reg. S10(a), (b))	Percentage of registered indigent formal households with access to free basic water, measured quarterly	Outcome	100%	100% per annum	100%	SM	100%	100%	100%	100%	3
KPI033	SFA 4 - Dignified Living	Registered indigent formal households with access to free basic electricity provided by the municipality (NKPI Proxy - MSA, Reg. S10(a), (b))	Percentage of registered indigent formal households with access to free basic electricity provided by the municipality, measured quarterly	Output	100%	100% per annum	100%	SM	100%	100%	100%	100%	3
KPI034	SFA 4 - Dignified Living	Registered indigent formal households with access to free basic refuse removal (NKPI Proxy - MSA, Reg. S10(a), (b))	Percentage of registered indigent formal households with access to free basic refuse removal, measured quarterly	Output	100%	100% per annum	100%	SM	100%	100%	100%	100%	3
KPI035	SFA 4 - Dignified Living	Registered indigent formal households with access to free basic sanitation (NKPI Proxy - MSA, Reg. S10(a), (b))	Percentage of registered indigent formal households with access to free basic sanitation, measured quarterly	Output	100%	100% per annum	100%	SM	100%	100%	100%	100%	3
KPI036	SFA 4 - Dignified Living	Formal households with access to water (NKPI Proxy - MSA, Reg. S10(a))	Number of formal households with access to water, measured quarterly	Output	27 486	28 000 per annum	28 000	SM	28 000 (28 000)	28 000 (28 000)	28 000 (28 000)	28 000 (28 000)	3
KPI037	SFA 4 - Dignified Living	Formal households with access to electricity (NKPI Proxy - MSA, Reg. S10(a))	Number of formal households with access to electricity, measured quarterly	Output	27 486	28 000 per annum	28 000	SM	28 000 (28 000)	28 000 (28 000)	28 000 (28 000)	28 000 (28 000)	3


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									Q1	Q2	Q3	Q4	
KPI038	SFA 4 - Dignified Living	Formal households with access to refuse removal (NKPI Proxy - MSA, Reg. S10(a))	Number of formal households with access to refuse removal, measured quarterly	Output	27 486	28 000 per annum	28 000	SM	28 000 (28 000)	28 000 (28 000)	28 000 (28 000)	28 000 (28 000)	3
KPI039	SFA 4 - Dignified Living	Formal households with access to sanitation (NKPI Proxy - MSA, Reg. S10(a))	Number of formal households with access to sanitation, measured quarterly	Output	27 486	28 000 per annum	28 000	SM	28 000 (28 000)	28 000 (28 000)	28 000 (28 000)	28 000 (28 000)	3
KPI040	SFA 5: Good Governance and Compliance	Actual expenditure of the approved Capital Budget for the municipality by 30 June (NKPI - MSA, Reg. S10(c))	Percentage of the approved Capital Budget for the municipality actually spent by 30 June	Input	89.29%	90% per annum	90%	SM	10%	30%	60%	90%	1
KPI042	SFA 5: Good Governance and Compliance	Financial viability measured in terms of the available cash to cover fixed operating expenditure (NKPI Proxy - MSA, Reg. S10(g) (iii))	Cost coverage as at 30 June annually [(Cash and Cash Equivalents - Unspent Conditional Grants - Overdraft) + Short Term Investment) / Monthly Fixed Operational Expenditure excluding (Depreciation)	Input	3.02	2 per annum	2 (months)	SM	N/A	N/A	N/A	2 (months)	3
KPI043	SFA 5: Good Governance and Compliance	Achieve an average payment percentage of 96% by 30 June (Gross Debtors Opening Balance + Billed Revenue - Gross Debtors Closing Balance - Bad Debts Written Off) / Billed Revenue x 100	(Gross Debtors Opening Balance + Billed Revenue - Gross Debtors Closing Balance - Bad Debts Written Off) / Billed Revenue x 100	Outcome	97.21%	96% per annum	96%	SM	N/A	N/A	N/A	96%	3
KPI046	SFA 5: Good Governance and Compliance	Financial viability measured in terms of the municipality's ability to meet its service debt obligations (NKPI Proxy - MSA, Reg. S10(g) (i))	Debt coverage ratio ((Total operating revenue - operating grants received) / (Debt service payments due within the year)) measured by 30 June	Outcome	36.22%	15% per annum	15%	SM	N/A	N/A	N/A	15%	3

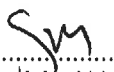

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									Q1	Q2	Q3	Q4	
KPI047	SFA 5: Good Governance and Compliance	Financial viability measured in terms of the outstanding service debtors (NKPI Proxy - MSA, Reg. S10(g)(iii))	Service debtors to revenue ratio – (Total outstanding service debtors / revenue received for services) measured by 30 June	Outcome	24.59%	27% per annum	27%	SM	N/A	N/A	N/A	27%	3
TBC	SFA 5: Good Governance and Compliance	Implementation of the Mayoral Outcomes in the Integrated Development Plan (IDP) for the 2026/27 financial year	Percentage of the Mayoral Outcomes in the IDP for the 2026/27 financial year implemented by 30 June	Outcome	100%	80% per annum	80%	SM	80%	80%	80%	80%	1
TBC	SFA 5: Good Governance and Compliance	Implementation of the Portfolio: Financial Services Outcomes in the Integrated Development Plan (IDP) for the 2026/27 financial year	Percentage of the Portfolio: Financial Services' Outcomes in the IDP for the 2026/27 financial year, implemented by 30 June	Outcome	100%	80% per annum	80%	SM	80%	80%	80%	80%	1
TBC	SFA 5: Good Governance and Compliance	Implementation of the Municipal Manager's Outcomes in the Integrated Development Plan (IDP) for the 2026/27 financial year	Percentage of the Municipal Manager's Outcomes in the IDP for the 2026/27 financial year implemented by 30 June	Outcome	100%	80% per annum	80%	SM	80%	80%	80%	80%	1
TBC	SFA 5: Good Governance and Compliance	Spend the Directorate: Financial Services' approved Capital Budget	Percentage of the approved Capital Budget of the Directorate: Financial Services actually spent by 30 June	Input	97%	90% per annum	90%	SM	10%	30%	60%	90%	10
TBC	SFA 5: Good Governance and Compliance	Submission of detailed procurement needs for all operational projects to the Supply Chain Management (SCM) Department	Number of quarterly detailed procurement needs submitted to the SCM Department 10 days before the start of the quarter	Output	4	4 per annum	4	SM	1 (1)	1 (2)	1 (3)	1 (4)	1
TBC	SFA 5: Good Governance and Compliance	Conclude performance plans with all identified personnel	Number of performance plans concluded with all identified personnel by 30 July	Output	3	4 per annum	4	SM	4	N/A	N/A	N/A	1


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									Q1	Q2	Q3	Q4	
TBC	SFA 5: Good Governance and Compliance	Conduct formal annual performance evaluations with all identified personnel	Number of formal annual performance evaluations conducted with all identified personnel by 31 August	Output	6	4 per annum	4	SM	4	N/A	N/A	N/A	1
TBC	SFA 5: Good Governance and Compliance	Conduct mid-year performance evaluations with all identified personnel	Number of mid-year performance evaluations conducted with all identified personnel by 31 January	Output	New KPI	4 per annum	4	SM	N/A	N/A	4	N/A	1
TBC	SFA 5: Good Governance and Compliance	Develop an Annual Departmental Risk Register	Number of Annual Departmental Risk Registers developed by 31 July	Output	1	1 per annum	1	SM	1	N/A	N/A	N/A	1
TBC	SFA 5: Good Governance and Compliance	Evaluation of the Departmental Risk Register	Number of Departmental Risk Registers evaluated by 31 May	Output	2	2 per annum	2	SM	N/A	1 (1)	N/A	1 (2)	1
TBC	SFA 5: Good Governance and Compliance	Implementation of the Directors Forum resolutions	Percentage of the Directors Forum Resolutions implemented in accordance with due dates	Output	60%	80% per annum	80%	SM	80%	80%	80%	80%	1
TBC	SFA 5: Good Governance and Compliance	Implementation of the Council resolutions	Percentage of the Council resolutions implemented, measured quarterly	Output	100%	70% per annum	70%	SM	70%	70%	70%	70%	2
TBC	SFA 5: Good Governance and Compliance	Implementation of the adopted Revenue Enhancement Strategy	Number of actions implemented as identified in the Revenue Enhancement Strategy by 30 June	Output	4	2 per annum	2	SM	N/A	1 (1)	N/A	1 (2)	1


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									Q1	Q2	Q3	Q4	
TBC	SFA 5: Good Governance and Compliance	Resolve formal revenue complaints received	Percentage of formal revenue complaints resolved within 10 working days after the date of receipt	Outcome	90%	90% per annum	90%	SM	90%	90%	90%	90%	1
TBC	SFA 5: Good Governance and Compliance	Implementation of the Directorate's actions as per the AGSA Audit Action Plan	Percentage of the Directorate's actions as per the AGSA Audit Action Plan implemented by 30 June	Outcome	100%	100% per annum	100%	SM	N/A	N/A	50%	100%	2
TBC	SFA 5: Good Governance and Compliance	Receive an unqualified audit opinion from the AGSA	Number of unqualified audit opinions from AGSA received by 30 November	Outcome	New KPI	1 per annum	1	SM	N/A	1	N/A	N/A	5
TBC	SFA 5: Good Governance and Compliance	Implementation of succession planning initiatives	Number of succession planning initiatives implemented by 30 June	Output	New KPI	1 per annum	1	SM	N/A	N/A	N/A	1	1
TBC	SFA 5: Good Governance and Compliance	Attend Universal Access Policy meetings	Number of Universal Access Policy meetings attended, measured quarterly	Output	New KPI	4 per annum	4	SM	1 (1)	1 (2)	1 (3)	1 (4)	1
TBC	SFA 5: Good Governance and Compliance	Submission of personal development plans (PDPs) of identified personnel to the Sub-section: Skills Development	Number of personal PDPs of identified personnel submitted to the Sub-section: Skills Development by 30 September	Output	New KPI	4 per annum	4	SM	4	N/A	N/A	N/A	1
												Total	80


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Part 2: Competency Requirements (20%)

Ref	Leading and Core Competencies	(January) 1 st Assessment	(July) Final Assessment	Weights	Comments
2.1	Strategic direction and leadership			1.66%	
2.2	People management			1.66%	
2.3	Programme and project management			1.66%	
2.4	Financial management			1.66%	
2.5	Change leadership			1.67%	
2.6	Governance leadership			1.67%	
2.7	Moral competence			1.67%	
2.8	Planning and organising			1.67%	
2.9	Analysis and innovation			1.67%	
2.10	Knowledge and information management			1.67%	
2.11	Communication			1.67%	
2.12	Results and quality focus			1.67%	
Total				20%	


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Annexure B

Competency Framework

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CLUSTER :		LEADING COMPETENCIES			
COMPETENCY NAME :		Strategic Direction and Leadership			
COMPETENCY DEFINITION :		Provide and direct a vision for the institution, and inspire and deploy others to deliver on the strategic institutional mandate.			
ACHIEVEMENT LEVELS					
BASIC		COMPETENT		ADVANCED	
<ul style="list-style-type: none">Understand Institutional and departmental strategic objectives, but lacks the ability to inspire others to achieve set mandate.Describe how specific tasks link to institutional strategies but have limited influence in directing a strategy.Has a basic understanding of institutional performance management, but lacks the ability to integrate systems into a collective whole.		<ul style="list-style-type: none">Give direction to a team in realising the institution's strategic mandate and set objectives.Has a positive impact and influence on the morale, engagement and participation of team members.Develop action plans to execute and guide strategy.		<ul style="list-style-type: none">Evaluate all activities to determine value and alignment to strategic intent.Display in-depth knowledge and understanding of strategic planning.Align strategy and goals across all functional areas.	
<ul style="list-style-type: none">Demonstrate basic understanding of key decision making.		<ul style="list-style-type: none">Assist in defining performance measures to monitor the progress and effectiveness of the institution.Displays an awareness of institutional structures and political factors.		<ul style="list-style-type: none">Actively define performance measures to monitor the progress and effectiveness of the institution.Consistently challenge strategic plans to ensure relevance.	
		<ul style="list-style-type: none">Effectively communicate barriers to execution to relevant parties.Provide guidance to all stakeholders in the achievement of the strategic mandate.		<ul style="list-style-type: none">Understand institutional structures and political factors, and the consequences of actions.Empower others to follow the strategic direction and deal with complex situations.	
		<ul style="list-style-type: none">Understand the aim and objectives of the institution and relate it to own work.		<ul style="list-style-type: none">Guide the institution through complex and ambiguous concern.Use understanding of power relationships and dynamic tensions among key players	
				<ul style="list-style-type: none">Structure and position the institution to local government priorities.Actively use in-depth knowledge and understanding to develop and implement a comprehensive institutional framework.Hold self-accountable for strategy execution and results.Provide impact and influence through building and maintaining strategic relationships.Create an environment that facilitates loyalty and innovation. Display a superior level of self-discipline and integrity in actions.Integrate various systems into a collective whole to optimise institutional performance management.Uses understanding of competing interests to maneuver successfully to a win/win outcome.	


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CLUSTER :	LEADING COMPETENCIES			
COMPETENCY NAME :	Strategic Direction and Leadership			
COMPETENCY DEFINITION :	Provide and direct a vision for the institution, and inspire and deploy others to deliver on the strategic institutional mandate.			
ACHIEVEMENT LEVELS				
BASIC	COMPETENT	ADVANCED	SUPERIOR	
		to frame communications and develop strategies, positions and alliances.		

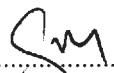

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CLUSTER :	LEADING COMPETENCIES			
COMPETENCY NAME :	People Management			
COMPETENCY DEFINITION :	Effectively manage, inspire and encourage people, respect diversity, optimise talent and build and nurture relationships In order to achieve institutional objectives.			
ACHIEVEMENT LEVELS				
BASIC	COMPETENT	ADVANCED	SUPERIOR	
<ul style="list-style-type: none">Participate in team goalsetting and problem solving.	<ul style="list-style-type: none">Seek opportunities to increase team contribution and responsibility.	<ul style="list-style-type: none">Identify ineffective team and work processes and recommend remedial interventions.	<ul style="list-style-type: none">Develop and incorporate best practice people management processes, approaches and tools across the institution.	
<ul style="list-style-type: none">Interact and collaborate with people of diverse backgrounds.	<ul style="list-style-type: none">Respect and support the diverse nature of others and be aware of the benefits of a diverse approach.	<ul style="list-style-type: none">Recognise and reward effective and desired behavior.	<ul style="list-style-type: none">Foster a culture of discipline, responsibility and accountability.	
<ul style="list-style-type: none">Aware of guidelines for employee development, but requires support in implementing development initiatives.	<ul style="list-style-type: none">Effectively delegate tasks and empower others to increase contribution and execute functions optimally.	<ul style="list-style-type: none">Provide mentoring and guidance to others in order to increase personal effectiveness.	<ul style="list-style-type: none">Understand the impact of diversity in performance and actively incorporate a diversity strategy in the institution.	
	<ul style="list-style-type: none">Apply relevant employee legislation fairly and consistently.	<ul style="list-style-type: none">Identify development and learning needs within the team.	<ul style="list-style-type: none">Develop comprehensive integrated strategies and approaches to human capital development and management.	
	<ul style="list-style-type: none">Effectively identify capacity requirements to fulfill the strategic mandate.	<ul style="list-style-type: none">Inspire a culture of performance excellence by giving positive and constructive feedback to the team.Achieve agreement or consensus in adversarial environments.Lead and unite diverse teams across divisions to achieve institutional objectives.	<ul style="list-style-type: none">Actively identify trends and predict capacity requirements to facilitate unified transition and performance management.	


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CLUSTER :	LEADING COMPETENCIES			
COMPETENCY NAME :	Programme and Project Management			
COMPETENCY DEFINITION :	Able to understand program and project management methodology; plan, manage, monitor and evaluate specific activities in order to deliver on set objectives.			
ACHIEVEMENT LEVELS				
BASIC	COMPETENT	ADVANCED	SUPERIOR	
<ul style="list-style-type: none">Initiate projects after approval from higher authorities.Understand procedures of program and project management methodology, implications and stakeholder involvement.Understand the rational of projects in relation to the institution's strategic objectives.Document and communicate factors and risk associated with own work.Use results and approaches of successful project implementation as guide.	<ul style="list-style-type: none">Establish broad stakeholder involvement and communicate the project status and key milestones.Define the roles and responsibilities of the project team and create clarity around expectations.Find a balance between project deadline and the quality of deliverables.Identify appropriate project resources to facilitate the effective completion of the deliverables.Comply with statutory requirements and apply policies in a consistent manner.Monitor progress and use of resources and make needed adjustments to timelines, steps and resource allocation.	<ul style="list-style-type: none">Manage multiple programs and balance priorities and conflicts according to institutional goals.Apply effective risk management strategies through impact assessment and resource requirements.Modify project scope and budget when required without compromising the quality and objectives of the project.Involve top-level authorities and relevant stakeholders in seeking project buy-in.Identify and apply contemporary project management methodologyInfluence and motivate project team to deliver exceptional results.Monitor policy implementation and apply procedures to manage risks.	<ul style="list-style-type: none">Understand and conceptualize the long-term implications of desired project outcomes.Direct a comprehensive strategic macro and micro analysis and scope projects accordingly to realize institutional objectives.Influence people in positions of authority to implement outcomes of projectsLead and direct translation of policy into workable action plansEnsures that programs are monitored to track progress and optimal resource utilization, and that adjustments are made as needed.	


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CLUSTER :	LEADING COMPETENCIES			
COMPETENCY NAME :	Change Leadership			
COMPETENCY DEFINITION :	Able to direct and initiate institutional transformation on all levels in order to successfully drive and implement new initiatives and deliver professional and quality services to the community.			
ACHIEVEMENT LEVELS				
BASIC	COMPETENT	ADVANCED	SUPERIOR	
<ul style="list-style-type: none">Display an awareness of change interventions and the benefits of transformation initiatives.Able to identify basic needs for change.	<ul style="list-style-type: none">Perform an analysis of the change impact on the social, political and economic environment.Maintain calm and focus during change.	<ul style="list-style-type: none">Actively monitor change impact and results and convey progress to relevant stakeholders.Secure buy-in and sponsorship for change initiatives.	<ul style="list-style-type: none">Sponsor change agents and create a network of change leaders who support the interventions.	
<ul style="list-style-type: none">Identify gaps between the current and desired state.Identify potential risk and challenges to transformation, including resistance to change factors.Participate in change programs and piloting change interventions.	<ul style="list-style-type: none">Able to assist team members during change and keep them focused on the deliverables.Volunteer to lead change efforts outside of own work team.	<ul style="list-style-type: none">Continuously evaluate change strategy and design and introduce new approaches to enhance the institution's effectiveness.Build and nurture relationships with various stakeholders to establish strategic alliance in facilitating change.	<ul style="list-style-type: none">Actively adapt current structures and processes to incorporate the change interventions.	
<ul style="list-style-type: none">Understand the impact of change interventions on the institution within the broader scope of local government.	<ul style="list-style-type: none">Able to gain buy-in and approval for change from relevant stakeholders.Identify change readiness levels and assist in resolving resistance to change factors.Design change interventions that are aligned with the institution's strategic objectives and goals.	<ul style="list-style-type: none">Take the lead in impactful change programs.Benchmark change interventions against best change practices.Understand the impact and psychology of change and put remedial interventions in place to facilitate effective transformation.Take calculated risk and seek new ideas from best practice scenarios and identify the potential for implementation.	<ul style="list-style-type: none">Mentor and guide team members on the effects of change, resistance factors and how to integrate change.Motivate and inspire others around change initiatives.	

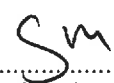

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CLUSTER :	LEADING COMPETENCIES			
COMPETENCY NAME :	Financial Management			
COMPETENCY DEFINITION :	Able to compile, plan and manage budgets, control cash flow, institute financial risk management and administer procurement processes in accordance with recognized financial practices. Further to ensure that all financial transactions are managed in an ethical manner			
ACHIEVEMENT LEVELS				
BASIC	COMPETENT	ADVANCED	SUPERIOR	
<ul style="list-style-type: none">Understand basic financial concepts and methods as they relate to institutional processes and activitiesDisplay awareness into the various sources of financial data, reporting mechanisms, financial governance, processes and systemsUnderstand the importance of financial accountability	<ul style="list-style-type: none">Exhibit knowledge of general financial concepts, planning, budgeting and forecasting and how they interrelateAssess, identify and manage financial risks.Assume a cost-saving approach to financial management.Prepare financial reports based on specified formats.Consider and understand the financial implications of decisions and suggestions.Ensure that delegation and instructions as required by National Treasury guidelines are reviewed and updated.Identify and implement proper monitoring and evaluation practices to ensure appropriate spending against budget.	<ul style="list-style-type: none">Take active ownership of planning, budgeting and forecasting processes and provides credible answers to queries within own responsibility.Prepare budgets that are aligned to the strategic objectives of the institution.Address complex budgeting and financial management concerns.Put systems and processes in place to enhance the quality and integrity of financial management practices.Advise on policies and procedures regarding asset control.Promote National Treasury's regulatory framework for Financial Management.	<ul style="list-style-type: none">Develop planning tools to assist in evaluating and monitoring future expenditure trends.Set budget frameworks for the institution.Set strategic direction for the institution on expenditure and other financial processes.Build and nurture partnerships to improve financial management and achieve financial savings.Actively identify and implement new methods to improve asset control.Display professionalism in dealing with financial data and processes.	

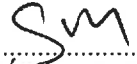

 Chief Financial Officer
 Mr Kevin Carolus


 Municipal Manager:
 Ms Geraldine Mettler



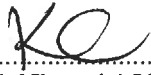
CLUSTER :	LEADING COMPETENCIES			
COMPETENCY NAME :	Governance Leadership			
COMPETENCY DEFINITION:	Able to promote, direct and apply professionalism in managing risk and compliance requirements and apply a thorough understanding of governance practices and obligations. Further, able to direct the conceptualization of relevant policies and enhance cooperative governance relationships.			
ACHIEVEMENT LEVELS				
BASIC	COMPETENT	ADVANCED	SUPERIOR	
<ul style="list-style-type: none">• Display a basic awareness of risk, compliance and governance factors but require guidance and development in implementing such requirements.• Understand the structure of cooperative government but requires guidance on fostering workable relationships between stakeholders.	<ul style="list-style-type: none">• Display a thorough understanding of governance and risk and compliance factors and implement plans to address these.• Demonstrate understanding of the techniques and processes for optimising risk taking decisions within the institution.	<ul style="list-style-type: none">• Able to link risk initiatives into key institutional objectives and drivers.• Identify, analyse and measure risk, create valid risk forecasts and map risk profiles.• Apply risk control methodology and approaches to prevent and reduce risk that impede on the achievement of institutional objectives.	<ul style="list-style-type: none">• Demonstrate a high level of commitment in complying with governance requirements.• Implement governance and compliance strategy to ensure achievement of institutional objectives within the legislative framework.	
<ul style="list-style-type: none">• Provide input into policy formulation.	<ul style="list-style-type: none">• Actively drive policy formulation within the institution to ensure the achievement of objectives.	<ul style="list-style-type: none">• Demonstrate a thorough understanding of risk retention plans.• Identify and implement comprehensive risk management systems and processes.• Implement and monitor the formulation of policies, identify and analyse constraints and challenges with implementation and provide recommendations for improvement.	<ul style="list-style-type: none">• Able to advise local government on risk management, best practice interventions and compliance management.• Able to forge positive relationships on cooperative governance level to enhance the effectiveness of local government.t• Able to shape, direct and drive the formulation of policies on a macro level.	

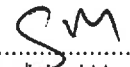

Chief Financial Officer
Mr Kevin Carolus


Municipal Manager:
Ms Geraldine Mettler



CLUSTER :	CORE COMPETENCIES			
COMPETENCY NAME :	Moral Competence			
COMPETENCY DEFINITION :	Able to identify moral triggers, apply reasoning that promotes honesty and integrity and consistently display behavior that reflects moral competence			
ACHIEVEMENT LEVELS				
BASIC	COMPETENT	ADVANCED	SUPERIOR	
<ul style="list-style-type: none">Realise the impact of acting with integrity, but requires guidance and development in implementing principles.Follow basic rules and regulations of the institution.	<ul style="list-style-type: none">Conduct self in alignment with the values of local government and the institution.Able to openly admit own mistakes and weaknesses and seek assistance from others when unable to deliver.Actively report fraudulent activity and corruption with local government.Understand and honor the confidential nature of matters without seeking personal gain.	<ul style="list-style-type: none">Identify, develop and apply measures of self-correction.Able to gain trust and respect through aligning actions with commitments.Make proposals and recommendations that are transparent and gain the approval of relevant stakeholders.Present values, beliefs and ideas that are congruent with the institution's rules and regulations.Takes an active stance against corruption and dishonesty when noted.Actively promote the value of the institution to internal and external stakeholders.Able to work in unity with a team and not seek personal gain.Apply universal moral principles consistently to achieve moral decisions.	<ul style="list-style-type: none">Create an environment conducive of moral practices.Actively develop and implement measures to combat fraud and corruption.Set integrity standards and shared accountability measures across the institution to support the objectives of local government.	
<ul style="list-style-type: none">Able to identify basic moral situations, but requires guidance and development in understanding and reasoning with moral intent.	<ul style="list-style-type: none">Able to deal with situations of conflict of interest promptly and in the best interest of local government.		<ul style="list-style-type: none">Take responsibility for own actions and decisions, even if the consequences are unfavorable.	

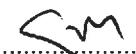

 Chief Financial Officer
 Mr Kevin Carolus


 Municipal Manager:
 Ms Geraldine Mettler



CLUSTER :	CORE COMPETENCIES			
COMPETENCY NAME :	Planning and Organising			
COMPETENCY DEFINITION :	Able to plan, prioritise and organise information and resources effectively to ensure the quality of service delivery and build efficient contingency plans to manage risk.			
ACHIEVEMENT LEVELS				
BASIC	COMPETENT	ADVANCED	SUPERIOR	
<ul style="list-style-type: none">• Able to follow basic plans and organise tasks around set objectives.• Understand the process of planning and organising but requires guidance and development in providing detailed and comprehensive plans.• Able to follow existing plans and ensure that objectives are met.• Focus on short-term objectives in developing plans and actions• Arrange information and resources required for a task, but require further structure and organisation.	<ul style="list-style-type: none">• Actively and appropriately organise information and resources required for a task.• Recognise the urgency and importance of tasks.• Balance short and long-term plans and goals and incorporate into the team's performance objectives.• Schedule tasks to ensure they are performed within budget and with efficient use of time and resources.• Measures progress and monitor performance results.	<ul style="list-style-type: none">• Able to define institutional objectives, develop comprehensive plans, integrate and coordinate activities and assign appropriate resources for successful implementation.• Identify in advance required stages and actions to complete tasks.• Schedule realistic timelines, objectives and milestones for tasks and projects.• Produce clear, detailed and comprehensive plans to achieve institutional objectives.• Identify possible risk factors and design and implement appropriate contingency plans.• Adapt plans in light of changing circumstances.• Prioritise tasks and projects according to their relevant urgency and importance.	<ul style="list-style-type: none">• Focus on broad strategies and initiatives when developing plans and actions.• Able to protect and forecast short, medium and long term requirements of the institution and local government.• Translate policy into relevant projects to facilitate the achievement of institutional objectives.	

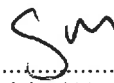

Chief Financial Officer
Mr Kevin Carolus


Municipal Manager:
Ms Geraldine Mettler



CLUSTER :	CORE COMPETENCIES			
COMPETENCY NAME :	Analysis and Innovation			
COMPETENCY DEFINITION :	Able to critically analyse information, challenges and trends to establish and implement fact-based solutions that are innovative to improve institutional processes in order to achieve key strategic objectives			
ACHIEVEMENT LEVELS				
BASIC	COMPETENT	ADVANCED	SUPERIOR	
<ul style="list-style-type: none">Understand the basic operation of analysis, but lack detail and thoroughness.Able to balance independent analysis with requesting assistance from others.	<ul style="list-style-type: none">Demonstrate logical problem-solving techniques and approaches and provide rationale for recommendations.Demonstrate objectivity, insight and thoroughness when analysing problems.	<ul style="list-style-type: none">Coaches team members on analytical and innovative approaches and techniques.Engage with appropriate individuals in analysing and resolving complex problems.	<ul style="list-style-type: none">Demonstrate complex analytical and problem-solving approaches and techniques.Create an environment conducive to analytical and fact-based problem-solving.	
<ul style="list-style-type: none">Recommend new ways to perform tasks within own function.Propose simple remedial interventions that marginally challenges the status quo.	<ul style="list-style-type: none">Able to break down complex problems into manageable parts and identify solutions.Consult internal and external stakeholders on opportunities to improve processes and service delivery.Clearly communicate the benefits of new opportunities and innovative solutions and stakeholders.	<ul style="list-style-type: none">Identify solutions on various areas in the institution.Formulate and implement new ideas throughout the institution.Able to gain approval and buy-in for proposed interventions from relevant stakeholders.	<ul style="list-style-type: none">Analyse, recommend solutions and monitor trends in key challenges to prevent and manage occurrence.Create an environment that fosters innovative thinking and follows a learning organisation approach.	
<ul style="list-style-type: none">Listen to the ideas and perspectives of others and explore opportunities to enhance such innovative thinking.	<ul style="list-style-type: none">Continuously identify opportunities to enhance internal processes.Identify and analyse opportunities conducive to innovative approaches and propose remedial intervention.	<ul style="list-style-type: none">Identify trends and best practices in process and service delivery and propose institutional application.Continuously engage in research to identify client needs.	<ul style="list-style-type: none">Be a thought leader on innovative customer service delivery and process optimisation.Play an active role in sharing best practice solutions and engage in national and international local government seminars and conferences.	

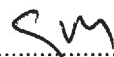

Chief Financial Officer
Mr Kevin Carolus


Municipal Manager:
Ms Geraldine Mettler



CLUSTER :	CORE COMPETENCIES			
COMPETENCY NAME :	Knowledge and Information Management			
COMPETENCY DEFINITION :	Able to promote the generation and sharing of knowledge and information through various processes and media, in order to enhance the collective knowledge base of local government			
ACHIEVEMENT LEVELS				
BASIC	COMPETENT	ADVANCED	SUPERIOR	
<ul style="list-style-type: none">Collect, categorise and track relevant information required for specific tasks and projects.	<ul style="list-style-type: none">Use appropriate information systems and technology to manage institutional knowledge and information sharing.	<ul style="list-style-type: none">Effectively predict future information and knowledge management requirements and systems.	<ul style="list-style-type: none">Create and support a vision and culture where team members are empowered to seek, gain and share knowledge and information.	
<ul style="list-style-type: none">Analyse and interpret information to draw conclusions.Seek new sources of information to increase the knowledge base.	<ul style="list-style-type: none">Evaluate data from various sources and use information effectively to influence decisions and provide solutions.Actively create mechanisms and structures for sharing information.	<ul style="list-style-type: none">Develop standards and processes to meet future knowledge management needs.Share and promote best-practice knowledge management across various institutions.	<ul style="list-style-type: none">Establish partnerships across local government to facilitate knowledge management.Demonstrate a mature approach.	
<ul style="list-style-type: none">Regularly share information and knowledge with internal stakeholders and team members.	<ul style="list-style-type: none">Use external and internal resources to research and provide relevant and cutting-edge knowledge to enhance institutional effectiveness and efficiency.	<ul style="list-style-type: none">Establish accurate measures and monitoring systems for knowledge and information management.Create a culture conducive of learning and knowledge sharing.Hold regular knowledge and information sharing sessions to elicit new ideas and share best practice approaches.	<ul style="list-style-type: none">Recognise and exploit knowledge points in interactions with internal and external stakeholders.	


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Chief Financial Officer
Mr Kevin Carolus


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Municipal Manager:
Ms Geraldine Mettler



CLUSTER :	CORE COMPETENCIES			
COMPETENCY NAME :	Communication			
COMPETENCY DEFINITION :	Able to share information, knowledge and ideas in a clear, focused and concise manner appropriate for the audience in order to effectively convey, persuade and influence stakeholders to achieve the desired outcome.			
ACHIEVEMENT LEVELS				
BASIC	COMPETENT	ADVANCED	SUPERIOR	
<ul style="list-style-type: none">• Demonstrate an understanding for communication levers and tools appropriate for the audience, but requires guidance in utilising such tools.• Express ideas in a clear and focused manner, but does not always take the audience into consideration.	<ul style="list-style-type: none">• Express ideas to individuals and groups in formal and informal settings in a manner that is interesting and motivating.• Able to understand, tolerate and appreciate diverse perspectives, attitudes and beliefs.• Adapt communication content and style to suit the audience and facilitate optimal information transfer.• Deliver content in a manner that gains support, commitment and agreement from relevant stakeholders.• Compile clear, focused, concise and well-structured written documents.	<ul style="list-style-type: none">• Effectively communicate high-risk and sensitive matters to relevant stakeholders.• Develop a well-defined communication strategy.• Balance political perspectives with institutional needs when communicating viewpoints on complex issues.• Able to effectively direct negotiations around complex.• Market and promote the institution to external stakeholders and seek to enhance a positive image of the institution.• Able to communicate with the media with high levels of moral competence and discipline.	<ul style="list-style-type: none">• Regarded as a specialist in negotiations and representing the institution.• Able to inspire and motivate others through positive communication that is impactful and relevant.• Creates an environment conducive to transparent and productive communication and critical appreciate conversations.• Able to coordinate negotiations at different levels within local government and externally.	

Chief Financial Officer
Mr Kevin Carolus

Municipal Manager:
Ms Geraldine Mettler



CLUSTER :	CORE COMPETENCIES			
COMPETENCY NAME :	Results and Quality Focus			
COMPETENCY DEFINITION :	Able to maintain high quality standards, focus on achieving results and objectives while consistently striving to exceed expectations and encourage others to meet quality standards. Further, to actively monitor and measure results and quality against identified objectives.			
ACHIEVEMENT LEVELS				
BASIC	COMPETENT	ADVANCED	SUPERIOR	
<ul style="list-style-type: none">Understand quality of work but requires guidance in attending to important matters.Show a basic commitment to achieving the correct results.Produce the minimum level of results required in the role.Produce outcomes that is of a good standard.Focus on the quantity of output but requires development in incorporating the quality of work.Produce quality work in general circumstances, but fails to meet expectation when under pressure.	<ul style="list-style-type: none">Focus on high-priority actions and does not become distracted by lower-priority activities.Display firm commitment and pride in achieving the correct results.Set quality standards and design processes and tasks around achieving set standards.Produce output of high quality.Able to balance the quantity and quality of results in order to achieve objectives.Monitors progress, quality of work and use of resources; provide status updates and make adjustments as needed.	<ul style="list-style-type: none">Consistently verify own standards and outcomes to ensure quality output.Focus on the end result and avoids being distractedDemonstrate a determined and committed approach to achieving results and quality standards.Follow task and projects through to completion.Set challenging goals and objectives to self and team and display commitment to achieving expectations.Maintain a focus on quality outputs when placed under pressure.Establishing institutional systems for managing and assigning work, defining responsibilities, tracking, monitoring and measuring success, evaluating and valuing the work of the institution.	<ul style="list-style-type: none">Coach and guide others to exceed quality standards and results.Develop challenging, client-focused goals and sets high standards for personal performance.Commit to exceed the results and quality standards, monitor own performance and implement remedial interventions when required.Work with team to set ambitious and challenging team goals, communicating long- and short-term expectations.Take appropriate risks to accomplish goals.Overcome setbacks and adjust action plans to realise goals.Focus people on critical activities that yield a high impact.	


Chief Financial Officer
Mr Kevin Carolus


Municipal Manager:
Ms Geraldine Mettler



STELLENBOSCH
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Annexure C: Personal Development Plan

CHIEF FINANCIAL OFFICER

Chief Financial Officer
Mr Kevin Carolus

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Ms Geraldine Mettler



Skills Performance Gap	Outcomes Expected	Suggested training and / or development activity	Suggested mode of delivery	Suggested Time Frames	Work opportunity created to practice skill / development area	Support Person
1.						
2.						
3.						

Signed and accepted by the Employee



Date: 24/06/2026

Signed by the Municipal Manager on behalf of the Municipality



Date: 26 24/06/2026



STELLENBOSCH

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Performance Agreement

2026/27

Director: Planning and Economic Development

SM
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PERFORMANCE AGREEMENT

MADE AND ENTERED INTO BY AND BETWEEN
STELLENBOSCH MUNICIPALITY AS HEREBY REPRESENTED BY:

THE MUNICIPAL MANAGER
Ms Geraldine Mettler
(herein and after referred to as the Employer)

AND

DIRECTOR: PLANNING AND ECONOMIC DEVELOPMENT
Mr Anthony Barnes
(herein and after referred to as the Employee)

FOR THE FINANCIAL YEAR:

01 JULY 2026 – 30 JUNE 2027

Director: Planning and Economic Development
Mr Anthony Barnes

Municipal Manager
Ms Geraldine Mettler



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Mr Anthony Barnes

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Municipal Manager
Ms Geraldine Mettler



1. INTRODUCTION

- 1.1 The Employer, duly represented by **Ms Geraldine Mettler**, in her capacity as the Municipal Manager, has entered into a contract of employment with the Employee, **Mr Anthony Barnes**, in terms of section 57(1)(a) of the Local Government: Municipal Systems Act, 2000 (Act No. 32 of 2000) ("the Systems Act"). The Employer and the Employee are hereinafter referred to as "the Parties";
- 1.2 Section 57(1)(b) of the Systems Act, read with the Contract of Employment concluded between the parties, requires the Parties to conclude an annual performance agreement;
- 1.3 The Parties wish to ensure that they are clear about the goals to be achieved, and secure the commitment of the Employee to a set of outcomes that will promote local government policy goals;
- 1.4 The Parties wish to ensure that there is compliance with Sections 57(4B) and 57(5) of the Systems Act;
- 1.5 In this Agreement, the following terms will have the meaning ascribed thereto:
- 1.5.1 "this Agreement" – means the performance agreement between the Employer and the employee and the Annexures thereto;
- 1.5.2 "the **Municipal Manager**" – means the Municipal Manager of the Municipality appointed in terms of Section 54(A) of the Systems Act;
- 1.5.3 "the Employee" means the **Director: Planning and Economic Development** appointed in terms of Section 56 of the Systems Act;
- 1.5.4 "the Employer" means **Stellenbosch Municipality**; and
- 1.5.5 "the Parties" means the Employer and Employee.

2. PURPOSE OF THIS AGREEMENT

- 2.1 To comply with the provisions of Section 57(1)(b), (4B) and (5) of the Systems Act as well as the Contract of Employment entered into between the Parties;
- 2.2 To specify objectives and targets established for the Employee and to communicate to the Employee the Employer's expectations of the Employee's performance targets and accountabilities;
- 2.3 To specify accountabilities as set out in the Performance Plan (Annexure A);
- 2.4 To monitor and measure performance against set targeted outputs and outcomes;
- 2.5 To establish a transparent and accountable working relationship;

.....
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Mr Anthony Barnes

.....
Municipal Manager
Ms Geraldine Mettler



- 2.6 To appropriately reward the employee in accordance with section 11 of this agreement; and
- 2.7 To give effect to the Employer's commitment to a performance-orientated relationship with the Employee in attaining improved service delivery.

3. COMMENCEMENT AND DURATION

- 3.1 This Agreement will commence on **01 July 2026** and will remain in force until **30 June 2027**, whereafter a new Performance Agreement shall be concluded between the parties for the next financial year or any portion thereof;
- 3.2 The Parties will conclude a new Performance Agreement that replaces this Agreement at least once a year by not later than 31 July of the succeeding financial year;
- 3.3 This Agreement will terminate on the termination of the Employee's contract of employment for any reason; and
- 3.4 The content of this Agreement may be revised at any time during the abovementioned period to determine the current applicability of the matters previously agreed upon.

4. PERFORMANCE OBJECTIVES

- 4.1 The Performance Plan (Annexure A) sets out –
 - 4.1.1 The performance objectives and targets that must be met by the Employee;
 - 4.1.2 The time frames within which those performance objectives and targets must be met; and
 - 4.1.3 The core competency requirements (Annexure B – definitions) as the management skills regarded as critical to the position held by the Employee.
- 4.2 The performance objectives and targets reflected in Annexure A are set by the Employer in consultation with the Employee and based on the Integrated Development Plan, Service Delivery and Budget Implementation Plan (SDBIP) and the Budget of the Employer, and shall include:
 - 4.2.1 Key objectives that describe the main tasks that need to be done;
 - 4.2.2 Key performance indicators (KPIs) that provide the details of the evidence that must be provided to show that a key objective has been achieved;
 - 4.2.3 Target dates that describe the timeframe in which the targets must be achieved; and

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Mr Anthony Barnes

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Ms Geraldine Mettler



- 4.2.4 Weightings showing the relative importance of the key objectives to each other.
- 4.3 The Personal Development Plan (Annexure C) sets out the Employee's personal development requirements in line with the objectives and targets of the Employer; and
- 4.4 The Employee's performance will, in addition, be measured in terms of contributions to the goals and strategies set out in the Employer's Integrated Development Plan.

5. PERFORMANCE MANAGEMENT SYSTEM

- 5.1 The Employee agrees to participate in the performance management system that the Employer has adopted for the employees of the Employer;
- 5.2 The Employee accepts that the purpose of the performance management system will be to provide a comprehensive system with specific performance standards to assist the employees and service providers to perform to the standards required;
- 5.3 The Employer will consult the Employee about the specific performance standards and targets that will be included in the performance management system applicable to the Employee;
- 5.4 The Employee undertakes to actively focus on the promotion and implementation of the Strategic Focus Areas (SFAs) (including special projects relevant to the employee's responsibilities) within the local government framework;
- 5.5 The criteria upon which the performance of the Employee shall be assessed shall consist of two components, SFAs and Competency Framework requirements as per the Local Government: Regulations on Appointment and Conditions of Employment of Senior Managers, both of which shall be contained in the Performance Agreement;
- 5.6 The Employee's assessment will be based on his performance in terms of the outputs / outcomes (KPIs) identified as per the attached Performance Plan (Annexure A), which are linked to the SFAs applicable to the Employee and will constitute 80% of the overall assessment result as per the weightings agreed to between the Employer and Employee.

Table 1: Strategic Focus Areas

Strategic Focus Areas
SFA 1 - Valley of Possibility
SFA 2 - Green and Sustainable Valley
SFA 3 - Safe Valley
SFA 4 - Dignified Living
SFA 5 - Good Governance and Compliance


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Mr Anthony Barnes


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Ms Geraldine Mettler



- 5.7 The competency requirements for senior managers as per Regulation 9 of Local Government: Regulations on Appointment and Conditions of Employment of Senior Managers will make up the other 20% of the Employee's assessment score. The competencies will be assessed every six (6) months (January and July).

Table 2: Leading and Core Competencies

Leading and Core Competencies		
1.	Strategic direction and leadership	<ul style="list-style-type: none"> Impact and influence Institutional performance management Strategic planning and management Organisational awareness
2.	People management	<ul style="list-style-type: none"> Human capital planning and development Diversity management Employee relations management Negotiation and dispute management
3.	Programme and project management	<ul style="list-style-type: none"> Programme and project planning and implementation Service delivery management Programme and project monitoring and evaluation
4.	Financial management	<ul style="list-style-type: none"> Budget planning and execution Financial strategy and delivery Financial reporting and delivery
5.	Change leadership	<ul style="list-style-type: none"> Change vision and strategy Process design and improvement Change impact monitoring and evaluation
6.	Governance leadership	<ul style="list-style-type: none"> Policy formulation Risk and compliance management Cooperative governance
7.	Moral competence	<ul style="list-style-type: none"> Core Competency
8.	Planning and organising	<ul style="list-style-type: none"> Core Competency
9.	Analysis and innovation	<ul style="list-style-type: none"> Core Competency
10.	Knowledge and information management	<ul style="list-style-type: none"> Core Competency
11.	Communication	<ul style="list-style-type: none"> Core Competency
12.	Results and quality focus	<ul style="list-style-type: none"> Core Competency

6. PERFORMANCE ASSESSMENT

- 6.1 The Performance Plan (Annexure A) to this Agreement sets out –
- 6.1.1 The standards and procedures for evaluating the Employee's performance; and
- 6.1.2 The intervals for the evaluation of the Employee's performance.
- 6.2 Despite the establishment of agreed intervals for evaluation, the Employer may, in addition, review the Employee's performance at any stage while the contract of employment remains in force;

Director: Planning and Economic Development
Mr Anthony Barnes

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- 6.3 Personal growth and development needs identified during any performance review discussion must be documented in a Personal Development Plan, as well as the actions agreed to, and implementation must take place within set time frames;
- 6.4 The Employee's performance will be measured in terms of contributions to the goals and strategies set out in the Employer's Integrated Development Plan (IDP) as described in 6.6 – 6.12 below;
- 6.5 The Employee will submit quarterly performance reports (SDBIP) and a comprehensive annual performance report at least one week before the performance assessment meetings to the Evaluation Panel Chairperson for distribution to the panel members for preparation purposes;
- 6.6 Assessment of the achievement of results as outlined in the performance plan:
- 6.6.1 Each KPI or group of KPIs shall be assessed according to the extent to which the specified standards or performance targets have been met, and with due regard to ad-hoc tasks that had to be performed under the KPI;
- 6.6.2 A rating on the five-point scale shall be provided for each KPI or group of KPIs, which will then be multiplied by the weighting to calculate the final score;
- 6.6.3 The Employee will submit their self-evaluation to the Employer before the formal assessment;
- 6.6.4 In the instance where the employee could not perform due to reasons outside the control of the employer and employee, the KPI will not be considered during the evaluation. The employee should provide sufficient evidence in such instances; and
- 6.6.5 An overall score will be calculated based on the total of the scores calculated above.
- 6.7 Assessment of the Competencies:
- 6.7.1 Each Competency shall be assessed in terms of the description provided in (Annexure B);
- 6.7.2 A rating shall be provided for each Competency, which will then be multiplied by the weighting to calculate the final score; and
- 6.7.3 An overall score will be calculated based on the total of the scores calculated above.
- 6.8 Overall rating
- 6.8.1 An overall rating is calculated by adding the overall scores as calculated in 6.6.5 and 6.7.3 above; and

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6.8.2 Such an overall rating represents the outcome of the performance appraisal.

6.9 The assessment of the performance of the Employee will be based on the following rating scales for SFAs and Competencies, respectively:

6.9.1 Rating scale for SFAs - as mentioned in paragraph 5.6:

Table 3: Performance rating scale

Level	Terminology	Description
5	Outstanding performance	Performance far exceeds the standard expected of an employee at this level. The appraisal indicates that the Employee has achieved above fully effective results against all performance criteria and indicators as specified in the PA and Performance plan and maintained this in all areas of responsibility throughout the year.
4	Performance significantly above expectations	Performance is significantly higher than the standard expected in the job. The appraisal indicates that the Employee has achieved above fully effective results against more than half of the performance criteria and indicators, and fully achieved all others throughout the year.
3	Fully effective	Performance fully meets the standards expected in all areas of the job. The appraisal indicates that the Employee has achieved effective results against all significant performance criteria and indicators specified in the PA and Performance Plan.
2	Not fully effective	Performance is below the standard required for the job in key areas. Performance meets some of the standards expected for the job. The review / assessment indicates that the employee has achieved below fully effective results against more than half of the key performance criteria and indicators as specified in the PA and Performance Plan.
1	Unacceptable performance	Performance does not meet the standard expected for the job. The review / assessment indicates that the employee has achieved below fully effective results against almost all the performance criteria and indicators as specified in the PA and Performance Plan. The employee has failed to demonstrate the commitment or ability to bring performance up to the level expected in the job despite management efforts to encourage improvement.

6.9.2 Rating scale for Competencies -as mentioned in paragraph 5.7:

Table 4: Rating scale for Competencies

Level	Achievement Levels	Description
5	Superior	Has a comprehensive understanding of local government operations, critical in shaping strategic direction and change, develops, and applies comprehensive concepts and methods.
4	Advanced	Develops and applies complex concepts, methods and understanding. Effectively directs and leads a group and executes in-depth analyses.

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Level	Achievement Levels	Description
3	Competent	Develops and applies more progressive concepts, methods and understanding. Plans and guides the work of others and executes progressive analyses.
2	Basic	Applies basic concepts, methods, and understanding of local government operations, but requires supervision and development intervention.
1	Sub Standard	Applies little to no basic concepts, methods, and understanding of local government operations.

6.10 For purposes of evaluating the performance of the Employee for the year-end reviews, an evaluation panel constituted of the following persons will be established–

6.10.1 Municipal Manager;

6.10.2 Municipal Manager from another municipality;

6.10.3 Chairperson of the Performance Audit Committee or, in his / her absence thereof, the Chairperson of the Audit Committee; and

6.10.4 The Member of the Mayoral Committee (Portfolio Chairperson).

6.11 The Municipal Manager will evaluate the performance of the Employee as at the end of the 1st, and 3rd quarters; and

6.12 The Municipal Manager will give performance feedback to the Employee within five (5) working days after each quarterly and annual assessment meeting.

7. SCHEDULE FOR PERFORMANCE REVIEWS

7.1 The performance of the Employee in relation to his performance agreement shall be reviewed on the following dates.

Table 5: Schedule for performance reviews

Quarter	Review Period	Review to be completed by
1	July - September	October / November 2026 (Informal)
2	October – December	January / February 2027 (Formal)
3	January – March	April / May 2027 (Informal)
4	April - June	After the receipt of the AGSA's Management Report

7.2 The Employer shall keep a record of the mid-year and year-end assessment meetings;

7.3 Performance feedback shall be based on the Employer's assessment of the Employee's performance;

7.4 The Employer will be entitled to review and make reasonable changes to the provisions of Annexure A from time to time for operational reasons. The Employee will be fully consulted before any such change is made; and

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- 7.5 The Employer may amend the provisions of Annexure A whenever the performance management system is adopted, implemented, and / or amended as the case may be. In that case, the Employee will be fully consulted before any such change is made.

8. DEVELOPMENTAL REQUIREMENTS

- 8.1 The Personal Development Plan (PDP) for addressing developmental gaps is attached as Annexure C. Such a Plan may be implemented and / or amended as the case may be after each assessment. In that case, the Employee will be fully consulted before any such change or plan is made.

9. OBLIGATIONS OF THE EMPLOYER

- 9.1 The Employer shall-
- 9.1.1 Create an enabling environment to facilitate effective performance by the Employee;
 - 9.1.2 Provide access to skills development and capacity building opportunities;
 - 9.1.3 Work collaboratively with the Employee to solve problems and generate solutions to common problems that may impact the performance of the Employee;
 - 9.1.4 On the request of the Employee, delegate such powers reasonably required by the Employee to enable him to meet the performance objectives and targets established in terms of this Agreement; and
 - 9.1.5 Make available to the Employee such resources as the Employee may reasonably require from time to time, assisting him to meet the performance objectives and targets established in terms of this Agreement.

10. CONSULTATION

- 10.1 The Employer agrees to consult the Employee timeously where the exercising of its powers will have amongst others-
- 10.1.1 A direct effect on the performance of any of the Employee's functions;
 - 10.1.2 Commit the Employee to implement or to give effect to a decision made by the Employer; and
 - 10.1.3 A substantial financial effect on the Employer.
- 10.2 The Employer agrees to inform the Employee of the outcome of any decisions taken pursuant to the exercise of powers contemplated in clause 12.1 as soon as is practicable to enable the Employee to take any necessary action without delay.

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11. REWARD

- 11.1 The evaluation of the Employee's performance will form the basis for rewarding outstanding performance or correcting unacceptable performance;
- 11.2 The payment of the performance bonus is determined by the performance score obtained during the 4th quarter and as informed by the quarterly performance assessments;
- 11.3 A performance bonus of between 5% to 14% of the all-inclusive annual remuneration package may be paid to the Employee in recognition of outstanding performance to be constituted as follows:

Table 6: Performance bonus calculations

Performance Rating		Bonus Calculation
0% - 64%	Poor Performance	0% of the total package
65% - 69%	Average Performance	5% of the total package
70% - 74%	Fair Performance	9% of the total package
75% - 79%	Good Performance	11% of the total package
80% - 100%	Excellent Performance	14% of the total package

- 11.4 In the event of the Employee terminating his services during the validity period of this Agreement, the Employee's performance will be evaluated for the portion during which he was employed, and he will be entitled to a pro-rata performance bonus based on his evaluated performance for the period of actual service; and
- 11.5 The Employer will submit the total score of the annual assessment and of the Employee, to the full Council for purposes of recommending the bonus allocation.

12. MANAGEMENT OF EVALUATION OUTCOMES

- 12.1 Where the Employer is, at any time during the Employee's employment, not satisfied with the Employee's performance with respect to any matter dealt with in this Agreement, the Employer will give notice to the Employee to attend a meeting;
- 12.2 The Employee will have the opportunity at the meeting to satisfy the Employer of the measures being taken to ensure that his performance becomes satisfactory and any programme, including any dates, for implementing these measures;
- 12.3 Where there is a dispute or difference as to the performance of the Employee under this Agreement, the Parties will confer with a view to resolving the dispute or difference; and
- 12.4 In the case of unacceptable performance, the Employer shall –
- 12.4.1 Provide systematic remedial or developmental support to assist the Employee to improve his performance; and

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- 12.4.2 After appropriate performance counselling and having provided the necessary guidance and / or support as well as a reasonable time for improvement in performance, the Employer may consider steps to terminate the contract of employment of the Employee on grounds of unfitness or incapacity to carry out his or her duties.

13. DISPUTE RESOLUTION

- 13.1 If the Employee is dissatisfied with any decision or action of the Employer in terms of this Agreement, or where a dispute or difference arises as to the extent to which the Employee has achieved the performance objectives and targets established in terms of this Agreement, the Employee may, within 3 (three) business days, meet with the Employer with a view to resolving the issue. The Employer will record the outcome of the meeting in writing;
- 13.2 If the Parties cannot resolve the issues within 10 (ten) business days, an independent arbitrator, acceptable to both parties, shall be appointed to resolve the matter within 30 (thirty) business days; and
- 13.3 If the mediation process contemplated above fails, the relevant clause of the Contract of Employment, together with the relevant laws and regulations, shall apply.

14. GENERAL

- 14.1 The contents of this agreement and the outcome of any review conducted in terms of Annexure A may be made available to the public by the Employer; and
- 14.2 Nothing in this agreement diminishes the obligations, duties, or accountabilities of the Employee in terms of his contract of employment, or the effects of existing or new regulations, circulars, policies, directives, or other instruments.


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Thus, done and signed at Pellenberg on the 24th day of June 2026

DIRECTOR: PLANNING AND ECONOMIC DEVELOPMENT

AS WITNESSES:

1.

2.

Thus, done and signed at Pellenberg on the 24th day of June 2026

MUNICIPAL MANAGER

AS WITNESSES:

1.

2.

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Ms Geraldine Mettler



MEMBER OF MAYORAL COMMITTEE

(Portfolio: Human Settlements)

Cllr R du Toit

MEMBER OF MAYORAL COMMITTEE

(Portfolio: Planning, Local Economic Development, and Tourism)

Cllr T Kumm

MEMBER OF MAYORAL COMMITTEE

(Portfolio: Rural Management)

Cllr C Manuel

.....
Director: Planning and Economic Development
Mr Anthony Barnes

.....
Municipal Manager
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Annexure A Performance Plan

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The Performance Plan sets out:

- Key Performance Areas that the employee should focus on, performance objectives, key performance indicators and targets that must be met within a specific timeframe; and
- The Competencies required from employees are prescribed in the Regulations on the appointment and conditions of employment of senior managers, R21 of 2014.

KEY PERFORMANCE INDICATORS

The key performance areas, performance objectives, key performance indicators and targets that must be met within the agreed timeframe are described below. The assessment of these performance indicators will account for 80% (**eighty per cent**) of the total employee assessment score.

Part 1: Implementation of Service Delivery and Budget Implementation Plan (80%)

DIRECTOR: PLANNING AND ECONOMIC DEVELOPMENT													
IDP/ Ref No.	Strategic Focus Area (SFA)	Indicator (Activity / Project / Programme / Key Initiative)	Unit of Measurement	Indicator type	Baseline (Actual 2024/25)	5-Year Target	2026/27	Funding Source	Service Delivery and Budget Implementation Plan (SDBIP 2026/27)				Weight
									Q1	Q2	Q3	Q4	
TBC	SFA 5: Good Governance and Compliance	Effective Management and Functional Supervision of the Department: Development Management	Percentage of indicators of the Department: Development Management achieved, measured quarterly	Outcome	87.81%	80% per annum	80%	SM	80%	80%	80%	80%	5

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IDP/ Ref No.	Strategic Focus Area (SFA)	Indicator (Activity / Project / Programme / Key Initiative)	Unit of Measurement	Indicator type	Baseline (Actual 2024/25)	5-Year Target	2026/27	Funding Source	Service Delivery and Budget Implementation Plan (SDBIP 2026/27)				Weight
									Q1	Q2	Q3	Q4	
TBC	SFA 5: Good Governance and Compliance	Effective Management and Functional Supervision of the Department: Development Planning	Percentage of indicators of the Department: Development Planning achieved, measured quarterly	Outcome	81.99%	80% per annum	80%	SM	80%	80%	80%	80%	5
TBC	SFA 5: Good Governance and Compliance	Effective Management and Functional Supervision of the Department: Integrated Human Settlements	Percentage of indicators of the Department: Integrated Human Settlements achieved, measured quarterly	Outcome	91.40%	80% per annum	80%	SM	80%	80%	80%	80%	6
KPI003	SFA 1: Valley of Possibility	The number of jobs created through the municipality's local economic development initiatives, including capital projects (NKPI Proxy - MSA, Reg. S10(d))	Number of job opportunities created through the municipality's local economic development initiatives, including capital projects by 30 June	Output	1 341	1 100 per annum	1 100	SM	664 (664)	800 (800)	950 (950)	1 100 (1 100)	6
KPI004	SFA 1: Valley of Possibility	Submission of Land-use applications to the Municipal Planning Tribunal (MPT) within 120 days from the conclusion of the administrative processing of the application	Percentage of Land-use applications submitted to the MPT within 120 days from the conclusion of the administrative processing of the application	Output	87.50%	80% per annum	80%	SM	80%	80%	80%	80%	3
KPI005	SFA 1: Valley of Possibility	Provide training opportunities to entrepreneurs and Small, Medium and Micro Enterprises (SMMEs)	Number of quarterly training opportunities provided to entrepreneurs and SMMEs	Output	14	12 per annum	12	SM	3 (3)	3 (6)	3 (9)	3 (12)	4

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IDP/ Ref No.	Strategic Focus Area (SFA)	Indicator (Activity / Project / Programme / Key Initiative)	Unit of Measurement	Indicator type	Baseline (Actual 2024/25)	5-Year Target	2026/27	Funding Source	Service Delivery and Budget Implementation Plan (SDBIP 2026/27)				Weight
									Q1	Q2	Q3	Q4	
KPI007	SFA 1: Valley of Possibility	Submission of the revised Housing Pipeline (document) to the MayCo	Number of revised Housing Pipelines (document) submitted to the MayCo by 31 May	Output	1	1 per annum	1	SM	N/A	N/A	N/A	1	4
KPI014	SFA 2: Green and Sustainable Valley	Process building plan applications of <500sqm within 30 days after the date of receipt	Percentage of building plan applications of <500sqm processed within 30 days after the date of receipt	Outcome	87.41%	75% per annum	75%	SM	75%	75%	75%	75%	6
TBC	SFA 5: Good Governance and Compliance	Implementation of the Mayoral Outcomes in the Integrated Development Plan (IDP) for the 2026/27 financial year	Percentage of the Mayoral Outcomes in the IDP for the 2026/27 financial year implemented by 30 June	Outcome	79.41%	80% per annum	80%	SM	80%	80%	80%	80%	1
TBC	SFA 5 – Good Governance and Compliance	Implementation of the Portfolio: Planning, LED, and Tourism's Outcomes in the Integrated Development Plan (IDP) for the 2026/27 financial year	Percentage of the Portfolio: Planning, LED, and Tourism's Outcomes in the IDP for the 2026/27 financial year implemented by 30 June	Outcome	95.30%	80% per annum	80%	SM	80%	80%	80%	80%	1
TBC	SFA 5 – Good Governance and Compliance	Implementation of the Portfolio: Human Settlements' Outcomes in the Integrated Development Plan (IDP) for the 2026/27 financial year	Percentage of the Portfolio: Human Settlements' Outcomes in the IDP for the 2026/27 financial year implemented by 30 June	Outcome	83.33%	80% per annum	80%	SM	80%	80%	80%	80%	1

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IDP/ Ref No.	Strategic Focus Area (SFA)	Indicator (Activity / Project / Programme / Key Initiative)	Unit of Measurement	Indicator type	Baseline (Actual 2024/25)	5-Year Target	2026/27	Funding Source	Service Delivery and Budget Implementation Plan (SDBIP 2026/27)				Weight
									Q1	Q2	Q3	Q4	
TBC	SFA 5 – Good Governance and Compliance	Implementation of the Portfolio: Rural Management's Outcomes in the Integrated Development Plan (IDP) for the 2026/27 financial year	Percentage of the Portfolio: Rural Management's Outcomes in the IDP for the 2026/27 financial year implemented by 30 June	Outcome	80%	80% per annum	80%	SM	80%	80%	80%	80%	1
TBC	SFA 5 – Good Governance and Compliance	Implementation of the Municipal Manager's Outcomes in the Integrated Development Plan (IDP) for the 2026/27 financial year	Percentage of the Municipal Manager's Outcomes in the IDP for the 2026/27 financial year implemented by 30 June	Outcome	80.38%	80% per annum	80%	SM	80%	80%	80%	80%	1
TBC	SFA 5: Good Governance and Compliance	Spend the Directorate: Planning and Economic Development's approved Capital Budget	Percentage of the approved Capital Budget of the Directorate: Planning and Economic Development actually spent by 30 June	Input	88.16%	90% per annum	90%	SM	10%	30%	60%	90%	20
TBC	SFA 5: Good Governance and Compliance	Submission of the final bid specifications for all capital projects to the Bid Specification Committee (BSC) (2027/28)	Percentage of the final bid specifications for all capital projects submitted to the BSC by 30 June (50% by 31 March 2027 and 100% by 30 June 2026 for the 2027/28 financial year)	Output	100%	100% per annum	100%	SM	N/A	N/A	50%	100%	3
TBC	SFA 5: Good Governance and Compliance	Submission of detailed procurement needs for all operational projects to the Supply Chain Management (SCM) Department	Number of quarterly detailed procurement needs submitted to SCM 10 days before the start of the quarter	Output	4	4 per annum	4	SM	1 (1)	1 (2)	1 (3)	1 (4)	1
TBC	SFA 5: Good Governance and Compliance	Conclude performance plans with all identified personnel	Number of performance plans concluded with all identified personnel by 30 July	Output	6	6 per annum	6	SM	6	N/A	N/A	N/A	1

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DIRECTOR: PLANNING AND ECONOMIC DEVELOPMENT													
IDP/ Ref No.	Strategic Focus Area (SFA)	Indicator (Activity / Project / Programme / Key Initiative)	Unit of Measurement	Indicator type	Baseline (Actual 2024/25)	5-Year Target	2026/27	Funding Source	Service Delivery and Budget Implementation Plan (SDBIP 2026/27)				Weight
									Q1	Q2	Q3	Q4	
TBC	SFA 5: Good Governance and Compliance	Conduct annual performance evaluations with all identified personnel	Number of annual performance evaluations conducted with all identified personnel by 31 August	Output	60	6 per annum	6	SM	6	N/A	N/A	N/A	1
TBC	SFA 5: Good Governance and Compliance	Conduct mid-year performance evaluations with all identified personnel	Number of mid-year performance evaluations conducted with all identified personnel by 31 January	Output	6	4 per annum	4	SM	N/A	N/A	4	N/A	1
TBC	SFA 5: Good Governance and Compliance	Develop an Annual Departmental Risk Register	Number of Annual Departmental Risk Registers developed by 31 July	Output	1	1 per annum	1	SM	1	N/A	N/A	N/A	1
TBC	SFA 5: Good Governance and Compliance	Evaluation of the Departmental Risk Register	Number of Departmental Risk Registers evaluated by 31 May	Output	2	2 per annum	2	SM	N/A	1 (1)	N/A	1 (2)	1
TBC	SFA 5: Good Governance and Compliance	Implementation of the Directors Forum resolutions	Percentage of the Directors Forum Resolutions implemented in accordance with due dates	Output	80.65%	80% per annum	80%	SM	80%	80%	80%	80%	1
TBC	SFA 5: Good Governance and Compliance	Implementation of the Council resolutions	Percentage of the Council resolutions implemented, measured quarterly	Output	78.73%	70% per annum	70%	SM	70%	70%	70%	70%	1
TBC	SFA 5: Good Governance and Compliance	Raise / Collect Operating Budget revenue of the Department: Planning and Economic Development as per the approved budget	Percentage of the Department: Planning and Economic Development revenue raised / collected as per the approved budget by 30 June	Outcome	73.21%	96% per annum	96%	SM	25%	50%	75%	96%	1

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IDP/ Ref No.	Strategic Focus Area (SFA)	Indicator (Activity / Project / Programme / Key Initiative)	Unit of Measurement	Indicator type	Baseline (Actual 2024/25)	5-Year Target	2026/27	Funding Source	Service Delivery and Budget Implementation Plan (SDBIP 2026/27)				Weight
									Q1	Q2	Q3	Q4	
TBC	SFA 5: Good Governance and Compliance	Implementation of the Directorate's actions as per the Audit General of South Africa (AGSA) Audit Action Plan	Percentage of the Directorate's actions as per the AGSA Audit Action Plan implemented by 30 June	Output	100%	100% per annum	100%	SM	N/A	N/A	50%	100%	1
TBC	SFA 5: Good Governance and Compliance	Implementation of succession planning initiatives	Number of succession planning initiatives implemented by 30 June	Output	New KPI	1 per annum	1	SM	N/A	N/A	N/A	1	1
TBC	SFA 5: Good Governance and Compliance	Attend Universal Access Policy meetings	Number of Universal Access Policy meetings attended, measured quarterly	Output	New KPI	4 per annum	4	SM	1 (1)	1 (2)	1 (3)	1 (4)	1
TBC	SFA 5: Good Governance and Compliance	Submission of personal development plans (PDPs) of identified personnel to the Sub-section: Skills Development	Number of personal PDPs of identified personnel submitted to the Sub-section: Skills Development by 30 September	Output	New KPI	6 per annum	6	SM	6	N/A	N/A	N/A	1
Total												80	

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Part 2: Competency Requirements (20%)

Ref	Leading and Core Competencies	(January) 1 st Assessment	(July) Final Assessment	Weights	Comments
2.1	Strategic direction and leadership			1.66%	
2.2	People management			1.66%	
2.3	Programme and project management			1.66%	
2.4	Financial management			1.66%	
2.5	Change leadership			1.67%	
2.6	Governance leadership			1.67%	
2.7	Moral competence			1.67%	
2.8	Planning and organising			1.67%	
2.9	Analysis and innovation			1.67%	
2.10	Knowledge and information management			1.67%	
2.11	Communication			1.67%	
2.12	Results and quality focus			1.67%	
Total				20%	



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Annexure B

Competency Framework

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Municipal Manager:
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CLUSTER:	LEADING COMPETENCIES			
COMPETENCY NAME:	Strategic Direction and Leadership			
COMPETENCY DEFINITION:	Provide and direct a vision for the institution, and inspire and deploy others to deliver on the strategic institutional mandate.			
ACHIEVEMENT LEVELS				
BASIC	COMPETENT	ADVANCED	SUPERIOR	
<ul style="list-style-type: none">Understands institutional and departmental strategic objectives, butlacks the ability to inspire others to achieve set mandate.	<ul style="list-style-type: none">Give direction to a team in realising the institution's strategic mandate and set objectives.	<ul style="list-style-type: none">Evaluate all activities to determine value and alignment to strategic intent.	<ul style="list-style-type: none">Structure and position the institution to local government priorities.	
<ul style="list-style-type: none">Describe how specific tasks link to institutional strategies but have limited influence in directing a strategy.	<ul style="list-style-type: none">Has a positive impact and influence on the morale, engagement and participation of team members.	<ul style="list-style-type: none">Display in-depth knowledge and understanding of strategic planning.	<ul style="list-style-type: none">Actively use in-depth knowledge and understanding to develop and implement a comprehensive institutional framework.	
<ul style="list-style-type: none">Has a basic understanding of institutional performance management, but lacks the ability to integrate systems into a collective whole.	<ul style="list-style-type: none">Develop action plans to execute and guide strategy.	<ul style="list-style-type: none">Align strategy and goals across all functional areas.	<ul style="list-style-type: none">Hold self-accountable for strategy execution and results.	
<ul style="list-style-type: none">Demonstrate basic understanding of key decision making.	<ul style="list-style-type: none">Assist in defining performance measures to monitor the progress and effectiveness of the institution.	<ul style="list-style-type: none">Actively define performance measures to monitor the progress and effectiveness of the institution.	<ul style="list-style-type: none">Provide impact and influence through building and maintaining strategic relationships.	
	<ul style="list-style-type: none">Displays an awareness of institutional structures and political factors.	<ul style="list-style-type: none">Consistently challenge strategic plans to ensure relevance.	<ul style="list-style-type: none">Create an environment that facilitates loyalty and innovation. Display a superior level of self-discipline and integrity in actions.	
	<ul style="list-style-type: none">Effectively communicate barriers to execution to relevant parties.	<ul style="list-style-type: none">Understand institutional structures and political factors, and the consequences of actions.	<ul style="list-style-type: none">Integrate various systems into a collective whole to optimise institutional performance management.	
	<ul style="list-style-type: none">Provide guidance to all stakeholders in the achievement of the strategic mandate.	<ul style="list-style-type: none">Empower others to follow the strategic direction and deal with complex situations.		
	<ul style="list-style-type: none">Understand the aim and objectives of the institution and relate it to own work.	<ul style="list-style-type: none">Guide the institution through complex and ambiguous concern.Use understanding of power relationships and dynamic tensions among key players	<ul style="list-style-type: none">Uses understanding of competing interests to maneuver successfully to a win/win outcome.	

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CLUSTER:	LEADING COMPETENCIES			
COMPETENCY NAME:	Strategic Direction and Leadership			
COMPETENCY DEFINITION:	Provide and direct a vision for the institution, and inspire and deploy others to deliver on the strategic institutional mandate.			
ACHIEVEMENT LEVELS				
BASIC	COMPETENT	ADVANCED	SUPERIOR	
to frame communications and develop strategies, positions and alliances.				

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CLUSTER:	LEADING COMPETENCIES			
COMPETENCY NAME:	People Management			
COMPETENCY DEFINITION:	Effectively manage, inspire and encourage people, respect diversity, optimise talent and build and nurture relationships in order to achieve institutional objectives.			
ACHIEVEMENT LEVELS				
BASIC	COMPETENT	ADVANCED	SUPERIOR	
<ul style="list-style-type: none">Participate in team goalsetting and problem solving.	<ul style="list-style-type: none">Seek opportunities to increase team contribution and responsibility.	<ul style="list-style-type: none">Identify ineffective team and work processes and recommend remedial interventions.	<ul style="list-style-type: none">Develop and incorporate best practice people management processes, approaches and tools across the institution.	
<ul style="list-style-type: none">Interact and collaborate with people of diverse backgrounds.	<ul style="list-style-type: none">Respect and support the diverse nature of others and be aware of the benefits of a diverse approach.	<ul style="list-style-type: none">Recognise and reward effective and desired behavior.	<ul style="list-style-type: none">Foster a culture of discipline, responsibility and accountability.	
	<ul style="list-style-type: none">Effectively delegate tasks and empower others to increase contribution and execute functions optimally.	<ul style="list-style-type: none">Provide mentoring and guidance to others in order to increase personal effectiveness.	<ul style="list-style-type: none">Understand the impact of diversity in performance and actively incorporate a diversity strategy in the institution.	
<ul style="list-style-type: none">Aware of guidelines for employee development, but requires support in implementing development initiatives.	<ul style="list-style-type: none">Apply relevant employee legislation fairly and consistently.	<ul style="list-style-type: none">Identify development and learning needs within the team.	<ul style="list-style-type: none">Develop comprehensive integrated strategies and approaches to human capital development and management.	
	<ul style="list-style-type: none">Effectively identify capacity requirements to fulfill the strategic mandate.	<ul style="list-style-type: none">Inspire a culture of performance excellence by giving positive and constructive feedback to the team.Achieve agreement or consensus in adversarial environments.Lead and unite diverse teams across divisions to achieve institutional objectives.	<ul style="list-style-type: none">Actively identify trends and predict capacity requirements to facilitate unified transition and performance management.	

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Director: Planning and Economic Development
Mr Anthony Barnes

Sm

Municipal Manager:
Ms Geraldine Mettler



CLUSTER:	LEADING COMPETENCIES			
COMPETENCY NAME:	Programme and Project Management			
COMPETENCY DEFINITION:	Able to understand program and project management methodology; plan, manage, monitor and evaluate specific activities in order to deliver on set objectives.			
ACHIEVEMENT LEVELS				
BASIC	COMPETENT	ADVANCED	SUPERIOR	
<ul style="list-style-type: none">Initiate projects after approval from higher authorities.Understand procedures of program and project management methodology, implications and stakeholder involvement.Understand the rational of projects in relation to the institution's strategic objectives.Document and communicate factors and risk associated with own work.	<ul style="list-style-type: none">Establish broad stakeholder involvement and communicate the project status and key milestones.Define the roles and responsibilities of the project team and create clarity around expectations.Find a balance between project deadline and the quality of deliverables.Identify appropriate project resources to facilitate the effective completion of the deliverables.	<ul style="list-style-type: none">Manage multiple programs and balance priorities and conflicts according to institutional goals.Apply effective risk management strategies through impact assessment and resource requirements.Modify project scope and budget when required without compromising the quality and objectives of the project.Involve top-level authorities and relevant stakeholders in seeking project buy-in.	<ul style="list-style-type: none">Understand and conceptualise the long-term implications of desired project outcomes.Direct a comprehensive strategic macro and micro analysis and scope projects accordingly to realise institutional objectives.Influence people in positions of authority to implement outcomes of projectsLead and direct translation of policy into workable action plans	
<ul style="list-style-type: none">Use results and approaches of successful project implementation as guide.	<ul style="list-style-type: none">Comply with statutory requirements and apply policies in a consistent manner.Monitor progress and use of resources and make needed adjustments to timelines, steps and resource allocation.	<ul style="list-style-type: none">Identify and apply contemporary project management methodologyInfluence and motivate project team to deliver exceptional results.Monitor policy implementation and apply procedures to manage risks.	<ul style="list-style-type: none">Ensures that programs are monitored to track progress and optimal resource utilisation, and that adjustments are made as needed.	

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Director: Planning and Economic Development
Mr Anthony Barnes

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Municipal Manager:
Ms Geraldine Mettler



CLUSTER :		LEADING COMPETENCIES			
COMPETENCY NAME :		Change Leadership			
COMPETENCY DEFINITION :		Able to direct and initiate institutional transformation on all levels in order to successfully drive and implement new initiatives and deliver professional and quality services to the community.			
ACHIEVEMENT LEVELS					
BASIC		COMPETENT		ADVANCED	
				SUPERIOR	
<ul style="list-style-type: none">• Display an awareness of change interventions and the benefits of transformation initiatives.		<ul style="list-style-type: none">• Perform an analysis of the change impact on the social, political and economic environment.		<ul style="list-style-type: none">• Actively monitor change impact and results and convey progress to relevant stakeholders.	
<ul style="list-style-type: none">• Able to identify basic needs for change.		<ul style="list-style-type: none">• Maintain calm and focus during change.		<ul style="list-style-type: none">• Secure buy-in and sponsorship for change initiatives.	
<ul style="list-style-type: none">• Identify gaps between the current and desired state.		<ul style="list-style-type: none">• Able to assist team members during change and keep them focused on the deliverables.		<ul style="list-style-type: none">• Continuously evaluate change strategy and design and introduce new approaches to enhance the institution's effectiveness.	
<ul style="list-style-type: none">• Identify potential risk and challenges to transformation, including resistance to change factors.		<ul style="list-style-type: none">• Volunteer to lead change efforts outside of own work team.		<ul style="list-style-type: none">• Build and nurture relationships with various stakeholders to establish strategic alliance in facilitating change.	
<ul style="list-style-type: none">• Participate in change programs and piloting change interventions.		<ul style="list-style-type: none">• Able to gain buy-in and approval for change from relevant stakeholders.		<ul style="list-style-type: none">• Take the lead in impactful change programs.	
		<ul style="list-style-type: none">• Identify change readiness levels and assist in resolving resistance to change factors.		<ul style="list-style-type: none">• Benchmark change interventions against best change practices.	
<ul style="list-style-type: none">• Understand the impact of change interventions on the institution within the broader scope of local government.		<ul style="list-style-type: none">• Design change interventions that are aligned with the institution's strategic objectives and goals.		<ul style="list-style-type: none">• Understand the impact and psychology of change and put remedial interventions in place to facilitate effective transformation.	
				<ul style="list-style-type: none">• Take calculated risk and seek new ideas from best practice scenarios and identify the potential for implementation.	
				<ul style="list-style-type: none">• Sponsor change agents and create a network of change leaders who support the interventions.	
				<ul style="list-style-type: none">• Actively adapt current structures and processes to incorporate the change interventions.	
				<ul style="list-style-type: none">• Mentor and guide team members on the effects of change, resistance factors and how to integrate change.	
				<ul style="list-style-type: none">• Motivate and inspire others around change initiatives.	

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Director: Planning and Economic Development
Mr Anthony Barnes

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Municipal Manager:
Ms Geraldine Mettler



CLUSTER :	LEADING COMPETENCIES		
COMPETENCY NAME :	Financial Management		
COMPETENCY DEFINITION :	Able to compile, plan and manage budgets, control cash flow, institute financial risk management and administer procurement processes in accordance with recognised financial practices. Further to ensure that all financial transactions are managed in an ethical manner		
ACHIEVEMENT LEVELS			
BASIC	COMPETENT	ADVANCED	SUPERIOR
<ul style="list-style-type: none">Understand basic financial concepts and methods as they relate to institutional processes and activitiesDisplay awareness into the various sources of financial data, reporting mechanisms, financial governance, processes and systemsUnderstand the importance of financial accountability	<ul style="list-style-type: none">Exhibit knowledge of general financial concepts, planning, budgeting and forecasting and how they interrelateAssess, identify and manage financial risks.Assume a cost-saving approach to financial management.Prepare financial reports based on specified formats.Consider and understand the financial implications of decisions and suggestions.Ensure that delegation and instructions as required by National Treasury guidelines are reviewed and updated.Identify and implement proper monitoring and evaluation practices to ensure appropriate spending against budget.	<ul style="list-style-type: none">Take active ownership of planning, budgeting and forecasting processes and provides credible answers to queries within own responsibility.Prepare budgets that are aligned to the strategic objectives of the institution.Address complex budgeting and financial management concerns.Put systems and processes in place to enhance the quality and integrity of financial management practices.Advise on policies and procedures regarding asset control.Promote National Treasury's regulatory framework for Financial Management.	<ul style="list-style-type: none">Develop planning tools to assist in evaluating and monitoring future expenditure trends.Set budget frameworks for the institution.Set strategic direction for the institution on expenditure and other financial processes.Build and nurture partnerships to improve financial management and achieve financial savings.Actively identify and implement new methods to improve asset control.Display professionalism in dealing with financial data and processes.

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Director: Planning and Economic Development
Mr Anthony Barnes

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Municipal Manager:
Ms Geraldine Mettler



CLUSTER :	LEADING COMPETENCIES			
COMPETENCY NAME :	Governance Leadership			
COMPETENCY DEFINITION:	Able to promote, direct and apply professionalism in managing risk and compliance requirements and apply a thorough understanding of governance practices and obligations. Further, able to direct the conceptualisation of relevant policies and enhance cooperative governance relationships.			
ACHIEVEMENT LEVELS				
BASIC	COMPETENT	ADVANCED	SUPERIOR	
<ul style="list-style-type: none">• Display a basic awareness of risk, compliance and governance factors but require guidance and development in implementing such requirements.• Understand the structure of cooperative government but requires guidance on fostering workable relationships between stakeholders.• Provide input into policy formulation.	<ul style="list-style-type: none">• Display a thorough understanding of governance and risk and compliance factors and implement plans to address these.• Demonstrate understanding of the techniques and processes for optimising risk taking decisions within the institution.• Actively drive policy formulation within the institution to ensure the achievement of objectives.	<ul style="list-style-type: none">• Able to link risk initiatives into key institutional objectives and drivers.• Identify, analyse and measure risk, create valid risk forecasts and map risk profiles.• Apply risk control methodology and approaches to prevent and reduce risk that impede on the achievement of institutional objectives.• Demonstrate a thorough understanding of risk retention plans.• Identify and implement comprehensive risk management systems and processes.• Implement and monitor the formulation of policies, identify and analyse constraints and challenges with implementation and provide recommendations for improvement.	<ul style="list-style-type: none">• Demonstrate a high level of commitment in complying with governance requirements.• Implement governance and compliance strategy to ensure achievement of institutional objectives within the legislative framework.• Able to advise local government on risk management, best practice interventions and compliance management.• Able to forge positive relationships on cooperative governance level to enhance the effectiveness of local government.t• Able to shape, direct and drive the formulation of policies on a macro level.	

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Mr Anthony Barnes

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Municipal Manager:
Ms Geraldine Mettler



CLUSTER :	CORE COMPETENCIES			
COMPETENCY NAME :	Moral Competence			
COMPETENCY DEFINITION :	Able to identify moral triggers, apply reasoning that promotes honesty and integrity and consistently display behavior that reflects moral competence			
ACHIEVEMENT LEVELS				
BASIC	COMPETENT	ADVANCED	SUPERIOR	
<ul style="list-style-type: none">Realise the impact of acting with integrity, but requires guidance and development in implementing principles.Follow basic rules and regulations of the institution.	<ul style="list-style-type: none">Conduct self in alignment with the values of local government and the institution.Able to openly admit own mistakes and weaknesses and seek assistance from others when unable to deliver.Actively report fraudulent activity and corruption with local government.Understand and honor the confidential nature of matters without seeking personal gain.	<ul style="list-style-type: none">Identify, develop and apply measures of self-correction.Able to gain trust and respect through aligning actions with commitments.Make proposals and recommendations that are transparent and gain the approval of relevant stakeholders.Present values, beliefs and ideas that are congruent with the institution's rules and regulations.Takes an active stance against corruption and dishonesty when noted.Actively promote the value of the institution to internal and external stakeholders.Able to work in unity with a team and not seek personal gain.Apply universal moral principles consistently to achieve moral decisions.	<ul style="list-style-type: none">Create an environment conducive of moral practices.Actively develop and implement measures to combat fraud and corruption.Set integrity standards and shared accountability measures across the institution to support the objectives of local government.	
<ul style="list-style-type: none">Able to identify basic moral situations, but requires guidance and development in understanding and reasoning with moral intent.	<ul style="list-style-type: none">Able to deal with situations of conflict of interest promptly and in the best interest of local government.		<ul style="list-style-type: none">Take responsibility for own actions and decisions, even if the consequences are unfavorable.	

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Mr Anthony Barnes

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Municipal Manager:
Ms Geraldine Mettler



CLUSTER :	CORE COMPETENCIES			
COMPETENCY NAME :	Planning and Organising			
COMPETENCY DEFINITION :	Able to plan, prioritise and organise information and resources effectively to ensure the quality of service delivery and build efficient contingency plans to manage risk.			
ACHIEVEMENT LEVELS				
BASIC	COMPETENT	ADVANCED	SUPERIOR	
<ul style="list-style-type: none">• Able to follow basic plans and organise tasks around set objectives.• Understand the process of planning and organising but requires guidance and development in providing detailed and comprehensive plans.• Able to follow existing plans and ensure that objectives are met.• Focus on short-term objectives in developing plans and actions	<ul style="list-style-type: none">• Actively and appropriately organise information and resources required for a task.• Recognise the urgency and importance of tasks.• Balance short and long-term plans and goals and incorporate into the team's performance objectives.• Schedule tasks to ensure they are performed within budget and with efficient use of time and resources.	<ul style="list-style-type: none">• Able to define institutional objectives, develop comprehensive plans, integrate and coordinate activities and assign appropriate resources for successful implementation.• Identify in advance required stages and actions to complete tasks.• Schedule realistic timelines, objectives and milestones for tasks and projects.• Produce clear, detailed and comprehensive plans to achieve institutional objectives.	<ul style="list-style-type: none">• Focus on broad strategies and initiatives when developing plans and actions.• Able to protect and forecast short, medium and long term requirements of the institution and local government.	
<ul style="list-style-type: none">• Arrange information and resources required for a task, but require further structure and organisation.	<ul style="list-style-type: none">• Measures progress and monitor performance results.	<ul style="list-style-type: none">• Identify possible risk factors and design and implement appropriate contingency plans.• Adapt plans in light of changing circumstances.• Prioritise tasks and projects according to their relevant urgency and importance.	<ul style="list-style-type: none">• Translate policy into relevant projects to facilitate the achievement of institutional objectives.	

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Director: Planning and Economic Development
Mr Anthony Barnes

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Municipal Manager:
Ms Geraldine Mettler



CLUSTER :	CORE COMPETENCIES			
COMPETENCY NAME :	Analysis and Innovation			
COMPETENCY DEFINITION :	Able to critically analyse information, challenges and trends to establish and implement fact-based solutions that are innovative to improve institutional processes in order to achieve key strategic objectives			
ACHIEVEMENT LEVELS				
BASIC	COMPETENT	ADVANCED	SUPERIOR	
<ul style="list-style-type: none">Understand the basic operation of analysis, but lack detail and thoroughness.Able to balance independent analysis with requesting assistance from others.Recommend new ways to perform tasks within own function.Propose simple remedial interventions that marginally challenges the status quo.Listen to the ideas and perspectives of others and explore opportunities to enhance such innovative thinking.	<ul style="list-style-type: none">Demonstrate logical problem solving techniques and approaches and provide rationale for recommendations.Demonstrate objectivity, insight and thoroughness when analysing problems.Able to break down complex problems into manageable parts and identify solutions.Consult internal and external stakeholders on opportunities to improve processes and service delivery.Clearly communicate the benefits of new opportunities and innovative solutions and stakeholders.Continuously identify opportunities to enhance internal processes.Identify and analyse opportunities conducive to innovative approaches and propose remedial intervention.	<ul style="list-style-type: none">Coaches team members on analytical and innovative approaches and techniques.Engage with appropriate individuals in analysing and resolving complex problems.Identify solutions on various areas in the institution.Formulate and implement new ideas throughout the institution.Able to gain approval and buy-in for proposed interventions from relevant stakeholders.Identify trends and best practices in process and service delivery and propose institutional application.Continuously engage in research to identify client needs.	<ul style="list-style-type: none">Demonstrate complex analytical and problem solving approaches and techniques.Create an environment conducive to analytical and fact-based problem solving.Analyse, recommend solutions and monitor trends in key challenges to prevent and manage occurrence.Create an environment that fosters innovative thinking and follows a learning organisation approach.Be a thought leader on innovative customer service delivery and process optimisation.Play an active role in sharing best practice solutions and engage in national and international local government seminars and conferences.	

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Director: Planning and Economic Development
Mr Anthony Barnes

SM

Municipal Manager:
Ms Geraldine Mettler



CLUSTER :	CORE COMPETENCIES			
COMPETENCY NAME :	Knowledge and Information Management			
COMPETENCY DEFINITION :	Able to promote the generation and sharing of knowledge and information through various processes and media, in order to enhance the collective knowledge base of local government			
ACHIEVEMENT LEVELS				
BASIC	COMPETENT	ADVANCED	SUPERIOR	
<ul style="list-style-type: none">• Collect, categorise and track relevant information required for specific tasks and projects.	<ul style="list-style-type: none">• Use appropriate information systems and technology to manage institutional knowledge and information sharing.	<ul style="list-style-type: none">• Effectively predict future information and knowledge management requirements and systems.	<ul style="list-style-type: none">• Create and support a vision and culture where team members are empowered to seek, gain and share knowledge and information.	
<ul style="list-style-type: none">• Analyse and interpret information to draw conclusions.	<ul style="list-style-type: none">• Evaluate data from various sources and use information effectively to influence decisions and provide solutions.	<ul style="list-style-type: none">• Develop standards and processes to meet future knowledge management needs.	<ul style="list-style-type: none">• Establish partnerships across local government to facilitate knowledge management.	
<ul style="list-style-type: none">• Seek new sources of information to increase the knowledge base.	<ul style="list-style-type: none">• Actively create mechanisms and structures for sharing information.	<ul style="list-style-type: none">• Share and promote best-practice knowledge management across various institutions.	<ul style="list-style-type: none">• Demonstrate a mature approach.	
<ul style="list-style-type: none">• Regularly share information and knowledge with internal stakeholders and team members.	<ul style="list-style-type: none">• Use external and internal resources to research and provide relevant and cutting-edge knowledge to enhance institutional effectiveness and efficiency.	<ul style="list-style-type: none">• Establish accurate measures and monitoring systems for knowledge and information management.• Create a culture conducive of learning and knowledge sharing.• Hold regular knowledge and information sharing sessions to elicit new ideas and share best practice approaches.	<ul style="list-style-type: none">• Recognise and exploit knowledge points in interactions with internal and external stakeholders.	

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Director: Planning and Economic Development
Mr Anthony Barnes

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Municipal Manager:
Ms Geraldine Mettler



CLUSTER :	CORE COMPETENCIES			
COMPETENCY NAME :	Communication			
COMPETENCY DEFINITION :	Able to share information, knowledge and ideas in a clear, focused and concise manner appropriate for the audience in order to effectively convey, persuade and influence stakeholders to achieve the desired outcome.			
ACHIEVEMENT LEVELS				
BASIC	COMPETENT	ADVANCED	SUPERIOR	
<ul style="list-style-type: none">• Demonstrate an understanding for communication levers and tools appropriate for the audience, but requires guidance in utilising such tools.• Express ideas in a clear and focused manner, but does not always take the audience into consideration.	<ul style="list-style-type: none">• Express ideas to individuals and groups in formal and informal settings in a manner that is interesting and motivating.• Able to understand, tolerate and appreciate diverse perspectives, attitudes and beliefs.• Adapt communication content and style to suit the audience and facilitate optimal information transfer.• Deliver content in a manner that gains support, commitment and agreement from relevant stakeholders.	<ul style="list-style-type: none">• Effectively communicate high-risk and sensitive matters to relevant stakeholders.• Develop a well-defined communication strategy.• Balance political perspectives with institutional needs when communicating viewpoints on complex issues.• Able to effectively direct negotiations around complex.	<ul style="list-style-type: none">• Regarded as a specialist in negotiations and representing the institution.• Able to inspire and motivate others through positive communication that is impactful and relevant.	
<ul style="list-style-type: none">• Disseminate and convey information and knowledge adequately.	<ul style="list-style-type: none">• Compile clear, focused, concise and well-structured written documents.	<ul style="list-style-type: none">• Market and promote the institution to external stakeholders and seek to enhance a positive image of the institution.• Able to communicate with the media with high levels of moral competence and discipline.	<ul style="list-style-type: none">• Creates an environment conducive to transparent and productive communication and critical appreciate conversations.• Able to coordinate negotiations at different levels within local government and externally.	

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Director: Planning and Economic Development
Mr Anthony Barnes

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Municipal Manager:
Ms Geraldine Mettler



CLUSTER :	CORE COMPETENCIES			
COMPETENCY NAME :	Results and Quality Focus			
COMPETENCY DEFINITION :	Able to maintain high quality standards, focus on achieving results and objectives while consistently striving to exceed expectations and encourage others to meet quality standards. Further, to actively monitor and measure results and quality against identified objectives.			
ACHIEVEMENT LEVELS				
BASIC	COMPETENT	ADVANCED	SUPERIOR	
<ul style="list-style-type: none">Understand quality of work but requires guidance in attending to important matters.	<ul style="list-style-type: none">Focus on high-priority actions and does not become distracted by lower-priority activities.	<ul style="list-style-type: none">Consistently verify own standards and outcomes to ensure quality output.	<ul style="list-style-type: none">Coach and guide others to exceed quality standards and results.	
<ul style="list-style-type: none">Show a basic commitment to achieving the correct results.	<ul style="list-style-type: none">Display firm commitment and pride in achieving the correct results.	<ul style="list-style-type: none">Focus on the end result and avoids being distracted	<ul style="list-style-type: none">Develop challenging, client-focused goals and sets high standards for personal performance.	
<ul style="list-style-type: none">Produce the minimum level of results required in the role.	<ul style="list-style-type: none">Set quality standards and design processes and tasks around achieving set standards.	<ul style="list-style-type: none">Demonstrate a determined and committed approach to achieving results and quality standards.	<ul style="list-style-type: none">Commit to exceed the results and quality standards, monitor own performance and implement remedial interventions when required.	
<ul style="list-style-type: none">Produce outcomes that is of a good standard.	<ul style="list-style-type: none">Produce output of high quality.	<ul style="list-style-type: none">Follow task and projects through to completion.	<ul style="list-style-type: none">Work with team to set ambitious and challenging team goals, communicating long- and short term expectations.	
<ul style="list-style-type: none">Focus on the quantity of output but requires development in incorporating the quality of work.	<ul style="list-style-type: none">Able to balance the quantity and quality of results in order to achieve objectives.	<ul style="list-style-type: none">Set challenging goals and objectives to self and team and display commitment to achieving expectations.	<ul style="list-style-type: none">Take appropriate risks to accomplish goals.	
<ul style="list-style-type: none">Produce quality work in general circumstances, but fails to meet expectation when under pressure.	<ul style="list-style-type: none">Monitors progress, quality of work and use of resources; provide status updates and make adjustments as needed.	<ul style="list-style-type: none">Maintain a focus on quality outputs when placed under pressure.Establishing institutional systems for managing and assigning work, defining responsibilities, tracking, monitoring and measuring success, evaluating and valuing the work of the institution.	<ul style="list-style-type: none">Overcome setbacks and adjust action plans to realise goals.Focus people on critical activities that yield a high impact.	

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Director: Planning and Economic Development
Mr Anthony Barnes

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Municipal Manager:
Ms Geraldine Mettler



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Annexure C

Personal Development Plan

DIRECTOR: PLANNING AND ECONOMIC DEVELOPMENT

.....
Director: Planning and Economic Development
Mr Anthony Barnes

.....
Municipal Manager:
Ms Geraldine Mettler



Skills Performance Gap	Outcomes Expected	Suggested training and / or development activity	Suggested mode of delivery	Suggested Time Frames	Work opportunity created to practice skill / development area	Support Person
1.						
2.						
3.						

Signed and accepted by the Employee



Date: 24/06/2026

Signed by the Municipal Manager on behalf of the Municipality



Date: 24/06/2026



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Performance Agreement

2026/27

Director:
Infrastructure Services

A handwritten signature and the initials 'SM' in the bottom right corner.



PERFORMANCE AGREEMENT

MADE AND ENTERED INTO BY AND BETWEEN
STELLENBOSCH MUNICIPALITY AS HEREBY REPRESENTED BY:

THE MUNICIPAL MANAGER
Ms Geraldine Mettler
(herein and after referred to as the Employer)

AND

DIRECTOR: INFRASTRUCTURE SERVICES
Mr Preshane Chandaka
(herein and after referred to as the Employee)

FOR THE FINANCIAL YEAR:

01 JULY 2026 – 30 JUNE 2027


.....
Director: Infrastructure Services
Mr Preshane Chandaka


.....
Municipal Manager:
Ms Geraldine Mettler



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 Director: Infrastructure Services
Mr Preshane Chandaka



 Municipal Manager:
Ms Geraldine Mettler



1. INTRODUCTION

- 1.1 The Employer, duly represented by **Ms Geraldine Mettler**, in her capacity as the Municipal Manager, has entered into a contract of employment with the Employee, **Mr Shane Chandaka**, in terms of section 57(1)(a) of the Local Government: Municipal Systems Act, 2000 (Act No. 32 of 2000) ("the Systems Act"). The Employer and the Employee are hereinafter referred to as "the Parties";
- 1.2 Section 57(1)(b) of the Systems Act, read with the Contract of Employment concluded between the parties, requires the Parties to conclude an annual performance agreement;
- 1.3 The Parties wish to ensure that they are clear about the goals to be achieved, and secure the commitment of the Employee to a set of outcomes that will promote local government policy goals;
- 1.4 The Parties wish to ensure that there is compliance with Sections 57(4B) and 57(5) of the Systems Act;
- 1.5 In this Agreement, the following terms will have the meaning ascribed thereto:
- 1.5.1 "this Agreement" – means the performance agreement between the Employer and the employee and the Annexures thereto;
- 1.5.2 "the **Municipal Manager**" – means the Municipal Manager of the Municipality appointed in terms of Section 54(A) of the Systems Act;
- 1.5.3 "the Employee" means the **Director: Infrastructure Services** appointed in terms of Section 56 of the Systems Act;
- 1.5.4 "the Employer" means **Stellenbosch Municipality**; and
- 1.5.5 "the Parties" means the Employer and Employee.

2. PURPOSE OF THIS AGREEMENT

- 2.1 To comply with the provisions of Section 57(1)(b), (4B) and (5) of the Systems Act as well as the Contract of Employment entered into between the Parties;
- 2.2 To specify objectives and targets established for the Employee and to communicate to the Employee the Employer's expectations of the Employee's performance targets and accountabilities;
- 2.3 To specify accountabilities as set out in the Performance Plan (Annexure A);
- 2.4 To monitor and measure performance against set targeted outputs and outcomes;
- 2.5 To establish a transparent and accountable working relationship;


.....
Director: Infrastructure Services
Mr Preshane Chandaka


.....
Municipal Manager:
Ms Geraldine Mettler



- 2.6 To appropriately reward the employee in accordance with section 11 of this agreement; and
- 2.7 To give effect to the Employer's commitment to a performance-orientated relationship with the Employee in attaining improved service delivery.

3. COMMENCEMENT AND DURATION

- 3.1 This Agreement will commence on **01 July 2026** and will remain in force until **30 June 2027**, whereafter a new Performance Agreement shall be concluded between the parties for the next financial year or any portion thereof for the 2026/27 financial year;
- 3.2 The Parties will conclude a new Performance Agreement that replaces this Agreement at least once a year by not later than 31 July of the succeeding financial year;
- 3.3 This Agreement will terminate on the termination of the Employee's contract of employment for any reason; and
- 3.4 The content of this Agreement may be revised at any time during the abovementioned period to determine the current applicability of the matters previously agreed upon.

4. PERFORMANCE OBJECTIVES

- 4.1 The Performance Plan (Annexure A) sets out –
 - 4.1.1 The performance objectives and targets that must be met by the Employee;
 - 4.1.2 The time frames within which those performance objectives and targets must be met; and
 - 4.1.3 The core competency requirements (Annexure B – definitions) as the management skills regarded as critical to the position held by the Employee.
- 4.2 The performance objectives and targets reflected in Annexure A are set by the Employer in consultation with the Employee and based on the Integrated Development Plan, Service Delivery and Budget Implementation Plan (SDBIP) and the Budget of the Employer, and shall include:
 - 4.2.1 Key objectives that describe the main tasks that need to be done;
 - 4.2.2 Key performance indicators (KPIs) that provide the details of the evidence that must be provided to show that a key objective has been achieved;
 - 4.2.3 Target dates that describe the timeframe in which the targets must be achieved; and


.....
Director: Infrastructure Services
Mr Preshane Chandaka


.....
Municipal Manager:
Ms Geraldine Mettler



- 4.2.4 Weightings showing the relative importance of the key objectives to each other.
- 4.3 The Personal Development Plan (Annexure C) sets out the Employee's personal development requirements in line with the objectives and targets of the Employer; and
- 4.4 The Employee's performance will, in addition, be measured in terms of contributions to the goals and strategies set out in the Employer's Integrated Development Plan.

5. PERFORMANCE MANAGEMENT SYSTEM

- 5.1 The Employee agrees to participate in the performance management system that the Employer has adopted for the employees of the Employer;
- 5.2 The Employee accepts that the purpose of the performance management system will be to provide a comprehensive system with specific performance standards to assist the employees and service providers in performing to the standards required;
- 5.3 The Employer will consult the Employee about the specific performance standards and targets that will be included in the performance management system applicable to the Employee;
- 5.4 The Employee undertakes to actively focus on the promotion and implementation of the Strategic Focus Areas (SFAs) (including special projects relevant to the employee's responsibilities) within the local government framework;
- 5.5 The criteria upon which the performance of the Employee shall be assessed shall consist of two components, SFAs and Competency Framework requirements as per the Local Government: Regulations on Appointment and Conditions of Employment of Senior Managers, both of which shall be contained in the Performance Agreement;
- 5.6 The Employee's assessment will be based on his performance in terms of the outputs / outcomes (KPIs) identified as per the attached Performance Plan (Annexure A), which are linked to the SFAs applicable to the Employee, and will constitute 80% of the overall assessment result as per the weightings agreed to between the Employer and Employee.

Table 1: Strategic Focus Areas

Strategic Focus Areas
SFA 1 - Valley of Possibility
SFA 2 - Green and Sustainable Valley
SFA 3 - Safe Valley
SFA 4 - Dignified Living
SFA 5 - Good Governance and Compliance

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- 5.7 The competency requirements for senior managers as per Regulation 9 of Local Government: Regulations on Appointment and Conditions of Employment of Senior Managers will make up the other 20% of the Employee's assessment score. The competencies will be assessed every six (6) months (January and July).

Table 2: Leading and Core Competencies

Leading and Core Competencies		
1.	Strategic direction and leadership	<ul style="list-style-type: none"> Impact and influence Institutional performance management Strategic planning and management Organisational awareness
2.	People management	<ul style="list-style-type: none"> Human capital planning and development Diversity management Employee relations management Negotiation and dispute management
3.	Programme and project management	<ul style="list-style-type: none"> Programme and project planning and implementation Service delivery management Programme and project monitoring and evaluation
4.	Financial management	<ul style="list-style-type: none"> Budget planning and execution Financial strategy and delivery Financial reporting and delivery
5.	Change leadership	<ul style="list-style-type: none"> Change vision and strategy Process design and improvement Change impact monitoring and evaluation
6.	Governance leadership	<ul style="list-style-type: none"> Policy formulation Risk and compliance management Cooperative Governance
7.	Moral competence	<ul style="list-style-type: none"> Core Competency
8.	Planning and organising	<ul style="list-style-type: none"> Core Competency
9.	Analysis and innovation	<ul style="list-style-type: none"> Core Competency
10.	Knowledge and information management	<ul style="list-style-type: none"> Core Competency
11.	Communication	<ul style="list-style-type: none"> Core Competency
12.	Results and quality focus	<ul style="list-style-type: none"> Core Competency

6. PERFORMANCE ASSESSMENT

- 6.1 The Performance Plan (Annexure A) to this Agreement sets out –
- 6.1.1 The standards and procedures for evaluating the Employee's performance; and
- 6.1.2 The intervals for the evaluation of the Employee's performance.
- 6.2 Despite the establishment of agreed intervals for evaluation, the Employer may, in addition, review the Employee's performance at any stage while the contract of employment remains in force;

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- 6.3 Personal growth and development needs identified during any performance review discussion must be documented in a Personal Development Plan, as well as the actions agreed to, and implementation must take place within set time frames;
- 6.4 The Employee's performance will be measured in terms of contributions to the goals and strategies set out in the Employer's Integrated Development Plan (IDP) as described in 6.6 – 6.12 below;
- 6.5 The Employee will submit quarterly performance reports (SDBIP) and a comprehensive annual performance report at least one week before the performance assessment meetings to the Evaluation Panel Chairperson for distribution to the panel members for preparation purposes;
- 6.6 Assessment of the achievement of results as outlined in the performance plan:
- 6.6.1 Each KPI or group of KPIs shall be assessed according to the extent to which the specified standards or performance targets have been met, and with due regard to ad-hoc tasks that had to be performed under the KPI;
 - 6.6.2 A rating on the five-point scale shall be provided for each KPI or group of KPIs, which will then be multiplied by the weighting to calculate the final score;
 - 6.6.3 The Employee will submit their self-evaluation to the Employer before the formal assessment;
 - 6.6.4 In the instance where the employee could not perform due to reasons outside the control of the employer and employee, the KPI will not be considered during the evaluation. The employee should provide sufficient evidence in such instances; and
 - 6.6.5 An overall score will be calculated based on the total of the scores calculated above.
- 6.7 Assessment of the Competencies:
- 6.7.1 Each Competency shall be assessed in terms of the description provided in (Annexure B);
 - 6.7.2 A rating shall be provided for each Competency, which will then be multiplied by the weighting to calculate the final score; and
 - 6.7.3 An overall score will be calculated based on the total of the scores calculated above.
- 6.8 Overall rating
- 6.8.1 An overall rating is calculated by adding the overall scores as calculated in 6.6.5 and 6.7.3 above; and


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6.8.2 Such an overall rating represents the outcome of the performance appraisal.

6.9 The assessment of the performance of the Employee will be based on the following rating scales for SFAs and Competencies respectively:

6.9.1 Rating scale for SFAs - as mentioned in paragraph 5.6:

Table 3: Performance rating scale

Level	Terminology	Description
5	Outstanding performance	Performance far exceeds the standard expected of an employee at this level. The appraisal indicates that the Employee has achieved above fully effective results against all performance criteria and indicators as specified in the PA and Performance plan and maintained this in all areas of responsibility throughout the year.
4	Performance significantly above expectations	Performance is significantly higher than the standard expected in the job. The appraisal indicates that the Employee has achieved above fully effective results against more than half of the performance criteria and indicators, and fully achieved all others throughout the year.
3	Fully effective	Performance fully meets the standards expected in all areas of the job. The appraisal indicates that the Employee has achieved effective results against all significant performance criteria and indicators specified in the PA and Performance Plan.
2	Not fully effective	Performance is below the standard required for the job in key areas. Performance meets some of the standards expected for the job. The review / assessment indicates that the employee has achieved below fully effective results against more than half of the key performance criteria and indicators as specified in the PA and Performance Plan.
1	Unacceptable performance	Performance does not meet the standard expected for the job. The review / assessment indicates that the employee has achieved below fully effective results against almost all the performance criteria and indicators as specified in the PA and Performance Plan. The employee has failed to demonstrate the commitment or ability to bring performance up to the level expected in the job despite management efforts to encourage improvement.

6.9.2 Rating scale for Competencies -as mentioned in paragraph 5.7:

Table 4: Rating scale for Competencies

Level	Achievement Levels	Description
5	Superior	Has a comprehensive understanding of local government operations, critical in shaping strategic direction and change, develops, and applies comprehensive concepts and methods
4	Advanced	Develops and applies complex concepts, methods and understanding. Effectively directs and leads a group and executes in-depth analyses

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Level	Achievement Levels	Description
3	Competent	Develops and applies more progressive concepts, methods and understanding. Plans and guides the work of others and executes progressive analyses
2	Basic	Applies basic concepts, methods, and understanding of local government operations, but requires supervision and development intervention
1	Sub Standard	Applies little to no basic concepts, methods, and understanding of local government operations.

6.10 For purposes of evaluating the performance of the Employee for the year-end reviews, an evaluation panel constituted of the following persons will be established–

6.10.1 Municipal Manager;

6.10.2 Municipal Manager from another municipality;

6.10.3 Chairperson of the Performance Audit Committee or in his / her absence thereof, the Chairperson of the Audit Committee; and

6.10.4 The Member of the Mayoral Committee (Portfolio Chairperson).

6.11 The Municipal Manager will evaluate the performance of the Employee as at the end of the 1st, and 3rd quarters; and

6.12 The Municipal Manager will give performance feedback to the Employee within five (5) working days after each quarterly and annual assessment meeting.

7. SCHEDULE FOR PERFORMANCE REVIEWS

7.1 The performance of the Employee in relation to his performance agreement shall be reviewed on the following dates.

Table 5: Schedule for performance reviews

Quarter	Review Period	Review to be completed by
1	July - September	October / November 2026 (Informal)
2	October – December	January / February 2027 (Formal)
3	January – March	April / May 2027 (Informal)
4	April - June	After the receipt of the AGSA's Management Report

7.2 The Employer shall keep a record of the mid-year and year-end assessment meetings;

7.3 Performance feedback shall be based on the Employer's assessment of the Employee's performance;

7.4 The Employer will be entitled to review and make reasonable changes to the provisions of Annexure A from time to time for operational reasons. The Employee will be fully consulted before any such change is made; and


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- 7.5 The Employer may amend the provisions of Annexure A whenever the performance management system is adopted, implemented, and/or amended, as the case may be. In that case, the Employee will be fully consulted before any such change is made.

8. DEVELOPMENTAL REQUIREMENTS

- 8.1 The Personal Development Plan (PDP) for addressing developmental gaps is attached as Annexure C. Such a Plan may be implemented and / or amended as the case may be after each assessment. In that case, the Employee will be fully consulted before any such change or plan is made.

9. OBLIGATIONS OF THE EMPLOYER

- 9.1 The Employer shall-
- 9.1.1 Create an enabling environment to facilitate effective performance by the employee;
 - 9.1.2 Provide access to skills development and capacity-building opportunities;
 - 9.1.3 Work collaboratively with the Employee to solve problems and generate solutions to common problems that may impact the performance of the Employee;
 - 9.1.4 On the request of the Employee, delegate such powers reasonably required by the Employee to enable him to meet the performance objectives and targets established in terms of this Agreement; and
 - 9.1.5 Make available to the Employee such resources as the Employee may reasonably require from time to time, assisting him to meet the performance objectives and targets established in terms of this Agreement.

10. CONSULTATION

- 10.1 The Employer agrees to consult the Employee timeously where the exercising of its powers will have amongst others-
- 10.1.1 A direct effect on the performance of any of the Employee's functions;
 - 10.1.2 Commit the Employee to implement or to give effect to a decision made by the Employer; and
 - 10.1.3 A substantial financial effect on the Employer.
- 10.2 The Employer agrees to inform the Employee of the outcome of any decisions taken pursuant to the exercise of powers contemplated in clause 12.1 as soon as is practicable to enable the Employee to take any necessary action without delay.


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11. REWARD

- 11.1 The evaluation of the Employee's performance will form the basis for rewarding outstanding performance or correcting unacceptable performance;
- 11.2 The payment of the performance bonus is determined by the performance score obtained during the 4th quarter and as informed by the quarterly performance assessments;
- 11.3 A performance bonus of between 5% to 14% of the all-inclusive annual remuneration package may be paid to the Employee in recognition of outstanding performance to be constituted as follows:

Table 6: Performance bonus calculations

Performance Rating		Bonus Calculation
0% - 64%	Poor Performance	0% of the total package
65% - 69%	Average Performance	5% of the total package
70% - 74%	Fair Performance	9% of the total package
75% - 79%	Good Performance	11% of the total package
80% - 100%	Excellent Performance	14% of the total package

- 11.4 In the event of the Employee terminating his services during the validity period of this Agreement, the Employee's performance will be evaluated for the portion during which he was employed, and he will be entitled to a pro-rata performance bonus based on his evaluated performance for the period of actual service; and
- 11.5 The Employer will submit the total score of the annual assessment and of the Employee, to the full Council for purposes of recommending the bonus allocation.

12. MANAGEMENT OF EVALUATION OUTCOMES

- 12.1 Where the Employer is, at any time during the Employee's employment, not satisfied with the Employee's performance with respect to any matter dealt with in this Agreement, the Employer will give notice to the Employee to attend a meeting;
- 12.2 The Employee will have the opportunity at the meeting to satisfy the Employer of the measures being taken to ensure that his performance becomes satisfactory and any programme, including any dates, for implementing these measures;
- 12.3 Where there is a dispute or difference as to the performance of the Employee under this Agreement, the Parties will confer with a view to resolving the dispute or difference; and
- 12.4 In the case of unacceptable performance, the Employer shall –
- 12.4.1 Provide systematic remedial or developmental support to assist the Employee to improve his performance; and


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.....
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- 12.4.2 After appropriate performance counselling and having provided the necessary guidance and / or support, as well as a reasonable time for improvement in performance, the Employer may consider steps to terminate the contract of employment of the Employee on the grounds of unfitness or incapacity to carry out his or her duties.

13. DISPUTE RESOLUTION

- 13.1 If the Employee is dissatisfied with any decision or action of the Employer in terms of this Agreement, or where a dispute or difference arises as to the extent to which the Employee has achieved the performance objectives and targets established in terms of this Agreement, the Employee may, within 3 (three) business days, meet with the Employer with a view to resolving the issue. The Employer will record the outcome of the meeting in writing;
- 13.2 If the Parties cannot resolve the issues within 10 (ten) business days, an independent arbitrator, acceptable to both parties, shall be appointed to resolve the matter within 30 (thirty) business days; and
- 13.3 If the mediation process contemplated above fails, the relevant clause of the Contract of Employment, together with the relevant laws and regulations, shall apply.

14. GENERAL

- 14.1 The contents of this agreement and the outcome of any review conducted in terms of Annexure A may be made available to the public by the Employer; and
- 14.2 Nothing in this agreement diminishes the obligations, duties, or accountabilities of the Employee in terms of his contract of employment, or the effects of existing or new regulations, circulars, policies, directives, or other instruments.

Director: Infrastructure Services
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Ms Geraldine Mettler

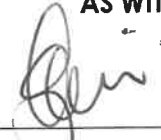


Thus, done and signed at Stellenbosch on the 24th day of JUNE 2026.


DIRECTOR: INFRASTRUCTURE SERVICES

AS WITNESSES:

1.



2.

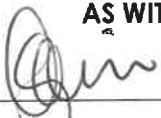


Thus, done and signed at Stellenbosch on the 24th day of June 2026


MUNICIPAL MANAGER

AS WITNESSES:

1.



2.




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Director: Infrastructure Services
Mr Preshane Chandaka


.....
Municipal Manager:
Ms Geraldine Mettler



MEMBER OF MAYORAL COMMITTEE
(Portfolio: Infrastructure Services)
Cllr R Pheiffer

.....
Director: Infrastructure Services
Mr Preshane Chandaka

.....
Municipal Manager:
Ms Geraldine Mettler



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Annexure A

Performance Plan

DIRECTOR: INFRASTRUCTURE SERVICES

Director: Infrastructure Services
Mr Preshane Chandaka

Municipal Manager:
Ms Geraldine Mettler



The Performance Plan sets out:

- Key Performance Areas that the employee should focus on, performance objectives, key performance indicators and targets that must be met within a specific timeframe; and
- The Competencies required from employees are prescribed in the Regulations on the appointment and conditions of employment of senior managers, R21 of 2014.

KEY PERFORMANCE INDICATORS

The key performance areas, performance objectives, key performance indicators and targets that must be met within the agreed timeframe are described below. The assessment of these performance indicators will account for 80% (**eighty per cent**) of the total employee assessment score.

Part 1: Implementation of Service Delivery and Budget Implementation Plan (80%)

DIRECTOR: INFRASTRUCTURE SERVICES													
IDP/ Ref No.	Strategic Focus Area (SFA)	Indicator (Activity / Project / Programme / Key Initiative)	Unit of Measurement	Indicator type	Baseline (Actual 2024/25)	5-Year Target	2026/27	Funding Source	Service Delivery and Budget Implementation Plan (SDBIP 2026/27)				Weight
									Q1	Q2	Q3	Q4	
TBC	SFA 5: Good Governance and Compliance	Effective Management and Functional Supervision of the Department: Water and Wastewater Services	Percentage of indicators of the Department: Water and Wastewater Services achieved, measured quarterly	Outcome	76.26%	80% per annum	80%	SM	80%	80%	80%	80%	5
TBC	SFA 5: Good Governance and Compliance	Effective Management and Functional Supervision of the Department: Infrastructure Planning, Development and Implementation	Percentage of indicators of the Department: Infrastructure Planning, Development and Implementation achieved, measured quarterly	Outcome	97.73%	80% per annum	80%	SM	80%	80%	80%	80%	5

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IDP / Ref No.	Strategic Focus Area (SFA)	Indicator (Activity / Project / Programme / Key Initiative)	Unit of Measurement	Indicator type	Baseline (Actual 2024/25)	5-Year Target	2026/27	Funding Source	Service Delivery and Budget Implementation Plan (SDBIP 2026/27)				Weight
									Q1	Q2	Q3	Q4	
TBC	SFA 5: Good Governance and Compliance	Effective Management and Functional Supervision of the Department: Roads, Transport and Storm Water (RTS)	Percentage of indicators of the Department: Roads, Transport and Storm Water (RTS) achieved, measured quarterly	Outcome	86.81%	80% per annum	80%	SM	80%	80%	80%	80%	5
TBC	SFA 5: Good Governance and Compliance	Effective Management and Functional Supervision of the Department: Electrical Services	Percentage of indicators of the Department: Electrical Services achieved, measured quarterly	Outcome	77.65%	80% per annum	80%	SM	80%	80%	80%	80%	5
TBC	SFA 5: Good Governance and Compliance	Effective Management and Functional Supervision of the Department: Waste Services	Percentage of indicators of the Department: Waste Services achieved, measured quarterly	Outcome	92.39%	80% per annum	80%	SM	80%	80%	80%	80%	5
TBC	SFA 5: Good Governance and Compliance	Effective Management and Functional Supervision of the Section: Support Services	Percentage of indicators of the Section: Support Services achieved, measured quarterly	Outcome	92.39%	80% per annum	80%	SM	80%	80%	80%	80%	5
KPI016	SFA 2 - Green and Sustainable Valley	Reduce organic waste	Percentage of organic waste reduced by 30 June	Output	37%	20% per annum	20%	SM	N/A	N/A	N/A	20%	1
KPI019	SFA 2 - Green and Sustainable Valley	Conduct an external audit of the Stellenbosch Municipal Waste Disposal Facilities	Number of external audits of the Stellenbosch Municipal Waste Disposal Facilities conducted by 30 June	Output	1	1 per annum	1	SM	N/A	N/A	N/A	1	1
KPI021	SFA 2 - Green and Sustainable Valley	Implementation of identified waste minimisation projects	Number of identified waste minimisation projects implemented by 30 June	Output	2	2 per annum	2	SM	N/A	N/A	1 (1)	1 (2)	2



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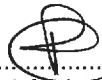
DIRECTOR: INFRASTRUCTURE SERVICES													
IDP/ Ref No.	Strategic Focus Area (SFA)	Indicator (Activity / Project / Programme / Key Initiative)	Unit of Measurement	Indicator type	Baseline (Actual 2024/25)	5-Year Target	2026/27	Funding Source	Service Delivery and Budget Implementation Plan (SDBIP 2026/27)				Weight
									Q1	Q2	Q3	Q4	
KPI022	SFA 2 - Green and Sustainable Valley	Wastewater quality measured to the Department of Water and Sanitation's License Conditions for physical and micro parameters	Percentage of wastewater quality compliance as per the analysis certificate, measured quarterly	Outcome	57.75%	70% per annum	70%	SM	70%	70%	70%	70%	1
KPI028	SFA 4 - Dignified Living	Provision of waterborne toilet facilities in informal settlements as identified by the Department; Integrated Human Settlements	Number of waterborne toilet facilities provided in informal settlements as identified by the Department; Integrated Human Settlements by 30 June	Output	46	20 per annum	20	SM	N/A	N/A	N/A	20	1
KPI029	SFA 4 - Dignified Living	Limit unaccounted electricity to less than 9% annually {(Number of Electricity Units Purchased and / or Generated - Number of Electricity Units Sold (incl. Free basic electricity)) / Number of Electricity Units Purchased and/or Generated} x 100}	Percentage of average electricity losses, measured by 30 June	Outcome	5.63%	<9% per annum	<9%	SM	N/A	N/A	N/A	<9%	2
KPI030	SFA 4 - Dignified Living	Water quality measured quarterly to the SANS 241 physical and micro parameters	Percentage of water quality level as per the analysis certificate, measured quarterly	Outcome	93.98%	90% per annum	90%	SM	90%	90%	90%	90%	2
KPI031	SFA 4 - Dignified Living	Limit unaccounted water to less than 25%	Percentage of average unaccounted water, measured by 30 June	Outcome	31.20%	<25% per annum	<25%	SM	N/A	N/A	N/A	<25%	2
KPI060	SFA 5: Good Governance and Compliance	Submission of the updated Comprehensive Integrated Transport Plan (CITP) 2023 - 2028 to the Municipal Manager	Number of updated CITPs 2023 - 2028 submitted to the Municipal Manager by 30 June	Output	1	1 per annum	1	SM	N/A	N/A	N/A	1	1


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IDP/ Ref No.	Strategic Focus Area (SFA)	Indicator (Activity / Project / Programme / Key Initiative)	Unit of Measurement	Indicator type	Baseline (Actual 2024/25)	5-Year Target	2026/27	Funding Source	Service Delivery and Budget Implementation Plan (SDBIP 2026/27)				Weight
									Q1	Q2	Q3	Q4	
TBC	SFA 5: Good Governance and Compliance	Implementation of the Mayoral Outcomes in the Integrated Development Plan (IDP) for the 2026/27 financial year	Percentage of the Mayoral Outcomes in the IDP for the 2026/27 financial year implemented by 30 June	Outcome	80.98%	80% per annum	80%	SM	80%	80%	80%	80%	1
TBC	SFA 5: Good Governance and Compliance	Implementation of the Portfolio: Infrastructure Services' Outcomes in the Integrated Development Plan (IDP) for the 2026/27 financial year	Percentage of the Portfolio: Infrastructure Services' Outcomes in the IDP for the 2026/27 financial year implemented by 30 June	Outcome	80.86%	80% per annum	80%	SM	80%	80%	80%	80%	1
TBC	SFA 5: Good Governance and Compliance	Implementation of the Municipal Manager's Outcomes in the Integrated Development Plan (IDP) for the 2026/27 financial year	Percentage of the Municipal Manager's Outcomes in the IDP for the 2026/27 financial year implemented by 30 June	Outcome	75.79%	80% per annum	80%	SM	80%	80%	80%	80%	1
TBC	SFA 5: Good Governance and Compliance	Spend the Directorate: Infrastructure Services' approved Capital Budget	Percentage of the approved Capital Budget of the Directorate: Infrastructure Services actually spent by 30 June	Input	91.70%	90% per annum	90%	SM	10%	30%	60%	90%	16
TBC	SFA 5: Good Governance and Compliance	Submission of the final bid specifications for all capital projects to the Bid Specification Committee (BSC) (2027/28)	Percentage of the final bid specifications for all capital projects submitted to the BSC by 30 June (50% by 31 March 2027 and 100% by 30 June 2027 for the 2027/28 financial year)	Output	90.91%	100% per annum	100%	SM	N/A	N/A	50%	100%	1
TBC	SFA 5: Good Governance and Compliance	Submission of detailed procurement needs for all operational projects to the Supply Chain Management (SCM) Department	Number of quarterly detailed procurement needs submitted to the SCM Department within 10 days before the start of the quarter	Output	4	4 per annum	4	SM	1 (1)	1 (2)	1 (3)	1 (4)	1


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DIRECTOR: INFRASTRUCTURE SERVICES													
IDP/ Ref No.	Strategic Focus Area (SFA)	Indicator (Activity / Project / Programme / Key Initiative)	Unit of Measurement	Indicator type	Baseline (Actual 2024/25)	5-Year Target	2026/27	Funding Source	Service Delivery and Budget Implementation Plan (SDBIP 2026/27)				Weight
									Q1	Q2	Q3	Q4	
TBC	SFA 5: Good Governance and Compliance	Conclude performance plans with all identified personnel	Number of performance plans concluded with all identified personnel by 30 July	Output	6	7 per annum	7	SM	7	N/A	N/A	N/A	1
TBC	SFA 5: Good Governance and Compliance	Conduct annual performance evaluations with all identified personnel	Number of annual performance evaluations conducted with all identified personnel by 31 August	Output	18	7 per annum	7	SM	7	N/A	N/A	N/A	1
TBC	SFA 5: Good Governance and Compliance	Conduct mid-year performance evaluations with all identified personnel	Number of mid-year performance evaluations conducted with all identified personnel by 31 January	Output	New KPI	7 per annum	7	SM	N/A	N/A	7	N/A	1
TBC	SFA 5: Good Governance and Compliance	Develop an Annual Departmental Risk Register	Number of Annual Departmental Risk Registers developed by 31 July	Output	1	1 per annum	1	SM	1	N/A	N/A	N/A	1
TBC	SFA 5: Good Governance and Compliance	Evaluation of the Departmental Risk Register	Number of Departmental Risk Registers evaluated by 31 May	Output	2	2 per annum	2	SM	N/A	1 (1)	N/A	1 (2)	1
TBC	SFA 5: Good Governance and Compliance	Implementation of the Directors Forum resolutions	Percentage of the Directors Forum Resolutions implemented in accordance with due dates	Output	84%	80% per annum	80%	SM	80%	80%	80%	80%	1
TBC	SFA 5: Good Governance and Compliance	Implementation of the Council resolutions	Percentage of the Council resolutions implemented, measured quarterly	Output	70%	70% per annum	70%	SM	70%	70%	70%	70%	1
TBC	SFA 5: Good Governance and Compliance	Raise / Collect Operating Budget revenue of the Directorate: Infrastructure Services as per the approved budget	Percentage of the Directorate: Infrastructure Services revenue raised / collected as per the approved budget by 30 June	Outcome	97%	96% per annum	96%	SM	25%	50%	75%	96%	2

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DIRECTOR: INFRASTRUCTURE SERVICES													
IDP/ Ref No.	Strategic Focus Area (SFA)	Indicator (Activity / Project / Programme / Key Initiative)	Unit of Measurement	Indicator type	Baseline (Actual 2024/25)	5-Year Target	2026/27	Funding Source	Service Delivery and Budget Implementation Plan (SDBIP 2026/27)				Weight
									Q1	Q2	Q3	Q4	
TBC	SFA 2 - Green and Sustainable Valley	Construction of Non-Motorised Transport (NMT) facilities within the Stellenbosch Municipal area	Number of kms of Non-Motorised Transport (NMT) facilities constructed within the Stellenbosch Municipal area by 30 June	Outcome	1 km	1 km per annum	1 km	SM	N/A	N/A	N/A	1	1
TBC	SFA 2 - Green and Sustainable Valley	Implementation of the Integrated Waste Management Plan	Number of Integrated Waste Management Plan progress reports submitted to the Municipal Manager, measured bi-annually	Outcome	2	2 per annum	2	SM	N/A	1 (1)	N/A	1 (2)	1
TBC	SFA 5: Good Governance and Compliance	Resolve formal complaints received (As captured on the customer care system)	Percentage of formal complaints resolved within 10 working days after the date of receipt (As captured on the customer care system)	Outcome	82.08%	90% per annum	90%	SM	90%	90%	90%	90%	1
TBC	SFA 5: Good Governance and Compliance	Implementation of the Directorate's actions as per the Audit General of South Africa (AGSA) Audit Action Plan	Percentage of the Directorate's actions as per the AGSA Audit Action Plan implemented by 30 June	Outcome	100%	100% per annum	100%	SM	N/A	N/A	50%	100%	1
TBC	SFA 5: Good Governance and Compliance	Implementation of succession planning initiatives	Number of succession planning initiatives implemented by 30 June	Output	New KPI	1 per annum	1	SM	N/A	N/A	N/A	1	1
TBC	SFA 5: Good Governance and Compliance	Attend Universal Access Policy meetings	Number of Universal Access Policy meetings attended, measured quarterly	Output	New KPI	4 per annum	4	SM	1 (1)	1 (2)	1 (3)	1 (4)	1
TBC	SFA 5: Good Governance and Compliance	Submission of personal development plans (PDPs) of identified personnel to the Sub-section: Skills Development	Number of personal PDPs of identified personnel submitted to the Sub-section: Skills Development by 30 September	Output	New KPI	7 per annum	7	SM	7	N/A	N/A	N/A	1
												Total	80

Director: Infrastructure Services
Mr Preshane Chandaka

Municipal Manager:
Ms Geraldine Mettler



Part 2: Competency Requirements (20%)

Ref	Leading and Core Competencies	(January) 1 st Assessment	(July) Final Assessment	Weights	Comments
2.1	Strategic direction and leadership			1.66%	
2.2	People management			1.66%	
2.3	Programme and project management			1.66%	
2.4	Financial management			1.66%	
2.5	Change leadership			1.67%	
2.6	Governance leadership			1.67%	
2.7	Moral competence			1.67%	
2.8	Planning and organising			1.67%	
2.9	Analysis and innovation			1.67%	
2.10	Knowledge and information management			1.67%	
2.11	Communication			1.67%	
2.12	Results and quality focus			1.67%	
Total				20%	

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Annexure B Competency Framework

DIRECTOR: INFRASTRUCTURE SERVICES

.....
Director: Infrastructure Services
Mr Preshane Chandaka

.....
Municipal Manager:
Ms Geraldine Mettler



CLUSTER :		LEADING COMPETENCIES					
COMPETENCY NAME :		Strategic Direction and Leadership					
COMPETENCY DEFINITION :		Provide and direct a vision for the institution, and inspire and deploy others to deliver on the strategic institutional mandate.					
ACHIEVEMENT LEVELS							
BASIC		COMPETENT		ADVANCED		SUPERIOR	
<ul style="list-style-type: none">Understands institutional and departmental strategic objectives, butlacks the ability to inspire others to achieve set mandate.		<ul style="list-style-type: none">Give direction to a team in realising the institution's strategic mandate and set objectives.		<ul style="list-style-type: none">Evaluate all activities to determine value and alignment to strategic intent.		<ul style="list-style-type: none">Structure and position the institution to local government priorities.	
<ul style="list-style-type: none">Describe how specific tasks link to institutional strategies but have limited influence in directing a strategy.		<ul style="list-style-type: none">Has a positive impact and influence on the morale, engagement and participation of team members.		<ul style="list-style-type: none">Display in-depth knowledge and understanding of strategic planning.		<ul style="list-style-type: none">Actively use in-depth knowledge and understanding to develop and implement a comprehensive institutional framework.	
<ul style="list-style-type: none">Has a basic understanding of institutional performance management, but lacks the ability to integrate systems into a collective whole.		<ul style="list-style-type: none">Develop action plans to execute and guide strategy.		<ul style="list-style-type: none">Align strategy and goals across all functional areas.		<ul style="list-style-type: none">Hold self-accountable for strategy execution and results.	
<ul style="list-style-type: none">Demonstrate basic understanding of key decision making.		<ul style="list-style-type: none">Assist in defining performance measures to monitor the progress and effectiveness of the institution.		<ul style="list-style-type: none">Actively define performance measures to monitor the progress and effectiveness of the institution.		<ul style="list-style-type: none">Provide impact and influence through building and maintaining strategic relationships.	
		<ul style="list-style-type: none">Displays an awareness of institutional structures and political factors.		<ul style="list-style-type: none">Consistently challenge strategic plans to ensure relevance.		<ul style="list-style-type: none">Create an environment that facilitates loyalty and innovation. Display a superior level of self-discipline and integrity in actions.	
		<ul style="list-style-type: none">Effectively communicate barriers to execution to relevant parties.		<ul style="list-style-type: none">Understand institutional structures and political factors, and the consequences of actions.		<ul style="list-style-type: none">Integrate various systems into a collective whole to optimise institutional performance management.	
		<ul style="list-style-type: none">Provide guidance to all stakeholders in the achievement of the strategic mandate.		<ul style="list-style-type: none">Empower others to follow the strategic direction and deal with complex situations.		<ul style="list-style-type: none">Uses understanding of competing interests to maneuver successfully to a win/win outcome.	
		<ul style="list-style-type: none">Understand the aim and objectives of the institution and relate it to own work.		<ul style="list-style-type: none">Guide the institution through complex and ambiguous concern.Use understanding of power relationships and dynamic tensions among key players to frame communications and develop strategies, positions and alliances.			

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Ms Geraldine Mettler



CLUSTER :	LEADING COMPETENCIES			
COMPETENCY NAME :	People Management			
COMPETENCY DEFINITION :	Effectively manage, inspire and encourage people, respect diversity, optimise talent and build and nurture relationships in order to achieve institutional objectives.			
ACHIEVEMENT LEVELS				
BASIC	COMPETENT	ADVANCED	SUPERIOR	
<ul style="list-style-type: none">● Participate in team goalsetting and problem solving.	<ul style="list-style-type: none">● Seek opportunities to increase team contribution and responsibility.	<ul style="list-style-type: none">● Identify ineffective team and work processes and recommend remedial interventions.	<ul style="list-style-type: none">● Develop and incorporate best practice people management processes, approaches and tools across the institution.	
<ul style="list-style-type: none">● Interact and collaborate with people of diverse backgrounds.	<ul style="list-style-type: none">● Respect and support the diverse nature of others and be aware of the benefits of a diverse approach.● Effectively delegate tasks and empower others to increase contribution and execute functions optimally.	<ul style="list-style-type: none">● Recognise and reward effective and desired behavior.● Provide mentoring and guidance to others in order to increase personal effectiveness.	<ul style="list-style-type: none">● Foster a culture of discipline, responsibility and accountability.● Understand the impact of diversity in performance and actively incorporate a diversity strategy in the institution.	
<ul style="list-style-type: none">● Aware of guidelines for employee development, but requires support in implementing development initiatives.	<ul style="list-style-type: none">● Apply relevant employee legislation fairly and consistently.● Effectively identify capacity requirements to fulfill the strategic mandate.	<ul style="list-style-type: none">● Identify development and learning needs within the team.● Inspire a culture of performance excellence by giving positive and constructive feedback to the team.● Achieve agreement or consensus in adversarial environments.● Lead and unite diverse teams across divisions to achieve institutional objectives.	<ul style="list-style-type: none">● Develop comprehensive integrated strategies and approaches to human capital development and management.● Actively identify trends and predict capacity requirements to facilitate unified transition and performance management.	

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CLUSTER :	LEADING COMPETENCIES			
COMPETENCY NAME :	Programme and Project Management			
COMPETENCY DEFINITION :	Able to understand program and project management methodology; plan, manage, monitor and evaluate specific activities in order to deliver on set objectives.			
ACHIEVEMENT LEVELS				
BASIC	COMPETENT	ADVANCED	SUPERIOR	
<ul style="list-style-type: none">Initiate projects after approval from higher authorities.Understand procedures of program and project management methodology, implications and stakeholder involvement.Understand the rational of projects in relation to the institution's strategic objectives.Document and communicate factors and risk associated with own work.Use results and approaches of successful project implementation as guide.	<ul style="list-style-type: none">Establish broad stakeholder involvement and communicate the project status and key milestones.Define the roles and responsibilities of the project team and create clarity around expectations.Find a balance between project deadline and the quality of deliverables.Identify appropriate project resources to facilitate the effective completion of the deliverables.Comply with statutory requirements and apply policies in a consistent manner.Monitor progress and use of resources and make needed adjustments to timelines, steps and resource allocation.	<ul style="list-style-type: none">Manage multiple programs and balance priorities and conflicts according to institutional goals.Apply effective risk management strategies through impact assessment and resource requirements.Modify project scope and budget when required without compromising the quality and objectives of the project.Involve top-level authorities and relevant stakeholders in seeking project buy-in.Identify and apply contemporary project management methodologyInfluence and motivate project team to deliver exceptional results.Monitor policy implementation and apply procedures to manage risks.	<ul style="list-style-type: none">Understand and conceptualise the long-term implications of desired project outcomes.Direct a comprehensive strategic macro and micro analysis and scope projects accordingly to realise institutional objectives.Influence people in positions of authority to implement outcomes of projectsLead and direct translation of policy into workable action plansEnsures that programs are monitored to track progress and optimal resource utilisation, and that adjustments are made as needed.	

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CLUSTER :	LEADING COMPETENCIES			
COMPETENCY NAME :	Change Leadership			
COMPETENCY DEFINITION :	Able to direct and initiate institutional transformation on all levels in order to successfully drive and implement new initiatives and deliver professional and quality services to the community.			
ACHIEVEMENT LEVELS				
BASIC	COMPETENT	ADVANCED	SUPERIOR	
<ul style="list-style-type: none">Display an awareness of change interventions and the benefits of transformation initiatives.Able to identify basic needs for change.	<ul style="list-style-type: none">Perform an analysis of the change impact on the social, political and economic environment.Maintain calm and focus during change.	<ul style="list-style-type: none">Actively monitor change impact and results and convey progress to relevant stakeholders.Secure buy-in and sponsorship for change initiatives.	<ul style="list-style-type: none">Sponsor change agents and create a network of change leaders who support the interventions.	
<ul style="list-style-type: none">Identify gaps between the current and desired state.Identify potential risk and challenges to transformation, including resistance to change factors.Participate in change programs and piloting change interventions.	<ul style="list-style-type: none">Able to assist team members during change and keep them focused on the deliverables.Volunteer to lead change efforts outside of own work team.	<ul style="list-style-type: none">Continuously evaluate change strategy and design and introduce new approaches to enhance the institution's effectiveness.Build and nurture relationships with various stakeholders to establish strategic alliance in facilitating change.	<ul style="list-style-type: none">Actively adapt current structures and processes to incorporate the change interventions.Mentor and guide team members on the effects of change, resistance factors and how to integrate change.	
<ul style="list-style-type: none">Understand the impact of change interventions on the institution within the broader scope of local government.	<ul style="list-style-type: none">Able to gain buy-in and approval for change from relevant stakeholders.Identify change readiness levels and assist in resolving resistance to change factors.Design change interventions that are aligned with the institution's strategic objectives and goals.	<ul style="list-style-type: none">Take the lead in impactful change programs.Benchmark change interventions against best change practices.Understand the impact and psychology of change and put remedial interventions in place to facilitate effective transformation.Take calculated risk and seek new ideas from best practice scenarios and identify the potential for implementation.	<ul style="list-style-type: none">Motivate and inspire others around change initiatives.	

Director: Infrastructure Services
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CLUSTER :	LEADING COMPETENCIES			
COMPETENCY NAME :	Financial Management			
COMPETENCY DEFINITION :	Able to compile, plan and manage budgets, control cash flow, institute financial risk management and administer procurement processes in accordance with recognised financial practices. Further to ensure that all financial transactions are managed in an ethical manner			
ACHIEVEMENT LEVELS				
BASIC	COMPETENT	ADVANCED	SUPERIOR	
<ul style="list-style-type: none">Understand basic financial concepts and methods as they relate to institutional processes and activitiesDisplay awareness into the various sources of financial data, reporting mechanisms, financial governance, processes and systemsUnderstand the importance of financial accountability	<ul style="list-style-type: none">Exhibit knowledge of general financial concepts, planning, budgeting and forecasting and how they interrelateAssess, identify and manage financial risks.Assume a cost-saving approach to financial management.Prepare financial reports based on specified formats.Consider and understand the financial implications of decisions and suggestions.Ensure that delegation and instructions as required by National Treasury guidelines are reviewed and updated.Identify and implement proper monitoring and evaluation practices to ensure appropriate spending against budget.	<ul style="list-style-type: none">Take active ownership of planning, budgeting and forecasting processes and provides credible answers to queries within own responsibility.Prepare budgets that are aligned to the strategic objectives of the institution.Address complex budgeting and financial management concerns.Put systems and processes in place to enhance the quality and integrity of financial management practices.Advise on policies and procedures regarding asset control.Promote National Treasury's regulatory framework for Financial Management.	<ul style="list-style-type: none">Develop planning tools to assist in evaluating and monitoring future expenditure trends.Set budget frameworks for the institution.Set strategic direction for the institution on expenditure and other financial processes.Build and nurture partnerships to improve financial management and achieve financial savings.Actively identify and implement new methods to improve asset control.Display professionalism in dealing with financial data and processes.	

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CLUSTER :	LEADING COMPETENCIES			
COMPETENCY NAME :	Governance Leadership			
COMPETENCY DEFINITION:	Able to promote, direct and apply professionalism in managing risk and compliance requirements and apply a thorough understanding of governance practices and obligations. Further, able to direct the conceptualisation of relevant policies and enhance cooperative governance relationships.			
ACHIEVEMENT LEVELS				
BASIC	COMPETENT	ADVANCED	SUPERIOR	
<ul style="list-style-type: none">• Display a basic awareness of risk, compliance and governance factors but require guidance and development in implementing such requirements.• Understand the structure of cooperative government but requires guidance on fostering workable relationships between stakeholders.	<ul style="list-style-type: none">• Display a thorough understanding of governance and risk and compliance factors and implement plans to address these.• Demonstrate understanding of the techniques and processes for optimising risk taking decisions within the institution.	<ul style="list-style-type: none">• Able to link risk initiatives into key institutional objectives and drivers.• Identify, analyse and measure risk, create valid risk forecasts and map risk profiles.• Apply risk control methodology and approaches to prevent and reduce risk that impede on the achievement of institutional objectives.• Demonstrate a thorough understanding of risk retention plans.• Identify and implement comprehensive risk management systems and processes.• Implement and monitor the formulation of policies, identify and analyse constraints and challenges with implementation and provide recommendations for improvement.	<ul style="list-style-type: none">• Demonstrate a high level of commitment in complying with governance requirements.• Implement governance and compliance strategy to ensure achievement of institutional objectives within the legislative framework.• Able to advise local government on risk management, best practice interventions and compliance management.• Able to forge positive relationships on cooperative governance level to enhance the effectiveness of local government.t• Able to shape, direct and drive the formulation of policies on a macro level.	
<ul style="list-style-type: none">• Provide input into policy formulation.	<ul style="list-style-type: none">• Actively drive policy formulation within the institution to ensure the achievement of objectives.			

Director: Infrastructure Services
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CLUSTER :	CORE COMPETENCIES			
COMPETENCY NAME :	Moral Competence			
COMPETENCY DEFINITION :	Able to identify moral triggers, apply reasoning that promotes honesty and integrity and consistently display behavior that reflects moral competence			
ACHIEVEMENT LEVELS				
BASIC	COMPETENT	ADVANCED	SUPERIOR	
<ul style="list-style-type: none">Realise the impact of acting with integrity, but requires guidance and development in implementing principles.Follow basic rules and regulations of the institution.	<ul style="list-style-type: none">Conduct self in alignment with the values of local government and the institution.Able to openly admit own mistakes and weaknesses and seek assistance from others when unable to deliver.Actively report fraudulent activity and corruption with local government.Understand and honor the confidential nature of matters without seeking personal gain.	<ul style="list-style-type: none">Identify, develop and apply measures of self-correction.Able to gain trust and respect through aligning actions with commitments.Make proposals and recommendations that are transparent and gain the approval of relevant stakeholders.Present values, beliefs and ideas that are congruent with the institution's rules and regulations.Takes an active stance against corruption and dishonesty when noted.Actively promote the value of the institution to internal and external stakeholders.Able to work in unity with a team and not seek personal gain.Apply universal moral principles consistently to achieve moral decisions.	<ul style="list-style-type: none">Create an environment conducive of moral practices.Actively develop and implement measures to combat fraud and corruption.Set integrity standards and shared accountability measures across the institution to support the objectives of local government.	
<ul style="list-style-type: none">Able to identify basic moral situations, but requires guidance and development in understanding and reasoning with moral intent.	<ul style="list-style-type: none">Able to deal with situations of conflict of interest promptly and in the best interest of local government.		<ul style="list-style-type: none">Take responsibility for own actions and decisions, even if the consequences are unfavorable.	

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CLUSTER :	CORE COMPETENCIES			
COMPETENCY NAME :	Planning and Organising			
COMPETENCY DEFINITION :	Able to plan, prioritise and organise information and resources effectively to ensure the quality of service delivery and build efficient contingency plans to manage risk.			
ACHIEVEMENT LEVELS				
BASIC	COMPETENT	ADVANCED	SUPERIOR	
<ul style="list-style-type: none">• Able to follow basic plans and organise tasks around set objectives.• Understand the process of planning and organising but requires guidance and development in providing detailed and comprehensive plans.• Able to follow existing plans and ensure that objectives are met.• Focus on short-term objectives in developing plans and actions	<ul style="list-style-type: none">• Actively and appropriately organise information and resources required for a task.• Recognise the urgency and importance of tasks.• Balance short and long-term plans and goals and incorporate into the team's performance objectives.• Schedule tasks to ensure they are performed within budget and with efficient use of time and resources.	<ul style="list-style-type: none">• Able to define institutional objectives, develop comprehensive plans, integrate and coordinate activities and assign appropriate resources for successful implementation.• Identify in advance required stages and actions to complete tasks.• Schedule realistic timelines, objectives and milestones for tasks and projects.• Produce clear, detailed and comprehensive plans to achieve institutional objectives.• Identify possible risk factors and design and implement appropriate contingency plans.• Adapt plans in light of changing circumstances.• Prioritise tasks and projects according to their relevant urgency and importance.	<ul style="list-style-type: none">• Focus on broad strategies and initiatives when developing plans and actions.• Able to protect and forecast short, medium and long term requirements of the institution and local government.• Translate policy into relevant projects to facilitate the achievement of institutional objectives.	
<ul style="list-style-type: none">• Arrange information and resources required for a task, but require further structure and organisation.	<ul style="list-style-type: none">• Measures progress and monitor performance results.			

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CLUSTER :	CORE COMPETENCIES			
COMPETENCY NAME :	Analysis and Innovation			
COMPETENCY DEFINITION :	Able to critically analyse information, challenges and trends to establish and implement fact-based solutions that are innovative to improve institutional processes in order to achieve key strategic objectives			
ACHIEVEMENT LEVELS				
BASIC	COMPETENT	ADVANCED	SUPERIOR	
<ul style="list-style-type: none">Understand the basic operation of analysis, but lack detail and thoroughness.Able to balance independent analysis with requesting assistance from others.Recommend new ways to perform tasks within own function.Propose simple remedial interventions that marginally challenges the status quo.Listen to the ideas and perspectives of others and explore opportunities to enhance such innovative thinking.	<ul style="list-style-type: none">Demonstrate logical problem solving techniques and approaches and provide rationale for recommendations.Demonstrate objectivity, insight and thoroughness when analysing problems.Able to break down complex problems into manageable parts and identify solutions.Consult internal and external stakeholders on opportunities to improve processes and service delivery.Clearly communicate the benefits of new opportunities and innovative solutions and stakeholders.Continuously identify opportunities to enhance internal processes.Identify and analyse opportunities conducive to innovative approaches and propose remedial intervention.	<ul style="list-style-type: none">Coaches team members on analytical and innovative approaches and techniques.Engage with appropriate individuals in analysing and resolving complex problems.Identify solutions on various areas in the institution.Formulate and implement new ideas throughout the institution.Able to gain approval and buy-in for proposed interventions from relevant stakeholders.Identify trends and best practices in process and service delivery and propose institutional application.Continuously engage in research to identify client needs.	<ul style="list-style-type: none">Demonstrate complex analytical and problem solving approaches and techniques.Create an environment conducive to analytical and fact-based problem solving.Analyse, recommend solutions and monitor trends in key challenges to prevent and manage occurrence.Create an environment that fosters innovative thinking and follows a learning organisation approach.Be a thought leader on innovative customer service delivery and process optimisation.Play an active role in sharing best practice solutions and engage in national and international local government seminars and conferences.	

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CLUSTER :	CORE COMPETENCIES			
COMPETENCY NAME :	Knowledge and Information Management			
COMPETENCY DEFINITION :	Able to promote the generation and sharing of knowledge and information through various processes and media, in order to enhance the collective knowledge base of local government			
ACHIEVEMENT LEVELS				
BASIC	COMPETENT	ADVANCED	SUPERIOR	
<ul style="list-style-type: none">Collect, categorise and track relevant information required for specific tasks and projects.	<ul style="list-style-type: none">Use appropriate information systems and technology to manage institutional knowledge and information sharing.	<ul style="list-style-type: none">Effectively predict future information and knowledge management requirements and systems.	<ul style="list-style-type: none">Create and support a vision and culture where team members are empowered to seek, gain and share knowledge and information.	
<ul style="list-style-type: none">Analyse and interpret information to draw conclusions.	<ul style="list-style-type: none">Evaluate data from various sources and use information effectively to influence decisions and provide solutions.	<ul style="list-style-type: none">Develop standards and processes to meet future knowledge management needs.	<ul style="list-style-type: none">Establish partnerships across local government to facilitate knowledge management.	
<ul style="list-style-type: none">Seek new sources of information to increase the knowledge base.	<ul style="list-style-type: none">Actively create mechanisms and structures for sharing information.	<ul style="list-style-type: none">Share and promote best-practice knowledge management across various institutions.	<ul style="list-style-type: none">Demonstrate a mature approach.	
<ul style="list-style-type: none">Regularly share information and knowledge with internal stakeholders and team members.	<ul style="list-style-type: none">Use external and internal resources to research and provide relevant and cutting-edge knowledge to enhance institutional effectiveness and efficiency.	<ul style="list-style-type: none">Establish accurate measures and monitoring systems for knowledge and information management.Create a culture conducive of learning and knowledge sharing.Hold regular knowledge and information sharing sessions to elicit new ideas and share best practice approaches.	<ul style="list-style-type: none">Recognise and exploit knowledge points in interactions with internal and external stakeholders.	

Director; Infrastructure Services
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CLUSTER :	CORE COMPETENCIES			
COMPETENCY NAME :	Communication			
COMPETENCY DEFINITION :	Able to share information, knowledge and ideas in a clear, focused and concise manner appropriate for the audience in order to effectively convey, persuade and influence stakeholders to achieve the desired outcome.			
ACHIEVEMENT LEVELS				
BASIC	COMPETENT	ADVANCED	SUPERIOR	
<ul style="list-style-type: none">• Demonstrate an understanding for communication levers and tools appropriate for the audience, but requires guidance in utilising such tools.• Express ideas in a clear and focused manner, but does not always take the audience into consideration.	<ul style="list-style-type: none">• Express ideas to individuals and groups in formal and informal settings in a manner that is interesting and motivating.• Able to understand, tolerate and appreciate diverse perspectives, attitudes and beliefs.• Adapt communication content and style to suit the audience and facilitate optimal information transfer.• Deliver content in a manner that gains support, commitment and agreement from relevant stakeholders.• Compile clear, focused, concise and well-structured written documents.	<ul style="list-style-type: none">• Effectively communicate high-risk and sensitive matters to relevant stakeholders.• Develop a well-defined communication strategy.• Balance political perspectives with institutional needs when communicating viewpoints on complex issues.• Able to effectively direct negotiations around complex.• Market and promote the institution to external stakeholders and seek to enhance a positive image of the institution.• Able to communicate with the media with high levels of moral competence and discipline.	<ul style="list-style-type: none">• Regarded as a specialist in negotiations and representing the institution.• Able to inspire and motivate others through positive communication that is impactful and relevant.• Creates an environment conducive to transparent and productive communication and critical appreciate conversations.• Able to coordinate negotiations at different levels within local government and externally.	
<ul style="list-style-type: none">• Disseminate and convey information and knowledge adequately.				

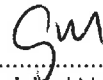
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Ms Geraldine Mettler



CLUSTER :	CORE COMPETENCIES			
COMPETENCY NAME :	Results and Quality Focus			
COMPETENCY DEFINITION :	Able to maintain high quality standards, focus on achieving results and objectives while consistently striving to exceed expectations and encourage others to meet quality standards. Further, to actively monitor and measure results and quality against identified objectives.			
ACHIEVEMENT LEVELS				
BASIC	COMPETENT	ADVANCED	SUPERIOR	
<ul style="list-style-type: none">Understand quality of work but requires guidance in attending to important matters.	<ul style="list-style-type: none">Focus on high-priority actions and does not become distracted by lower-priority activities.	<ul style="list-style-type: none">Consistently verify own standards and outcomes to ensure quality output.	<ul style="list-style-type: none">Coach and guide others to exceed quality standards and results.	
<ul style="list-style-type: none">Show a basic commitment to achieving the correct results.	<ul style="list-style-type: none">Display firm commitment and pride in achieving the correct results.	<ul style="list-style-type: none">Focus on the end result and avoids being distracted	<ul style="list-style-type: none">Develop challenging, client-focused goals and sets high standards for personal performance.	
<ul style="list-style-type: none">Produce the minimum level of results required in the role.	<ul style="list-style-type: none">Set quality standards and design processes and tasks around achieving set standards.	<ul style="list-style-type: none">Demonstrate a determined and committed approach to achieving results and quality standards.	<ul style="list-style-type: none">Commit to exceed the results and quality standards, monitor own performance and implement remedial interventions when required.	
<ul style="list-style-type: none">Produce outcomes that is of a good standard.	<ul style="list-style-type: none">Produce output of high quality.	<ul style="list-style-type: none">Follow task and projects through to completion.	<ul style="list-style-type: none">Work with team to set ambitious and challenging team goals, communicating long- and short term expectations.	
<ul style="list-style-type: none">Focus on the quantity of output but requires development in incorporating the quality of work.	<ul style="list-style-type: none">Able to balance the quantity and quality and quality of results in order to achieve objectives.	<ul style="list-style-type: none">Set challenging goals and objectives to self and team and display commitment to achieving expectations.	<ul style="list-style-type: none">Take appropriate risks to accomplish goals.	
<ul style="list-style-type: none">Produce quality work in general circumstances, but fails to meet expectation when under pressure.	<ul style="list-style-type: none">Monitors progress, quality of work and use of resources; provide status updates and make adjustments as needed.	<ul style="list-style-type: none">Maintain a focus on quality outputs when placed under pressure.	<ul style="list-style-type: none">Overcome setbacks and adjust action plans to realise goals.	
		<ul style="list-style-type: none">Establishing institutional systems for managing and assigning work, defining responsibilities, tracking, monitoring and measuring success, evaluating and valuing the work of the institution.	<ul style="list-style-type: none">Focus people on critical activities that yield a high impact.	


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Annexure C

Personal Development Plan

DIRECTOR: INFRASTRUCTURE SERVICES

.....
Director: Infrastructure Services
Mr Preshane Chandaka

.....
Municipal Manager:
Ms Geraldine Mettler



Skills Performance Gap	Outcomes Expected	Suggested training and / or development activity	Suggested mode of delivery	Suggested Time Frames	Work opportunity created to practice skill / development area	Support Person
1.	Coaching and Mentoring Artificial Intelligence					
2.						
3.						

Signed and accepted by the Employee



Date: 24/06/2028

Signed by the Municipal Manager on behalf of the Municipality



Date: 24/06/2026



STELLENBOSCH

STELLENBOSCH • PNIEL • FRANSCHHOEK

MUNISIPALITEIT • UMASIPALA • MUNICIPALITY

Performance Agreement

2026/27

Director:
Community and Protection Services

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PERFORMANCE AGREEMENT

MADE AND ENTERED INTO BY AND BETWEEN
STELLENBOSCH MUNICIPALITY AS HEREBY REPRESENTED BY:

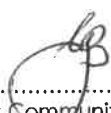
THE MUNICIPAL MANAGER
Ms Geraldine Mettler
(herein and after referred to as the Employer)

AND

DIRECTOR: COMMUNITY AND PROTECTION SERVICES
Mr Gary Boshoff
(herein and after referred to as the Employee)

FOR THE FINANCIAL YEAR:

01 JULY 2026 – 30 JUNE 2027


.....
Director: Community and Protection Services
Mr Gary Boshoff


.....
Municipal Manager:
Ms Geraldine Mettler



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Director: Community and Protection Services
Mr Gary Boshoff


.....
Municipal Manager:
Ms Geraldine Mettler



1. INTRODUCTION

- 1.1 The Employer, duly represented by **Ms Geraldine Mettler**, in her capacity as the Municipal Manager, has entered into a contract of employment with the Employee, **Mr Gary Boshoff**, in terms of section 57(1)(a) of the Local Government: Municipal Systems Act, 2000 (Act No. 32 of 2000) ("the Systems Act"). The Employer and the Employee are hereinafter referred to as "the Parties";
- 1.2 Section 57(1)(b) of the Systems Act, read with the Contract of Employment concluded between the parties, requires the Parties to conclude an annual performance agreement;
- 1.3 The Parties wish to ensure that they are clear about the goals to be achieved, and secure the commitment of the Employee to a set of outcomes that will promote local government policy goals;
- 1.4 The Parties wish to ensure that there is compliance with Sections 57(4B) and 57(5) of the Systems Act;
- 1.5 In this Agreement, the following terms will have the meaning ascribed thereto:
 - 1.5.1 "this Agreement" – means the performance agreement between the Employer and the employee and the Annexures thereto;
 - 1.5.2 "the **Municipal Manager**" – means the Municipal Manager of the Municipality appointed in terms of Section 54(A) of the Systems Act;
 - 1.5.3 "the Employee" means the **Director: Community and Protection Services** appointed in terms of Section 56 of the Systems Act;
 - 1.5.4 "the Employer" means **Stellenbosch Municipality**; and
 - 1.5.5 "the Parties" means the Employer and Employee.

2. PURPOSE OF THIS AGREEMENT

- 2.1 To comply with the provisions of Section 57(1)(b), (4B) and (5) of the Systems Act as well as the Contract of Employment entered into between the Parties;
- 2.2 To specify objectives and targets established for the Employee and to communicate to the Employee the Employer's expectations of the Employee's performance targets and accountabilities;
- 2.3 To specify accountabilities as set out in the Performance Plan (Annexure A);
- 2.4 To monitor and measure performance against set targeted outputs and outcomes;
- 2.5 To establish a transparent and accountable working relationship;


.....
Director: Community and Protection Services
Mr Gary Boshoff


.....
Municipal Manager:
Ms Geraldine Mettler



- 2.6 To appropriately reward the employee in accordance with section 11 of this agreement; and
- 2.7 To give effect to the Employer's commitment to a performance-orientated relationship with the Employee in attaining improved service delivery.

3. COMMENCEMENT AND DURATION

- 3.1 This Agreement will commence on **01 July 2026** and will remain in force until **30 June 2027**, whereafter a new Performance Agreement shall be concluded between the parties for the next financial year or any portion thereof;
- 3.2 The Parties will conclude a new Performance Agreement that replaces this Agreement at least once a year by not later than 31 July of the succeeding financial year;
- 3.3 This Agreement will terminate on the termination of the Employee's contract of employment for any reason; and
- 3.4 The content of this Agreement may be revised at any time during the abovementioned period to determine the current applicability of the matters previously agreed upon.

4. PERFORMANCE OBJECTIVES

- 4.1 The Performance Plan (Annexure A) sets out –
 - 4.1.1 The performance objectives and targets that must be met by the Employee;
 - 4.1.2 The time frames within which those performance objectives and targets must be met; and
 - 4.1.3 The core competency requirements (Annexure B – definitions) as the management skills regarded as critical to the position held by the Employee.
- 4.2 The performance objectives and targets reflected in Annexure A are set by the Employer in consultation with the Employee and based on the Integrated Development Plan, Service Delivery and Budget Implementation Plan (SDBIP) and the Budget of the Employer, and shall include:
 - 4.2.1 Key objectives that describe the main tasks that need to be done;
 - 4.2.2 Key performance indicators (KPIs) that provide the details of the evidence that must be provided to show that a key objective has been achieved;
 - 4.2.3 Target dates that describe the timeframe in which the targets must be achieved; and


Director: Community and Protection Services
Mr Gary Boshoff


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Ms Geraldine Mettler



- 4.2.4 Weightings showing the relative importance of the key objectives to each other.
- 4.3 The Personal Development Plan (Annexure C) sets out the Employee's personal development requirements in line with the objectives and targets of the Employer; and
- 4.4 The Employee's performance will, in addition, be measured in terms of contributions to the goals and strategies set out in the Employer's Integrated Development Plan.

5. PERFORMANCE MANAGEMENT SYSTEM

- 5.1 The Employee agrees to participate in the performance management system that the Employer has adopted for the employees of the Employer;
- 5.2 The Employee accepts that the purpose of the performance management system will be to provide a comprehensive system with specific performance standards to assist the employees and service providers in performing to the standards required;
- 5.3 The Employer will consult the Employee about the specific performance standards and targets that will be included in the performance management system applicable to the Employee;
- 5.4 The Employee undertakes to actively focus on the promotion and implementation of the Strategic Focus Areas (SFAs) (including special projects relevant to the employee's responsibilities) within the local government framework;
- 5.5 The criteria upon which the performance of the Employee shall be assessed shall consist of two components, SFAs and Competency Framework requirements as per the Local Government: Regulations on Appointment and Conditions of Employment of Senior Managers, both of which shall be contained in the Performance Agreement;
- 5.6 The Employee's assessment will be based on his performance in terms of the outputs / outcomes (KPIs) identified as per the attached Performance Plan (Annexure A), which are linked to the SFAs applicable to the Employee and will constitute 80% of the overall assessment result as per the weightings agreed to between the Employer and Employee.

Table 1: Strategic Focus Areas

Strategic Focus Areas	
SFA 1 - Valley of Possibility	
SFA 2 - Green and Sustainable Valley	
SFA 3 - Safe Valley	
SFA 4 - Dignified Living	
SFA 5 - Good Governance and Compliance	


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- 5.7 The competency requirements for senior managers as per Regulation 9 of Local Government: Regulations on Appointment and Conditions of Employment of Senior Managers will make up the other 20% of the Employee's assessment score. The competencies will be assessed every six (6) months (January and July).

Table 2: Leading and Core Competencies

Leading and Core Competencies		
1.	Strategic Direction and Leadership	<ul style="list-style-type: none"> Impact and influence Institutional performance management Strategic planning and management Organisational awareness
2.	People management	<ul style="list-style-type: none"> Human capital planning and development Diversity management Employee relations management Negotiation and dispute management
3.	Programme and project management	<ul style="list-style-type: none"> Programme and project planning and implementation Service delivery management Programme and project monitoring and evaluation
4.	Financial management	<ul style="list-style-type: none"> Budget planning and execution Financial strategy and delivery Financial reporting and delivery
5.	Change leadership	<ul style="list-style-type: none"> Change vision and strategy Process design and improvement Change impact monitoring and evaluation
6.	Governance leadership	<ul style="list-style-type: none"> Policy formulation Risk and compliance management Cooperative Governance
7.	Moral competence	<ul style="list-style-type: none"> Core Competency
8.	Planning and organising	<ul style="list-style-type: none"> Core Competency
9.	Analysis and innovation	<ul style="list-style-type: none"> Core Competency
10.	Knowledge and information management	<ul style="list-style-type: none"> Core Competency
11.	Communication	<ul style="list-style-type: none"> Core Competency
12.	Results and quality focus	<ul style="list-style-type: none"> Core Competency

6. PERFORMANCE ASSESSMENT

- 6.1 The Performance Plan (Annexure A) to this Agreement sets out –
- 6.1.1 The standards and procedures for evaluating the Employee's performance; and
- 6.1.2 The intervals for the evaluation of the Employee's performance.
- 6.2 Despite the establishment of agreed intervals for evaluation, the Employer may, in addition, review the Employee's performance at any stage while the contract of employment remains in force;

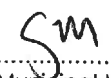
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Director: Community and Protection Services
Mr Gary Boshoff

.....
Municipal Manager:
Ms Geraldine Mettler



- 6.3 Personal growth and development needs identified during any performance review discussion must be documented in a Personal Development Plan, as well as the actions agreed to, and implementation must take place within set time frames;
- 6.4 The Employee's performance will be measured in terms of contributions to the goals and strategies set out in the Employer's Integrated Development Plan (IDP) as described in 6.6 – 6.12 below;
- 6.5 The Employee will submit quarterly performance reports (SDBIP) and a comprehensive annual performance report at least one week before the performance assessment meetings to the Evaluation Panel Chairperson for distribution to the panel members for preparation purposes;
- 6.6 Assessment of the achievement of results as outlined in the performance plan:
- 6.6.1 Each KPI or group of KPIs shall be assessed according to the extent to which the specified standards or performance targets have been met, and with due regard to ad-hoc tasks that had to be performed under the KPI;
- 6.6.2 A rating on the five-point scale shall be provided for each KPI or group of KPIs, which will then be multiplied by the weighting to calculate the final score;
- 6.6.3 The Employee will submit their self-evaluation to the Employer before the formal assessment;
- 6.6.4 In the instance where the employee could not perform due to reasons outside the control of the employer and employee, the KPI will not be considered during the evaluation. The employee should provide sufficient evidence in such instances; and
- 6.6.5 An overall score will be calculated based on the total of the scores calculated above.
- 6.7 Assessment of the Competencies:
- 6.7.1 Each Competency shall be assessed in terms of the description provided in (Annexure B);
- 6.7.2 A rating shall be provided for each Competency, which will then be multiplied by the weighting to calculate the final score; and
- 6.7.3 An overall score will be calculated based on the total of the scores calculated above.
- 6.8 Overall rating
- 6.8.1 An overall rating is calculated by adding the overall scores as calculated in 6.6.5 and 6.7.3 above; and


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Director, Community and Protection Services
Mr Gary Boshoff


.....
Municipal Manager:
Ms Geraldine Mettler



6.8.2 Such an overall rating represents the outcome of the performance appraisal.

6.9 The assessment of the performance of the Employee will be based on the following rating scales for SFAs and Competencies respectively:

6.9.1 Rating scale for SFAs - as mentioned in paragraph 5.6:

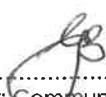
Table 3: Performance rating scale

Level	Terminology	Description
5	Outstanding performance	Performance far exceeds the standard expected of an employee at this level. The appraisal indicates that the Employee has achieved above fully effective results against all performance criteria and indicators as specified in the PA and Performance plan and maintained this in all areas of responsibility throughout the year.
4	Performance significantly above expectations	Performance is significantly higher than the standard expected in the job. The appraisal indicates that the Employee has achieved above fully effective results against more than half of the performance criteria and indicators, and fully achieved all others throughout the year.
3	Fully effective	Performance fully meets the standards expected in all areas of the job. The appraisal indicates that the Employee has achieved effective results against all significant performance criteria and indicators specified in the PA and Performance Plan.
2	Not fully effective	Performance is below the standard required for the job in key areas. Performance meets some of the standards expected for the job. The review / assessment indicates that the employee has achieved below fully effective results against more than half of the key performance criteria and indicators as specified in the PA and Performance Plan.
1	Unacceptable performance	Performance does not meet the standard expected for the job. The review / assessment indicates that the employee has achieved below fully effective results against almost all the performance criteria and indicators as specified in the PA and Performance Plan. The employee has failed to demonstrate the commitment or ability to bring performance up to the level expected in the job despite management efforts to encourage improvement.

6.9.2 Rating scale for Competencies -as mentioned in paragraph 5.7:

Table 4: Rating scale for Competencies

Level	Achievement Levels	Description
5	Superior	Has a comprehensive understanding of local government operations, critical in shaping strategic direction and change, develops, and applies comprehensive concepts and methods.
4	Advanced	Develops and applies complex concepts, methods and understanding. Effectively directs and leads a group and executes in-depth analyses.


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Level	Achievement Levels	Description
3	Competent	Develops and applies more progressive concepts, methods and understanding. Plans and guides the work of others and executes progressive analyses.
2	Basic	Applies basic concepts, methods, and understanding of local government operations, but requires supervision and development intervention.
1	Sub Standard	Applies little to no basic concepts, methods, and understanding of local government operations.

6.10 For purposes of evaluating the performance of the Employee for the year-end reviews, an evaluation panel constituted of the following persons will be established–

6.10.1 Municipal Manager;

6.10.2 Municipal Manager from another municipality;

6.10.3 Chairperson of the Performance Audit Committee or, in his / her absence thereof, the Chairperson of the Audit Committee; and

6.10.4 The Member of the Mayoral Committee (Portfolio Chairperson).

6.11 The Municipal Manager will evaluate the performance of the Employee as at the end of the 1st, and 3rd quarters; and

6.12 The Municipal Manager will give performance feedback to the Employee within five (5) working days after each quarterly and annual assessment meeting.

7. SCHEDULE FOR PERFORMANCE REVIEWS

7.1 The performance of the Employee in relation to his performance agreement shall be reviewed on the following dates.

Table 5: Schedule for performance reviews

Quarter	Review Period	Review to be completed by
1	July - September	October / November 2026 (Informal)
2	October – December	January / February 2027 (Formal)
3	January – March	April / May 2027 (Informal)
4	April - June	After the receipt of the AGSA's Management Report

7.2 The Employer shall keep a record of the mid-year and year-end assessment meetings;

7.3 Performance feedback shall be based on the Employer's assessment of the Employee's performance;

7.4 The Employer will be entitled to review and make reasonable changes to the provisions of Annexure A from time to time for operational reasons. The Employee will be fully consulted before any such change is made; and

.....
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Mr Gary Boshoff

.....
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Ms Geraldine Mettler



- 7.5 The Employer may amend the provisions of Annexure A whenever the performance management system is adopted, implemented, and / or amended, as the case may be. In that case, the Employee will be fully consulted before any such change is made.

8. DEVELOPMENTAL REQUIREMENTS

- 8.1 The Personal Development Plan (PDP) for addressing developmental gaps is attached as Annexure C. Such a Plan may be implemented and / or amended as the case may be after each assessment. In that case, the Employee will be fully consulted before any such change or plan is made.

9. OBLIGATIONS OF THE EMPLOYER

- 9.1 The Employer shall-
- 9.1.1 Create an enabling environment to facilitate effective performance by the Employee;
 - 9.1.2 Provide access to skills development and capacity-building opportunities;
 - 9.1.3 Work collaboratively with the Employee to solve problems and generate solutions to common problems that may impact the performance of the Employee;
 - 9.1.4 On the request of the Employee, delegate such powers reasonably required by the Employee to enable him to meet the performance objectives and targets established in terms of this Agreement; and
 - 9.1.5 Make available to the Employee such resources as the Employee may reasonably require from time to time, assisting him to meet the performance objectives and targets established in terms of this Agreement.

10. CONSULTATION

- 10.1 The Employer agrees to consult the Employee timeously where the exercising of its powers will have amongst others-
- 10.1.1 A direct effect on the performance of any of the Employee's functions;
 - 10.1.2 Commit the Employee to implement or to give effect to a decision made by the Employer; and
 - 10.1.3 A substantial financial effect on the Employer.
- 10.2 The Employer agrees to inform the Employee of the outcome of any decisions taken pursuant to the exercise of powers contemplated in clause 12.1 as soon as is practicable to enable the Employee to take any necessary action without delay.

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Director, Community and Protection Services
Mr Gary Boshoff

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Municipal Manager:
Ms Geraldine Mettler

**11. REWARD**

- 11.1 The evaluation of the Employee's performance will form the basis for rewarding outstanding performance or correcting unacceptable performance;
- 11.2 The payment of the performance bonus is determined by the performance score obtained during the 4th quarter and as informed by the quarterly performance assessments;
- 11.3 A performance bonus of between 5% to 14% of the all-inclusive annual remuneration package may be paid to the Employee in recognition of outstanding performance to be constituted as follows:

Table 6: Performance bonus calculations

Performance Rating		Bonus Calculation
0% - 64%	Poor Performance	0% of the total package
65% - 69%	Average Performance	5% of the total package
70% - 74%	Fair Performance	9% of the total package
75% - 79%	Good Performance	11% of the total package
80% - 100%	Excellent Performance	14% of the total package

- 11.4 In the event of the Employee terminating his services during the validity period of this Agreement, the Employee's performance will be evaluated for the portion during which he was employed, and he will be entitled to a pro-rata performance bonus based on his evaluated performance for the period of actual service; and
- 11.5 The Employer will submit the total score of the annual assessment and of the Employee, to the full Council for purposes of recommending the bonus allocation.

12. MANAGEMENT OF EVALUATION OUTCOMES

- 12.1 Where the Employer is, at any time during the Employee's employment, not satisfied with the Employee's performance with respect to any matter dealt with in this Agreement, the Employer will give notice to the Employee to attend a meeting;
- 12.2 The Employee will have the opportunity at the meeting to satisfy the Employer of the measures being taken to ensure that his performance becomes satisfactory and any programme, including any dates, for implementing these measures;
- 12.3 Where there is a dispute or difference as to the performance of the Employee under this Agreement, the Parties will confer with a view to resolving the dispute or difference; and
- 12.4 In the case of unacceptable performance, the Employer shall –
- 12.4.1 Provide systematic remedial or developmental support to assist the Employee to improve his performance; and

.....
 Director, Community and Protection Services
Mr Gary Boshoff

.....
 Municipal Manager:
Ms Geraldine Mettler



- 12.4.2 After appropriate performance counselling and having provided the necessary guidance and / or support as well as a reasonable time for improvement in performance, the Employer may consider steps to terminate the contract of employment of the Employee on grounds of unfitness or incapacity to carry out his or her duties.

13. DISPUTE RESOLUTION

- 13.1 If the Employee is dissatisfied with any decision or action of the Employer in terms of this Agreement, or where a dispute or difference arises as to the extent to which the Employee has achieved the performance objectives and targets established in terms of this Agreement, the Employee may, within 3 (three) business days, meet with the Employer with a view to resolving the issue. The Employer will record the outcome of the meeting in writing;
- 13.2 If the Parties cannot resolve the issues within 10 (ten) business days, an independent arbitrator, acceptable to both parties, shall be appointed to resolve the matter within 30 (thirty) business days; and
- 13.3 If the mediation process contemplated above fails, the relevant clause of the Contract of Employment, together with the relevant laws and regulations, shall apply.

14. GENERAL

- 14.1 The contents of this agreement and the outcome of any review conducted in terms of Annexure A may be made available to the public by the Employer; and
- 14.2 Nothing in this agreement diminishes the obligations, duties, or accountabilities of the Employee in terms of his contract of employment, or the effects of existing or new regulations, circulars, policies, directives, or other instruments.


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Director: Community and Protection Services
Mr Gary Boshoff


.....
Municipal Manager:
Ms Geraldine Mettler



MEMBER OF MAYORAL COMMITTEE

(Portfolio: Community Development
and Protection Services)

Cllr S Heneke

MEMBER OF MAYORAL COMMITTEE

(Portfolio: Parks, Open Spaces, and Environment)

Cllr J Williams

MEMBER OF MAYORAL COMMITTEE

(Portfolio: Sport, Youth, and Culture)

Cllr J N Olayi



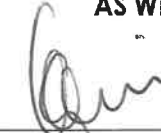
Thus, done and signed at Stellenbosch on the 24th day of June 2026.



DIRECTOR: COMMUNITY AND PROTECTION SERVICES

AS WITNESSES:

1.



2.



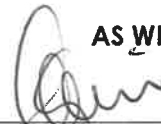
Thus, done and signed at Stellenbosch on the 24th day of June 2026.



MUNICIPAL MANAGER

AS WITNESSES:

1.



2.




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Director: Community and Protection Services
Mr Gary Boshoff


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Municipal Manager:
Ms Geraldine Mettler



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Annexure A

Performance Plan

DIRECTOR: COMMUNITY AND PROTECTION SERVICES

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Director: Community and Protection Services
Mr Gary Boshoff

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Municipal Manager:
Ms Geraldine Mettler

**The Performance Plan sets out:**

- Key Performance Areas that the employee should focus on, performance objectives, key performance indicators and targets that must be met within a specific timeframe; and
- The Competencies required from employees are prescribed in the Regulations on the appointment and conditions of employment of senior managers, R21 of 2014.

KEY PERFORMANCE INDICATORS

The key performance areas, performance objectives, key performance indicators and targets that must be met within the agreed timeframe are described below. The assessment of these performance indicators will account for 80% (**eighty per cent**) of the total employee assessment score.

Part 1: Implementation of the Service Delivery and Budget Implementation Plan (80%)

DIRECTOR: COMMUNITY AND PROTECTION SERVICES													
IDP/ Ref No.	Strategic Focus Area (SFA)	Indicator (Activity / Project / Programme / Key Initiative)	Unit of Measurement	Indicator type	Baseline (Actual 2024/25)	5-Year Target	2026/27	Funding Source	Service Delivery and Budget Implementation Plan (SDBIP 2026/27)				Weight
									Q1	Q2	Q3	Q4	
TBC	SFA 5: Good Governance and Compliance	Effective Management and Functional Supervision of the Department: Protection Services	Percentage of indicators of the Department: Protection Services achieved, measured quarterly	Outcome	65.03%	80%per annum	80%	SM	80%	80%	80%	80%	4
TBC	SFA 5: Good Governance and Compliance	Effective Management and Functional Supervision of the Department: Community Services	Percentage of indicators of the Department: Community Services achieved, measured quarterly	Outcome	57.95%	80% per annum	80%	SM	80%	80%	80%	80%	4

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Director: Community and Protection Services
Mr Gary Boshoff

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Municipal Manager:
Ms Geraldine Mettler



DIRECTOR: COMMUNITY AND PROTECTION SERVICES													
IDP/ Ref No.	Strategic Focus Area (SFA)	Indicator (Activity / Project / Programme / Key Initiative)	Unit of Measurement	Indicator type	Baseline (Actual 2024/25)	5-Year Target	2026/27	Funding Source	Service Delivery and Budget Implementation Plan (SDBIP 2026/27)				Weight
									Q1	Q2	Q3	Q4	
TBC	SFA 5: Good Governance and Compliance	Effective Management and Functional Supervision of the Section: Community Development	Percentage of indicators of the Section: Community Development achieved, measured quarterly	Outcome	91.43%	80% per annum	80%	SM	80%	80%	80%	80%	4
KPI024	SFA 3: Safe Valley	Submission of the revised Disaster Management Plan to the Municipal Manager	Number of revised Disaster Management Plans submitted to the Municipal Manager by 31 March	Output	1	1 per annum	1	SM	N/A	N/A	1	N/A	2
KPI025	SFA 3: Safe Valley	Submission of the revised Safety and Security Plan to the Municipal Manager	Number of revised Safety and Security Plans submitted to the Municipal Manager by 30 April	Output	1	1 per annum	1	SM	N/A	N/A	N/A	1	2
KPI026	SFA 3: Safe Valley	Submission of the revised Traffic Management Plan to the Municipal Manager	Number of revised Traffic Management Plans submitted to the Municipal Manager by 31 March	Output	1	1 per annum	1	SM	N/A	N/A	1	N/A	2
TBC	SFA 5: Good Governance and Compliance	Implementation of the Mayoral Outcomes in the Integrated Development Plan (IDP) for the 2026/27 financial year	Percentage of the Mayoral Outcomes in the IDP for the 2026/27 financial year implemented by 30 June	Outcome	78.77%	80% per annum	80%	SM	80%	80%	80%	80%	2
TBC	SFA 5: Good Governance and Compliance	Implementation of the Portfolio: Community Development and Protection Services' Outcomes in the Integrated Development Plan (IDP) for the 2026/27 financial year	Percentage of the Portfolio: Community Development and Protection Services' Outcomes in the IDP for the 2026/27 financial year implemented by 30 June	Outcome	New KPI	80% per annum	80%	SM	80%	80%	80%	80%	2

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Director: Community and Protection Services
Mr Gary Boshoff

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Municipal Manager:
Ms Geraldine Mettler



DIRECTOR: COMMUNITY AND PROTECTION SERVICES

IDP/ Ref No.	Strategic Focus Area (SFA)	Indicator (Activity / Project / Programme / Key Initiative)	Unit of Measurement	Indicator type	Baseline (Actual 2024/25)	5-Year Target	2026/27	Funding Source	Service Delivery and Budget Implementation Plan (SDBIP 2026/27)				Weight
									Q1	Q2	Q3	Q4	
TBC	SFA 5: Good Governance and Compliance	Implementation of the Portfolio: Youth, Sport, and Culture's Outcomes in the Integrated Development Plan (IDP) for the 2026/27 financial year	Percentage of the Portfolio: Youth, Sport, and Culture's Outcomes in the IDP for the 2026/27 financial year implemented by 30 June	Outcome	74.77%	80% per annum	80%	SM	80%	80%	80%	80%	2
TBC	SFA 5: Good Governance and Compliance	Implementation of the Portfolio: Parks, Open Spaces and Environment Outcomes in the Integrated Development Plan (IDP) for the 2026/27 financial year	Percentage of the Portfolio: Parks, Open Spaces and Environment Outcomes in the IDP for the 2026/27 financial year implemented by 30 June	Outcome	New KPI	80% per annum	80%	SM	80%	80%	80%	80%	2
TBC	SFA 5: Good Governance and Compliance	Implementation of the Municipal Manager's Outcomes in the Integrated Development Plan (IDP) for the 2026/27 financial year	Percentage of the Municipal Manager's Outcomes in the IDP for the 2026/27 financial year implemented by 30 June	Outcome	54.11%	80% per annum	80%	SM	80%	80%	80%	80%	2
TBC	SFA 5: Good Governance and Compliance	Spend the Directorate: Community and Protection Services' approved Capital Budget	Percentage of the approved Capital Budget of the Directorate: Community and Protection Services actually spent by 30 June	Input	87.12%	90% per annum	90%	SM	10%	30%	60%	90%	20
TBC	SFA 5: Good Governance and Compliance	Submission of the final bid specifications for all capital projects to the Bid Specification Committee (BSC) (2027/28)	Percentage of the final bid specifications for all capital projects submitted to the BSC by 30 June (50% by 31 March 2027 and 100% by 30 June 2027 for the 2027/28 financial year)	Output	100%	100% per annum	100%	SM	N/A	N/A	50%	100%	2
TBC	SFA 5: Good Governance and Compliance	Submission of detailed procurement needs for all operational projects to the Supply Chain Management (SCM) Department	Number of quarterly detailed procurement needs submitted to the SCM Department within 10 days before the start of the quarter	Output	4	4 per annum	4	SM	1 (1)	1 (2)	1 (3)	1 (4)	2

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DIRECTOR: COMMUNITY AND PROTECTION SERVICES													
IDP/ Ref No.	Strategic Focus Area (SFA)	Indicator (Activity / Project / Programme / Key Initiative)	Unit of Measurement	Indicator type	Baseline (Actual 2024/25)	5-Year Target	2026/27	Funding Source	Service Delivery and Budget Implementation Plan (SDBIP 2026/27)				Weight
									Q1	Q2	Q3	Q4	
TBC	SFA 5: Good Governance and Compliance	Conclude performance plans with all identified personnel	Number of performance plans concluded with all identified personnel by 30 July	Output	3	4 per annum	4	SM	4	N/A	N/A	N/A	2
TBC	SFA 5: Good Governance and Compliance	Conduct annual performance evaluations with all identified personnel	Number of annual performance evaluations conducted with all identified personnel by 31 August	Output	6	4 per annum	4	SM	4	N/A	N/A	N/A	1
TBC	SFA 5: Good Governance and Compliance	Conduct mid-year annual performance evaluations with all identified personnel	Number of mid-year annual performance evaluations conducted with all identified personnel by 31 January	Output	New KPI	4 per annum	4	SM	N/A	N/A	4	N/A	1
TBC	SFA 5: Good Governance and Compliance	Develop an Annual Departmental Risk Register	Number of Annual Departmental Risk Registers developed by 31 July	Output	1	1 per annum	1	SM	1	N/A	N/A	N/A	2
TBC	SFA 5: Good Governance and Compliance	Evaluation of the Departmental Risk Register	Number of Departmental Risk Registers evaluated by 31 May	Output	3	2 per annum	2	SM	N/A	1 (1)	N/A	1 (2)	2
TBC	SFA 5: Good Governance and Compliance	Implementation of the Directors Forum resolutions	Percentage of the Directors Forum Resolutions implemented in accordance with due dates	Output	81.13%	80% per annum	80%	SM	80%	80%	80%	80%	2
TBC	SFA 5: Good Governance and Compliance	Implementation of the Council resolutions	Percentage of the Council resolutions implemented, measured quarterly	Output	70%	70% per annum	70%	SM	70%	70%	70%	70%	2
TBC	SFA 3 - Safe Valley	Spend the allocated CCTV camera budget	Percentage of the allocated CCTV Cameras budget actually spend by 30 June	Output	54.50%	90% per annum	90%	SM	10%	30%	60%	90%	2

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DIRECTOR: COMMUNITY AND PROTECTION SERVICES													
IDP/ Ref No.	Strategic Focus Area (SFA)	Indicator (Activity / Project / Programme / Key Initiative)	Unit of Measurement	Indicator type	Baseline (Actual 2024/25)	5-Year Target	2026/27	Funding Source	Service Delivery and Budget Implementation Plan (SDBIP 2026/27)				Weight
									Q1	Q2	Q3	Q4	
TBC	SFA 5: Good Governance and Compliance	Raise / Collect Operating Budget revenue of the Department: Community and Protection Services as per the approved budget	Percentage of the Department: Community and Protection Services revenue raised / collected as per the approved budget by 30 June	Outcome	87.97%	96% per annum	96%	SM	25%	50%	75%	96%	2
TBC	SFA 3 - Safe Valley	Implementation of the Safety Plan	Percentage of actions implemented for the 2026/27 financial year as per the Safety Plan by 30 June	Outcome	98%	90% per annum	90%	SM	5%	30%	60%	90%	3
TBC	SFA 5: Good Governance and Compliance	Implementation of the Sport Facilities Management Plan	Percentage of actions implemented for the 2026/27 financial year as per the Sport Facilities Management Plan by 30 June	Outcome	96.25%	90% per annum	90%	SM	5%	30%	60%	90%	2
TBC	SFA 5: Good Governance and Compliance	Implementation of the Directorate's actions as per the Audit General of South Africa (AGSA) Audit Action Plan	Percentage of the Directorate's actions as per the AGSA Audit Action Plan implemented by 30 June	Outcome	100%	100% per annum	100%	SM	N/A	N/A	50%	100%	3
TBC	SFA 5: Good Governance and Compliance	Implementation of succession planning initiatives	Number of succession planning initiatives implemented by 30 June	Output	New KPI	1 per annum	1	SM	N/A	N/A	N/A	1	2
TBC	SFA 5: Good Governance and Compliance	Attend Universal Access Policy meetings	Number of Universal Access Policy meetings attended, measured quarterly	Output	New KPI	4 per annum	4	SM	1 (1)	1 (2)	1 (3)	1 (4)	1

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DIRECTOR: COMMUNITY AND PROTECTION SERVICES													
IDP/ Ref No.	Strategic Focus Area (SFA)	Indicator (Activity / Project / Programme / Key Initiative)	Unit of Measurement	Indicator type	Baseline (Actual 2024/25)	5-Year Target	2026/27	Funding Source	Service Delivery and Budget Implementation Plan (SDBIP 2026/27)				Weight
									Q1	Q2	Q3	Q4	
TBC	SFA 5: Good Governance and Compliance	Submission of personal development plans (PDPs) of identified personnel to the Sub- section: Skills Development	Number of personal PDPs of identified personnel submitted to the Sub-section: Skills Development by 30 September	Output	New KPI	4 per annum	4	SM	4	N/A	N/A	N/A	1
												Total	80


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Part 2: Competency Requirements (20%)

Ref	Leading and Core Competencies	(January) 1 st Assessment	(July) Final Assessment	Weights	Comments
2.1	Strategic direction and leadership			1.66%	
2.2	People management			1.66%	
2.3	Programme and project management			1.66%	
2.4	Financial management			1.66%	
2.5	Change leadership			1.67%	
2.6	Governance leadership			1.67%	
2.7	Moral competence			1.67%	
2.8	Planning and organising			1.67%	
2.9	Analysis and innovation			1.67%	
2.10	Knowledge and information management			1.67%	
2.11	Communication			1.67%	
2.12	Results and quality focus			1.67%	
Total				20%	

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Annexure B

Competency Framework

DIRECTOR: COMMUNITY AND PROTECTION SERVICES

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CLUSTER :		LEADING COMPETENCIES			
COMPETENCY NAME :		Strategic Direction and Leadership			
COMPETENCY DEFINITION :		Provide and direct a vision for the institution, and inspire and deploy others to deliver on the strategic institutional mandate.			
ACHIEVEMENT LEVELS					
BASIC		COMPETENT	ADVANCED	SUPERIOR	
<ul style="list-style-type: none">Understand Institutional and departmental strategic objectives, butlacks the ability to inspire others to achieve set mandate.Describe how specific tasks link to institutional strategies but has limited influence in directing a strategy.Has a basic understanding of institutional performance management, but lacks the ability to integrate systems into a collective whole.		<ul style="list-style-type: none">Give direction to a team in realising the institution's strategic mandate and set objectives.Has a positive impact and influence on the morale, engagement and participation of team members.Develop action plans to execute and guide strategy.	<ul style="list-style-type: none">Evaluate all activities to determine value and alignment to strategic intent.Display in-depth knowledge and understanding of strategic planning.Align strategy and goals across all functional areas.	<ul style="list-style-type: none">Structure and position the institution to local government priorities.Actively use in-depth knowledge and understanding to develop and implement a comprehensive institutional framework.Hold self-accountable for strategy execution and results.	
<ul style="list-style-type: none">Demonstrate basic understanding of key decision making.		<ul style="list-style-type: none">Assist in defining performance measures to monitor the progress and effectiveness of the institution.Displays an awareness of institutional structures and political factors.	<ul style="list-style-type: none">Actively define performance measures to monitor the progress and effectiveness of the institution.Consistently challenge strategic plans to ensure relevance.	<ul style="list-style-type: none">Provide impact and influence through building and maintaining strategic relationships.Create an environment that facilitates loyalty and innovation. Display a superior level of self-discipline and integrity in actions.	
		<ul style="list-style-type: none">Effectively communicate barriers to execution to relevant parties.Provide guidance to all stakeholders in the achievement of the strategic mandate.Understand the aim and objectives of the institution and relate it to own work.	<ul style="list-style-type: none">Understand institutional structures and political factors, and the consequences of actions.Empower others to follow the strategic direction and deal with complex situations.Guide the institution through complex and ambiguous concern.Use understanding of power relationships and dynamic tensions among key players	<ul style="list-style-type: none">Integrate various systems into a collective whole to optimise institutional performance management.Uses understanding of competing interests to maneuver successfully to a win/win outcome.	

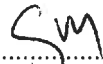
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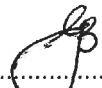
CLUSTER :	LEADING COMPETENCIES			
COMPETENCY NAME :	Strategic Direction and Leadership			
COMPETENCY DEFINITION :	Provide and direct a vision for the institution, and inspire and deploy others to deliver on the strategic institutional mandate.			
ACHIEVEMENT LEVELS				
BASIC	COMPETENT	ADVANCED	SUPERIOR	
		to frame communications and develop strategies, positions and alliances.		


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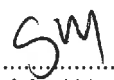

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CLUSTER :	LEADING COMPETENCIES			
COMPETENCY NAME :	People Management			
COMPETENCY DEFINITION :	Effectively manage, inspire and encourage people, respect diversity, optimise talent and build and nurture relationships in order to achieve institutional objectives.			
ACHIEVEMENT LEVELS				
BASIC	COMPETENT	ADVANCED	SUPERIOR	
<ul style="list-style-type: none">Participate in team goalsetting and problem solving.	<ul style="list-style-type: none">Seek opportunities to increase team contribution and responsibility.	<ul style="list-style-type: none">Identify ineffective team and work processes and recommend remedial interventions.	<ul style="list-style-type: none">Develop and incorporate best practice people management processes, approaches and tools across the institution.	
<ul style="list-style-type: none">Interact and collaborate with people of diverse backgrounds.	<ul style="list-style-type: none">Respect and support the diverse nature of others and be aware of the benefits of a diverse approach.	<ul style="list-style-type: none">Recognise and reward effective and desired behavior.	<ul style="list-style-type: none">Foster a culture of discipline, responsibility and accountability.	
<ul style="list-style-type: none">Aware of guidelines for employee development, but requires support in implementing development initiatives.	<ul style="list-style-type: none">Effectively delegate tasks and empower others to increase contribution and execute functions optimally.	<ul style="list-style-type: none">Provide mentoring and guidance to others in order to increase personal effectiveness.	<ul style="list-style-type: none">Understand the impact of diversity in performance and actively incorporate a diversity strategy in the institution.	
	<ul style="list-style-type: none">Apply relevant employee legislation fairly and consistently.	<ul style="list-style-type: none">Identify development and learning needs within the team.	<ul style="list-style-type: none">Develop comprehensive integrated strategies and approaches to human capital development and management.	
	<ul style="list-style-type: none">Effectively identify capacity requirements to fulfill the strategic mandate.	<ul style="list-style-type: none">Inspire a culture of performance excellence by giving positive and constructive feedback to the team.Achieve agreement or consensus in adversarial environments.Lead and unite diverse teams across divisions to achieve institutional objectives.	<ul style="list-style-type: none">Actively identify trends and predict capacity requirements to facilitate unified transition and performance management.	



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CLUSTER :	LEADING COMPETENCIES			
COMPETENCY NAME :	Programme and Project Management			
COMPETENCY DEFINITION :	Able to understand program and project management methodology; plan, manage, monitor and evaluate specific activities in order to deliver on set objectives.			
ACHIEVEMENT LEVELS				
BASIC	COMPETENT	ADVANCED	SUPERIOR	
<ul style="list-style-type: none">Initiate projects after approval from higher authorities.Understand procedures of program and project management methodology, implications and stakeholder involvement.Understand the rational of projects in relation to the institution's strategic objectives.Document and communicate factors and risk associated with own work.Use results and approaches of successful project implementation as guide.	<ul style="list-style-type: none">Establish broad stakeholder involvement and communicate the project status and key milestones.Define the roles and responsibilities of the project team and create clarity around expectations.Find a balance between project deadline and the quality of deliverables.Identify appropriate project resources to facilitate the effective completion of the deliverables.Comply with statutory requirements and apply policies in a consistent manner.Monitor progress and use of resources and make needed adjustments to timelines, steps and resource allocation.	<ul style="list-style-type: none">Manage multiple programs and balance priorities and conflicts according to institutional goals.Apply effective risk management strategies through impact assessment and resource requirements.Modify project scope and budget when required without compromising the quality and objectives of the project.Involve top-level authorities and relevant stakeholders in seeking project buy-in.Identify and apply contemporary project management methodologyInfluence and motivate project team to deliver exceptional results.Monitor policy implementation and apply procedures to manage risks.	<ul style="list-style-type: none">Understand and conceptualise the long-term implications of desired project outcomes.Direct a comprehensive strategic macro and micro analysis and scope projects accordingly to realise institutional objectives.Influence people in positions of authority to implement outcomes of projectsLead and direct translation of policy into workable action plansEnsures that programs are monitored to track progress and optimal resource utilisation, and that adjustments are made as needed.	

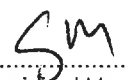
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CLUSTER :	LEADING COMPETENCIES			
COMPETENCY NAME :	Change Leadership			
COMPETENCY DEFINITION :	Able to direct and initiate institutional transformation on all levels in order to successfully drive and implement new initiatives and deliver professional and quality services to the community.			
ACHIEVEMENT LEVELS				
BASIC	COMPETENT	ADVANCED	SUPERIOR	
<ul style="list-style-type: none">• Display an awareness of change interventions and the benefits of transformation initiatives.• Able to identify basic needs for change.	<ul style="list-style-type: none">• Perform an analysis of the change impact on the social, political and economic environment.• Maintain calm and focus during change.	<ul style="list-style-type: none">• Actively monitor change impact and results and convey progress to relevant stakeholders.• Secure buy-in and sponsorship for change initiatives.	<ul style="list-style-type: none">• Sponsor change agents and create a network of change leaders who support the interventions.• Actively adapt current structures and processes to incorporate the change interventions.	
<ul style="list-style-type: none">• Identify gaps between the current and desired state.• Identify potential risk and challenges to transformation, including resistance to change factors.• Participate in change programs and piloting change interventions.	<ul style="list-style-type: none">• Able to assist team members during change and keep them focused on the deliverables.• Volunteer to lead change efforts outside of own work team.• Able to gain buy-in and approval for change from relevant stakeholders.• Identify change readiness levels and assist in resolving resistance to change factors.	<ul style="list-style-type: none">• Continuously evaluate change strategy and design and introduce new approaches to enhance the institution's effectiveness.• Build and nurture relationships with various stakeholders to establish strategic alliance in facilitating change.• Take the lead in impactful change programs.	<ul style="list-style-type: none">• Mentor and guide team members on the effects of change, resistance factors and how to integrate change.	
<ul style="list-style-type: none">• Understand the impact of change interventions on the institution within the broader scope of local government.	<ul style="list-style-type: none">• Design change interventions that are aligned with the institution's strategic objectives and goals.	<ul style="list-style-type: none">• Benchmark change interventions against best change practices.• Understand the impact and psychology of change and put remedial interventions in place to facilitate effective transformation.• Take calculated risk and seek new ideas from best practice scenarios and identify the potential for implementation.	<ul style="list-style-type: none">• Motivate and inspire others around change initiatives.	


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CLUSTER :	LEADING COMPETENCIES			
COMPETENCY NAME :	Financial Management			
COMPETENCY DEFINITION :	Able to compile, plan and manage budgets, control cash flow, institute financial risk management and administer procurement processes in accordance with recognised financial practices. Further to ensure that all financial transactions are managed in an ethical manner			
ACHIEVEMENT LEVELS				
BASIC	COMPETENT	ADVANCED	SUPERIOR	
<ul style="list-style-type: none">Understand basic financial concepts and methods as they relate to institutional processes and activitiesDisplay awareness into the various sources of financial data, reporting mechanisms, financial governance, processes and systemsUnderstand the importance of financial accountability	<ul style="list-style-type: none">Exhibit knowledge of general financial concepts, planning, budgeting and forecasting and how they interrelateAssess, identify and manage financial risks.Assume a cost-saving approach to financial management.Prepare financial reports based on specified formats.Consider and understand the financial implications of decisions and suggestions.Ensure that delegation and instructions as required by National Treasury guidelines are reviewed and updated.Identify and implement proper monitoring and evaluation practices to ensure appropriate spending against budget.	<ul style="list-style-type: none">Take active ownership of planning, budgeting and forecasting processes and provides credible answers to queries within own responsibility.Prepare budgets that are aligned to the strategic objectives of the institution.Address complex budgeting and financial management concerns.Put systems and processes in place to enhance the quality and integrity of financial management practices.Advise on policies and procedures regarding asset control.Promote National Treasury's regulatory framework for Financial Management.	<ul style="list-style-type: none">Develop planning tools to assist in evaluating and monitoring future expenditure trends.Set budget frameworks for the institution.Set strategic direction for the institution on expenditure and other financial processes.Build and nurture partnerships to improve financial management and achieve financial savings.Actively identify and implement new methods to improve asset control.Display professionalism in dealing with financial data and processes.	

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CLUSTER :	LEADING COMPETENCIES			
COMPETENCY NAME :	Governance Leadership			
COMPETENCY DEFINITION:	Able to promote, direct and apply professionalism in managing risk and compliance requirements and apply a thorough understanding of governance practices and obligations. Further, able to direct the conceptualisation of relevant policies and enhance cooperative governance relationships.			
ACHIEVEMENT LEVELS				
BASIC	COMPETENT	ADVANCED	SUPERIOR	
<ul style="list-style-type: none">• Display a basic awareness of risk, compliance and governance factors but require guidance and development in implementing such requirements.• Understand the structure of cooperative government but requires guidance on fostering workable relationships between stakeholders.	<ul style="list-style-type: none">• Display a thorough understanding of governance and risk and compliance factors and implement plans to address these.• Demonstrate understanding of the techniques and processes for optimising risk taking decisions within the institution.	<ul style="list-style-type: none">• Able to link risk initiatives into key institutional objectives and drivers.	<ul style="list-style-type: none">• Demonstrate a high level of commitment in complying with governance requirements.	
		<ul style="list-style-type: none">• Identify, analyse and measure risk, create valid risk forecasts and map risk profiles.• Apply risk control methodology and approaches to prevent and reduce risk that impede on the achievement of institutional objectives.	<ul style="list-style-type: none">• Implement governance and compliance strategy to ensure achievement of institutional objectives within the legislative framework.• Able to advise local government on risk management, best practice interventions and compliance management.	
		<ul style="list-style-type: none">• Demonstrate a thorough understanding of risk retention plans.	<ul style="list-style-type: none">• Able to forge positive relationships on cooperative governance level to enhance the effectiveness of local government.t	
<ul style="list-style-type: none">• Provide input into policy formulation.	<ul style="list-style-type: none">• Actively drive policy formulation within the institution to ensure the achievement of objectives.	<ul style="list-style-type: none">• Identify and implement comprehensive risk management systems and processes.• Implement and monitor the formulation of policies, identify and analyse constraints and challenges with implementation and provide recommendations for improvement.	<ul style="list-style-type: none">• Able to shape, direct and drive the formulation of policies on a macro level.	

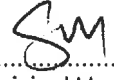
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CLUSTER :	CORE COMPETENCIES			
COMPETENCY NAME :	Moral Competence			
COMPETENCY DEFINITION :	Able to identify moral triggers, apply reasoning that promotes honesty and integrity and consistently display behavior that reflects moral competence			
ACHIEVEMENT LEVELS				
BASIC	COMPETENT	ADVANCED	SUPERIOR	
<ul style="list-style-type: none">Realise the impact of acting with integrity, but requires guidance and development in implementing principles.Follow basic rules and regulations of the institution.	<ul style="list-style-type: none">Conduct self in alignment with the values of local government and the institution.Able to openly admit own mistakes and weaknesses and seek assistance from others when unable to deliver.Actively report fraudulent activity and corruption with local government.Understand and honor the confidential nature of matters without seeking personal gain.	<ul style="list-style-type: none">Identify, develop and apply measures of self-correction.Able to gain trust and respect through aligning actions with commitments.Make proposals and recommendations that are transparent and gain the approval of relevant stakeholders.Present values, beliefs and ideas that are congruent with the institution's rules and regulations.Takes an active stance against corruption and dishonesty when noted.Actively promote the value of the institution to internal and external stakeholders.Able to work in unity with a team and not seek personal gain.Apply universal moral principles consistently to achieve moral decisions.	<ul style="list-style-type: none">Create an environment conducive of moral practices.Actively develop and implement measures to combat fraud and corruption.Set integrity standards and shared accountability measures across the institution to support the objectives of local government.	
<ul style="list-style-type: none">Able to identify basic moral situations, but requires guidance and development in understanding and reasoning with moral intent.	<ul style="list-style-type: none">Able to deal with situations of conflict of interest promptly and in the best interest of local government.		<ul style="list-style-type: none">Take responsibility for own actions and decisions, even if the consequences are unfavorable.	

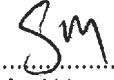

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Mr Gary Boshoff


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CLUSTER :	CORE COMPETENCIES			
COMPETENCY NAME :	Planning and Organising			
COMPETENCY DEFINITION :	Able to plan, prioritise and organise information and resources effectively to ensure the quality of service delivery and build efficient contingency plans to manage risk.			
ACHIEVEMENT LEVELS				
BASIC	COMPETENT	ADVANCED	SUPERIOR	
<ul style="list-style-type: none">• Able to follow basic plans and organise tasks around set objectives.• Understand the process of planning and organising but requires guidance and development in providing detailed and comprehensive plans.• Able to follow existing plans and ensure that objectives are met.• Focus on short-term objectives in developing plans and actions• Arrange information and resources required for a task, but require further structure and organisation.	<ul style="list-style-type: none">• Actively and appropriately organise information and resources required for a task.• Recognise the urgency and importance of tasks.• Balance short and long-term plans and goals and incorporate into the team's performance objectives.• Schedule tasks to ensure they are performed within budget and with efficient use of time and resources.• Measures progress and monitor performance results.	<ul style="list-style-type: none">• Able to define institutional objectives, develop comprehensive plans, integrate and coordinate activities and assign appropriate resources for successful implementation.• Identify in advance required stages and actions to complete tasks.• Schedule realistic timelines, objectives and milestones for tasks and projects.• Produce clear, detailed and comprehensive plans to achieve institutional objectives.• Identify possible risk factors and design and implement appropriate contingency plans.• Adapt plans in light of changing circumstances.• Prioritise tasks and projects according to their relevant urgency and importance.	<ul style="list-style-type: none">• Focus on broad strategies and initiatives when developing plans and actions.• Able to protect and forecast short, medium and long term requirements of the institution and local government.• Translate policy into relevant projects to facilitate the achievement of institutional objectives.	


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CLUSTER :	CORE COMPETENCIES			
COMPETENCY NAME :	Analysis and Innovation			
COMPETENCY DEFINITION :	Able to critically analyse information, challenges and trends to establish and implement fact-based solutions that are innovative to improve institutional processes in order to achieve key strategic objectives			
ACHIEVEMENT LEVELS				
BASIC	COMPETENT	ADVANCED	SUPERIOR	
<ul style="list-style-type: none">Understand the basic operation of analysis, but lack detail and thoroughness.Able to balance independent analysis with requesting assistance from others.Recommend new ways to perform tasks within own function.Propose simple remedial interventions that marginally challenges the status quo.Listen to the ideas and perspectives of others and explore opportunities to enhance such innovative thinking.	<ul style="list-style-type: none">Demonstrate logical problem solving techniques and approaches and provide rationale for recommendations.Demonstrate objectivity, insight and thoroughness when analysing problems.Able to break down complex problems into manageable parts and identify solutions.Consult internal and external stakeholders on opportunities to improve processes and service delivery.Clearly communicate the benefits of new opportunities and innovative solutions and stakeholders.Continuously identify opportunities to enhance internal processes.Identify and analyse opportunities conducive to innovative approaches and propose remedial intervention.	<ul style="list-style-type: none">Coaches team members on analytical and innovative approaches and techniques.Engage with appropriate individuals in analysing and resolving complex problems.Identify solutions on various areas in the institution.Formulate and implement new ideas throughout the institution.Able to gain approval and buy-in for proposed interventions from relevant stakeholders.Identify trends and best practices in process and service delivery and propose institutional application.Continuously engage in research to identify client needs.	<ul style="list-style-type: none">Demonstrate complex analytical and problem solving approaches and techniques.Create an environment conducive to analytical and fact-based problem solving.Analyse, recommend solutions and monitor trends in key challenges to prevent and manage occurrence.Create an environment that fosters innovative thinking and follows a learning organisation approach.Be a thought leader on innovative customer service delivery and process optimisation.Play an active role in sharing best practice solutions and engage in national and international local government seminars and conferences.	



 Director: Community and Protection Services
Mr Gary Boshoff

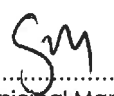


 Municipal Manager:
Ms Geraldine Mettler



CLUSTER :	CORE COMPETENCIES			
COMPETENCY NAME :	Knowledge and Information Management			
COMPETENCY DEFINITION :	Able to promote the generation and sharing of knowledge and information through various processes and media, in order to enhance the collective knowledge base of local government			
ACHIEVEMENT LEVELS				
BASIC	COMPETENT	ADVANCED	SUPERIOR	
<ul style="list-style-type: none">Collect, categorise and track relevant information required for specific tasks and projects.	<ul style="list-style-type: none">Use appropriate information systems and technology to manage institutional knowledge and information sharing.	<ul style="list-style-type: none">Effectively predict future information and knowledge management requirements and systems.	<ul style="list-style-type: none">Create and support a vision and culture where team members are empowered to seek, gain and share knowledge and information.	
<ul style="list-style-type: none">Analyse and interpret information to draw conclusions.	<ul style="list-style-type: none">Evaluate data from various sources and use information effectively to influence decisions and provide solutions.	<ul style="list-style-type: none">Develop standards and processes to meet future knowledge management needs.	<ul style="list-style-type: none">Establish partnerships across local government to facilitate knowledge management.	
<ul style="list-style-type: none">Seek new sources of information to increase the knowledge base.	<ul style="list-style-type: none">Actively create mechanisms and structures for sharing information.	<ul style="list-style-type: none">Share and promote best-practice knowledge management across various institutions.	<ul style="list-style-type: none">Demonstrate a mature approach.	
<ul style="list-style-type: none">Regularly share information and knowledge with internal stakeholders and team members.	<ul style="list-style-type: none">Use external and internal resources to research and provide relevant and cutting-edge knowledge to enhance institutional effectiveness and efficiency.	<ul style="list-style-type: none">Establish accurate measures and monitoring systems for knowledge and information management.Create a culture conducive of learning and knowledge sharing.Hold regular knowledge and information sharing sessions to elicit new ideas and share best practice approaches.	<ul style="list-style-type: none">Recognise and exploit knowledge points in interactions with internal and external stakeholders.	


 Director: Community and Protection Services
Mr Gary Boshoff


 Municipal Manager:
Ms Geraldine Mettler



CLUSTER :	CORE COMPETENCIES			
COMPETENCY NAME :	Communication			
COMPETENCY DEFINITION :	Able to share information, knowledge and ideas in a clear, focused and concise manner appropriate for the audience in order to effectively convey, persuade and influence stakeholders to achieve the desired outcome.			
ACHIEVEMENT LEVELS				
BASIC	COMPETENT	ADVANCED	SUPERIOR	
<ul style="list-style-type: none">• Demonstrate an understanding for communication levers and tools appropriate for the audience, but requires guidance in utilising such tools.• Express ideas in a clear and focused manner, but does not always take the audience into consideration.	<ul style="list-style-type: none">• Express ideas to individuals and groups in formal and informal settings in a manner that is interesting and motivating.• Able to understand, tolerate and appreciate diverse perspectives, attitudes and beliefs.• Adapt communication content and style to suit the audience and facilitate optimal information transfer.• Deliver content in a manner that gains support, commitment and agreement from relevant stakeholders.• Compile clear, focused, concise and well-structured written documents.	<ul style="list-style-type: none">• Effectively communicate high-risk and sensitive matters to relevant stakeholders.• Develop a well-defined communication strategy.• Balance political perspectives with institutional needs when communicating viewpoints on complex issues.• Able to effectively direct negotiations around complex.• Market and promote the institution to external stakeholders and seek to enhance a positive image of the institution.• Able to communicate with the media with high levels of moral competence and discipline.	<ul style="list-style-type: none">• Regarded as a specialist in negotiations and representing the institution.• Able to inspire and motivate others through positive communication that is impactful and relevant.• Creates an environment conducive to transparent and productive communication and critical appreciate conversations.• Able to coordinate negotiations at different levels within local government and externally.	

Director: Community and Protection Services
Mr Gary Boshoff

Municipal Manager:
Ms Geraldine Mettler



CLUSTER :	CORE COMPETENCIES			
COMPETENCY NAME :	Results and Quality Focus			
COMPETENCY DEFINITION :	Able to maintain high quality standards, focus on achieving results and objectives while consistently striving to exceed expectations and encourage others to meet quality standards. Further, to actively monitor and measure results and quality against identified objectives.			
ACHIEVEMENT LEVELS				
BASIC	COMPETENT	ADVANCED	SUPERIOR	
<ul style="list-style-type: none">Understand quality of work but requires guidance in attending to important matters.	<ul style="list-style-type: none">Focus on high-priority actions and does not become distracted by lower-priority activities.	<ul style="list-style-type: none">Consistently verify own standards and outcomes to ensure quality output.	<ul style="list-style-type: none">Coach and guide others to exceed quality standards and results.	
<ul style="list-style-type: none">Show a basic commitment to achieving the correct results.	<ul style="list-style-type: none">Display firm commitment and pride in achieving the correct results.	<ul style="list-style-type: none">Focus on the end result and avoids being distracted	<ul style="list-style-type: none">Develop challenging, client-focused goals and sets high standards for personal performance.	
<ul style="list-style-type: none">Produce the minimum level of results required in the role.	<ul style="list-style-type: none">Set quality standards and design processes and tasks around achieving set standards.	<ul style="list-style-type: none">Demonstrate a determined and committed approach to achieving results and quality standards.	<ul style="list-style-type: none">Commit to exceed the results and quality standards, monitor own performance and implement remedial interventions when required.	
<ul style="list-style-type: none">Produce outcomes that is of a good standard.	<ul style="list-style-type: none">Produce output of high quality.	<ul style="list-style-type: none">Follow task and projects through to completion.	<ul style="list-style-type: none">Work with team to set ambitious and challenging team goals, communicating long- and short term expectations.	
<ul style="list-style-type: none">Focus on the quantity of output but requires development in incorporating the quality of work.	<ul style="list-style-type: none">Able to balance the quantity and quality of results in order to achieve objectives.	<ul style="list-style-type: none">Set challenging goals and objectives to self and team and display commitment to achieving expectations.	<ul style="list-style-type: none">Take appropriate risks to accomplish goals.	
<ul style="list-style-type: none">Produce quality work in general circumstances, but fails to meet expectation when under pressure.	<ul style="list-style-type: none">Monitors progress, quality of work and use of resources; provide status updates and make adjustments as needed.	<ul style="list-style-type: none">Maintain a focus on quality outputs when placed under pressure.	<ul style="list-style-type: none">Overcome setbacks and adjust action plans to realise goals.	
		<ul style="list-style-type: none">Establishing institutional systems for managing and assigning work, defining responsibilities, tracking, monitoring and measuring success, evaluating and valuing the work of the institution.	<ul style="list-style-type: none">Focus people on critical activities that yield a high impact.	


 Director: Community and Protection Services
Mr Gary Boshoff


 Municipal Manager:
Ms Geraldine Mettler



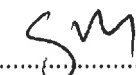
STELLENBOSCH
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Annexure C:

Personal Development Plan

DIRECTOR: COMMUNITY AND PROTECTION SERVICES


.....
Director: Community and Protection Services
Mr Gary Boshoff


.....
Municipal Manager:
Ms Geraldine Mettler



Skills Performance Gap	Outcomes Expected	Suggested training and / or development activity	Suggested mode of delivery	Suggested Time Frames	Work opportunity created to practice skill / development area	Support Person
1.						
2.						
3.						

Signed and accepted by the Employee

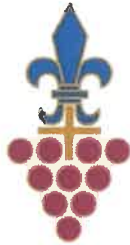


Date: 24 June 2026

Signed by the Municipal Manager on behalf of the Municipality



Date: 24/06/2026



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Performance Agreement

2026/27

Acting Director: Corporate Services

SM



PERFORMANCE AGREEMENT

MADE AND ENTERED INTO BY AND BETWEEN
STELLENBOSCH MUNICIPALITY AS HEREBY REPRESENTED BY:

THE MUNICIPAL MANAGER
Ms Geraldine Mettler
(herein and after referred to as the Employer)

AND

ACTING DIRECTOR: CORPORATE SERVICES
Dr Lungelwa Kaywood
(herein and after referred to as the Employee)

FOR THE FINANCIAL YEAR:

01 JULY 2026 – 31 JULY 2026


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Acting Director: Corporate Services
Dr Lungelwa Kaywood


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Municipal Manager:
Ms Geraldine Mettler



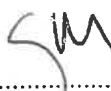
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Dr Lungelwa Kaywood


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Municipal Manager:
Ms Geraldine Mettler



1. INTRODUCTION

- 1.1 The Employer, duly represented by **Ms Geraldine Mettler**, in her capacity as the Municipal Manager, has entered into a contract of employment with the Employee, **Dr Lungelwa Kaywood**, in terms of section 57(1)(a) of the Local Government: Municipal Systems Act, 2000 (Act No. 32 of 2000) ("the Systems Act"). The Employer and the Employee are hereinafter referred to as "the Parties";
- 1.2 Section 57(1)(b) of the Systems Act, read with the Contract of Employment concluded between the parties, requires the Parties to conclude an annual performance agreement;
- 1.3 The Parties wish to ensure that they are clear about the goals to be achieved, and secure the commitment of the Employee to a set of outcomes that will promote local government policy goals;
- 1.4 The Parties wish to ensure that there is compliance with Sections 57(4B) and 57(5) of the Systems Act;
- 1.5 In this Agreement, the following terms will have the meaning ascribed thereto:
- 1.5.1 "this Agreement" – means the performance agreement between the Employer and the employee and the Annexures thereto;
- 1.5.2 "the **Municipal Manager**" – means the Municipal Manager of the Municipality appointed in terms of Section 54(A) of the Systems Act;
- 1.5.3 "the Employee" means the **Acting Director: Corporate Services** appointed in terms of Section 56 of the Systems Act;
- 1.5.4 "the Employer" means **Stellenbosch Municipality**; and
- 1.5.5 "the Parties" means the Employer and Employee.

2. PURPOSE OF THIS AGREEMENT

- 2.1 To comply with the provisions of Section 57(1)(b), (4B) and (5) of the Systems Act as well as the Contract of Employment entered into between the Parties;
- 2.2 To specify objectives and targets established for the Employee and to communicate to the Employee the Employer's expectations of the Employee's performance targets and accountabilities;
- 2.3 To specify accountabilities as set out in the Performance Plan (Annexure A);
- 2.4 To monitor and measure performance against set targeted outputs and outcomes;
- 2.5 To establish a transparent and accountable working relationship;


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Acting Director: Corporate Services
Dr Lungelwa Kaywood


.....
Municipal Manager:
Ms Geraldine Mettler



- 2.6 To appropriately reward the employee in accordance with Section 11 of this agreement; and
- 2.7 To give effect to the Employer's commitment to a performance-orientated relationship with the Employee in attaining improved service delivery.

3. COMMENCEMENT AND DURATION

- 3.1 This Agreement will commence on **01 July 2026** and will remain in force until **31 July 2026**, whereafter a new Performance Agreement shall be concluded between the parties for the next financial year or any portion thereof;
- 3.2 The Parties will conclude a new Performance Agreement that replaces this Agreement at least once a year by not later than 31 July of the succeeding financial year;
- 3.3 This Agreement will terminate on the termination of the Employee's contract of employment for any reason; and
- 3.4 The content of this Agreement may be revised at any time during the abovementioned period to determine the current applicability of the matters previously agreed upon.

4. PERFORMANCE OBJECTIVES

- 4.1 The Performance Plan (Annexure A) sets out –
 - 4.1.1 The performance objectives and targets that must be met by the Employee;
 - 4.1.2 The time frames within which those performance objectives and targets must be met; and
 - 4.1.3 The core competency requirements (Annexure B – definitions) as the management skills regarded as critical to the position held by the Employee.
- 4.2 The performance objectives and targets reflected in Annexure A are set by the Employer in consultation with the Employee and based on the Integrated Development Plan, Service Delivery and Budget Implementation Plan (SDBIP) and the Budget of the Employer, and shall include:
 - 4.2.1 Key objectives that describe the main tasks that need to be done;
 - 4.2.2 Key performance indicators (KPIs) that provide the details of the evidence that must be provided to show that a key objective has been achieved;
 - 4.2.3 Target dates that describe the timeframe in which the targets must be achieved; and


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- 4.2.4 Weightings showing the relative importance of the key objectives to each other.
- 4.3 The Personal Development Plan (Annexure C) sets out the Employee's personal development requirements in line with the objectives and targets of the Employer; and
- 4.4 The Employee's performance will, in addition, be measured in terms of contributions to the goals and strategies set out in the Employer's Integrated Development Plan.

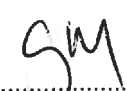
5. PERFORMANCE MANAGEMENT SYSTEM

- 5.1 The Employee agrees to participate in the performance management system that the Employer has adopted for the employees of the Employer;
- 5.2 The Employee accepts that the purpose of the performance management system will be to provide a comprehensive system with specific performance standards to assist the employees and service providers in performing to the standards required;
- 5.3 The Employer will consult the Employee about the specific performance standards and targets that will be included in the performance management system applicable to the Employee;
- 5.4 The Employee undertakes to actively focus on the promotion and implementation of the Strategic Focus Areas (SFAs) (including special projects relevant to the employee's responsibilities) within the local government framework;
- 5.5 The criteria upon which the performance of the Employee shall be assessed shall consist of two components, SFAs and Competency Framework requirements as per the Local Government: Regulations on Appointment and Conditions of Employment of Senior Managers, both of which shall be contained in the Performance Agreement;
- 5.6 The Employee's assessment will be based on his performance in terms of the outputs / outcomes (KPIs) identified as per the attached Performance Plan (Annexure A), which are linked to the SFAs applicable to the Employee and will constitute 80% of the overall assessment result as per the weightings agreed to between the Employer and Employee.

Table 1: Strategic Focus Areas

Strategic Focus Areas
SFA 1 - Valley of Possibility
SFA 2 - Green and Sustainable Valley
SFA 3 - Safe Valley
SFA 4 - Dignified Living
SFA 5 - Good Governance and Compliance


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Dr Lungelwa Kaywood


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Ms Geraldine Mettler



- 5.7 The competency requirements for senior managers as per Regulation 9 of Local Government: Regulations on Appointment and Conditions of Employment of Senior Managers will make up the other 20% of the Employee's assessment score. The competencies will be assessed every six (6) months (January and July).

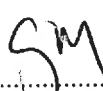
Table 2: Leading and Core Competencies

Leading and Core Competencies		
1.	Strategic direction and leadership	<ul style="list-style-type: none"> Impact and influence Institutional performance management Strategic planning and management Organisational awareness
2.	People management	<ul style="list-style-type: none"> Human capital planning and development Diversity management Employee relations management Negotiation and dispute management
3.	Programme and project management	<ul style="list-style-type: none"> Programme and project planning and implementation Service delivery management Programme and project monitoring and evaluation
4.	Financial management	<ul style="list-style-type: none"> Budget planning and execution Financial strategy and delivery Financial reporting and delivery
5.	Change leadership	<ul style="list-style-type: none"> Change vision and strategy Process design and improvement Change impact monitoring and evaluation
6.	Governance leadership	<ul style="list-style-type: none"> Policy formulation Risk and compliance management Cooperative governance
7.	Moral competence	<ul style="list-style-type: none"> Core Competency
8.	Planning and organising	<ul style="list-style-type: none"> Core Competency
9.	Analysis and innovation	<ul style="list-style-type: none"> Core Competency
10.	Knowledge and information management	<ul style="list-style-type: none"> Core Competency
11.	Communication	<ul style="list-style-type: none"> Core Competency
12.	Results and quality focus	<ul style="list-style-type: none"> Core Competency

6. PERFORMANCE ASSESSMENT

- 6.1 The Performance Plan (Annexure A) to this Agreement sets out –
- 6.1.1 The standards and procedures for evaluating the Employee's performance; and
- 6.1.2 The intervals for the evaluation of the Employee's performance.
- 6.2 Despite the establishment of agreed intervals for evaluation, the Employer may, in addition, review the Employee's performance at any stage while the contract of employment remains in force;

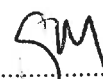

 Acting Director: Corporate Services
 Dr Lungelwa Kaywood


 Municipal Manager:
 Ms Geraldine Mettler



- 6.3 Personal growth and development needs identified during any performance review discussion must be documented in a Personal Development Plan, as well as the actions agreed to, and implementation must take place within set time frames;
- 6.4 The Employee's performance will be measured in terms of contributions to the goals and strategies set out in the Employer's Integrated Development Plan (IDP) as described in 6.6 – 6.12 below;
- 6.5 The Employee will submit quarterly performance reports (SDBIP) and a comprehensive annual performance report at least one week before the performance assessment meetings to the Evaluation Panel Chairperson for distribution to the panel members for preparation purposes;
- 6.6 Assessment of the achievement of results as outlined in the performance plan:
- 6.6.1 Each KPI or group of KPIs shall be assessed according to the extent to which the specified standards or performance targets have been met, and with due regard to ad-hoc tasks that had to be performed under the KPI;
- 6.6.2 A rating on the five-point scale shall be provided for each KPI or group of KPIs, which will then be multiplied by the weighting to calculate the final score;
- 6.6.3 The Employee will submit their self-evaluation to the Employer before the formal assessment;
- 6.6.4 In the instance where the employee could not perform due to reasons outside the control of the employer and employee, the KPI will not be considered during the evaluation. The employee should provide sufficient evidence in such instances; and
- 6.6.5 An overall score will be calculated based on the total of the scores calculated above.
- 6.7 Assessment of the Competencies:
- 6.7.1 Each Competency shall be assessed in terms of the description provided in (Annexure B);
- 6.7.2 A rating shall be provided for each Competency, which will then be multiplied by the weighting to calculate the final score; and
- 6.7.3 An overall score will be calculated based on the total of the scores calculated above.
- 6.8 Overall rating
- 6.8.1 An overall rating is calculated by adding the overall scores as calculated in 6.6.5 and 6.7.3 above; and


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Dr Lungelwa Kaywood


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Municipal Manager:
Ms Geraldine Mettler



6.8.2 Such an overall rating represents the outcome of the performance appraisal.

6.9 The assessment of the performance of the Employee will be based on the following rating scales for SFAs and Competencies, respectively:

6.9.1 Rating scale for SFAs - as mentioned in paragraph 5.6:

Table 3: Performance rating scale

Level	Terminology	Description
5	Outstanding performance	Performance far exceeds the standard expected of an employee at this level. The appraisal indicates that the Employee has achieved above fully effective results against all performance criteria and indicators as specified in the PA and Performance plan and maintained this in all areas of responsibility throughout the year.
4	Performance significantly above expectations	Performance is significantly higher than the standard expected in the job. The appraisal indicates that the Employee has achieved above fully effective results against more than half of the performance criteria and indicators, and fully achieved all others throughout the year.
3	Fully effective	Performance fully meets the standards expected in all areas of the job. The appraisal indicates that the Employee has achieved effective results against all significant performance criteria and indicators specified in the PA and Performance Plan.
2	Not fully effective	Performance is below the standard required for the job in key areas. Performance meets some of the standards expected for the job. The review / assessment indicates that the employee has achieved below fully effective results against more than half of the key performance criteria and indicators as specified in the PA and Performance Plan.
1	Unacceptable performance	Performance does not meet the standard expected for the job. The review / assessment indicates that the employee has achieved below fully effective results against almost all the performance criteria and indicators as specified in the PA and Performance Plan. The employee has failed to demonstrate the commitment or ability to bring performance up to the level expected in the job despite management efforts to encourage improvement.

6.9.2 Rating scale for Competencies -as mentioned in paragraph 5.7:

Table 4: Rating scale for Competencies

Level	Achievement Levels	Description
5	Superior	Has a comprehensive understanding of local government operations, critical in shaping strategic direction and change, develops, and applies comprehensive concepts and methods
4	Advanced	Develops and applies complex concepts, methods and understanding. Effectively directs and leads a group and executes in-depth analyses


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Dr Lungelwa Kaywood


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Level	Achievement Levels	Description
3	Competent	Develops and applies more progressive concepts, methods and understanding. Plans and guides the work of others and executes progressive analyses
2	Basic	Applies basic concepts, methods, and understanding of local government operations, but requires supervision and development intervention
1	Sub Standard	Applies little to no basic concepts, methods, and understanding of local government operations.

6.10 For purposes of evaluating the performance of the Employee for the year-end reviews, an evaluation panel constituted of the following persons will be established–

6.10.1 Municipal Manager;

6.10.2 Municipal Manager from another municipality;

6.10.3 Chairperson of the Performance Audit Committee or, in his / her absence thereof, the Chairperson of the Audit Committee; and

6.10.4 The Member of the Mayoral Committee (Portfolio Chairperson).

6.11 The Municipal Manager will evaluate the performance of the Employee as at the end of the 1st, and 3rd quarters; and

6.12 The Municipal Manager will give performance feedback to the Employee within five (5) working days after each quarterly and annual assessment meeting.

7. SCHEDULE FOR PERFORMANCE REVIEWS

7.1 The performance of the Employee in relation to his performance agreement shall be reviewed on the following dates.

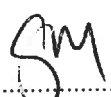
Table 5: Schedule for performance reviews

Quarter	Review Period	Review to be completed by
1	July - September	October / November 2026 (Informal)
2	October – December	January / February 2027 (Formal)
3	January – March	April / May 2027 (Informal)
4	April - June	After the receipt of the AGSA's Management Report

7.2 The Employer shall keep a record of the mid-year and year-end assessment meetings;

7.3 Performance feedback shall be based on the Employer's assessment of the Employee's performance;


Acting Director: Corporate Services
Dr Lungelwa Kaywood


Municipal Manager:
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- 7.4 The Employer will be entitled to review and make reasonable changes to the provisions of Annexure A from time to time for operational reasons. The Employee will be fully consulted before any such change is made; and
- 7.5 The Employer may amend the provisions of Annexure A whenever the performance management system is adopted, implemented, and / or amended, as the case may be. In that case, the Employee will be fully consulted before any such change is made.

8. DEVELOPMENTAL REQUIREMENTS

- 8.1 The Personal Development Plan (PDP) for addressing developmental gaps is attached as Annexure C. Such a Plan may be implemented and / or amended as the case may be after each assessment. In that case, the Employee will be fully consulted before any such change or plan is made.

9. OBLIGATIONS OF THE EMPLOYER

- 9.1 The Employer shall-
- 9.1.1 Create an enabling environment to facilitate effective performance by the Employee;
 - 9.1.2 Provide access to skills development and capacity-building opportunities;
 - 9.1.3 Work collaboratively with the Employee to solve problems and generate solutions to common problems that may impact the performance of the Employee;
 - 9.1.4 On the request of the Employee, delegate such powers reasonably required by the Employee to enable him to meet the performance objectives and targets established in terms of this Agreement; and
 - 9.1.5 Make available to the Employee such resources as the Employee may reasonably require from time to time, assisting him to meet the performance objectives and targets established in terms of this Agreement.

10. CONSULTATION

- 10.1 The Employer agrees to consult the Employee timeously where the exercising of its powers will have amongst others-
- 10.1.1 A direct effect on the performance of any of the Employee's functions;
 - 10.1.2 Commit the Employee to implement or to give effect to a decision made by the Employer; and
 - 10.1.3 A substantial financial effect on the Employer.


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Dr Lungelwa Kaywood


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- 10.2 The Employer agrees to inform the Employee of the outcome of any decisions taken pursuant to the exercise of powers contemplated in clause 12.1 as soon as is practicable to enable the Employee to take any necessary action without delay.

11. REWARD

- 11.1 The evaluation of the Employee's performance will form the basis for rewarding outstanding performance or correcting unacceptable performance;
- 11.2 The payment of the performance bonus is determined by the performance score obtained during the 4th quarter and as informed by the quarterly performance assessments;
- 11.3 A performance bonus, in terms of the relevant approved Council policy, of between 5% to 14% of the all-inclusive annual remuneration package may be paid to the Employee in recognition of outstanding performance to be constituted as follows:

Table 6: Performance bonus calculations

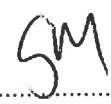
Performance Rating		Bonus Calculation
0% - 64%	Poor Performance	0% of the total package
65% - 69%	Average Performance	5% of the total package
70% - 74%	Fair Performance	9% of the total package
75% - 79%	Good Performance	11% of the total package
80% - 100%	Excellent Performance	14% of the total package

- 11.4 In the event of the Employee terminating his services during the validity period of this Agreement, the Employee's performance will be evaluated for the portion during which he / she was employed, and he / she will be entitled to a pro-rata performance bonus based on his evaluated performance for the period of actual service; and
- 11.5 The Employer will submit the total score of the annual assessment and of the Employee to the full Council for the purpose of recommending a bonus allocation, if applicable.

12. MANAGEMENT OF EVALUATION OUTCOMES

- 12.1 Where the Employer is, at any time during the Employee's employment, not satisfied with the Employee's performance concerning any matter dealt with in this Agreement, the Employer will give notice to the Employee to attend a meeting;
- 12.2 The Employee will have the opportunity at the meeting to satisfy the Employer of the measures being taken to ensure that his performance becomes satisfactory and any programme, including any dates, for implementing these measures;


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Dr Lungelwa Kaywood


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Municipal Manager:
Ms Geraldine Mettler



- 12.3 Where there is a dispute or difference as to the performance of the Employee under this Agreement, the Parties will confer with a view to resolving the dispute or difference; and
- 12.4 In the case of unacceptable performance, the Employer shall –
- 12.4.1 Provide systematic remedial or developmental support to assist the Employee in improving his / her performance; and
 - 12.4.2 After appropriate performance counselling and having provided the necessary guidance and / or support as well as a reasonable time for improvement in performance, the Employer may consider steps to terminate the contract of employment of the Employee on grounds of unfitness or incapacity to carry out his or her duties.

13. DISPUTE RESOLUTION

- 13.1 In the event that the Employee is dissatisfied with any decision or action of the Employer in terms of this Agreement, or where a dispute or difference arises as to the extent to which the Employee has achieved the performance objectives and targets established in terms of this Agreement, the Employee may within 3 (three) business days, meet with the Employer with a view to resolving the issue. The Employer will record the outcome of the meeting in writing;
- 13.2 If the Parties cannot resolve the issues within 10 (ten) business days, an independent arbitrator, acceptable to both parties, shall be appointed to resolve the matter within 30 (thirty) business days; and
- 13.3 If the mediation process contemplated above fails, the relevant clause of the Contract of Employment, together with the relevant laws and regulations, shall apply.

14. GENERAL

- 14.1 The contents of this agreement and the outcome of any review conducted in terms of Annexure A may be made available to the public by the Employer; and
- 14.2 Nothing in this agreement diminishes the obligations, duties, or accountabilities of the Employee in terms of his contract of employment, or the effects of existing or new regulations, circulars, policies, directives, or other instruments.


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Thus, done and signed at Stellenbosch on the 24th day of June 2026

Kaywood
ACTING DIRECTOR: CORPORATE SERVICES

AS WITNESSES:
1. [Signature]
2. [Signature]

Thus, done and signed at Stellenbosch on the 24th day of June 2026

[Signature]
MUNICIPAL MANAGER

AS WITNESSES:
1. [Signature]
2. [Signature]

[Signature]
Acting Director: Corporate Services
Dr Lungelwa Kaywood

[Signature]
Municipal Manager:
Ms Geraldine Mettler



MEMBER OF MAYORAL COMMITTEE
(Portfolio: Corporate Services)
Cllr L Nkamisa

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Acting Director: Corporate Services
Dr Lungelwa Kaywood

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Municipal Manager:
Ms Geraldine Mettler



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Annexure A Performance Plan

ACTING DIRECTOR: CORPORATE SERVICES

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Acting Director: Corporate Services
Dr Lungelwa Kaywood

.....
Municipal Manager:
Ms Geraldine Mettler



The Performance Plan sets out:

- Key Performance Areas that the employee should focus on, performance objectives, key performance indicators and targets that must be met within a specific timeframe; and
- The Competencies required from employees are prescribed in the Regulations on the appointment and conditions of employment of senior managers, R21 of 2014.

KEY PERFORMANCE INDICATORS

The key performance areas, performance objectives, key performance indicators and targets that must be met within the agreed timeframe are described below. The assessment of these performance indicators will account for 80% (**eighty per cent**) of the total employee assessment score.

Part 1: Implementation of Service Delivery and Budget Implementation Plan (80%)

DIRECTOR: CORPORATE SERVICES													
IDP/ Ref No.	Strategic Focus Area (SFA)	Indicator (Activity / Project / Programme / Key Initiative)	Unit of Measurement	Indicator type	Baseline (Actual 2024/25)	5-Year Target	2026/27	Funding Source	Service Delivery and Budget Implementation Plan (SDBIP 2026/27)				Weight
									Q1	Q2	Q3	Q4	
TBC	SFA 5: Good Governance and Compliance	Effective Management and Functional Supervision of the Section: Registry and Office Auxiliary Services	Percentage of indicators of the Section: Registry and Office Auxiliary Services achieved, measured quarterly	Outcome	97%	80% per annum	80%	SM	80%	80%	80%	80%	4
TBC	SFA 5: Good Governance and Compliance	Effective Management and Functional Supervision of the Section: Secretariat / Committee Services	Percentage of indicators of the Section: Secretariat / Committee Services achieved, measured quarterly	Outcome	93.05%	80% per annum	80%	SM	80%	80%	80%	80%	4


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DIRECTOR: CORPORATE SERVICES													
IDP/ Ref No.	Strategic Focus Area (SFA)	Indicator (Activity / Project / Programme / Key Initiative)	Unit of Measurement	Indicator type	Baseline (Actual 2024/25)	5-Year Target	2026/27	Funding Source	Service Delivery and Budget Implementation Plan (SDBIP 2026/27)				Weight
									Q1	Q2	Q3	Q4	
TBC	SFA 5: Good Governance and Compliance	Effective Management and Functional Supervision of the Department: Human Resources Management (HRM)	Percentage of indicators of the Department: Human Resources Management (HRM) achieved, measured quarterly	Outcome	96.45%	80% per annum	80%	SM	80%	80%	80%	80%	4
TBC	SFA 5: Good Governance and Compliance	Effective Management and Functional Supervision of the Department: Information and Communications Technology (ICT)	Percentage of indicators of the Department: Information and Communications Technology (ICT) achieved, measured quarterly	Outcome	89.55%	80% per annum	80%	SM	80%	80%	80%	80%	4
TBC	SFA 5: Good Governance and Compliance	Effective Management and Functional Supervision of the Section: Councillor's Support	Percentage of indicators of the Section: Councillor's Support achieved, measured quarterly	Outcome	98.22%	80% per annum	80%	SM	80%	80%	80%	80%	4
TBC	SFA 5: Good Governance and Compliance	Effective Management and Functional Supervision of the Section: Properties Management and Municipal Building Maintenance	Percentage of indicators of the Section: Properties Management and Municipal Building Maintenance achieved, measured quarterly	Outcome	52.48%	80% per annum	80%	SM	80%	80%	80%	80%	4
TBC	SFA 5: Good Governance and Compliance	Effective Management and Functional Supervision of the Section: Legal and Compliance Services	Percentage of indicators of the Section: Legal and Compliance Services achieved, measured quarterly	Outcome	78.18%	80% per annum	80%	SM	80%	80%	80%	80%	4
TBC	SFA 5: Good Governance and Compliance	Effective Management and Functional Supervision of the Section: Municipal Court	Percentage of indicators of the Section: Municipal Court achieved, measured quarterly	Outcome	82.22%	80% per annum	80%	SM	80%	80%	80%	80%	4

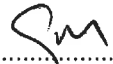
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DIRECTOR: CORPORATE SERVICES													
IDP/ Ref No.	Strategic Focus Area (SFA)	Indicator (Activity / Project / Programme / Key Initiative)	Unit of Measurement	Indicator type	Baseline (Actual 2024/25)	5-Year Target	2026/27	Funding Source	Service Delivery and Budget Implementation Plan (SDBIP 2026/27)				Weight
									Q1	Q2	Q3	Q4	
KPI045	SFA 5: Good Governance and Compliance	The percentage of the payroll budget spent on implementing the Municipal Workplace Skills Plan (NKPI Proxy- MSA, Reg. S10(f))	Percentage of the municipality's payroll budget spent on implementing its Workplace Skills Plan ((Total Actual Training Expenditure / Total Annual payroll Budget) x 100), measured by 30 June	Input	0.82%	0.20% per annum	0.20%	SM	N/A	N/A	N/A	0.20%	2
KPI051	SFA 5: Good Governance and Compliance	Submission of the revised Information and Communication Technology (ICT) Backup Disaster Recovery Plan to the ICT Steering Committee	Number of revised ICT Backup Disaster Recovery Plans submitted to the ICT Steering Committee by 31 March	Output	1	1 per annum	1	SM	N/A	N/A	1	N/A	2
KPI052	SFA 5: Good Governance and Compliance	Submission of the revised Strategic ICT Plan to the ICT Steering Committee	Number of revised Strategic ICT Plans submitted to the ICT Steering Committee by 31 March	Output	1	1 per annum	1	SM	N/A	N/A	1	N/A	2
TBC	SFA 5: Good Governance and Compliance	Spend the Directorate: Corporate Services approved Capital Budget	Percentage of the approved Capital Budget of the Directorate: Corporate Services actually spent by 30 June	Input	94.48%	90% per annum	90%	SM	10%	30%	60%	90%	12
TBC	SFA 5: Good Governance and Compliance	Submission of the final bid specifications for all capital projects to the Bid Specification Committee (BSC) (2027/28)	Percentage of the final bid specifications for all capital projects submitted to the BSC by 30 June (50% by 31 March 2027 and 100% by 30 June 2027 for the 2027/28 financial year)	Output	54.55%	100% per annum	100%	SM	N/A	N/A	50%	100%	4
TBC	SFA 5: Good Governance and Compliance	Performance plans signed with all identified personnel	Number of performance plans signed with all identified personnel by 30 July	Output	12	10 per annum	10	SM	10	N/A	N/A	N/A	4

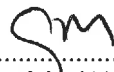

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DIRECTOR: CORPORATE SERVICES													
IDP/ Ref No.	Strategic Focus Area (SFA)	Indicator (Activity / Project / Programme / Key Initiative)	Unit of Measurement	Indicator type	Baseline (Actual 2024/25)	5-Year Target	2026/27	Funding Source	Service Delivery and Budget Implementation Plan (SDBIP 2026/27)				Weight
									Q1	Q2	Q3	Q4	
TBC	SFA 5: Good Governance and Compliance	Conduct formal annual performance evaluations with all identified personnel	Number of annual performance evaluations conducted with all identified personnel by 31 August	Output	13	10 per annum	10	SM	10	N/A	N/A	N/A	2
TBC	SFA 5: Good Governance and Compliance	Conduct mid-year performance evaluations with all identified personnel	Number of mid-year performance evaluations conducted with all identified personnel by 31 January	Output	New KPI	10 per annum	10	SM	N/A	N/A	10	N/A	1
TBC	SFA 5: Good Governance and Compliance	Develop an Annual Departmental Risk Register	Number of Annual Departmental Risk Registers developed by 31 July	Output	1	1 per annum	1	SM	1	N/A	N/A	N/A	1
TBC	SFA 5: Good Governance and Compliance	Evaluation of the Departmental Risk Register	Number of Departmental Risk Registers evaluated, measured quarterly	Output	4	4 per annum	4	SM	N/A	1 (1)	N/A	1 (2)	1
TBC	SFA 5: Good Governance and Compliance	Implementation of the Directors Forum resolutions	Percentage of the Directors Forum Resolutions implemented in accordance with due dates	Output	84.50%	80% per annum	80%	SM	80%	80%	80%	80%	2
TBC	SFA 5: Good Governance and Compliance	Implementation of the Council resolutions	Percentage of the Council resolutions implemented, measured quarterly	Output	70%	70% per annum	70%	SM	70%	70%	70%	70%	2
TBC	SFA 5: Good Governance and Compliance	Implementation of the ICT Strategy	Number of actions implemented as identified in the ICT Strategy by 30 June	Outcome	4	4 per annum	4	SM	1 (1)	1 (2)	1 (3)	1 (4)	2


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DIRECTOR: CORPORATE SERVICES													
IDP/ Ref No.	Strategic Focus Area (SFA)	Indicator (Activity / Project / Programme / Key Initiative)	Unit of Measurement	Indicator type	Baseline (Actual 2024/25)	5-Year Target	2026/27	Funding Source	Service Delivery and Budget Implementation Plan (SDBIP 2026/27)				Weight
									Q1	Q2	Q3	Q4	
TBC	SFA 5: Good Governance and Compliance	Conduct a customer satisfaction survey (CSS)	Number of CSSs conducted by 31 March	Output	1	1 per annum	1	SM	N/A	N/A	1	N/A	1
TBC	SFA 5: Good Governance and Compliance	Submission of lease applications within 90 days from the date of application to the MayCo	Percentage of lease applications submitted to the MayCo within 90 days from the date of application, measured quarterly	Outcome	90%	90% per annum	90%	SM	90%	90%	90%	90%	1
TBC	SFA 5: Good Governance and Compliance	Submission of a draft Outdoor Dining Contravention Standard Operating Procedure (SOP) to the Municipal Manager	Number of draft Outdoor Dining Contravention SOPs submitted to the Municipal Manager by 31 August	Output	1	1 per annum	1	SM	1	N/A	N/A	N/A	2
TBC	SFA 5: Good Governance and Compliance	Implementation of the Directorate's actions as per the Auditor General of South Africa (AGSA) Audit Action Plan	Percentage of the Directorate's actions as per the AGSA Audit Action Plan implemented by 30 June	Output	0%	100%	100%	SM	N/A	N/A	50%	100%	2
TBC	SFA 5: Good Governance and Compliance	Implementation of succession planning initiatives	Number of succession planning initiatives implemented by 30 June	Output	New KPI	1 per annum	1	SM	N/A	N/A	N/A	1	2
TBC	SFA 5: Good Governance and Compliance	Attend Universal Access Policy meetings	Number of Universal Access Policy meetings attended, measured quarterly	Output	New KPI	4 per annum	4	SM	1 (1)	1 (2)	1 (3)	1 (4)	2
TBC	SFA 5: Good Governance and Compliance	Submission of personal development plans (PDPs) of identified personnel to the Sub-section: Skills Development	Number of personal PDPs of identified personnel submitted to the Sub-section: Skills Development by 30 September	Output	New KPI	10 per annum	10	SM	10	N/A	N/A	N/A	1
												Total	80


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Part 2: Competency Requirements (20%)

Ref	Leading and Core Competencies	(January) 1 st Assessment	(July) Final Assessment	Weights	Comments
2.1	Strategic direction and leadership			1.66%	
2.2	People management			1.66%	
2.3	Programme and project management			1.67%	
2.4	Financial management			1.67%	
2.5	Change leadership			1.66%	
2.6	Governance leadership			1.67%	
2.7	Moral competence			1.67%	
2.8	Planning and organising			1.67%	
2.9	Analysis and innovation			1.67%	
2.10	Knowledge and information management			1.67%	
2.11	Communication			1.66%	
2.12	Results and quality focus			1.67%	
Total				20%	


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Annexure B

Competency Framework

DIRECTOR: CORPORATE SERVICES

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Dr Lungelwa Kaywood

Municipal Manager:
Ms Geraldine Mettler



CLUSTER:	LEADING COMPETENCIES			
COMPETENCY NAME:	Strategic Direction and Leadership			
COMPETENCY DEFINITION:	Provide and direct a vision for the institution, and inspire and deploy others to deliver on the strategic institutional mandate.			
ACHIEVEMENT LEVELS				
BASIC	COMPETENT	ADVANCED	SUPERIOR	
<ul style="list-style-type: none">Understands institutional and departmental strategic objectives, butlacks the ability to inspire others to achieve set mandate.Describe how specific tasks link to institutional strategies but has limited influence in directing a strategy.Has a basic understanding of institutional performance management, but lacks the ability to integrate systems into a collective whole.	<ul style="list-style-type: none">Give direction to a team in realising the institution's strategic mandate and set objectives.Has a positive impact and influence on the morale, engagement and participation of team members.Develop action plans to execute and guide strategy.	<ul style="list-style-type: none">Evaluate all activities to determine value and alignment to strategic intent.Display in-depth knowledge and understanding of strategic planning.Align strategy and goals across all functional areas.	<ul style="list-style-type: none">Structure and position the institution to local government priorities.Actively use in-depth knowledge and understanding to develop and implement a comprehensive institutional framework.	
<ul style="list-style-type: none">Demonstrate basic understanding of key decision making.	<ul style="list-style-type: none">Assist in defining performance measures to monitor the progress and effectiveness of the institution.	<ul style="list-style-type: none">Actively define performance measures to monitor the progress and effectiveness of the institution.	<ul style="list-style-type: none">Provide impact and influence through building and maintaining strategic relationships.	
	<ul style="list-style-type: none">Displays an awareness of institutional structures and political factors.	<ul style="list-style-type: none">Consistently challenge strategic plans to ensure relevance.	<ul style="list-style-type: none">Create an environment that facilitates loyalty and innovation. Display a superior level of self-discipline and integrity in actions.	
	<ul style="list-style-type: none">Effectively communicate barriers to execution to relevant parties.	<ul style="list-style-type: none">Understand institutional structures and political factors, and the consequences of actions.	<ul style="list-style-type: none">Integrate various systems into a collective whole to optimise institutional performance management.	
	<ul style="list-style-type: none">Provide guidance to all stakeholders in the achievement of the strategic mandate.	<ul style="list-style-type: none">Empower others to follow the strategic direction and deal with complex situations.	<ul style="list-style-type: none">Uses understanding of competing interests to maneuver successfully to a win/win outcome.	
	<ul style="list-style-type: none">Understand the aim and objectives of the institution and relate it to own work.	<ul style="list-style-type: none">Guide the institution through complex and ambiguous concern.Use understanding of power relationships and dynamic tensions among key players		

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CLUSTER:	LEADING COMPETENCIES			
COMPETENCY NAME:	Strategic Direction and Leadership			
COMPETENCY DEFINITION:	Provide and direct a vision for the Institution, and inspire and deploy others to deliver on the strategic institutional mandate.			
ACHIEVEMENT LEVELS				
BASIC	COMPETENT	ADVANCED	SUPERIOR	
		to frame communications and develop strategies, positions and alliances.		


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CLUSTER :	LEADING COMPETENCIES			
COMPETENCY NAME :	People Management			
COMPETENCY DEFINITION :	Effectively manage, inspire and encourage people, respect diversity, optimise talent and build and nurture relationships in order to achieve institutional objectives.			
ACHIEVEMENT LEVELS				
BASIC	COMPETENT	ADVANCED	SUPERIOR	
<ul style="list-style-type: none">Participate in team goalsetting and problem solving.	<ul style="list-style-type: none">Seek opportunities to increase team contribution and responsibility.	<ul style="list-style-type: none">Identify ineffective team and work processes and recommend remedial interventions.	<ul style="list-style-type: none">Develop and incorporate best practice people management processes, approaches and tools across the institution.	
<ul style="list-style-type: none">Interact and collaborate with people of diverse backgrounds.	<ul style="list-style-type: none">Respect and support the diverse nature of others and be aware of the benefits of a diverse approach.	<ul style="list-style-type: none">Recognise and reward effective and desired behavior.	<ul style="list-style-type: none">Foster a culture of discipline, responsibility and accountability.	
<ul style="list-style-type: none">Aware of guidelines for employee development, but requires support in implementing development initiatives.	<ul style="list-style-type: none">Effectively delegate tasks and empower others to increase contribution and execute functions optimally.	<ul style="list-style-type: none">Provide mentoring and guidance to others in order to increase personal effectiveness.	<ul style="list-style-type: none">Understand the impact of diversity in performance and actively incorporate a diversity strategy in the institution.	
	<ul style="list-style-type: none">Apply relevant employee legislation fairly and consistently.	<ul style="list-style-type: none">Identify development and learning needs within the team.	<ul style="list-style-type: none">Develop comprehensive integrated strategies and approaches to human capital development and management.	
	<ul style="list-style-type: none">Effectively identify capacity requirements to fulfill the strategic mandate.	<ul style="list-style-type: none">Inspire a culture of performance excellence by giving positive and constructive feedback to the team.Achieve agreement or consensus in adversarial environments.Lead and unite diverse teams across divisions to achieve institutional objectives.	<ul style="list-style-type: none">Actively identify trends and predict capacity requirements to facilitate unified transition and performance management.	



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CLUSTER :	LEADING COMPETENCIES			
COMPETENCY NAME :	Programme and Project Management			
COMPETENCY DEFINITION :	Able to understand program and project management methodology; plan, manage, monitor and evaluate specific activities in order to deliver on set objectives.			
ACHIEVEMENT LEVELS				
BASIC	COMPETENT	ADVANCED	SUPERIOR	
<ul style="list-style-type: none">Initiate projects after approval from higher authorities.Understand procedures of program and project management methodology, implications and stakeholder involvement.Understand the rational of projects in relation to the institution's strategic objectives.Document and communicate factors and risk associated with own work.Use results and approaches of successful project implementation as guide.	<ul style="list-style-type: none">Establish broad stakeholder involvement and communicate the project status and key milestones.Define the roles and responsibilities of the project team and create clarity around expectations.Find a balance between project deadline and the quality of deliverables.Identify appropriate project resources to facilitate the effective completion of the deliverables.Comply with statutory requirements and apply policies in a consistent manner.Monitor progress and use of resources and make needed adjustments to timelines, steps and resource allocation.	<ul style="list-style-type: none">Manage multiple programs and balance priorities and conflicts according to institutional goals.Apply effective risk management strategies through impact assessment and resource requirements.Modify project scope and budget when required without compromising the quality and objectives of the project.Involve top-level authorities and relevant stakeholders in seeking project buy-in.Identify and apply contemporary project management methodologyInfluence and motivate project team to deliver exceptional results.Monitor policy implementation and apply procedures to manage risks.	<ul style="list-style-type: none">Understand and conceptualise the long-term implications of desired project outcomes.Direct a comprehensive strategic macro and micro analysis and scope projects accordingly to realise institutional objectives.Influence people in positions of authority to implement outcomes of projectsLead and direct translation of policy into workable action plansEnsures that programs are monitored to track progress and optimal resource utilisation, and that adjustments are made as needed.	

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CLUSTER :	LEADING COMPETENCIES			
COMPETENCY NAME :	Change Leadership			
COMPETENCY DEFINITION :	Able to direct and initiate institutional transformation on all levels in order to successfully drive and implement new initiatives and deliver professional and quality services to the community.			
ACHIEVEMENT LEVELS				
BASIC	COMPETENT	ADVANCED	SUPERIOR	
<ul style="list-style-type: none">• Display an awareness of change interventions and the benefits of transformation initiatives.• Able to identify basic needs for change.	<ul style="list-style-type: none">• Perform an analysis of the change impact on the social, political and economic environment.• Maintain calm and focus during change.	<ul style="list-style-type: none">• Actively monitor change impact and results and convey progress to relevant stakeholders.• Secure buy-in and sponsorship for change initiatives.	<ul style="list-style-type: none">• Sponsor change agents and create a network of change leaders who support the interventions.	
<ul style="list-style-type: none">• Identify gaps between the current and desired state.	<ul style="list-style-type: none">• Able to assist team members during change and keep them focused on the deliverables.	<ul style="list-style-type: none">• Continuously evaluate change strategy and design and introduce new approaches to enhance the institution's effectiveness.	<ul style="list-style-type: none">• Actively adapt current structures and processes to incorporate the change interventions.	
<ul style="list-style-type: none">• Identify potential risk and challenges to transformation, including resistance to change factors.• Participate in change programs and piloting change interventions.	<ul style="list-style-type: none">• Volunteer to lead change efforts outside of own work team.• Able to gain buy-in and approval for change from relevant stakeholders.• Identify change readiness levels and assist in resolving resistance to change factors.	<ul style="list-style-type: none">• Build and nurture relationships with various stakeholders to establish strategic alliance in facilitating change.• Take the lead in impactful change programs.	<ul style="list-style-type: none">• Mentor and guide team members on the effects of change, resistance factors and how to integrate change.	
<ul style="list-style-type: none">• Understand the impact of change interventions on the institution within the broader scope of local government.	<ul style="list-style-type: none">• Design change interventions that are aligned with the institution's strategic objectives and goals.	<ul style="list-style-type: none">• Benchmark change interventions against best change practices.• Understand the impact and psychology of change and put remedial interventions in place to facilitate effective transformation.• Take calculated risk and seek new ideas from best practice scenarios and identify the potential for implementation.	<ul style="list-style-type: none">• Motivate and inspire others around change initiatives.	


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CLUSTER :	LEADING COMPETENCIES			
COMPETENCY NAME :	Financial Management			
COMPETENCY DEFINITION :	Able to compile, plan and manage budgets, control cash flow, institute financial risk management and administer procurement processes in accordance with recognised financial practices. Further to ensure that all financial transactions are managed in an ethical manner			
ACHIEVEMENT LEVELS				
BASIC	COMPETENT	ADVANCED	SUPERIOR	
<ul style="list-style-type: none">Understand basic financial concepts and methods as they relate to institutional processes and activitiesDisplay awareness into the various sources of financial data, reporting mechanisms, financial governance, processes and systemsUnderstand the importance of financial accountability	<ul style="list-style-type: none">Exhibit knowledge of general financial concepts, planning, budgeting and forecasting and how they interrelateAssess, identify and manage financial risks.Assume a cost-saving approach to financial management.Prepare financial reports based on specified formats.Consider and understand the financial implications of decisions and suggestions.Ensure that delegation and instructions as required by National Treasury guidelines are reviewed and updated.Identify and implement proper monitoring and evaluation practices to ensure appropriate spending against budget.	<ul style="list-style-type: none">Take active ownership of planning, budgeting and forecasting processes and provides credible answers to queries within own responsibility.Prepare budgets that are aligned to the strategic objectives of the institution.Address complex budgeting and financial management concerns.Put systems and processes in place to enhance the quality and integrity of financial management practices.Advise on policies and procedures regarding asset control.Promote National Treasury's regulatory framework for Financial Management.	<ul style="list-style-type: none">Develop planning tools to assist in evaluating and monitoring future expenditure trends.Set budget frameworks for the institution.Set strategic direction for the institution on expenditure and other financial processes.Build and nurture partnerships to improve financial management and achieve financial savings.Actively identify and implement new methods to improve asset control.Display professionalism in dealing with financial data and processes.	


Acting Director: Corporate Services
Dr Lungelwa Kaywood


Municipal Manager:
Ms Geraldine Mettler



CLUSTER :	LEADING COMPETENCIES			
COMPETENCY NAME :	Governance Leadership			
COMPETENCY DEFINITION:	Able to promote, direct and apply professionalism in managing risk and compliance requirements and apply a thorough understanding of governance practices and obligations. Further, able to direct the conceptualisation of relevant policies and enhance cooperative governance relationships.			
ACHIEVEMENT LEVELS				
BASIC	COMPETENT	ADVANCED	SUPERIOR	
<ul style="list-style-type: none">Display a basic awareness of risk, compliance and governance factors but require guidance and development in implementing such requirements.Understand the structure of cooperative government but requires guidance on fostering workable relationships between stakeholders.	<ul style="list-style-type: none">Display a thorough understanding of governance and risk and compliance factors and implement plans to address these.Demonstrate understanding of the techniques and processes for optimising risk taking decisions within the institution.	<ul style="list-style-type: none">Able to link risk initiatives into key institutional objectives and drivers.	<ul style="list-style-type: none">Demonstrate a high level of commitment in complying with governance requirements.	
		<ul style="list-style-type: none">Identify, analyse and measure risk, create valid risk forecasts and map risk profiles.Apply risk control methodology and approaches to prevent and reduce risk that impede on the achievement of institutional objectives.	<ul style="list-style-type: none">Implement governance and compliance strategy to ensure achievement of institutional objectives within the legislative framework.Able to advise local government on risk management, best practice interventions and compliance management.	
<ul style="list-style-type: none">Provide input into policy formulation.	<ul style="list-style-type: none">Actively drive policy formulation within the institution to ensure the achievement of objectives.	<ul style="list-style-type: none">Demonstrate a thorough understanding of risk retention plans.Identify and implement comprehensive risk management systems and processes.Implement and monitor the formulation of policies, identify and analyse constraints and challenges with implementation and provide recommendations for improvement.	<ul style="list-style-type: none">Able to forge positive relationships on cooperative governance level to enhance the effectiveness of local government.Able to shape, direct and drive the formulation of policies on a macro level.	

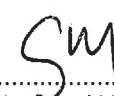

Acting Director: Corporate Services
Dr Lungelwa Kaywood


Municipal Manager:
Ms Geraldine Mettler



CLUSTER :	CORE COMPETENCIES			
COMPETENCY NAME :	Moral Competence			
COMPETENCY DEFINITION :	Able to identify moral triggers, apply reasoning that promotes honesty and integrity and consistently display behavior that reflects moral competence			
ACHIEVEMENT LEVELS				
BASIC	COMPETENT	ADVANCED		SUPERIOR
<ul style="list-style-type: none">Realise the impact of acting with integrity, but requires guidance and development in implementing principles.Follow basic rules and regulations of the institution.	<ul style="list-style-type: none">Conduct self in alignment with the values of local government and the institution.Able to openly admit own mistakes and weaknesses and seek assistance from others when unable to deliver.Actively report fraudulent activity and corruption with local government.Understand and honor the confidential nature of matters without seeking personal gain.	<ul style="list-style-type: none">Identify, develop and apply measures of self-correction.Able to gain trust and respect through aligning actions with commitments.Make proposals and recommendations that are transparent and gain the approval of relevant stakeholders.Present values, beliefs and ideas that are congruent with the institution's rules and regulations.Takes an active stance against corruption and dishonesty when noted.Actively promote the value of the institution to internal and external stakeholders.Able to work in unity with a team and not seek personal gain.Apply universal moral principles consistently to achieve moral decisions.		<ul style="list-style-type: none">Create an environment conducive of moral practices.Actively develop and implement measures to combat fraud and corruption.Set integrity standards and shared accountability measures across the institution to support the objectives of local government.
<ul style="list-style-type: none">Able to identify basic moral situations, but requires guidance and development in understanding and reasoning with moral intent.	<ul style="list-style-type: none">Able to deal with situations of conflict of interest promptly and in the best interest of local government.			<ul style="list-style-type: none">Take responsibility for own actions and decisions, even if the consequences are unfavorable.


Acting Director: Corporate Services
Dr Lungelwa Kaywood


Municipal Manager:
Ms Geraldine Mettler



CLUSTER :	CORE COMPETENCIES			
COMPETENCY NAME :	Planning and Organising			
COMPETENCY DEFINITION :	Able to plan, prioritise and organise information and resources effectively to ensure the quality of service delivery and build efficient contingency plans to manage risk.			
ACHIEVEMENT LEVELS				
BASIC	COMPETENT	ADVANCED	SUPERIOR	
<ul style="list-style-type: none">• Able to follow basic plans and organise tasks around set objectives.• Understand the process of planning and organising but requires guidance and development in providing detailed and comprehensive plans.• Able to follow existing plans and ensure that objectives are met.• Focus on short-term objectives in developing plans and actions• Arrange information and resources required for a task, but require further structure and organisation.	<ul style="list-style-type: none">• Actively and appropriately organise information and resources required for a task.• Recognise the urgency and importance of tasks.• Balance short and long-term plans and goals and incorporate into the team's performance objectives.• Schedule tasks to ensure they are performed within budget and with efficient use of time and resources.• Measures progress and monitor performance results.	<ul style="list-style-type: none">• Able to define institutional objectives, develop comprehensive plans, integrate and coordinate activities and assign appropriate resources for successful implementation.• Identify in advance required stages and actions to complete tasks.• Schedule realistic timelines, objectives and milestones for tasks and projects.• Produce clear, detailed and comprehensive plans to achieve institutional objectives.• Identify possible risk factors and design and implement appropriate contingency plans.• Adapt plans in light of changing circumstances.• Prioritise tasks and projects according to their relevant urgency and importance.	<ul style="list-style-type: none">• Focus on broad strategies and initiatives when developing plans and actions.• Able to protect and forecast short, medium and long term requirements of the institution and local government.• Translate policy into relevant projects to facilitate the achievement of institutional objectives.	


Acting Director: Corporate Services
Dr Lungelwa Kaywood


Municipal Manager:
Ms Geraldine Mettler



CLUSTER :	CORE COMPETENCIES			
COMPETENCY NAME :	Analysis and Innovation			
COMPETENCY DEFINITION :	Able to critically analyse information, challenges and trends to establish and implement fact-based solutions that are innovative to improve institutional processes in order to achieve key strategic objectives			
ACHIEVEMENT LEVELS				
BASIC	COMPETENT	ADVANCED	SUPERIOR	
<ul style="list-style-type: none">Understand the basic operation of analysis, but lack detail and thoroughness.Able to balance independent analysis with requesting assistance from others.Recommend new ways to perform tasks within own function.Propose simple remedial interventions that marginally challenges the status quo.Listen to the ideas and perspectives of others and explore opportunities to enhance such innovative thinking.	<ul style="list-style-type: none">Demonstrate logical problem solving techniques and approaches and provide rationale for recommendations.Demonstrate objectivity, insight and thoroughness when analysing problems.Able to break down complex problems into manageable parts and identify solutions.Consult internal and external stakeholders on opportunities to improve processes and service delivery.Clearly communicate the benefits of new opportunities and innovative solutions and stakeholders.Continuously identify opportunities to enhance internal processes.Identify and analyse opportunities conducive to innovative approaches and propose remedial intervention.	<ul style="list-style-type: none">Coaches team members on analytical and innovative approaches and techniques.Engage with appropriate individuals in analysing and resolving complex problems.Identify solutions on various areas in the institution.Formulate and implement new ideas throughout the institution.Able to gain approval and buy-in for proposed interventions from relevant stakeholders.Identify trends and best practices in process and service delivery and propose institutional application.Continuously engage in research to identify client needs.	<ul style="list-style-type: none">Demonstrate complex analytical and problem solving approaches and techniques.Create an environment conducive to analytical and fact-based problem solving.Analyse, recommend solutions and monitor trends in key challenges to prevent and manage occurrence.Create an environment that fosters innovative thinking and follows a learning organisation approach.Be a thought leader on innovative customer service delivery and process optimisation.Play an active role in sharing best practice solutions and engage in national and international local government seminars and conferences.	

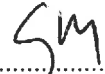

Acting Director: Corporate Services
Dr Lungelwa Kaywood


Municipal Manager:
Ms Geraldine Mettler



CLUSTER :	CORE COMPETENCIES			
COMPETENCY NAME :	Knowledge and Information Management			
COMPETENCY DEFINITION :	Able to promote the generation and sharing of knowledge and information through various processes and media, in order to enhance the collective knowledge base of local government			
ACHIEVEMENT LEVELS				
BASIC	COMPETENT	ADVANCED	SUPERIOR	
<ul style="list-style-type: none">Collect, categorise and track relevant information required for specific tasks and projects.	<ul style="list-style-type: none">Use appropriate information systems and technology to manage institutional knowledge and information sharing.	<ul style="list-style-type: none">Effectively predict future information and knowledge management requirements and systems.	<ul style="list-style-type: none">Create and support a vision and culture where team members are empowered to seek, gain and share knowledge and information.	
<ul style="list-style-type: none">Analyse and interpret information to draw conclusions.	<ul style="list-style-type: none">Evaluate data from various sources and use information effectively to influence decisions and provide solutions.	<ul style="list-style-type: none">Develop standards and processes to meet future knowledge management needs.	<ul style="list-style-type: none">Establish partnerships across local government to facilitate knowledge management.	
<ul style="list-style-type: none">Seek new sources of information to increase the knowledge base.	<ul style="list-style-type: none">Actively create mechanisms and structures for sharing information.	<ul style="list-style-type: none">Share and promote best-practice knowledge management across various institutions.	<ul style="list-style-type: none">Demonstrate a mature approach.	
<ul style="list-style-type: none">Regularly share information and knowledge with internal stakeholders and team members.	<ul style="list-style-type: none">Use external and internal resources to research and provide relevant and cutting-edge knowledge to enhance institutional effectiveness and efficiency.	<ul style="list-style-type: none">Establish accurate measures and monitoring systems for knowledge and information management.Create a culture conducive of learning and knowledge sharing.Hold regular knowledge and information sharing sessions to elicit new ideas and share best practice approaches.	<ul style="list-style-type: none">Recognise and exploit knowledge points in interactions with internal and external stakeholders.	


Acting Director: Corporate Services
Dr Lungelwa Kaywood


Municipal Manager:
Ms Geraldine Mettler



CLUSTER :	CORE COMPETENCIES			
COMPETENCY NAME :	Communication			
COMPETENCY DEFINITION :	Able to share information, knowledge and ideas in a clear, focused and concise manner appropriate for the audience in order to effectively convey, persuade and influence stakeholders to achieve the desired outcome.			
ACHIEVEMENT LEVELS				
BASIC	COMPETENT	ADVANCED	SUPERIOR	
<ul style="list-style-type: none">• Demonstrate an understanding for communication levers and tools appropriate for the audience, but requires guidance in utilising such tools.• Express ideas in a clear and focused manner, but does not always take the audience into consideration.	<ul style="list-style-type: none">• Express ideas to individuals and groups in formal and informal settings in a manner that is interesting and motivating.• Able to understand, tolerate and appreciate diverse perspectives, attitudes and beliefs.• Adapt communication content and style to suit the audience and facilitate optimal information transfer.• Deliver content in a manner that gains support, commitment and agreement from relevant stakeholders.• Compile clear, focused, concise and well-structured written documents.	<ul style="list-style-type: none">• Effectively communicate high-risk and sensitive matters to relevant stakeholders.• Develop a well-defined communication strategy.• Balance political perspectives with institutional needs when communicating viewpoints on complex issues.• Able to effectively direct negotiations around complex.• Market and promote the institution to external stakeholders and seek to enhance a positive image of the institution.• Able to communicate with the media with high levels of moral competence and discipline.	<ul style="list-style-type: none">• Regarded as a specialist in negotiations and representing the institution.• Able to inspire and motivate others through positive communication that is impactful and relevant.• Creates an environment conducive to transparent and productive communication and critical appreciate conversations.• Able to coordinate negotiations at different levels within local government and externally.	
<ul style="list-style-type: none">• Disseminate and convey information and knowledge adequately.				

.....
Acting Director: Corporate Services
Dr Lungelwa Kaywood

.....
Municipal Manager:
Ms Geraldine Mettler



CLUSTER :	CORE COMPETENCIES			
COMPETENCY NAME :	Results and Quality Focus			
COMPETENCY DEFINITION :	Able to maintain high quality standards, focus on achieving results and objectives while consistently striving to exceed expectations and encourage others to meet quality standards. Further, to actively monitor and measure results and quality against identified objectives.			
ACHIEVEMENT LEVELS				
BASIC	COMPETENT	ADVANCED	SUPERIOR	
<ul style="list-style-type: none">Understand quality of work but requires guidance in attending to important matters.Show a basic commitment to achieving the correct results.	<ul style="list-style-type: none">Focus on high-priority actions and does not become distracted by lower-priority activities.Display firm commitment and pride in achieving the correct results.	<ul style="list-style-type: none">Consistently verify own standards and outcomes to ensure quality output.Focus on the end result and avoids being distracted	<ul style="list-style-type: none">Coach and guide others to exceed quality standards and results.Develop challenging, client-focused goals and sets high standards for personal performance.	
<ul style="list-style-type: none">Produce the minimum level of results required in the role.	<ul style="list-style-type: none">Set quality standards and design processes and tasks around achieving set standards.	<ul style="list-style-type: none">Demonstrate a determined and committed approach to achieving results and quality standards.	<ul style="list-style-type: none">Commit to exceed the results and quality standards, monitor own performance and implement remedial interventions when required.	
<ul style="list-style-type: none">Produce outcomes that is of a good standard.	<ul style="list-style-type: none">Produce output of high quality.	<ul style="list-style-type: none">Follow task and projects through to completion.	<ul style="list-style-type: none">Work with team to set ambitious and challenging team goals, communicating long- and short term expectations.	
<ul style="list-style-type: none">Focus on the quantity of output but requires development in incorporating the quality of work.	<ul style="list-style-type: none">Able to balance the quantity and quality of results in order to achieve objectives.	<ul style="list-style-type: none">Set challenging goals and objectives to self and team and display commitment to achieving expectations.	<ul style="list-style-type: none">Take appropriate risks to accomplish goals.	
<ul style="list-style-type: none">Produce quality work in general circumstances, but fails to meet expectation when under pressure.	<ul style="list-style-type: none">Monitors progress, quality of work and use of resources; provide status updates and make adjustments as needed.	<ul style="list-style-type: none">Maintain a focus on quality outputs when placed under pressure.Establishing institutional systems for managing and assigning work, defining responsibilities, tracking, monitoring and measuring success, evaluating and valuing the work of the institution.	<ul style="list-style-type: none">Overcome setbacks and adjust action plans to realise goals.Focus people on critical activities that yield a high impact.	


Acting Director: Corporate Services
Dr Lungelwa Kaywood


Municipal Manager:
Ms Geraldine Mettler



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Annexure C

Personal Development Plan

ACTING DIRECTOR: CORPORATE SERVICES

.....
Acting Director: Corporate Services
Dr Lungelwa Kaywood

.....
Municipal Manager:
Ms Geraldine Mettler



Skills Performance Gap	Outcomes Expected	Suggested training and / or development activity	Suggested mode of delivery	Suggested Time Frames	Work opportunity created to practice skill / development area	Support Person
1.						
2.						
3.						

Signed and accepted by the Employee



Date: 24/06/2026

Signed by the Municipal Manager on behalf of the Municipality



Date: 24/06/2026

6.2	MFMA SECTION 52 REPORTING UP TO THE QUARTER ENDING MARCH 2026
-----	--

Collaborator No:

IDP KPA Ref No:

Meeting Date:

Good Governance and Compliance

22 July 2026

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

2. PURPOSE

To comply with section 52(d) of the Municipal Finance Management Act and report to Council on the implementation of the budget; and service delivery budget plan of the Municipality for the 4th quarter of the 2025/2026 financial year.

3. DELEGATED AUTHORITY

THE EXECUTIVE MAYOR TO SUBMIT TO COUNCIL

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

“The mayor of a municipality—

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

4. EXECUTIVE SUMMARY

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

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

This report provides the overall performance of the Municipality for the period 1 April 2026 to 30 June 2026.

5. RECOMMENDATION

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

6. DISCUSSION / CONTENTS

6.1 Background

To comply with section 52 (d) of the Municipal Finance Management Act and report to Council on the budget; financial and service delivery budget implementation plan of the Municipality for the 4th quarter of the financial year. The report is indicated under **APPENDIX 1.**

6.2 Discussion

This report illustrates the implementation of the budget as well as the non-financial performance of the municipality for quarter 4.

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

6.3 Financial Implications

None.

6.4 Legal Implications

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

6.5 Staff Implications

This report has no staff implications to the Municipality.

6.6 Previous / Relevant Council Resolutions:

None.

6.7 Risk Implications

None.

6.8 Comments from Senior Management:

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

6.8.1 Municipal Manager:

Supports the recommendations.

ANNEXURES

Appendix 1 : Section 52 Report – Fourth Quarter

FOR FURTHER DETAILS CONTACT:

NAME	Monique Steyl
POSITION	Senior Manager Financial Management Services
DIRECTORATE	Financial Services
CONTACT NUMBER	021 – 808 8512
E-MAIL ADDRESS	Monique.Steyl@ Stellenbosch.gov.za
REPORT DATE	29 July 2026

APPENDIX 1



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QUARTERLY BUDGET MONITORING REPORT

4th Quarter 2025/26



QUALITY CERTIFICATE

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

Name: Geraldine Mettler

Municipal Manager of Stellenbosch Municipality- WC024

Signature _____



Date: 29 July 2026

QUARTERLY BUDGET STATEMENT FOR JUNE 2026

To Council

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

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



Cllr Jeremy Fasser
Executive Mayor
Date: 29 July 2026

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1. Recommendations

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

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

2. Executive Summary

2.1 Introduction

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

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

The Office of the Chief Financial Officer (CFO) is currently preparing the Annual Financial Statements (AFS) for the financial year ended 30 June 2026, in accordance with the requirements of Section 126(1)(a) of the Municipal Finance Management Act (MFMA).

It should be noted that the financial information contained in this report represents preliminary results and may not accurately reflect the final financial position and performance of the Municipality. The reported figures remain subject to various year-end accounting processes, adjustments, and journal entries that are currently being completed and reviewed. The final financial position of the Municipality will be materially influenced by the completion of the following year-end activities:

- **Processing and review of accruals and payables.**
- **Review and processing of depreciation and asset-related journals.**
- **Completion of grant reconciliations and revenue recognition adjustments.**
- **Review and processing of employee benefit obligations, including leave provisions.**
- **Finalisation of intergovernmental and interdepartmental reconciliations.**
- **Processing of outstanding year-end journals and correcting entries.**
- **Completion of bank, debtor, creditor, and general ledger reconciliations.**

These year-end accounting procedures and adjustments are expected to be finalised by 31 August 2026, following which the Annual Financial Statements will provide a more accurate reflection of the Municipality's financial position and performance for the year under review.

2.2 Summary of 2025/26 budget progress / implementation

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

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

Detail	Capital Expenditure	Operating Expenditure	Operating Revenue (excluding capital transfers and contributions)
Original Budget	642 490 175	2 741 080 854	2 869 321 198
Adjustment Budget	594 994 274	2 831 662 033	2 919 127 431
Plan to Date (SDBIP)	594 994 274	2 831 662 033	2 919 127 431
Actual	418 820 968	2 415 029 516	2 715 758 078
Variance to SDBIP	(176 173 306)	(416 632 517)	(203 369 353)
Year to date % Variance to SDBIP	-29,61%	-14,71%	-6,97%

3. Operating Revenue

The following table shows the actual operating revenue per National Treasury Reporting regulations against that planned in the SDBIP for the 4th Quarter of 2025/26.

Operating Revenue by Source

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

QUARTER 4 2025/26		
PLANNED	ACTUAL	VAR
535 129 656	271 165 232	-49%
76 565 404	76 246 630	0%
47 186 669	31 053 682	-34%
30 084 663	25 200 997	-16%
9 198 867	10 635 952	16%
2 095 885	1 213 426	-42%
4 416 977	5 515 885	25%
11 915 175	12 683 149	6%
6 479 634	2 253 834	-65%
3 510 845	1 860 794	-47%
30 360 678	30 704 441	1%
125 397 060	127 280 289	2%
75 590 795	36 099 376	-52%
11 701 995	3 518 215	-70%
626 949	1 193 240	90%
752 685	1 322 599	76%
971 013 937	637 947 741	-34%

QUARTER 4 2024/25		
PLANNED	ACTUAL	VAR
388 561 085	247 145 160	-36%
44 325 347	62 489 389	41%
36 586 380	30 912 787	-16%
26 928 624	22 735 615	-16%
8 663 468	8 997 175	4%
1 928 934	1 336 568	-31%
3 617 385	5 288 334	46%
15 143 612	15 762 082	4%
5 879 033	2 282 587	-61%
3 141 884	2 482 113	-21%
18 821 897	19 340 916	3%
190 501 501	114 582 000	-40%
65 567 935	20 423 260	-69%
161 304 755	49 206 251	-69%
559 776	1 019 932	82%
-	-	0%
971 531 616	604 004 169	-38%

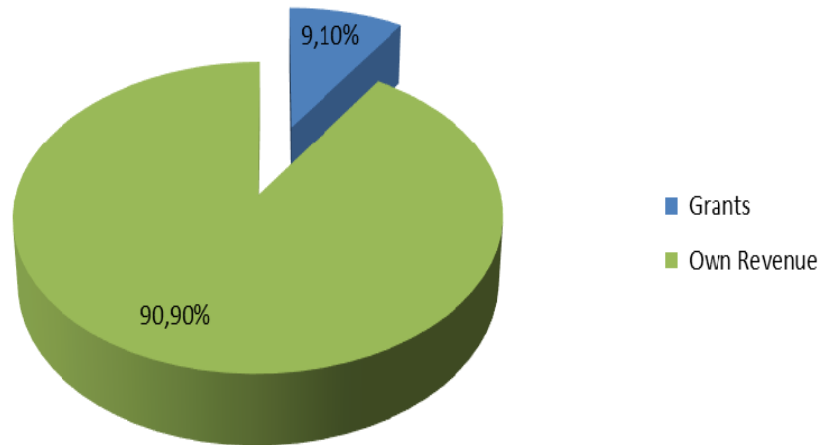
The collection rate as at 30 June 2026 is 96% and is above the National Treasury norm of 95%.

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

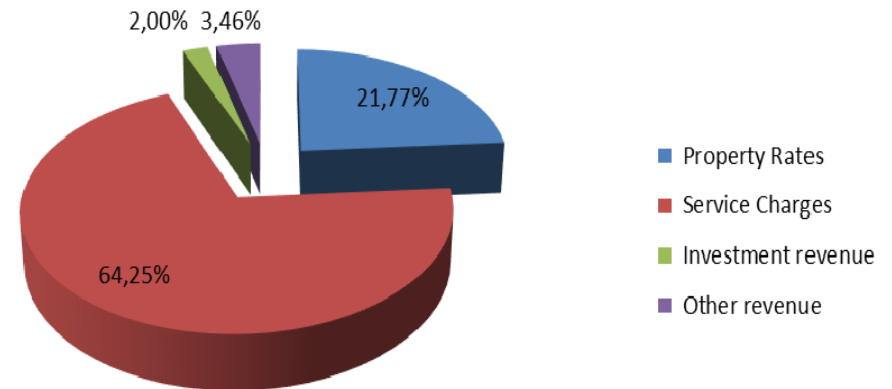
Stellenbosch municipality is not dependant on grant funding to fund the operating budget as is evident in the graph below.

Own revenue consists mainly of service charges at 64.25% of the R2 653 347 905 billion own revenue budget.

Funding of the 2025/26 operating budget



Composition of own revenue



4. Operating Expenditure

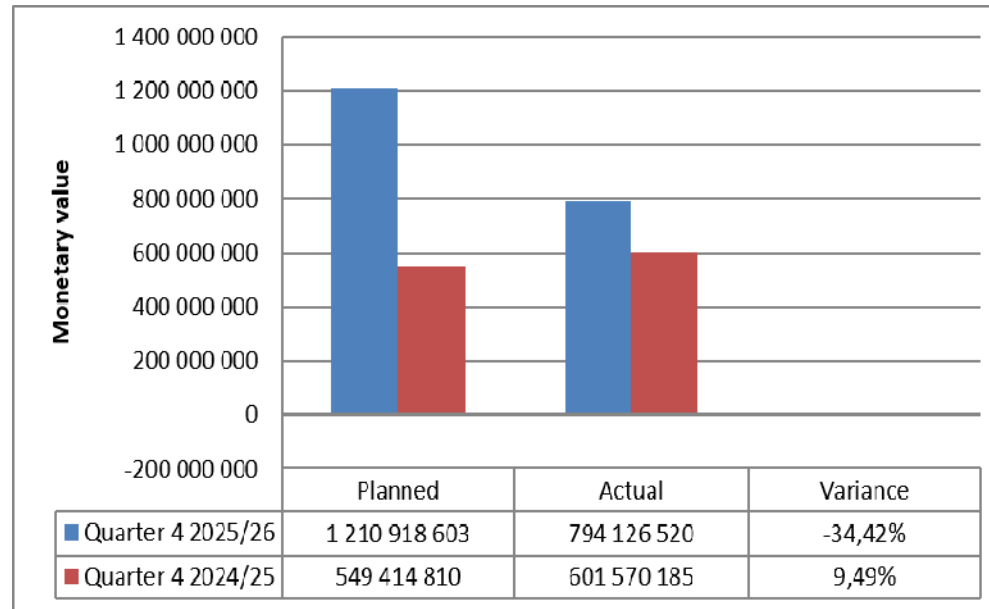
The following table illustrates the actual operating expenditure for each Directorate against planned expenditure in the SDBIP for the 4th Quarter of 2025/26.

Operating Expenditure (Per Directorate):

DIRECTORATE	ORIGINAL BUDGET	AMENDED BUDGET	QUARTER 4 2025/26		QUARTER 4 2024/25		YEAR TO DATE 2025/26	
			PLANNED	ACTUALS	PLANNED	ACTUALS	PLANNED	ACTUALS
Municipal Manager	23 693 262	24 654 689	9 505 974	5 970 518	3 927 703	5 883 878	24 654 689	20 545 354
Planning & Development	130 807 404	134 714 474	50 092 592	40 170 544	23 104 408	26 971 647	134 714 474	117 822 303
Infrastructure Services	1 636 652 537	1 706 899 622	712 422 162	587 971 104	358 395 727	394 105 448	1 706 899 622	1 560 837 165
Community and Protection Services	568 392 787	578 103 041	254 813 885	113 929 118	90 417 556	88 949 369	578 103 041	398 668 912
Corporate Services	236 951 689	238 980 229	124 626 741	54 065 606	44 751 007	47 111 286	238 980 229	176 879 359
Financial Services	144 583 175	148 309 978	59 457 249	-7 980 369	28 818 409	38 548 556	148 309 978	140 276 423
TOTALS	2 741 080 854	2 831 662 033	1 210 918 603	794 126 520	549 414 810	601 570 185	2 831 662 033	2 415 029 516

During the fourth quarter of the financial year the directorates spent R794 126 520, 34.42% less than the planned expenditure. At the same period last year, the directorates spent R601 570 185, 9.49% more than the planned expenditure.

QUARTERLY BUDGET STATEMENT FOR JUNE 2026



The year on year comparison for the fourth quarter is 65.58% actual spending rate of the planned operating budget for the financial year 2025/26, compared to a 109.49% actual spending rate for the same period in the previous financial year.

5. Capital Expenditure

The following table illustrates the actual capital expenditure per directorate against the planned in the SDBIP for the 4th Quarter of 2025/26.

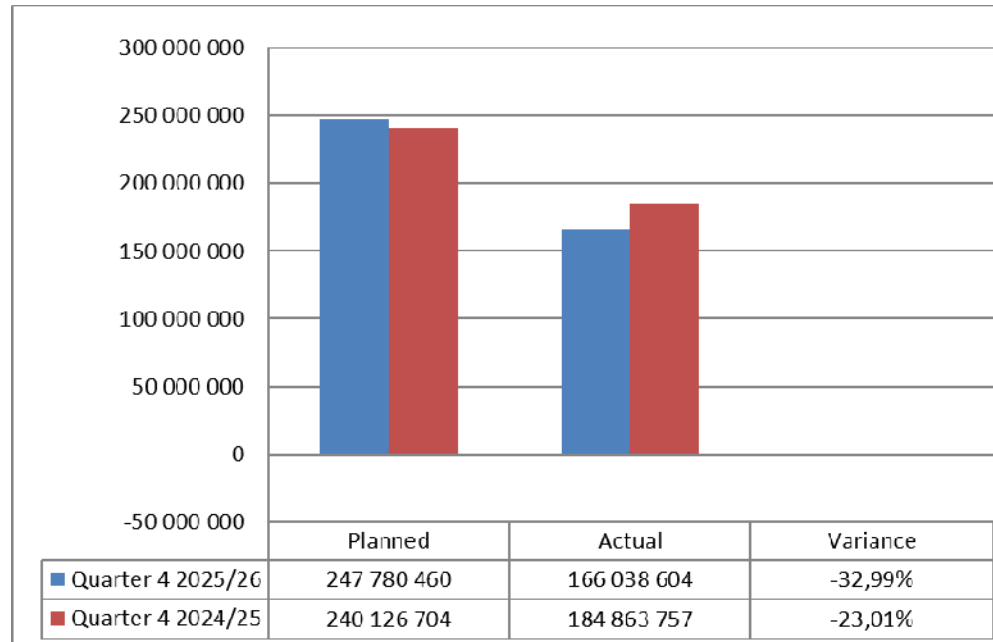
DIRECTOR	ORIGINAL BUDGET	AMENDED BUDGET
Municipal Manager	100 000	100 000
Planning & Development	35 403 912	34 485 819
Infrastructure Services	470 181 540	404 059 707
Corporate Services	81 584 723	31 663 619
Community and Protection Services	50 920 000	120 385 129
Financial Services	4 300 000	4 300 000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

QUARTER 4 2025/26		
PLANNED	ACTUAL EXPENDITURE	VAR %
-	5 349	0%
17 054 427	8 818 061	-48%
177 661 824	125 951 249	-29%
10 464 467	8 194 783	-22%
42 099 742	22 978 704	-45%
500 000	90 457	-82%
247 780 460	166 038 604	-33%

QUARTER 4 2024/25		
PLANNED	ACTUAL EXPENDITURE	VAR %
599	2 961	394%
20 202 583	16 575 524	-18%
145 668 621	122 571 635	-16%
31 585 013	23 040 113	-27%
41 779 392	22 567 601	-46%
890 496	105 924	-88%
240 126 704	184 863 757	-23%

YTD 2025/26		
PLANNED	ACTUAL EXPENDITURE	VAR %
100 000	89 048	-11%
34 485 819	19 520 953	-43%
404 059 707	294 222 867	-27%
31 663 619	20 654 115	-35%
120 385 129	80 461 566	-33%
4 300 000	3 872 419	-0
594 994 274	418 820 968	-30%

QUARTERLY BUDGET STATEMENT FOR JUNE 2026



The year-on-year comparison at the end of the fourth quarter indicates that **R166 038 604** of the planned **R247 780 460** was spent during the fourth quarter of the **2025/26 financial year**, reflecting a **67.01% expenditure rate**.

In comparison, expenditure for the same period in the **previous financial year** amounted to **R184 863 757** out of a planned **R240 126 704**, resulting in a higher **spending rate of 76.99%**.

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

6. Investments and Borrowings

6.1 Investments

ACC. NR	BANK	Type/ Period	INTEREST RATE	MATURITY DATE	BALANCE BFW	Q4		INTEREST CAPITALISED FOR THE QUARTER UNDER REVIEW	CLOSING BALANCE YTD
						INVEST	WITHDRAWAL		
93-6748-9415 20-8213-6172 20-8242-2286	<u>ABSA BANK</u>								
	A#9415	CALL	7,200%		85 708 672			1 446 713	87 155 386
	A#6172	12 MTHS	8,150%	10-Jul-26	105 917 123			2 031 918	107 949 041
	A#2286	12 MTHS	8,350%	25-Mar-27	150 205 890			3 156 986	153 362 877
					341 831 686			6 635 617	348 467 304
03/7881123974/036 03/7881123974/037 03/7881123974/038	<u>NEDBANK</u>								
	N#036	12 MTHS	8,695%	19-Mar-26	-			-	-
	N#037	10 MTHS	7,900%	19-Jun-26	104 848 219	-	106 558 082	1 709 863	0
	N#038	12 MTHS	8,085%	25-Jun-27	-	100 000 000		132 904	100 132 904
					104 848 219	100 000 000	- 106 558 082	1 842 767	100 132 904
258489367-047 258489367-046	<u>STANDARD BANK</u>								
	S#047	6 MNTHS	7,700%	21-Sep-26	120 177 205			2 328 986	122 506 192
	S#046	6 MNTHS	8,300%	17-Nov-25	-			-	-
					120 177 205			2 328 986	122 506 192
INVESTMENT TOTAL					566 857 111	100 000 000	- 106 558 082	10 807 371	571 106 399

QUARTERLY BUDGET STATEMENT FOR JUNE 2026

6.2 Borrowings

Lending Institution	Balance 1/04/2026	Received Quarter 4	Interest Capitalised Quarter 4	Capital Repayments Quarter 4	Balance 30/06/2026	Percentage (%)	Sinking Funds
							(R'000)
DBSA 61001059	5 001 584	-	-	5 001 584	(0)	10,25%	
DBSA 61007281	42 002 386	-	-	4 436 482	37 565 903	9,74%	
NEBANK 05/7831035613/000001	73 858 341	-	-	9 139 455	64 718 886	9,70%	
NEBANK 05/7831035613/000002	67 205 231	-	-	4 902 932	62 302 299	8,81%	
STANDARD BANK 730033	109 917 383	-	-	6 058 675	103 858 709	11,00%	
NEDBANK 05/7831035613/000003	58 095 553	-	-	2 683 811	55 411 742	8,90%	
NEDBANK 05/7831035613/000004	123 701 484	-	-	4 581 536	119 119 947	9,40%	
NEDBANK 05/7831035613/000005	-	198 019 488		-	198 019 488	9,20%	
TOTAL	479 781 962	198 019 488	-	36 804 475	640 996 975		

7. Allocations and grant receipts and expenditure for the 4th Quarter of 2025/26

OPERATING & CAPITAL GRANTS	TOTAL 2025/26	EXPECTED ALLOCATION	UNSPENT CONDITIONAL GRANTS (ROLL OVERS)	CAPITAL DEBTORS	ACCUMULATED ACTUAL RECEIPTS	ACCUMULATED ACTUAL EXPENDITURE	QUARTER 4 ACTUAL RECEIPTS	QUARTER 4 ACTUAL EXPENDITURE	UNSPENT CONDITIONAL GRANTS - 30 June 2026
Unconditional Grant:Equitable Share	231 793 000	231 793 000	-		231 793 000	168 031 558	-	41 332 286	63 761 442
Grand Total (Unconditional Grants)	231 793 000	231 793 000	-	-	231 793 000	168 031 558	-	41 332 286	63 761 442
EPWP Integrated Grant for Municipalities	3 202 000	3 202 000			3 202 000	3 202 000	-	1 127 466	-
Local Government Financial Management Grant	1 700 000	1 700 000			1 700 000	1 369 703	-	874 349	330 297
Integrated National Electrification Programme (Municipal) Grant	6 188 000	6 188 000			6 188 000	6 014 209	-	2 304 926	173 791
Integrated Urban Development Grant	64 530 000	64 530 000			64 530 000	56 632 132	-	9 186 156	7 897 868
Energy Efficiency and Demand Side	5 000 000	5 000 000			5 000 000	1 396 832	-	1 396 832	3 603 168
Local Government, Water and Related Service SETA	550 000	550 000			-	351 621	-	-	-351 621
Community Development Workers Operational Support Grant	38 000	38 000			38 000	36 877	-	35 630	1 123
Community Library Service Grant	15 538 579	11 576 000	3 962 579		11 576 000	13 602 316	-	134 084	-2 026 316
Human Settlements Development Grant	17 283 614	9 283 614	1 283 614	1 644 985	2 145 798	891 258	-	571 642	1 254 540
Informal Settlements Upgrading Partnership Grant: Provinces	15 912 485	12 018 485	1 700 485	3 922 089	7 530 437	8 609 908	3 044 975	4 358 966	-1 079 470
Title Deeds Restoration Grant	1 162 000	1 162 000		437 717	1 069 507	59 500	-	59 500	1 010 007
Integrated Transport Planning	656 000	656 000			656 000	656 000	-	249 326	-
Maintenance and Construction of Transport Infrastructure	335 000	335 000			335 000	334 999	-	334 999	0
Regional Socio-Economic Project/violence through urban upgrading (RSEP/VPUU)	1 337 008	800 000	537 008		800 000	792 066	-	322 852	7 934
Cape Winelands Disaster Grant	500 000	500 000					-	-	-
Cape Wineland District Community safety	100 000	100 000			100 000	80 000	100 000	-	20 000
Cape Winelands District Municipality(Local Economic Development)	250 000	250 000			250 000	75 000	-	-	175 000
Development of Sport and Recreational Facilities	300 000	300 000			300 000	300 000	-	73 157	-
Provincial Acceleration Grant	6 160 529		6 160 529			-	-	-	-
Khaya Lam Free Market Foundation	293 271		293 271		150 000		-	-	150 000
Global Environment Fund (GEF)	2 412 150	2 412 150	-		1 006 126	1 474 609	-	1 474 609	-468 484
K9 Unit (Resource Funding for Establishment and support of K9 Unit)	400 000	400 000			400 000		-		400 000
Grand total (Conditional Grants)	143 848 636	121 001 249	13 937 486	6 004 791	106 976 867	95 879 030	3 144 975	22 504 494	10 697 837

8. Personnel Expenditure

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

Employee - Related Costs	Original Budget	Adjustments Budget	Year-to-date Budget	Year-to-date Actual	% Variance	Quarter 4 Budget	Quarter 4 Actual	% Variance
Basic Salary and Wages	428 933 361	427 768 252	427 768 252	429 084 202	0%	113 701 895	108 619 680	-4%
Bonus	35 332 275	35 332 275	35 332 275	32 803 096	-7%	8 833 062	1 628 288	-82%
Aging and Post Related Allowances	963 892	963 892	963 892	410 697	-57%	240 967	183 440	-24%
Non Structured	46 078 463	46 078 463	46 078 463	54 019 084	17%	11 519 651	14 855 381	29%
Standby Allowance	16 764 045	16 764 045	16 764 045	17 000 104	1%	4 191 018	4 290 141	2%
Travel or Motor Vehicle	14 445 705	14 445 705	14 445 705	11 579 048	-20%	3 611 406	3 108 815	-14%
Accommodation, Travel and Incidental	130 243	130 243	130 243	65 381	-50%	32 548	15 670	-52%
Bargaining Council	243 367	243 367	243 367	233 918	-4%	60 820	80 183	32%
Cellular and Telephone	3 381 116	3 381 116	3 381 116	2 449 700	-28%	845 267	638 498	-24%
Current Service Cost	6 285 000	8 671 000	8 671 000	-	0%	8 671 000	-	0%
Essential User	926 862	926 862	926 862	770 653	-17%	231 720	194 366	-16%
Entertainment	-	-	-	-	0%	-	-	0%
Fire Brigade	3 486 434	3 486 434	3 486 434	3 128 227	-10%	871 610	775 757	-11%
Group Life Insurance	6 523 464	6 523 464	6 523 464	8 759 649	34%	1 630 857	2 219 260	36%
Housing Benefits	3 655 660	3 655 660	3 655 660	2 923 736	-20%	913 945	733 946	-20%
Interest Cost	24 676 000	26 331 561	26 331 561	-	0%	26 331 561	-	0%
Leave Gratuity	10 370 784	4 972 024	4 972 024	2 561 629	0%	4 972 024	288 044	0%
Leave Pay	-	-	-	-	0%	-	-	0%
Long Term Service Awards	5 852 000	5 852 000	5 852 000	4 204 719	0%	5 852 000	1 038 827	0%
Medical	34 527 989	34 527 989	34 527 989	35 239 684	2%	8 632 064	9 250 962	7%
Non-pensionable	276 095	276 095	276 095	66 724	-76%	69 014	8 104	-88%
Pension	73 550 219	73 550 219	73 550 219	69 533 983	-5%	18 387 563	17 690 512	-4%
Scarcity Allowance	1 716 541	1 716 541	1 716 541	1 351 056	-21%	429 136	302 201	-30%
Shift Additional Remuneration	5 211 933	5 211 933	5 211 933	6 272 631	20%	1 302 981	2 028 650	56%
Structured	2 921 902	2 921 902	2 921 902	3 135 172	7%	730 474	969 107	33%
Unemployment Insurance	3 381 543	3 381 543	3 381 543	2 640 185	-22%	845 424	671 261	-21%
Totals	729 634 893	727 112 585	727 112 585	688 233 278	-5%	222 908 007	169 591 094	-24%

The total employee-related cost expenditure incurred for the year amounted to R688 233 278, against a planned expenditure of R727 112 585, resulting in a year-to-date budget underspending of 5%.

9. Withdrawals

<i>Consolidated Quarterly Report for period 01/04/2026 to 30/06/2026</i>				
Date	Payee	Amount in R'000	Description and Purpose (including section reference e.g. sec 11(f))	Authorised by (name)
Monthly	Provincial Government Western Cape	8 094 803	The Municipality acts as an agent for PAWC for collection of licencing fees. S 11(e)(i)	Director: Community and Protection Services
Monthly	VERSO Group Insurance and Sanlam Group Insurance	2 593 872	Group Insurance. S11(e) (ii)	Council
Ad Hoc	Investment Management	100 000 000	Investment in accordance with the Cash Management and Investment Policy. S11(h)	Accounting Officer (Municipal Manager)

QUARTERLY BUDGET STATEMENT FOR JUNE 2026

10. Cost Containment Reporting

Measures	Cost Containment In - Year Report																
	Original Budget	Amended Budget	Quarter 1		Saving/ (Over spending)	Quarter 2		Saving/ (Overspending)	Quarter 3		Saving/ (Overspending)	Quarter 4		Saving/ (Overspending)	YTD		Saving/ (Over spending)
			Budget	Actual		Budget	Actual		Budget	Actual		Budget	Actual		Total YTD Budget	Total YTD Actual	
Use of consultants	31 490 112	45 743 717	4 516 590	3 513 501	1 003 089	9 503 589	3 093 161	6 410 428	12 162 767	4 057 579	8 105 188	28 519 952	7 616 469	20 903 483	45 743 717	18 280 711	27 463 006
Vehicles used for political office - bearers	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Accommodation, Travel and Incidental costs	16 646 681	17 191 181	4 161 694	268 062	3 893 632	4 096 453	6 661 254	2 564 801	4 542 432	3 384 890	1 157 542	4 396 616	3 683 769	712 847	17 191 181	13 997 975	3 193 206
Sponsorships, events and catering	5 360 019	14 395 335	1 263 808	3 786 620	2 522 812	5 818 118	5 815 529	2 589	3 269 412	2 377 854	891 558	4 206 720	716 542	3 490 178	14 395 335	12 696 544	1 698 791
Communication	15 147 259	16 072 259	2 937 727	1 944 395	993 332	3 736 144	3 802 672	66 528	3 474 799	2 935 790	539 009	5 815 134	4 391 041	1 424 093	16 072 259	13 073 899	2 998 360
Other related expenditure items	54 263 706	54 263 706	13 572 954	-	13 572 954	13 553 064	30 312 368	16 759 304	13 553 142	15 261 381	1 708 239	13 584 546	17 862 578	4 278 032	54 263 706	63 436 327	9 172 621
Grand Total	122 907 777	147 666 198	26 452 773	9 512 578	16 940 195	36 707 368	49 684 984	12 977 616	37 002 552	28 017 494	8 985 058	56 522 968	34 270 400	22 252 568	147 666 198	121 485 456	26 180 742

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

QUARTERLY BUDGET STATEMENT FOR JUNE 2026

Item for report	Description	Original Budget	Amended Budget	Quarter 1			Quarter 2			Quarter 3			Quarter 4			YTD			Savings/ (Overspending)
				Budget	Actual	Saving/ (Over spending)	Budget	Actual	Saving/ (Overspending)	Budget	Actual	Saving/ (Overspending)	Budget	Actual	Saving/ (Overspending)	Total YTD Budget	Total YTD Actual		
Use of consultants	Business and Advisory:Accounting and Auditing	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
	Business and Advisory:Audit Committee	442 380	482 380	138 000	63 048	74 952	133 250	93 500	39 750	12 500	54 450	-	41 950	198 630	93 454	105 176	482 380	304 452	177 928
	Business and Advisory:Business and Financial Manag	4 636 883	9 851 134	805 681	885 467	79 786	480 782	205 128	275 654	2 450 499	850 702	1 599 797	6 607 877	2 040 106	4 567 771	9 851 134	3 981 403	5 869 731	
	Business and Advisory:Commissions and Committees	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
	Business and Advisory:Communications	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
	Business and Advisory:Human Resources	112 200	282 200	-	-	-	-	1 890	1 890	2 000	169 745	-	167 745	280 200	34 344	245 856	282 200	205 980	76 220
	Business and Advisory:Occupational Health and Safe	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
	Business and Advisory:Organisational	121 352	121 352	-	-	-	-	-	-	20 000	5 957	14 043	101 352	43 581	57 771	121 352	49 537	71 815	
	Business and Advisory:Project Management	9 829 087	15 296 789	1 460 227	227 723	1 232 504	6 004 461	473 416	5 531 045	3 466 842	402 231	3 064 611	7 116 730	1 069 277	6 047 453	15 296 789	2 172 647	13 124 142	
	Business and Advisory:Research and Advisory	3 316 405	2 692 057	5 000	423 443	418 443	711 716	52 800	658 916	1 195 436	421 439	773 997	1 179 905	477 977	701 928	2 692 057	1 375 659	1 316 398	
	Business and Advisory:Qualification Verification	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
	Business and Advisory:Quality Control	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
	Business and Advisory:Valuer and Assessors	2 759 295	2 729 295	679 522	592 268	87 254	327 500	268 442	59 058	795 550	279 520	516 030	926 723	386 725	539 998	2 729 295	1 526 955	1 202 340	
	Business and Advisory:Forensic Investigators	1 050 938	1 050 938	-	8 000	8 000	-	12 000	12 000	64 162	12 000	52 162	986 776	689 688	297 088	1 050 938	721 688	329 250	
	Infrastructure and Planning:Architectural	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
	Engineering:Civil	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
	Engineering:Structural	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
	Infrastructure and Planning:Land and Quantity Surv	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
	Laboratory Services:Water	2 927 400	2 927 400	641 250	194 468	446 782	641 250	338 544	302 706	647 917	893 160	-	245 243	996 983	117 253	879 730	2 927 400	1 543 425	1 383 975
	Legal Cost:Legal Advice and Litigation	5 675 140	9 968 140	664 160	1 113 840	449 680	1 081 880	1 623 286	541 406	3 357 680	918 060	2 439 620	9 782 744	2 662 364	7 120 380	9 968 140	6 317 549	3 650 591	
Legal Cost:Issue of Summons	619 032	342 032	122 750	5 244	117 506	122 750	24 155	98 595	150 181	50 315	99 866	342 032	1 701	340 331	342 032	81 416	260 616		
Vehicles used for political office - bearers	N/A	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	

QUARTERLY BUDGET STATEMENT FOR JUNE 2026

Item for report	Description	Original Budget	Amended Budget	Quarter 1			Quarter 2			Quarter 3			Quarter 4			YTD						
				Budget	Actual	Saving/ (Over spending)	Budget	Actual	Saving/ (Over spending)	Budget	Actual	Saving/ (Over spending)	Budget	Actual	Saving/ (Over spending)	Total YTD Budget	Total YTD Actual	Saving/ (Over spending)				
Accommodation, Travel and Incidental	Allowance:Travel or Motor Vehicle	151 776	151 776	37 944	-	37 944	37 944	92 539	-	54 595	37 944	43 708	-	5 764	37 944	45 000	-	7 056	151 776	181 247	-	29 471
	Allowance:Travel or Motor Vehicle	324 799	324 799	81 201	-	81 201	81 201	120 000	-	38 799	81 201	90 000	-	8 799	81 196	75 000	6 196	324 799	285 000	-	39 799	
	Allowance:Accommodation, Travel and Incidental	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
	Allowance:Travel or Motor Vehicle	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
	Allowance:Travel or Motor Vehicle	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
	Allowance:Accommodation, Travel and Incidental	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
	Allowance:Travel or Motor Vehicle	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
	Allowance:Travel or Motor Vehicle	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
	Allowance:Accommodation, Travel and Incidental	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
	Allowance:Travel or Motor Vehicle	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
	Allowances:Accommodation, Travel and Incidental	52 870	52 870	13 221	-	13 221	13 221	3 855	9 366	13 221	857	12 364	13 207	670	12 537	52 870	5 381	52 870	5 381	-	47 489	
	Allowances:Travel or Motor Vehicle	13 817 354	13 817 354	3 454 344	-	3 454 344	3 454 344	5 407 133	-	1 952 789	3 454 344	2 716 668	737 676	3 454 322	2 988 815	465 507	13 817 354	11 112 616	-	2 704 738		
	Allowances and Service Related Benefits:Travelling	212 360	212 360	53 091	-	53 091	53 091	90 000	-	36 909	53 091	45 000	8 091	53 087	45 000	8 087	212 360	180 000	-	32 360		
	Allowances and Service Related Benefits:Travelling	21 205	21 205	5 301	-	5 301	5 301	83 978	-	78 677	5 301	41 989	-	36 688	5 302	41 989	-	36 687	21 205	167 957	-	146 752
	Allowances and Service Related Benefits:Travelling	212 360	212 360	53 091	-	53 091	53 091	91 892	-	38 801	53 091	45 992	7 099	53 087	45 371	7 716	212 360	183 255	-	29 105		
	Allowances and Service Related Benefits:Travelling	-	-	-	-	-	-	-	-	-	-	24 000	-	24 000	-	-	-	-	-	-	-	-
	Allowances and Service Related Benefits:Travelling	190 852	190 852	47 712	-	47 712	47 712	209 519	-	161 807	47 712	107 500	-	59 788	47 716	108 138	-	60 422	190 852	425 158	-	234 306
	Allowances and Service Related Benefits:Travelling	212 794	212 794	53 199	-	53 199	53 199	133 017	-	79 818	53 199	37 897	15 302	53 197	84 960	-	31 763	212 794	255 874	-	43 080	
	Travel Agency and Visa's	35 858	54 858	8 965	-	8 965	4 000	32 403	-	28 403	21 930	5 611	16 319	19 963	700	19 263	54 858	38 715	-	16 143		
	Travel and Subsistence:Domestic:Accommodation	481 539	602 539	120 387	107 149	13 238	124 000	143 566	-	19 566	235 386	61 836	173 550	128 072	41 868	86 204	602 539	354 420	-	248 119		
	Travel and Subsistence:Domestic:Daily Allowance	238 782	379 782	59 696	49 868	9 828	35 000	45 443	-	10 443	119 392	16 382	103 010	167 989	110 828	57 161	379 782	222 521	-	157 261		
	Travel and Subsistence:Domestic:Food and Beverage (Served)	402 554	411 054	100 639	66 613	34 026	-	63 264	-	63 264	201 278	111 039	90 239	109 137	66 835	42 302	411 054	307 751	-	103 303		
	Travel and Subsistence:Domestic:Incidental Cost	16 717	16 717	4 185	607	3 578	-	1 038	-	1 038	8 370	68	8 302	4 162	380	3 782	16 717	2 094	-	14 623		
	Travel and Subsistence:Domestic:Transport without Operator:Car Rental	36 456	34 944	9 114	414	8 700	-	4 794	-	4 794	18 228	2 883	15 345	7 602	2 013	5 589	34 944	10 104	-	24 840		
	Travel and Subsistence:Domestic:Transport with Operator:Other Transport Provider	14 600	14 600	3 652	-	3 652	-	-	-	-	7 304	-	7 304	3 644	-	3 644	14 600	-	-	14 600		
	Travel and Subsistence:Domestic:Transport with Operator:Public Transport:Air Transport	223 805	480 317	55 952	43 412	12 540	134 349	138 812	-	4 463	131 440	33 458	97 982	156 989	26 202	130 787	480 317	241 884	-	238 433		
Sponsorships, events and catering	Contractors:Catering Services	1 978 052	2 470 588	336 521	370 132	-	33 611	907 115	708 701	198 414	323 885	346 521	-	22 636	1 013 293	525 712	487 581	2 470 588	1 951 066	-	519 522	
	Outsourced Services:Catering Services	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
	Advertising, Publicity and Marketing:Gifts and Pro	465 939	455 939	-	177 747	-	177 747	15 000	-	15 000	167 444	1 640	165 804	273 495	102 969	170 526	455 939	282 356	-	173 583		
Communication	Contractors:Event Promoters	2 916 028	11 468 808	927 287	3 238 740	-	2 311 453	4 896 003	5 106 828	-	210 825	2 778 083	2 029 693	748 390	2 919 932	87 861	2 832 071	11 468 808	10 463 122	-	1 005 686	
	Communication:Cellular Contract (Subscription and Communication:Licences (Radio and Television)	2 928 720	2 928 720	336 177	522 785	-	186 608	505 278	758 983	-	253 705	673 579	474 553	199 026	1 413 686	785 261	628 425	2 928 720	2 541 581	-	387 139	
	Communication:Radio and TV Transmissions	3 301 020	4 351 020	636 296	1 051 133	-	414 837	994 462	693 610	300 852	953 925	1 050 681	-	96 756	1 652 352	1 461 216	191 136	4 351 020	4 256 640	-	94 380	
	Communication:Postage/Stamps/Frinking Machines	2 294 250	2 164 250	646 749	203 919	442 830	646 749	512 213	134 536	581 470	359 797	221 673	289 282	390 183	-	100 901	2 164 250	1 466 111	-	698 139		
	Communication:SMS Bulk Message Service	26 000	46 000	5 000	-	5 000	5 000	5 000	5 000	10 000	-	10 000	26 000	30 607	-	4 607	46 000	30 607	-	15 393		
	Communication:Telemetric Systems	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
	Allowances:Cellular and Telephone	3 190 232	3 190 232	797 565	-	797 565	797 565	1 112 692	-	315 127	797 565	545 510	252 055	797 537	582 498	215 039	3 190 232	2 240 700	-	949 532		
	Communication:Telephone, Fax, Telegraph and Telex	3 407 037	3 392 037	515 940	166 559	349 381	787 090	725 174	61 916	458 260	505 250	-	46 990	1 636 277	1 141 276	495 001	3 392 037	2 538 259	-	853 778		
Other related expenditure items	Entertainment:Senior Management	30 600	30 600	18 200	-	18 200	-	-	-	-	-	-	12 400	9 440	2 960	30 600	9 440	-	21 160			
	Entertainment:Total for All Other Councillors	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
	Entertainment:Executive Mayor	20 808	20 808	1 690	-	1 690	-	-	-	-	78	-	78	19 040	-	19 040	20 808	-	-	20 808		
	Entertainment:Deputy Executive Mayor	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
	Entertainment:Speaker	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
	Entertainment:Chief Whip	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
	Entertainment:Executive Committee	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
	Entertainment:Section 79 committee chairperson	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
	Overtime:Non Structured	46 078 463	46 078 463	11 519 604	-	11 519 604	11 519 604	26 295 534	-	14 775 930	11 519 604	12 868 169	-	1 348 565	11 519 651	14 855 381	-	3 335 730	46 078 463	54 019 084	-	7 940 621
	Overtime:Shift Additional Remuneration	5 211 933	5 211 933	1 302 984	-	1 302 984	1 302 984	2 625 747	-	1 322 763	1 302 984	1 618 234	-	315 250	1 302 981	2 028 650	-	725 669	5 211 933	6 272 631	-	1 060 698
	Overtime:Structured	2 921 902	2 921 902	730 476	-	730 476	730 476	1 391 087	-	660 611	730 476	774 978	-	44 502	730 474	969 107	-	238 633	2 921 902	3 135 172	-	213 270
	Grand Total	122 907 777	147 666 198	26 452 773	9 512 578	16 940 195	36 707 368	49 684 984	-	12 977 616	37 002 552	28 017 494	8 985 058	56 522 968	34 270 400	22 252 568	147 666 198	121 485 456	-	26 180 742		

QUARTERLY BUDGET STATEMENT FOR MARCH 2026

11. Quarterly Budget Statements

Table C1: Quarterly Budget Statement Summary

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

Description	2024/25	Budget Year 2025/26							
	Audited Outcome	Original Budget	Adjusted Budget	Monthly Actual	YearTD Actual	YearTD Budget	YTD Variance	YTD Variance %	Full Year Forecast
R thousands									
Financial Performance									
Property rates	530 581	571 651	577 763	41 828	576 198	577 763	(1 565)	-0%	577 763
Service charges	1 465 254	1 662 304	1 704 804	134 512	1 494 300	1 704 804	(210 504)	-12%	1 704 804
Investment revenue	61 434	63 980	52 980	4 204	51 430	52 980	(1 550)	-3%	52 980
Transfers and subsidies - Operational	234 414	260 585	265 780	1 919	251 021	265 780	(14 759)	-6%	265 780
Other own revenue	331 943	310 802	317 802	27 454	342 809	317 802	25 008	8%	317 802
Total Revenue (excluding capital transfers and	2 623 625	2 869 321	2 919 127	209 917	2 715 758	2 919 127	(203 369)	-7%	2 919 127
Employee costs	667 075	729 635	727 113	56 692	688 233	727 113	(38 879)	-5%	727 113
Remuneration of Councilors	22 989	24 593	27 593	2 230	27 319	27 593	(274)	-1%	27 593
Depreciation and amortisation	206 752	225 960	225 960	52 851	234 364	225 960	8 404	4%	225 960
Interest	72 867	77 649	70 951	22 904	48 244	70 951	(22 707)	-32%	70 951
Inventory consumed and bulk purchases	856 759	928 091	997 679	77 991	844 431	997 679	(153 248)	-15%	997 679
Transfers and subsidies	17 868	22 631	14 048	743	10 034	14 048	(4 014)	-29%	14 048
Other expenditure	655 541	732 522	768 318	188 435	562 345	768 318	(205 973)	-27%	768 318
Total Expenditure	2 499 851	2 741 081	2 831 662	401 845	2 414 970	2 831 662	(416 692)	-15%	2 831 662
Surplus/(Deficit)	123 774	128 240	87 465	(191 928)	300 788	87 465	213 322	244%	87 465
Transfers and subsidies - capital (monetary allocations)	125 957	98 415	96 121	13 956	72 815	96 121	(23 306)	-24%	96 121
Transfers and subsidies - capital (in-kind)	4 682	-	-	-	-	-	-	-	-
Surplus/(Deficit) after capital transfers &	254 413	226 656	183 587	(177 972)	373 603	183 587	190 016	104%	183 587
Share of surplus/ (deficit) of associate	-	-	-	-	-	-	-	-	-
Surplus/ (Deficit) for the year	254 413	226 656	183 587	(177 972)	373 603	183 587	190 016	104%	183 587
Capital expenditure & funds sources									
Capital expenditure	475 622	642 490	594 994	116 744	419 153	594 994	(175 841)	-30%	594 994
Capital transfers recognised	157 500	118 636	102 584	8 327	79 229	102 584	(23 354)	-23%	102 584
Borrowing	112 295	198 019	198 019	54 925	142 078	198 019	(55 942)	-28%	198 019
Internally generated funds	201 145	325 835	294 391	53 492	197 821	294 391	(96 570)	-33%	294 391
Total sources of capital funds	470 940	642 490	594 994	116 744	419 129	594 994	(175 866)	-30%	594 994
Financial position									
Total current assets	1 039 780	932 399	864 012		1 353 365				864 012
Total non current assets	6 178 998	7 047 276	6 999 781		6 791 775				6 999 781
Total current liabilities	556 625	498 267	427 337		474 131				427 337
Total non current liabilities	824 107	1 168 172	1 166 288		1 022 128				1 166 288
Community wealth/Equity	6 275 013	6 313 236	6 270 167		6 275 268				6 270 167
Cash flows									
Net cash from (used) operating	1 021 622	572 998	455 345	49 707	887 258	455 345	(431 914)	-95%	2 831 053
Net cash from (used) investing	(486 602)	(738 582)	(694 702)	(114 917)	(520 173)	694 702	1 214 875	175%	694 702
Net cash from (used) financing	-	135 804	135 804	(21 308)	(41 633)	135 804	177 437	131%	135 804
Cash/cash equivalents at the month/year end	1 863 617	649 027	575 254	-	2 085 572	1 964 657	(120 915)	-6%	5 421 678
Debtors & creditors analysis	0-30 Days	31-60 Days	61-90 Days	91-120 Days	121-150 Dys	151-180 Dys	181 Dys-1 Yr	Over 1Yr	Total
Debtors Age Analysis									
Total By Income Source	116 643	8 699	7 655	7 616	6 332	5 409	33 948	211 672	397 974
Creditors Age Analysis									
Total Creditors	21 635	-	-	-	-	-	-	-	21 635

QUARTERLY BUDGET STATEMENT FOR DECEMBER 2025

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

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

Description	Ref	2024/25	Budget Year 2025/26							
		Audited Outcome	Original Budget	Adjusted Budget	Monthly Actual	YearTD Actual	YearTD Budget	YTD Variance	YTD Variance	Full Year Forecast
Revenue - Functional									%	
<i>Governance and administration</i>		719 377	743 393	739 072	49 013	730 242	739 072	(8 830)	-1%	739 072
Executive and council		980	3 585	3 503	121	988	3 503	(2 515)	-72%	3 503
Finance and administration		718 398	739 808	735 569	48 893	729 255	735 569	(6 315)	-1%	735 569
Internal audit		-	-	-	-	-	-	-	-	-
<i>Community and public safety</i>		230 780	248 319	248 870	10 416	255 180	248 870	6 310	3%	248 870
Community and social services		13 895	18 523	22 561	713	28 188	22 561	5 627	25%	22 561
Sport and recreation		778	809	780	(53)	1 113	780	333	43%	780
Public safety		196 820	188 885	189 460	5 652	208 503	189 460	19 042	10%	189 460
Housing		19 288	40 102	36 069	4 105	17 377	36 069	(18 692)	-52%	36 069
Health		-	-	-	-	-	-	-	-	-
<i>Economic and environmental services</i>		120 534	96 123	104 946	10 801	89 007	104 946	(15 938)	-15%	104 946
Planning and development		98 633	81 016	89 839	9 978	79 247	89 839	(10 592)	-12%	89 839
Road transport		21 370	13 547	13 547	816	9 593	13 547	(3 953)	-29%	13 547
Environmental protection		530	1 560	1 560	7	167	1 560	(1 393)	-89%	1 560
<i>Trading services</i>		1 683 572	1 879 901	1 922 361	153 642	1 714 144	1 922 361	(208 217)	-11%	1 922 361
Energy sources		1 135 871	1 326 497	1 351 497	109 294	1 143 041	1 351 497	(208 456)	-15%	1 351 497
Water management		245 639	236 747	249 247	24 823	259 469	249 247	10 222	4%	249 247
Waste water management		165 340	172 165	172 165	10 492	169 193	172 165	(2 972)	-2%	172 165
Waste management		136 723	144 492	149 452	9 034	142 440	149 452	(7 012)	-5%	149 452
<i>Other</i>	4	-	-	-	-	-	-	-	-	-
Total Revenue - Functional	2	2 754 264	2 967 736	3 015 249	223 872	2 788 573	3 015 249	(226 676)	-8%	3 015 249
Expenditure - Functional										
<i>Governance and administration</i>		367 220	397 039	401 777	41 102	329 358	401 777	(72 420)	-18%	401 777
Executive and council		32 505	39 693	42 915	3 483	39 601	42 915	(3 314)	-8%	42 915
Finance and administration		329 413	349 590	350 904	36 458	283 029	350 904	(67 875)	-19%	350 904
Internal audit		5 302	7 756	7 958	1 160	6 728	7 958	(1 230)	-15%	7 958
<i>Community and public safety</i>		535 232	639 347	652 235	54 310	436 259	652 235	(215 976)	-33%	652 235
Community and social services		29 809	57 081	58 497	5 936	50 682	58 497	(7 815)	-13%	58 497
Sport and recreation		73 303	81 539	81 050	10 328	71 214	81 050	(9 836)	-12%	81 050
Public safety		390 529	437 480	445 765	23 568	260 022	445 765	(185 743)	-42%	445 765
Housing		41 591	63 247	66 923	14 477	54 341	66 923	(12 582)	-19%	66 923
Health		-	-	-	-	-	-	-	-	-
<i>Economic and environmental services</i>		161 640	186 646	190 508	27 077	203 671	190 508	13 163	7%	190 508
Planning and development		78 879	87 905	90 568	8 015	88 778	90 568	(1 790)	-2%	90 568
Road transport		66 784	77 812	78 513	17 641	97 000	78 513	18 487	24%	78 513
Environmental protection		15 977	20 929	21 427	1 421	17 893	21 427	(3 534)	-16%	21 427
<i>Trading services</i>		1 435 758	1 518 048	1 587 142	279 357	1 445 683	1 587 142	(141 459)	-9%	1 587 142
Energy sources		900 255	960 718	1 030 602	94 213	881 280	1 030 602	(149 323)	-14%	1 030 602
Water management		174 987	185 692	178 778	100 979	214 880	178 778	36 102	20%	178 778
Waste water management		199 254	217 041	216 977	46 882	198 272	216 977	(18 705)	-9%	216 977
Waste management		161 262	154 598	160 785	37 282	151 251	160 785	(9 534)	-6%	160 785
<i>Other</i>		-	-	-	-	-	-	-	-	-
Total Expenditure - Functional	3	2 499 851	2 741 081	2 831 662	401 845	2 414 970	2 831 662	(416 692)	-15%	2 831 662
Surplus/ (Deficit) for the year		254 413	226 656	183 587	(177 972)	373 603	183 587	190 016	104%	183 587

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

QUARTERLY BUDGET STATEMENT FOR DECEMBER 2025

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

WC024 Stellenbosch - Table C3 Monthly Budget Statement - Financial Performance (revenue and expenditure by municipal vote) - Q4 Fourth Quarter

Vote Description	Ref	2024/25	Budget Year 2025/26							
		Audited Outcome	Original Budget	Adjusted Budget	Monthly Actual	YearTD Actual	YearTD Budget	YTD Variance	YTD Variance %	Full Year Forecast
R thousands										
Revenue by Vote	1									
Vote 1 - OFFICE OF THE MUNICIPAL MANAGER		-	2 412	2 412	-	-	2 412	(2 412)	-100,0%	2 412
Vote 2 - PLANNING AND DEVELOPMENT SERVICES		33 291	51 760	55 266	5 681	37 392	55 266	(17 874)	-32,3%	55 266
Vote 3 - INFRASTRUCTURE SERVICES		1 783 478	1 962 772	2 006 515	162 861	1 783 052	2 006 515	(223 463)	-11,1%	2 006 515
Vote 4 - COMMUNITY AND PROTECTION SERVICES		202 004	209 812	214 396	6 318	237 885	214 396	23 489	11,0%	214 396
Vote 5 - CORPORATE SERVICES		14 493	13 891	13 809	1 489	12 083	13 809	(1 726)	-12,5%	13 809
Vote 6 - FINANCIAL SERVICES		705 425	727 090	722 851	47 524	718 161	722 851	(4 690)	-0,6%	722 851
Vote 7 - [NAME OF VOTE 7]		-	-	-	-	-	-	-		-
Vote 8 - [NAME OF VOTE 8]		-	-	-	-	-	-	-		-
Vote 9 - [NAME OF VOTE 9]		-	-	-	-	-	-	-		-
Vote 10 - [NAME OF VOTE 10]		-	-	-	-	-	-	-		-
Vote 11 - [NAME OF VOTE 11]		-	-	-	-	-	-	-		-
Vote 12 - [NAME OF VOTE 12]		-	-	-	-	-	-	-		-
Vote 13 - [NAME OF VOTE 13]		-	-	-	-	-	-	-		-
Vote 14 - [NAME OF VOTE 14]		-	-	-	-	-	-	-		-
Vote 15 - [NAME OF VOTE 15]		-	-	-	-	-	-	-		-
Total Revenue by Vote	2	2 738 692	2 967 736	3 015 249	223 872	2 788 573	3 015 249	(226 676)	-7,5%	3 015 249
Expenditure by Vote	1									
Vote 1 - OFFICE OF THE MUNICIPAL MANAGER		16 728	23 693	24 655	2 294	20 545	24 655	(4 109)	-16,7%	24 655
Vote 2 - PLANNING AND DEVELOPMENT SERVICES		102 475	130 807	134 714	21 002	117 822	134 714	(16 892)	-12,5%	134 714
Vote 3 - INFRASTRUCTURE SERVICES		1 538 145	1 636 653	1 706 900	297 110	1 560 837	1 706 900	(146 062)	-8,6%	1 706 900
Vote 4 - COMMUNITY AND PROTECTION SERVICES		496 831	568 393	578 103	42 334	398 669	578 103	(179 434)	-31,0%	578 103
Vote 5 - CORPORATE SERVICES		195 730	236 952	238 980	21 467	176 879	238 980	(62 101)	-26,0%	238 980
Vote 6 - FINANCIAL SERVICES		149 804	144 583	148 310	17 698	140 276	148 310	(8 034)	-5,4%	148 310
Vote 7 - [NAME OF VOTE 7]		-	-	-	-	-	-	-		-
Vote 8 - [NAME OF VOTE 8]		-	-	-	-	-	-	-		-
Vote 9 - [NAME OF VOTE 9]		-	-	-	-	-	-	-		-
Vote 10 - [NAME OF VOTE 10]		-	-	-	-	-	-	-		-
Vote 11 - [NAME OF VOTE 11]		-	-	-	-	-	-	-		-
Vote 12 - [NAME OF VOTE 12]		-	-	-	-	-	-	-		-
Vote 13 - [NAME OF VOTE 13]		-	-	-	-	-	-	-		-
Vote 14 - [NAME OF VOTE 14]		-	-	-	-	-	-	-		-
Vote 15 - [NAME OF VOTE 15]		-	-	-	-	-	-	-		-
Total Expenditure by Vote	2	2 499 713	2 741 081	2 831 662	401 905	2 415 030	2 831 662	(416 633)	-14,7%	2 831 662
Surplus/ (Deficit) for the year	2	238 979	226 656	183 587	(178 032)	373 544	183 587	189 957	103,5%	183 587

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

QUARTERLY BUDGET STATEMENT FOR DECEMBER 2025

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

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

Description		2024/25	Budget Year 2025/26							
R thousands	Ref	Audited Outcome	Original Budget	Adjusted Budget	Monthly Actual	YearTD Actual	YearTD Budget	YTD Variance	YTD Variance	Full Year Forecast
Revenue									%	
Exchange Revenue										
Service charges - Electricity		1 026 379	1 215 949	1 240 949	92 251	1 021 586	1 240 949	(219 363)	-18%	1 240 949
Service charges - Water		209 832	201 453	213 953	23 848	229 630	213 953	15 677	7%	213 953
Service charges - Waste Water Management		127 606	132 113	132 113	10 001	133 027	132 113	914	1%	132 113
Service charges - Waste management		101 437	112 789	117 789	8 412	110 058	117 789	(7 732)	-7%	117 789
Sale of Goods and Rendering of Services		39 900	25 591	32 591	6 397	37 536	32 591	4 945	15%	32 591
Agency services		3 817	3 961	3 961	447	4 186	3 961	224	6%	3 961
Interest		-	-	-	-	-	-	-	-	-
Interest earned from Receivables		26 447	18 972	18 972	1 494	22 453	18 972	3 481	18%	18 972
Interest earned from Current and Non Current Assets		61 434	63 980	52 980	4 204	51 430	52 980	(1 550)	-3%	52 980
Dividends		-	-	-	-	-	-	-	-	-
Rent on Land		-	-	-	-	-	-	-	-	-
Rental from Fixed Assets		11 733	14 249	14 249	745	11 913	14 249	(2 336)	-16%	14 249
Licence and permits		7 896	8 754	8 754	643	8 081	8 754	(673)	-8%	8 754
Special rating levies		-	-	-	-	-	-	-	-	-
Operational Revenue		50 025	59 231	59 231	16 864	61 567	59 231	2 336	4%	59 231
Non-Exchange Revenue										
Property rates		530 581	571 651	577 763	41 828	576 198	577 763	(1 565)	0%	577 763
Surcharges and Taxes		-	-	-	-	-	-	-	-	-
Fines, penalties and forfeits		186 289	173 403	173 403	24	187 190	173 403	13 787	8%	173 403
Licence and permits		-	-	-	-	-	-	-	-	-
Transfer and subsidies - Operational		234 414	260 585	265 780	1 919	251 021	265 780	(14 759)	-6%	265 780
Interest		4 522	3 426	3 426	394	4 018	3 426	592	17%	3 426
Fuel Levy		-	-	-	-	-	-	-	-	-
Operational Revenue		-	3 214	3 214	447	5 540	3 214	2 326	72%	3 214
Gains on disposal of Assets		2 317	-	-	-	325	-	325	-	-
Other Gains		(1 003)	-	-	-	-	-	-	-	-
Discontinued Operations		-	-	-	-	-	-	-	-	-
Total Revenue (excluding capital transfers and		2 623 625	2 869 321	2 919 127	209 917	2 715 758	2 919 127	-		2 919 127
Expenditure By Type										
Employee related costs		667 075	729 635	727 113	56 692	688 233	727 113	(38 879)	-5%	727 113
Remuneration of councillors		22 989	24 593	27 593	2 230	27 319	27 593	(274)	-1%	27 593
Bulk purchases - electricity		763 604	805 126	875 126	67 981	749 291	875 126	(125 835)	-14%	875 126
Inventory consumed		93 155	122 965	122 553	10 010	95 140	122 553	(27 413)	-22%	122 553
Debt impairment		24 479	77 289	(93 359)	-	(93 359)	93 359	-100%	(93 359)	
Depreciation and amortisation		206 752	225 960	225 960	52 851	234 364	225 960	8 404	4%	225 960
Interest		72 867	77 649	70 951	22 904	48 244	70 951	(22 707)	-32%	70 951
Contracted services		283 689	328 381	362 332	34 423	257 701	362 332	(104 631)	-29%	362 332
Transfers and subsidies		17 868	22 631	14 048	743	10 034	14 048	(4 014)	-29%	14 048
Irrecoverable debts written off		176 955	126 724	274 163	135 270	135 660	274 163	(138 503)	-51%	274 163
Operational costs		161 887	199 498	224 552	18 742	168 984	224 552	(55 568)	-25%	224 552
Losses on Disposal of Assets		348	-	-	-	-	-	-	-	-
Other Losses		8 183	630	630	-	-	630	(630)	-100%	630
Total Expenditure		2 499 851	2 741 081	2 831 662	401 845	2 414 970	2 831 662	(416 692)	-15%	2 831 662
Surplus/(Deficit)		123 774	128 240	87 465	(191 928)	300 788	87 465	416 692	0	87 465
Transfers and subsidies - capital (monetary allocations)		125 957	98 415	96 121	13 956	72 815	96 121	(23 306)	(0)	96 121
Transfers and subsidies - capital (in-kind)		4 682	-	-	-	-	-	-		-
Surplus/(Deficit) after capital transfers & Income Tax		254 413	226 656	183 587	(177 972)	373 603	183 587			183 587
Income Tax		-	-	-	-	-	-	-		-
Surplus/(Deficit) after income tax		254 413	226 656	183 587	(177 972)	373 603	183 587			183 587
Share of Surplus/Deficit attributable to Joint Venture		-	-	-	-	-	-			-
Share of Surplus/Deficit attributable to Minorities		-	-	-	-	-	-			-
Surplus/(Deficit) attributable to municipality		254 413	226 656	183 587	(177 972)	373 603	183 587			183 587
Share of Surplus/Deficit attributable to Associate		-	-	-	-	-	-			-
Intercompany/Parent subsidiary transactions		-	-	-	-	-	-			-
Surplus/ (Deficit) for the year		254 413	226 656	183 587	(177 972)	373 603	183 587			183 587

QUARTERLY BUDGET STATEMENT FOR DECEMBER 2025

Table C5: Monthly Budget Statement – Capital Expenditure

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

Vote Description	Ref	2024/25	Budget Year 2025/26							
		Audited Outcome	Original Budget	Adjusted Budget	Monthly Actual	YearTD Actual	YearTD Budget	YTD Variance	YTD Variance %	Full Year Forecast
R thousands	1									
Multi-Year expenditure appropriation	2									
Vote 1 - OFFICE OF THE MUNICIPAL MANAGER		40	100	100	(3)	89	100	(11)	-11%	100
Vote 2 - PLANNING AND DEVELOPMENT SERVICES		29 731	29 824	30 958	6 336	16 537	30 958	(14 421)	-47%	30 958
Vote 3 - INFRASTRUCTURE SERVICES		341 132	447 282	382 889	87 173	284 247	382 889	(98 643)	-26%	382 889
Vote 4 - COMMUNITY AND PROTECTION SERVICES		32 523	66 675	90 532	6 616	63 656	90 532	(26 876)	-30%	90 532
Vote 5 - CORPORATE SERVICES		43 743	50 920	31 664	5 507	20 654	31 664	(11 010)	-35%	31 664
Vote 6 - FINANCIAL SERVICES		9 320	600	827	18	511	827	(317)	-38%	827
Vote 7 - [NAME OF VOTE 7]		-	-	-	-	-	-	-	-	-
Vote 8 - [NAME OF VOTE 8]		-	-	-	-	-	-	-	-	-
Vote 9 - [NAME OF VOTE 9]		-	-	-	-	-	-	-	-	-
Vote 10 - [NAME OF VOTE 10]		-	-	-	-	-	-	-	-	-
Vote 11 - [NAME OF VOTE 11]		-	-	-	-	-	-	-	-	-
Vote 12 - [NAME OF VOTE 12]		-	-	-	-	-	-	-	-	-
Vote 13 - [NAME OF VOTE 13]		-	-	-	-	-	-	-	-	-
Vote 14 - [NAME OF VOTE 14]		-	-	-	-	-	-	-	-	-
Vote 15 - [NAME OF VOTE 15]		-	-	-	-	-	-	-	-	-
Total Capital Multi-year expenditure	4,7	456 488	595 400	536 971	105 647	385 694	536 971	(151 277)	-28%	536 971
Single Year expenditure appropriation	2									
Vote 1 - OFFICE OF THE MUNICIPAL MANAGER		-	-	-	-	264	-	264	-	-
Vote 2 - PLANNING AND DEVELOPMENT SERVICES		1 162	5 580	3 528	635	2 984	3 528	(544)	-15%	3 528
Vote 3 - INFRASTRUCTURE SERVICES		8 383	22 900	21 170	4 074	10 024	21 170	(11 146)	-53%	21 170
Vote 4 - COMMUNITY AND PROTECTION SERVICES		8 283	14 910	29 853	6 326	16 805	29 853	(13 047)	-44%	29 853
Vote 5 - CORPORATE SERVICES		64	-	-	-	-	-	-	-	-
Vote 6 - FINANCIAL SERVICES		1 242	3 700	3 473	63	3 382	3 473	(91)	-3%	3 473
Vote 7 - [NAME OF VOTE 7]		-	-	-	-	-	-	-	-	-
Vote 8 - [NAME OF VOTE 8]		-	-	-	-	-	-	-	-	-
Vote 9 - [NAME OF VOTE 9]		-	-	-	-	-	-	-	-	-
Vote 10 - [NAME OF VOTE 10]		-	-	-	-	-	-	-	-	-
Vote 11 - [NAME OF VOTE 11]		-	-	-	-	-	-	-	-	-
Vote 12 - [NAME OF VOTE 12]		-	-	-	-	-	-	-	-	-
Vote 13 - [NAME OF VOTE 13]		-	-	-	-	-	-	-	-	-
Vote 14 - [NAME OF VOTE 14]		-	-	-	-	-	-	-	-	-
Vote 15 - [NAME OF VOTE 15]		-	-	-	-	-	-	-	-	-
Total Capital single-year expenditure	4	19 134	47 090	58 023	11 097	33 459	58 023	(24 564)	-42%	58 023
Total Capital Expenditure	3	475 622	642 490	594 994	116 744	419 153	594 994	(175 841)	-30%	594 994
Capital Expenditure - Functional Classification										
Governance and administration		45 826	55 320	36 064	5 586	24 900	36 064	(11 164)	-31%	36 064
Executive and council		40	100	100	(3)	89	100	(11)	-11%	100
Finance and administration		45 786	55 220	35 964	5 588	24 811	35 964	(11 153)	-31%	35 964
Internal audit		-	-	-	-	-	-	-	-	-
Community and public safety		69 497	106 629	141 941	14 584	91 343	141 941	(50 598)	-36%	141 941
Community and social services		24 173	56 631	75 942	5 555	50 625	75 942	(25 317)	-33%	75 942
Sport and recreation		12 117	10 093	16 499	820	12 307	16 499	(4 193)	-25%	16 499
Public safety		5 788	8 261	19 241	1 960	12 339	19 241	(6 902)	-36%	19 241
Housing		27 419	31 644	30 259	6 250	16 072	30 259	(14 186)	-47%	30 259
Health		-	-	-	-	-	-	-	-	-
Economic and environmental services		114 732	99 849	72 340	25 234	61 350	72 340	(10 990)	-15%	72 340
Planning and development		26 522	5 135	5 848	859	4 893	5 848	(955)	-16%	5 848
Road transport		85 532	94 464	66 242	24 359	56 237	66 242	(10 005)	-15%	66 242
Environmental protection		2 678	250	250	16	220	250	(30)	-12%	250
Trading services		245 568	380 693	344 650	71 341	241 560	344 650	(103 090)	-30%	344 650
Energy sources		73 910	126 332	142 170	49 137	103 909	142 170	(38 262)	-27%	142 170
Water management		73 254	148 159	116 255	13 406	84 025	116 255	(32 230)	-28%	116 255
Waste water management		59 260	87 200	55 034	4 772	41 961	55 034	(13 073)	-24%	55 034
Waste management		39 144	19 002	31 191	4 025	11 666	31 191	(19 524)	-63%	31 191
Other		-	-	-	-	-	-	-	-	-
Total Capital Expenditure - Functional Classification	3	475 622	642 490	594 994	116 744	419 153	594 994	(175 841)	-30%	594 994
Funded by:										
National Government		95 420	63 693	63 693	2 373	53 621	63 693	(10 072)	-16%	63 693
Provincial Government		27 322	21 885	19 890	2 994	10 267	19 890	(9 624)	-48%	19 890
District Municipality		-	-	-	-	-	-	-	-	-
Agencies, Households, Non-profit Institutions, Private Enterprises, Public Corporations, Higher Educ Institutions)		34 759	33 057	19 000	2 960	15 342	19 000	(3 658)	-19%	19 000
Transfers recognised - capital		157 500	118 636	102 584	8 327	79 229	102 584	(23 354)	-23%	102 584
Borrowing	6	112 295	198 019	198 019	54 925	142 078	198 019	(55 942)	-28%	198 019
Internally generated funds		201 145	325 835	294 391	53 492	197 821	294 391	(96 570)	-33%	294 391
Total Capital Funding	7	470 940	642 490	594 994	116 744	419 129	594 994	(175 866)	-30%	594 994

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

QUARTERLY BUDGET STATEMENT FOR DECEMBER 2025

Table C6: Monthly Budget Statement – Financial Position

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

Description R thousands	Ref	2024/25	Budget Year 2025/26			
		Audited Outcome	Original Budget	Adjusted Budget	YearTD Actual	Full Year Forecast
ASSETS	1					
Current assets						
Cash and cash equivalents		549 503	649 027	562 897	645 149	562 897
Trade and other receivables from exchange transactions		260 328	223 917	216 407	69 918	216 407
Receivables from non-exchange transactions		91 604	15 459	44 745	261 792	44 745
Current portion of non-current receivables		–	–	–	–	–
Inventory		44 244	34 328	42 047	45 543	42 047
VAT		37 841	3 707	(8 045)	241 741	(8 045)
Other current assets		56 258	5 961	5 961	89 222	5 961
Total current assets		1 039 780	932 399	864 012	1 353 365	864 012
Non current assets						
Investments		–	–	–	–	–
Investment property		415 993	425 813	425 813	415 625	425 813
Property, plant and equipment		5 746 172	6 605 601	6 557 758	6 359 383	6 557 758
Biological assets		2 800	5 877	5 877	2 800	5 877
Living and non-living resources		–	–	348	–	348
Heritage assets		1 313	1 313	1 313	1 313	1 313
Intangible assets		4 398	4 074	4 074	4 333	4 074
Trade and other receivables from exchange transactions		8 304	4 582	4 582	8 304	4 582
Non-current receivables from non-exchange transactions		17	17	17	17	17
Other non-current assets		–	–	–	–	–
Total non current assets		6 178 998	7 047 276	6 999 781	6 791 775	6 999 781
TOTAL ASSETS		7 218 778	7 979 675	7 863 793	8 145 139	7 863 793
LIABILITIES						
Current liabilities						
Bank overdraft		–	–	–	–	–
Financial liabilities		71 571	62 457	62 457	(153)	62 457
Consumer deposits		25 397	23 689	23 689	28 048	23 689
Trade and other payables from exchange transactions		316 423	334 833	300 938	107 518	300 938
Trade and other payables from non-exchange transactions		27 249	(4 638)	(26 865)	39 805	(26 865)
Provision		76 144	57 205	48 649	63 037	48 649
VAT		39 841	24 721	18 470	235 878	18 470
Other current liabilities		–	–	–	–	–
Total current liabilities		556 625	498 267	427 337	474 131	427 337
Non current liabilities						
Financial liabilities		443 131	775 285	775 285	641 150	775 285
Provision		176 222	161 010	160 669	176 223	160 669
Long term portion of trade payables		–	–	–	–	–
Other non-current liabilities		204 754	231 878	230 335	204 754	230 335
Total non current liabilities		824 107	1 168 172	1 166 288	1 022 128	1 166 288
TOTAL LIABILITIES		1 380 732	1 666 439	1 593 625	1 496 259	1 593 625
NET ASSETS	2	5 838 046	6 313 236	6 270 167	6 648 880	6 270 167
COMMUNITY WEALTH/EQUITY						
Accumulated Surplus/(Deficit)		5 939 293	5 950 789	5 878 281	5 939 547	5 878 281
Reserves and funds		335 720	362 447	391 886	335 721	391 886
Other		–	–	–	–	–
TOTAL COMMUNITY WEALTH/EQUITY	2	6 275 013	6 313 236	6 270 167	6 275 268	6 270 167

QUARTERLY BUDGET STATEMENT FOR DECEMBER 2025

Table C7: Monthly Budget Statement – Cash Flow

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

Description	Ref	2024/25	Budget Year 2025/26							
		Audited Outcome	Original Budget	Adjusted Budget	Monthly Actual	YearTD Actual	YearTD Budget	YTD Variance	YTD Variance	Full Year Forecast
CASH FLOW FROM OPERATING ACTIVITIES	1								%	
Receipts										
Property rates		1 149 536	548 788	554 656	116 431	1 071 704	554 656	517 048	93%	554 656
Service charges		1 270 229	1 858 920	1 903 096	164 263	1 345 395	1 903 096	(557 701)	-29%	1 903 096
Other revenue		114 956	230 996	236 346	15 396	100 798	236 346	(135 548)	-57%	236 346
Transfers and Subsidies - Operational		1 666	262 139	259 889	2	13 189	259 889	(246 699)	-95%	259 889
Transfers and Subsidies - Capital		8 002	98 415	89 921	–	91 862	89 921	1 941	2%	89 921
Interest		9 985	63 980	52 980	4 463	30 795	52 980	(22 185)	-42%	52 980
Dividends		–	–	–	–	–	–	–		–
Payments										
Suppliers and employees		(1 532 752)	(2 405 393)	(2 556 697)	(250 849)	(1 766 485)	(2 556 697)	(790 212)	31%	(180 989)
Interest		–	(62 215)	(62 215)	–	–	(62 215)	(62 215)	100%	(62 215)
Transfers and Subsidies		–	(22 631)	(22 631)	–	–	(22 631)	(22 631)	100%	(22 631)
NET CASH FROM/(USED) OPERATING ACTIVITIES		1 021 622	572 998	455 345	49 707	887 258	455 345	(431 914)	-95%	2 831 053
CASH FLOWS FROM INVESTING ACTIVITIES										
Receipts										
Proceeds on disposal of PPE		–	–	–	–	–	–	–		–
Decrease (increase) in non-current receiv ables		1 813	–	–	–	–	–	–		–
Decrease (increase) in non-current investments		–	–	–	–	–	–	–		–
Payments										
Capital assets		(488 415)	(738 582)	(694 702)	(114 917)	(520 173)	694 702	1 214 875	175%	694 702
NET CASH FROM/(USED) INVESTING ACTIVITIES		(486 602)	(738 582)	(694 702)	(114 917)	(520 173)	694 702	1 214 875	175%	694 702
CASH FLOWS FROM FINANCING ACTIVITIES										
Receipts										
Short term loans		–	–	–	–	–	–	–		–
Borrowing long term/refinancing		–	198 019	198 019	–	–	198 019	(198 019)	-100%	198 019
Increase (decrease) in consumer deposits		–	–	–	–	–	–	–		–
Payments										
Repayment of borrowing		–	(62 215)	(62 215)	(21 308)	(41 633)	(62 215)	(20 583)	33%	(62 215)
NET CASH FROM/(USED) FINANCING ACTIVITIES		–	135 804	135 804	(21 308)	(41 633)	135 804	177 437	131%	135 804
NET INCREASE/ (DECREASE) IN CASH HELD		535 020	(29 780)	(103 553)	(86 518)	325 453	1 285 851			3 661 559
Cash/cash equivalents at beginning:		1 328 597	678 807	678 807		1 760 119	678 807			1 760 119
Cash/cash equivalents at month/year end:		1 863 617	649 027	575 254		2 085 572	1 964 657			5 421 678

QUARTERLY BUDGET STATEMENT FOR DECEMBER 2025

12. Supporting Documentation

Debtors Age Analysis

Supporting Table SC3: Monthly Budget Statement - Aged Debtors

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

Description	NT Code	Budget Year 2025/26										Actual Bad Debts Written Off against Debtors	Impairment - Bad Debts i.t.o Council Policy
		0-30 Days	31-60 Days	61-90 Days	91-120 Days	121-150 Dys	151-180 Dys	181 Dys-1 Yr	Over 1Yr	Total	Total over 90 days		
R thousands													
Debtors Age Analysis By Income Source													
Trade and Other Receivables from Exchange Transactions - Water	1200	28 514	3 593	3 695	4 036	3 037	1 932	10 591	70 148	125 546	89 744	-	-
Trade and Other Receivables from Exchange Transactions - Electricity	1300	62 587	1 626	566	437	238	343	1 505	8 989	76 291	11 511	-	-
Receivables from Non-exchange Transactions - Property Rates	1400	29 157	1 393	1 223	1 120	1 042	1 245	5 695	18 794	59 668	27 895	-	-
Receivables from Exchange Transactions - Waste Water Management	1500	9 867	721	653	613	613	553	3 812	17 119	33 951	22 710	-	-
Receivables from Exchange Transactions - Waste Management	1600	7 874	918	873	844	835	816	6 038	26 873	45 070	35 406	-	-
Receivables from Exchange Transactions - Property Rental Debtors	1700	1 127	233	230	225	218	219	1 363	8 010	11 625	10 035	-	-
Interest on Arrear Debtor Accounts	1810	113	134	172	233	245	245	2 294	51 917	55 353	54 933	-	-
Recoverable unauthorised, irregular, fruitless and wasteful expenditure	1820	-	-	-	-	-	-	-	-	-	-	-	-
Other	1900	(22 596)	81	242	108	105	59	2 650	9 822	(9 531)	12 743	-	-
Total By Income Source	2000	116 643	8 699	7 655	7 616	6 332	5 409	33 948	211 672	397 974	264 977	-	-
2024/25 - totals only										-	-		
Debtors Age Analysis By Customer Group													
Organs of State	2200	4 647	1 413	631	500	376	357	3 841	8 266	20 031	13 339	-	-
Commercial	2300	44 958	914	534	621	396	444	2 760	37 753	88 379	41 973	-	-
Households	2400	59 746	6 136	6 165	6 130	5 378	4 496	25 655	154 391	268 098	196 050	-	-
Other	2500	7 291	237	324	365	183	112	1 693	11 262	21 466	13 615	-	-
Total By Customer Group	2600	116 643	8 699	7 655	7 616	6 332	5 409	33 948	211 672	397 974	264 977	-	-

Creditors Age Analysis

Supporting Table SC4: Monthly Budget Statement – Aged Creditors

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

Description	NT Code	Budget Year 2025/26								
		0 - 30 Days	31 - 60 Days	61 - 90 Days	91 - 120 Days	121 - 150 Days	151 - 180 Days	181 Days - 1 Year	Over 1 Year	Total
R thousands										
Creditors Age Analysis By Customer Type										
Bulk Electricity	0100	-	-	-	-	-	-	-	-	-
Bulk Water	0200	-	-	-	-	-	-	-	-	-
PAYE deductions	0300	10 303	-	-	-	-	-	-	-	10 303
VAT (output less input)	0400	-	-	-	-	-	-	-	-	-
Pensions / Retirement deductions	0500	-	-	-	-	-	-	-	-	-
Loan repayments	0600	-	-	-	-	-	-	-	-	-
Trade Creditors	0700	11 332	-	-	-	-	-	-	-	11 332
Auditor General	0800	-	-	-	-	-	-	-	-	-
Other	0900	-	-	-	-	-	-	-	-	-
Medical Aid deductions	0950	-	-	-	-	-	-	-	-	-
Total By Customer Type	1000	21 635	-	-	-	-	-	-	-	21 635

QUARTERLY BUDGET STATEMENT FOR MARCH 2026

Investments and Borrowings

Supporting Table SC5: Monthly Budget Statement – Investment Portfolio

WC024 Stellenbosch - Supporting Table SC5 Monthly Budget Statement - investment portfolio - Q4 Fourth Quarter

Investments by maturity Name of institution & investment ID	Ref	Period of Investment	Type of Investment	Capital Guarantee (Yes/ No)	Variable or Fixed interest rate	Interest Rate •	Commission Paid (Rands)	Commission Recipient	Expiry date of investment	Opening balance	Interest to be realised	Partial / Premature Withdrawal (4)	Investment Top Up	Closing Balance
R thousands		Yrs/Months												
Municipality														
A#9415		CALL ACCO	Deposits - Ba	No	Yes	7,00%	No	No	30/06/2025	86 625	530	-	-	87 155
A#5573		9M	Deposits - Ba	No	Yes	8,82%	No	No	10/07/2025	-	-	-	-	-
A#6172		1Y	Deposits - Ba	No	Yes	8,15%	No	No	10/07/2026	107 279	670	-	-	107 949
A#2286		11M	Deposits - Ba	No	Yes	8,35%	No	No	24/02/2027	152 333	1 029	-	-	153 363
N#036		1Y	Deposits - Ba	No	Yes	8,65%	No	No	31/03/2025	-	-	-	-	-
N#037		10M	Deposits - Ba	No	Yes	7,90%	No	No	19/06/2026	106 168	390	(106 558)	-	(0)
N#038		1Y	Deposits - Ba	No	Yes	8,09%	No	No	25/07/2027	-	133	-	-	133
S#043		9M	Deposits - Ba	No	Yes	8,80%	No	No	10/09/2025	-	-	-	100 000	100 000
S#046		6M	Deposits - Ba	No	Yes	8,30%	No	No	17/11/2025	-	-	-	-	-
S#047		6M	Deposits - Ba	No	Yes	7.7%	No	No	21/09/2026	121 747	759	-	-	122 506
-		-	-	-	-	-	-	-	-	-	-	-	-	-
-		-	-	-	-	-	-	-	-	-	-	-	-	-
Municipality sub-total										574 153	3 512	(106 558)	100 000	571 106
TOTAL INVESTMENTS AND INTEREST	2									574 153	3 512	(106 558)	100 000	571 106

References

QUARTERLY BUDGET STATEMENT FOR JUNE 2026

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

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

Description	Ref	2024/25	Budget Year 2025/26							
		Audited Outcome	Original Budget	Adjusted Budget	Monthly Actual	YearTD Actual	YearTD Budget	YTD Variance	YTD Variance %	Full Year Forecast
R thousands										
RECEIPTS:	1,2									
Operating Transfers and Grants										
National Government:		221 280	239 166	239 166	-	236 695	239 166	2 471	1,0%	239 166
Operational Revenue: General Revenue: Equitable Share		215 604	231 793	231 793	-	231 793	231 793	(0)	0,0%	231 793
Expanded Public Works Programme Integrated Grant for Municipalities [Schedule 5B]		2 021	3 202	3 202	-	3 202	3 202	-		3 202
Local Government Financial Management Grant [Schedule 5B]		1 600	1 700	1 700	-	1 700	1 700	-		1 700
Integrated Urban Development Grant		2 055	2 471	2 471	-	-	2 471	(2 471)	-100,0%	2 471
Provincial Government:		15 514	18 358	15 358	-	13 819	15 358	(1 539)	-10,0%	15 358
Community Library Service Grant		11 333	10 023	10 023	-	11 576	10 023	1 553	15,5%	10 023
Municipal Accreditation and Capacity Building Grant		249	-	-	-	-	-	-		-
Title Deeds Restoration Grant		364	1 162	1 162	-	1 070	1 162	(92)	-8,0%	1 162
Maintenance and Construction of Transport Infrastructure		380	335	335	-	335	335	-		335
Community Development Workers Operational Support Grant		38	38	38	-	38	38	-		38
RSEP/ VPUU		-	800	800	-	800	800	-		800
Human Settlements Development Grant		3 150	6 000	3 000	-	-	3 000	(3 000)	-100,0%	3 000
District Municipality:		1 319	100	850	100	350	850	(500)	-58,8%	850
Cape Winelands District Tourism Grant		-	100	100	100	100	100	-		100
Cape Winelands District Grant		-	-	500	-	-	500	(500)	-100,0%	500
CWDM Community Safety Grant		1 319	-	250	-	250	250	-		250
Other grant providers:		2 133	2 962	2 962	45	1 667	2 962	(1 295)	-43,7%	2 962
Departmental Agencies and Accounts		-	550	550	-	147	550	(403)	-73,2%	550
Foreign Government and International Organisations		-	2 412	2 412	-	859	2 412	(1 553)	-64,4%	2 412
Households		-	-	-	-	-	-	-		-
Non-profit Institutions		-	-	-	-	150	-	150		-
Private Enterprises		2 133	-	-	45	511	-	511		-
Public Corporations		-	-	-	-	-	-	-		-
Higher Educational Institutions		-	-	-	-	-	-	-		-
Parent Municipality / Entity		-	-	-	-	-	-	-		-
Total Operating Transfers and Grants	5	240 246	260 585	258 335	145	252 530	258 335	(864)	-0,3%	258 335
Capital Transfers and Grants										
National Government:		80 802	73 247	73 247	-	75 718	73 247	2 471	3,4%	73 247
Integrated National Electrification Programme (Municipal Grant) [Schedule 5B]		9 556	6 188	6 188	-	6 188	6 188	-		6 188
Municipal Disaster Relief Grant		6 000	-	-	-	-	-	-		-
Integrated Urban Development Grant		60 246	62 059	62 059	-	64 530	62 059	2 471	4,0%	62 059
Energy Efficiency and Demand Side Management Grant		5 000	5 000	5 000	-	5 000	5 000	-		5 000
Provincial Government:		24 231	25 168	16 674	-	11 032	16 674	(5 642)	-33,8%	16 674
K9 Unit (Resource Funding for Establishment and Support of K9)		-	-	400	-	400	400	-		400
Integrated Transport Planning		628	656	656	-	656	656	-		656
Human Settlements Development Grant		-	10 000	5 000	-	2 146	5 000	(2 854)	-57,1%	5 000
Development of Sport and Recreational Facilities		-	300	300	-	300	300	-		300
Informal Settlements Upgrading Partnership Grant: Provinces (Beneficiaries)		22 103	14 212	10 318	-	7 530	10 318	(2 788)	-27,0%	10 318
RSEP/ VPUU		1 500	-	-	-	-	-	-		-
District Municipality:		-	-	-	-	-	-	-		-
Other grant providers:		-	-	-	-	-	-	-		-
Departmental Agencies and Accounts		-	-	-	-	-	-	-		-
Foreign Government and International Organisations		-	-	-	-	-	-	-		-
Households		-	-	-	-	-	-	-		-
Non-Profit Institutions		-	-	-	-	-	-	-		-
Private Enterprises		-	-	-	-	-	-	-		-
Public Corporations		-	-	-	-	-	-	-		-
Higher Educational Institutions		-	-	-	-	-	-	-		-
Parent Municipality / Entity		-	-	-	-	-	-	-		-
Transfer from Operational Revenue		-	-	-	-	-	-	-		-
Total Capital Transfers and Grants	5	105 033	98 415	89 921	-	86 750	89 921	(3 171)	-3,5%	89 921
TOTAL RECEIPTS OF TRANSFERS & GRANTS	5	345 279	359 001	348 257	145	339 281	348 257	(4 035)	-1,2%	348 257

QUARTERLY BUDGET STATEMENT FOR JUNE 2026

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

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

Description	Ref	2024/25	Budget Year 2025/26							
		Audited Outcome	Original Budget	Adjusted Budget	Monthly Actual	YearTD Actual	YearTD Budget	YTD Variance	YTD Variance %	Full Year Forecast
R thousands										
EXPENDITURE										
Operating expenditure of Transfers and Grants										
National Government:		221 188	239 166	239 166	16 450	175 074	239 166	(64 092)	-26,8%	(239 166)
Operational Revenue:General Revenue:Equitable Share		215 604	231 793	231 793	15 040	168 032	231 793	(63 761)	-27,5%	(231 793)
Expanded Public Works Programme Integrated Grant for Municipalities [Schedule 5B]		2 021	3 202	3 202	608	3 202	3 202	-	-	(3 202)
Local Government Financial Management Grant [Schedule 5B]		1 509	1 700	1 700	802	1 370	1 700	(330)	-19,4%	(1 700)
Integrated Urban Development Grant		2 055	2 471	2 471	-	2 471	2 471	-	-	(2 471)
Provincial Government:		1 869	18 358	22 802	520	11 676	22 802	(11 125)	-48,8%	(22 802)
Community Library Service Grant		-	10 023	10 023	-	10 023	10 023	-	-	(10 023)
Municipal Accreditation and Capacity Building Grant		249	-	-	-	-	-	-	-	-
Title Deeds Restoration Grant		364	1 162	1 162	23	60	1 162	(1 103)	-94,9%	(1 162)
Maintenance and Construction of Transport Infrastructure		380	335	335	335	335	335	-	-	(335)
Community Development Workers Operational Support Grant		38	38	38	3	37	38	(1)	-3,0%	(38)
RSEP/ VPUU		-	800	800	43	331	800	(469)	-58,6%	(800)
Provincial Acceleration Grant		239	-	-	-	-	-	-	-	-
Human Settlements Development Grant		599	6 000	10 444	116	891	10 444	(9 553)	-91,5%	(10 444)
District Municipality:		92	100	850	-	155	850	(695)	-81,8%	(850)
Cape Winelands District Tourism Grant		92	100	100	-	80	100	(20)	-20,0%	(100)
Cape Winelands Distract Grant		-	-	500	-	-	500	(500)	-100,0%	(500)
CWDM Community Safety Grant		-	-	250	-	75	250	(175)	-70,0%	(250)
Other grant providers:		182	2 962	2 962	1 475	1 835	2 962	(1 127)	-38,1%	(2 962)
Departmental Agencies and Accounts		-	550	550	-	352	550	(198)	-36,1%	(550)
Foreign Government and International Organisations		-	2 412	2 412	1 475	1 475	2 412	(938)	-38,9%	(2 412)
Households		-	-	-	-	-	-	-	-	-
Non-profit Institutions		67	-	-	-	-	-	-	-	-
Private Enterprises		115	-	-	-	9	-	9	-	-
Public Corporations		-	-	-	-	-	-	-	-	-
Higher Educational Institutions		-	-	-	-	-	-	-	-	-
Parent Municipality / Entity		-	-	-	-	-	-	-	-	-
Total operating expenditure of Transfers and Grants:		223 331	260 585	265 780	18 445	188 740	265 780	(77 040)	-29,0%	(265 780)
Capital expenditure of Transfers and Grants										
National Government:		97 411	73 247	73 247	10 467	61 572	73 247	(11 675)	-15,9%	(73 247)
Integrated National Electrification Programme (Municipal Grant) [Schedule 5B]		9 556	6 188	6 188	1 084	6 014	6 188	(174)	-2,8%	(6 188)
Municipal Disaster Relief Grant		25 375	-	-	-	-	-	-	-	-
Integrated Urban Development Grant		60 246	62 059	62 059	8 366	54 161	62 059	(7 898)	-12,7%	(62 059)
Energy Efficiency and Demand Side Management Grant		2 234	5 000	5 000	1 016	1 397	5 000	(3 603)	-72,1%	(5 000)
Provincial Government:		25 779	25 168	22 874	6 334	13 607	22 874	(9 267)	-40,5%	(22 874)
K9 Unit (Resource Funding for Establishment and Support of K9)		-	-	400	-	-	400	(400)	-100,0%	(400)
Library Service : Conditional Grant		173	-	3 963	615	3 580	3 963	(383)	-9,7%	(3 963)
Human Settlements Development Grant		1 680	10 000	5 000	-	-	5 000	(5 000)	-100,0%	(5 000)
Development od Sport and Recreational Facilities		-	300	300	73	300	300	-	-	(300)
Informal Settlements Upgrading Partnership Grant: Provinces(Beneficiaries)		22 335	14 212	12 018	5 499	8 610	12 018	(3 409)	-28,4%	(12 018)
Integrated Transport Planning		628	656	656	86	656	656	-	-	(656)
RSEP/ VPUU		963	-	537	62	461	537	(76)	-14,2%	(537)
District Municipality:		-	-	-	-	-	-	-	-	-
Other grant providers:		-	-	-	-	-	-	-	-	-
Departmental Agencies and Accounts		-	-	-	-	-	-	-	-	-
Foreign Government and International Organisations		-	-	-	-	-	-	-	-	-
Households		-	-	-	-	-	-	-	-	-
Non-Profit Institutions		-	-	-	-	-	-	-	-	-
Private Enterprises		-	-	-	-	-	-	-	-	-
Public Corporations		-	-	-	-	-	-	-	-	-
Higher Educational Institutions		-	-	-	-	-	-	-	-	-
Parent Municipality / Entity		-	-	-	-	-	-	-	-	-
Transfer from Operational Revenue		-	-	-	-	-	-	-	-	-
Total capital expenditure of Transfers and Grants		123 190	98 415	96 121	16 800	75 179	96 121	(20 942)	-21,8%	(96 121)
TOTAL EXPENDITURE OF TRANSFERS AND GRANTS		346 522	359 001	361 901	35 245	263 919	361 901	(97 982)	-27,1%	(361 901)

12. QUARTERLY PERFORMANCE ASSESSMENT REPORT 2025/26, Q4 (01 April – 30 June 2026)

12.1 OVERALL PERFORMANCE OF THE MUNICIPALITY

(a) Dashboard summary per Municipal Strategic Focus Area (SFA) for the 4th Quarter (01 April – 30 June 2026) of the 2025/26 financial year.

Stellenbosch Municipality		Municipal Strategic Focus Areas (SFAs)				
		SFA 1 - Valley of Possibility	SFA 2 - Green and Sustainable Valley	SFA 3 - Safe Valley	SFA 4 - Dignified Living	SFA 5 - Good Governance and Compliance
KPI Not Measured	6 (13.95%)	-	-	2 (66.67%)	-	4 (23.53%)
KPI Not Met	-	-	-	-	-	-
KPI Almost Met	3 (6.98%)	1 (20%)	1 (16.67%)	-	-	1 (5.88%)
KPI Met	13 (30.23%)	2 (40%)	1 (16.67%)	1 (33.33%)	4 (33.33%)	5 (29.41%)
KPI Well Met	8 (18.60%)	1 (20%)	1 (16.67%)	-	5 (41.67%)	1 (5.88%)
KPI Extremely Well Met	13 (30.23%)	1 (20%)	3 (50%)	-	3 (25%)	6 (35.29%)
Total:	43	5	6	3	12	17
	100%	11.63%	13.95%	6.98%	27.91%	39.53%

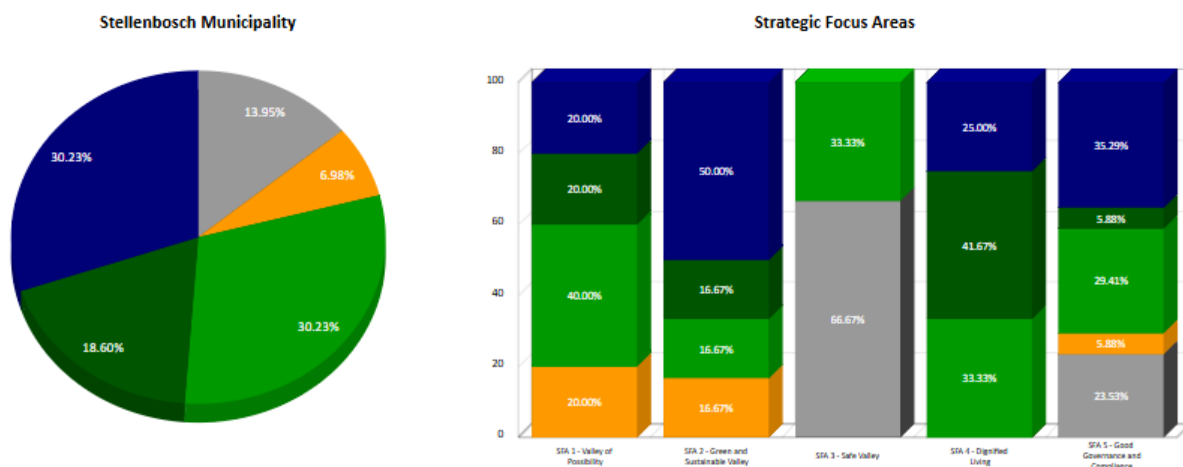


Table: 1 Overall performance for Quarter 4 (01 April – 30 June 2026) per SFA

QUARTERLY BUDGET STATEMENT FOR JUNE 2026

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

SFA 1 - Valley of Possibility											
Ref	IDP Ref	KPI Name	Description of Unit of Measurement	Past Year Performance (Baseline)	Original Annual Target	Revised Annual Target	01 April – 30 June 2026				
							Target	Actual	R	Performance Comment	Corrective Measures
TL151	KPI002	Submission of the revised Economic Development Strategy to the Municipal Manager	Number of revised Economic Development Strategies submitted to the <u>Municipal Manager</u> May by <u>30 June</u> 31 May ¹	1	1	1	1	1	G	The revised Economic Development Strategy was submitted to the Municipal Manager on 30 June 2026.	
TL152	KPI003	The number of jobs created through the municipality's local economic development initiatives including capital projects (NKPI Proxy - MSA, Reg. S10(d))	Number of job opportunities created through the municipality's local economic development initiatives including capital projects by 30 June	1 341	1 100	1 100	1 100	1 135	G2	The overperformance of 35 job opportunities, which equates to a 3.18% overperformance, is not seen as material overperformance and is due to the efficiencies in the current Expanded Public Works Programme (EPWP) system due to excellent liaison and proactive coordination between the Local Economic Development Section (Stellenbosch EPWP Lead Coordinator) and the various user departments.	
TL153	KPI004	Submission of Land-use applications to the Municipal Planning Tribunal (MPT) within 120 days from the conclusion of the administrative processing of the application	Percentage of Land-use applications submitted to the MPT within 120 days from the conclusion of the administrative processing of the application	87.50%	80%	80%	80%	75%	O	3 / 4 x 100 = 75% Due to staffing capacity constraints, the development of a new internal application tracking and management system could only be finalised at the end of June 2026. The	The full implementation of the new internal application management and tracking system will commence on 15 July 2026. Improved staffing and management capacity is a

¹ KPI002: The target date of the deliverable was revised from 31 May to 30 June. The target date was revised in line with available resources to realistically achieve the planned target

QUARTERLY BUDGET STATEMENT FOR JUNE 2026

SFA 1 - Valley of Possibility											
Ref	IDP Ref	KPI Name	Description of Unit of Measurement	Past Year Performance (Baseline)	Original Annual Target	Revised Annual Target	01 April – 30 June 2026				
							Target	Actual	R	Performance Comment	Corrective Measures
										testing of the new internal system then followed.	necessity given the continuous rise in new applications. The proposed new organisational structure for the Division: Development Management has been submitted and discussed with the Municipal Manager (MM) and is scheduled to be tabled at the internal organisational restructuring committees by 31 August 2026.
TL154	KPI005	Provide training opportunities to entrepreneurs and Small, Medium and Micro Enterprises (SMMEs)	Number of quarterly training opportunities provided to entrepreneurs and SMMEs	14	4	21 ²	1	16	B	The overperformance is due to a strategic partnership between the municipality and the Start-Up Tribe.	The annual target for this key performance indicator (KPI) has been revised from 4 to 21. However, if the strategic partnership with the Start-Up Tribe continues, consideration should be given to upwardly adjusting the annual and quarterly targets moving forward. This consideration will be done in the next round of KPI target discussions to be held during November 2026.
TL155	KPI007	Submission of the revised Housing Pipeline (document) to the MayCo	Number of revised Housing Pipelines (document) submitted to the MayCo by 31 May	1	1	1	1	1	G	The revised Housing Pipeline (document) was submitted to the Mayoral Committee (Mayco) agenda on 11 May 2026. The revised Housing Pipeline was tabled at the Mayco meeting on 20 May 2026, where it was recommended for approval to the Council. The document was then approved by the Council at a Council Meeting	

² KPI005: The target for quarter 1 was adjusted upwards to accommodate the overachievement of the target. The target must be realistic, and any dramatic changes in actual results should be considered when revising the target

QUARTERLY BUDGET STATEMENT FOR JUNE 2026

SFA 1 - Valley of Possibility											
Ref	IDP Ref	KPI Name	Description of Unit of Measurement	Past Year Performance (Baseline)	Original Annual Target	Revised Annual Target	01 April – 30 June 2026				
							Target	Actual	R	Performance Comment	Corrective Measures
										held on 27 May 2026.	

Summary of Results: SFA 1 - Valley of Possibility

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

QUARTERLY BUDGET STATEMENT FOR JUNE 2026

13.2 SFA 2 - Green and Sustainable Valley

SFA 2 - Green and Sustainable Valley											
Ref	IDP Ref	KPI Name	Description of Unit of Measurement	Past Year Performance (Baseline)	Original Annual Target	Revised Annual Target	01 April – 30 June 2026				
							Target	Actual	R	Performance Comment	Corrective Measures
TL158	KPI019	Conduct an external audit of the Stellenbosch Municipal Waste Disposal Facilities	Number of external audits of the Stellenbosch Municipal Waste Disposal Facilities conducted by 30 June	1	1	1	1	2	B	Two external audits of the Stellenbosch Municipal Waste Disposal Facilities were conducted during the 2025/26 financial year. One was conducted during November 2025, and one during April 2026.	
TL159	KPI021	Implementation of identified waste minimisation projects	Number of identified waste minimisation projects implemented by 30 June	2	2	2	1	10	B	It is a national imperative that all municipalities urgently divert both organic and recyclable waste from landfills. Consequently, the municipality expedited initiatives to reduce waste to facilitate this process.	
TL160	KPI014	Process building plan applications of <500sqm within 30 days after the date of receipt	Percentage of building plan applications of <500sqm processed within 30 days after the date of receipt	87.41%	75%	75%	75%	77.20%	G2	359 / 465 x 100 = 77.20%. The overperformance of this target was a result of the improved management of the building plan application process.	Due to staff capacity constraints, the municipality is cautious about the future sustainability of consistently achieving this target, despite the positive performance on this indicator. The overperformance in recent quarters has led to evident strain among the current staff. Consequently, to maintain this level of performance in the future, the personnel capacity constraints of the Building Development Management Section must be addressed.
TL161	KP022	Wastewater quality measured into the Department of Water and Sanitation's License Conditions for physical and micro parameters	Percentage of wastewater quality compliance as per the analysis certificate, measured quarterly	58.74%	70%	70%	70%	68%	O	April 2026, 73%; May 2026, 71%; and June 2026, 60% / 3 = 68% (average) Wastewater compliance is measured by special limits at some plants, which the municipality is trying to have the	The operation of three facilities will be supervised by a new service provider from 01 July 2026. A new tender is also being prepared for the next three years and is anticipated to be awarded by 31 December 2026.

QUARTERLY BUDGET STATEMENT FOR JUNE 2026

SFA 2 - Green and Sustainable Valley											
Ref	IDP Ref	KPI Name	Description of Unit of Measurement	Past Year Performance (Baseline)	Original Annual Target	Revised Annual Target	01 April – 30 June 2026				
							Target	Actual	R	Performance Comment	Corrective Measures
										Department of Water and Sanitation reduce to general limits. Thus, it is reflected as underperformance even though the general limit indicators were achieved.	
TL162	KPI016	Reduce organic waste	Percentage of organic waste reduced by 30 June	37.06%	20%	20%	20%	31.98%	B	<p>7 687 tonnes of green organic waste were diverted from the landfill during the 2025/26 financial year.</p> <p>Diversion Calculation:</p> <p>Total Organic Waste Generated: 24 038 tonnes</p> <p>Organic Waste Diverted: 7 687 tonnes</p> <p>Percentage diverted: $7\,687 / 24\,038 \times 100 = 31.98\%$</p>	
TL193	TL009	<u>Upgrading of the telemetry SCADA at the Franschhoek intake substation³</u> Construction of a new intake substation in the Dwarsriver Valley	<u>Number of telemetry SCADAs upgraded at the Franschhoek intake substation by 30 June</u> Number of new intake substations constructed in the Dwarsriver Valley by 30 June	New KPI	1	1	1	1	G	The telemetry SCADA upgrade at the Franschhoek intake substation was completed on 29 June 2026.	

³ KPI009: The indicator wording was revised to indicate the specific deliverable

QUARTERLY BUDGET STATEMENT FOR JUNE 2026

Summary of Results: SFA 2 - Green and Sustainable Valley

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

QUARTERLY BUDGET STATEMENT FOR JUNE 2026

13.3 SFA 3 - Safe Valley

SFA 3 - Safe Valley											
Ref	IDP Ref	KPI Name	Description of Unit of Measurement	Past Year Performance (Baseline)	Original Annual Target	Revised Annual Target	01 April – 30 June 2026				
							Target	Actual	R	Performance Comment	Corrective Measures
TL163	KPI024	Submission of the revised Disaster Management Plan to the Municipal Manager	Number of revised Disaster Management Plans submitted to the Municipal Manager by 31 March	1	1	1	0	0	N/A		
TL164	KPI025	Submission of the revised Safety and Security Strategy to the Municipal Manager	Number of revised Safety and Security Strategies submitted to the Municipal Manager by 30 April	1	1	1	1	1	G	The revised Safety and Security Strategy was submitted to the Municipal Manager on 17 April 2026.	
TL165	KPI026	Submission of the revised Traffic Management Plan to the Municipal Manager	Number of revised Traffic Management Plans submitted to the Municipal Manager by 31 March	1	1	1	0	0	N/A		

Summary of Results: SFA 3 - Safe Valley

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

QUARTERLY BUDGET STATEMENT FOR JUNE 2026

13.4 SFA 4 - Dignified Living

SFA 4 - Dignified Living											
Ref	IDP Ref	KPI Name	Description of Unit of Measurement	Past Year Performance (Baseline)	Original Annual Target	Revised Annual Target	01 April – 30 June 2026				
							Target	Actual	R	Performance Comment	Corrective Measures
TL166	KPI028	Provision of waterborne toilet facilities in informal settlements as identified by the Department: Integrated Human Settlements	Number of waterborne toilet facilities provided in Informal settlements as identified by the Department: Integrated Human Settlements by 30 June	46	30	20 ⁴	20	56	B	Waterborne toilet facilities provided in Klapmuts, 20; Kayamandi Zone L, 8; Kayamandi Zone O, 6; and in Watergang, 22.	
TL167	KPI032	Registered indigent formal households with access to free basic water (NKPI Proxy - MSA, Reg. S10(a), (b))	Percentage of registered indigent formal households with access to free basic water, measured quarterly	100%	100%	100%	100%	100%	G	5 748 / 5 748 x 100 = 100%	
TL168	KPI029	Limit unaccounted electricity to less than 9% annually {(Number of Electricity Units Purchased and / or Generated - Number of Electricity Units Sold (incl. Free basic electricity)) / Number of Electricity Units Purchased and/or Generated} x 100}	Percentage of average electricity losses, measured by 30 June	5.61%	<9%	<9%	<9%	4.29%	B	321658 843.65kWh – 307 856 748.50kWh = 13 802 095.05kWh / 321 658 843.65kWh x 100 = 4.29% The continuous improvements made to the electricity network are yielding positive results, as well as the removal and replacement of non-functioning meters.	
TL169	KPI030	Water quality measured quarterly to the SANS 241 physical and micro parameters	Percentage of water quality level as per the analysis certificate, measured quarterly	93.57%	90%	90%	90%	95.80%	G2	April 2026, 94.90%; May 2026, 95.60%; and June 2026, 96.90% 287.40 / 3 = 95.80% The municipality's achievement in water quality has been consistent year on year and in the same order of magnitude.	
TL170	KPI031	Limit unaccounted water to less than 25%	Percentage of average unaccounted water, measured by 30 June	31.20%	<25%	<25%	<25%	19.70%	B	13 435kL – (9 320kL + 1 472kL) / 13 435kL x 100 = 19.70%	

⁴ KPI028: The target was revised in line with available resources to realistically achieve the planned target. The construction of the waterborne toilet facilities is scheduled to commence in May 2026

QUARTERLY BUDGET STATEMENT FOR JUNE 2026

SFA 4 - Dignified Living											
Ref	IDP Ref	KPI Name	Description of Unit of Measurement	Past Year Performance (Baseline)	Original Annual Target	Revised Annual Target	01 April – 30 June 2026				
							Target	Actual	R	Performance Comment	Corrective Measures
										The municipality has successfully implemented its pipe replacement programme and has also seen a reduction in residents' usage due to the water restrictions in place at the end of the financial year. Several water leaks were also repaired during the 2025/26 financial year.	
TL171	KPI033	Registered indigent formal households with access to free basic electricity provided by the municipality (NKPI Proxy - MSA, Reg. S10(a), (b))	Percentage of registered indigent formal households with access to free basic electricity provided by the municipality, measured quarterly	100%	100%	100%	100%	100%	G	5 748 / 5 748 x 100 = 100%	
TL172	KPI034	Registered indigent formal households with access to free basic refuse removal (NKPI Proxy - MSA, Reg. S10(a), (b))	Percentage of registered indigent formal households with access to free basic refuse removal, measured quarterly	100%	100%	100%	100%	100%	G	5 748 / 5 748 x 100 = 100%	
TL173	KPI035	Registered indigent formal households with access to free basic sanitation (NKPI Proxy - MSA, Reg. S10(a), (b))	Percentage of registered indigent formal households with access to free basic sanitation, measured quarterly	100%	100%	100%	100%	100%	G	5 748 / 5 748 x 100 = 100%	
TL174	KPI036	Formal households with access to water (NKPI Proxy - MSA, Reg. S10(a))	Number of formal households with access to water, measured quarterly	27 486	27 000	27 000	27 000	28 731	G2		
TL175	KPI037	Formal households with access to electricity (NKPI Proxy - MSA, Reg. S10(a))	Number of formal households with access to electricity, measured quarterly	27 486	27 000	27 000	27 000	28 731	G2		
TL176	KPI038	Formal households with access to refuse removal (NKPI Proxy - MSA, Reg. S10(a))	Number of formal households with access to refuse removal, measured	27 486	27 000	27 000	27 000	28 731	G2		

QUARTERLY BUDGET STATEMENT FOR JUNE 2026

SFA 4 - Dignified Living											
Ref	IDP Ref	KPI Name	Description of Unit of Measurement	Past Year Performance (Baseline)	Original Annual Target	Revised Annual Target	01 April – 30 June 2026				
							Target	Actual	R	Performance Comment	Corrective Measures
			quarterly								
TL177	KPI039	Formal households with access to sanitation (NKPI Proxy - MSA, Reg. S10(a))	Number of formal households with access to sanitation, measured quarterly	27 486	27 000	27 000	27 000	28 731	G2		

Summary of Results: SFA 4 - Dignified Living

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

QUARTERLY BUDGET STATEMENT FOR JUNE 2026

13.5 SFA 5 - Good Governance and Compliance

SFA 5 - Good Governance and Compliance											
Ref	IDP Ref	KPI Name	Description of Unit of Measurement	Past Year Performance (Baseline)	Original Annual Target	Revised Annual Target	01 April – 30 June 2026				
							Target	Actual	R	Performance Comment	Corrective Measures
TL147	KPI059	Submission of the revised Communication Policy to the MayCo	Number of revised Communication Policies submitted to the MayCo by 31 May	0	1	1	1	1	G	The revised Communication Policy was submitted to the Mayoral Committee (MayCo) on 17 October 2025 and was approved by the Council on 23 October 2025.	
TL148	KPI044	Employment equity appointments made within the financial year in the three highest levels of management	Percentage of employment equity appointments made within the financial year in the three highest levels of management, measured by 30 June	75%	50%	50%	50%	50%	G	$3 / 6 \times 100 = 50\%$	
TL149	KPI049	Submission of the Auditor General of South Africa (AGSA) Audit Action Plan (AAP) to the APAC	Number of AGSA Audit Action Plans submitted to the APAC by 31 March	1	1	1	0	0	N/A		
TL150	KPI053	Submission of the draft Integrated Development Plan (IDP) to the Council	Number of draft IDPs submitted to the Council by 31 March	1	1	1	0	0	N/A		
TL156	KPI055	Submission of the revised Sewer Master Plan to the Municipal Manager	Number of revised Sewer Master Plans submitted to the Municipal Manager by 30 June	0	1	1	1	1	G	The revised Sewer Master Plan was submitted to the Municipal Manager on 29 June 2026.	
TL157	KPI060	Submission of the updated Comprehensive Integrated Transport Plan (CITP) 2023 - 2028 to the Municipal Manager	Number of updated CITPs 2023 - 2028 submitted to the Municipal Manager by 30 June	1	1	1	1	1	G	The updated CITP 2023 - 2028 was submitted to the Municipal Manager on 28 June 2026.	
TL178	KPI042	Financial viability measured in terms of the available cash to cover fixed operating expenditure (NKPI Proxy - MSA, Reg. S10(g)(iii))	Cost coverage as at 30 June annually [(Cash and Cash Equivalents - Unspent Conditional Grants - Overdraft) + Short Term Investment) / Monthly Fixed	3.02	2	2	2	3.67	B	$(R645\,148\,745 - R19\,277\,876) / (R2\,044\,946\,506.70 / 12)) = 3.67$ months	The annual financial statements for the financial period 01 July 2025 to 30 June 2026 are currently being prepared by the Office of the Chief Financial Officer (CFO) in accordance with Section 126

QUARTERLY BUDGET STATEMENT FOR JUNE 2026

SFA 5 - Good Governance and Compliance											
Ref	IDP Ref	KPI Name	Description of Unit of Measurement	Past Year Performance (Baseline)	Original Annual Target	Revised Annual Target	01 April – 30 June 2026				
							Target	Actual	R	Performance Comment	Corrective Measures
			Operational Expenditure excluding (Depreciation)								(1)(a) of the Local Government: Municipal Finance Management Act, 2003 (Act No. 56 of 2003) (MFMA). It is crucial to note that the information contained in this report is preliminary and may not be a precise representation of the municipality's financial status. This is because year-end journals and processes that have yet to be finalised will significantly impact the municipality's financial position.
TL179	KPI043	Achieve an average payment percentage of 96% by 30 June (Gross Debtors Opening Balance + Billed Revenue - Gross Debtors Closing Balance - Bad Debts Written Off) / Billed Revenue x 100	(Gross Debtors Opening Balance + Billed Revenue - Gross Debtors Closing Balance - Bad Debts Written Off) / Billed Revenue x 100	97.21%	96%	96%	96%	96.44%	G2	((R490 855 207.11 + R2 216 338 526.22 - R10 691 884.67 - R422 081 831.02 - R147 368 033.35) / (R2 216 338 526.22 - R10 691 884.67)) x 100	
TL180	KPI040	Actual expenditure of the approved Capital Budget for the municipality by 30 June (NKPI - MSA, Reg. S10(c))	Percentage of the approved Capital Budget for the municipality actually spent by 30 June	89.29%	90%	90%	90%	70.39%	O	(R418 820 967.70 / R594 994 274) x 100 = 70.39%	The annual financial statements for the financial period 01 July 2025 to 30 June 2026 are currently being prepared by the Office of the Chief Financial Officer (CFO) in accordance with Section 126 (1)(a) of the Local Government: Municipal Finance Management Act, 2003 (Act No. 56 of 2003) (MFMA). It is crucial to note that the information contained in this report is preliminary and may not be a precise representation of the municipality's financial status. This is because year-end journals and processes that have yet to be finalised will significantly impact the municipality's financial position.

QUARTERLY BUDGET STATEMENT FOR JUNE 2026

SFA 5 - Good Governance and Compliance											
Ref	IDP Ref	KPI Name	Description of Unit of Measurement	Past Year Performance (Baseline)	Original Annual Target	Revised Annual Target	01 April – 30 June 2026				
							Target	Actual	R	Performance Comment	Corrective Measures
TL181	KPI045	The percentage of the payroll budget spent on implementing the Municipal Workplace Skills Plan (NKPI Proxy- MSA, Reg. S10(f))	Percentage of the municipality's payroll budget spent on implementing its Workplace Skills Plan ((Total Actual Training Expenditure / Total Annual payroll Budget) x 100), measured by 30 June	0.82%	0.20%	0.20%	0.20%	1.07%	B	(R8 099 550 / R754 228 312) x 100 = 1.07% The municipality was awarded Local Government Sector Education and Training Authority (LGSETA) bursaries. In addition, R500 000 was also allocated towards the employee bursaries, which led to the overperformance.	
TL182	KPI046	Financial viability measured in terms of the municipality's ability to meet its service debt obligations (NKPI Proxy - MSA, Reg. S10(g)(i))	Debt coverage ratio ((Total operating revenue - operating grants received) / (Debt service payments due within the year)) measured by 30 June	36.22%	15%	15%	15%	36.75%	B	(R2 715 758 077.97 – R251 020 875.65) / R67 076 709.38 = 36.75% By implementing prudent budgeting and maintaining fiscal discipline, the municipality is better positioned for long-term financial health, laying a stable foundation for future growth and development.	
TL183	KPI047	Financial viability measured in terms of the outstanding service debtors (NKPI Proxy - MSA, Reg. S10(g)(ii))	Service debtors to revenue ratio - (Total outstanding service debtors / revenue received for services) measured by 30 June	24.59%	27%	27%	27%	19.78%	B	(R422 081 831 / R2 133 387 903) = 19.78% By implementing prudent budgeting and maintaining fiscal discipline, the municipality is better positioned for long-term financial health, laying a stable foundation for future growth and development.	
TL184	KPI054	Submission of the IDP / Budget / SDF time schedule (process plan) to the Council	Number of IDP / Budget / SDF time schedules (process plan) submitted to the Council by 31 August	1	1	1	0	0	N/A		
TL185	KPI051	Submission of the revised Information and Communication Technology (ICT) Backup Disaster	Number of revised ICT Backup Disaster Recovery Plans submitted to the ICT Steering Committee by 31	1	1	1	0	1	B	The ICT Backup Disaster Recovery Plan was presented at the ICT Steering Committee meeting on	

QUARTERLY BUDGET STATEMENT FOR JUNE 2026

SFA 5 - Good Governance and Compliance											
Ref	IDP Ref	KPI Name	Description of Unit of Measurement	Past Year Performance (Baseline)	Original Annual Target	Revised Annual Target	01 April – 30 June 2026				
							Target	Actual	R	Performance Comment	Corrective Measures
		Recovery Plan to the ICT Steering Committee	March							21 May 2026.	
TL186	KPI052	Submission of the revised Strategic ICT Plan to the ICT Steering Committee	Number of revised Strategic ICT Plans submitted to the ICT Steering Committee by 31 March	1	1	1	0	0	N/A		
TL187	KPI048	Submission of the revised Risk-Based Audit Plan (RBAP) to the Audit and Performance Audit Committee (APAC)	Number of revised RBAPs submitted to the APAC by 30 June	1	1	1	1	1	G	The revised Risk-Based Audit Plan was submitted to APAC on 29 May 2026 and approved.	
TL188	KPI050	Submission of the revised Strategic Risk Register (SRR) to the <u>Ethics, Risk, and Fraud Management Committee</u> ⁵	Number of revised SRRs submitted to the <u>Ethics, Risk, and Fraud Management Committee</u> by 30 June	1	1	1	1	4	B	The revised SRR was submitted to the Ethics, Risk, and Fraud Management Committee at four meetings during the 2025/26 financial year. (Meetings were held on 21 August and 21 October 2025, and 24 February and 21 May 2026.)	
TL189	KPI056	Submission of the revised Electrical Master Plan to the Council ⁶	Number of revised Electrical Master Plans submitted to the Council by 30 June	0	1	1	1	n/a		The KPI has been removed as it was achieved in the previous year. The Electrical Master Plan is revised once every five years	n/a

⁵ KPI050: The indicator wording was revised to be in line with the correct committee's name

⁶ KPI056: The KPI has been removed as it was achieved in the previous year. The Electrical Master Plan is revised once every five years

QUARTERLY BUDGET STATEMENT FOR JUNE 2026

Summary of Results: SFA 5 - Good Governance and Compliance

N/A	KPI Not Yet Measured	4
R	KPI Not Met	0
O	KPI Almost Met	1
G	KPI Met	5
G2	KPI Well Met	1
B	KPI Extremely Well Met	6
Total KPIs		17

14. STRATEGIC PERFORMANCE CONCLUSION

- (a) Out of the 43 Key Performance Indicators (KPIs) listed on the Top layer SDBIP 2025/26 for quarter 4 (01 April – 30 June 2026), 06 were not measured. 03 of the measured KPIs were not achieved, 13 were met, and 08 were well met.

N/A	KPI Not Yet Measured	6
R	KPI Not Met	0
O	KPI Almost Met	3
G	KPI Met	13
G2	KPI Well Met	8
B	KPI extremely well met	13
Total KPIs		43

Summary of Results: Strategic Focus Areas 1 - 5

6.3	OVERSIGHT ROLE OF COUNCIL: SUPPLY CHAIN MANAGEMENT POLICY-REPORT ON THE IMPLEMENTATION OF THE SUPPLY CHAIN MANAGEMENT POLICY OF STELLENBOSCH MUNICIPALITY: ANNUAL IMPLEMENTATION REPORT (01 JULY 2025 - 30 JUNE 2026)
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Collaborator No:

IDP KPA Ref No:

Meeting Date:

Good Governance and Compliance

22 July 2026

1. SUBJECT: OVERSIGHT ROLE OF COUNCIL: SUPPLY CHAIN MANAGEMENT POLICY-REPORT ON THE IMPLEMENTATION OF THE SUPPLY CHAIN MANAGEMENT POLICY OF STELLENBOSCH MUNICIPALITY: ANNUAL IMPLEMENTATION REPORT (01 JULY 2025 - 30 JUNE 2026)

2. PURPOSE

To submit to Management a report for the period 01 July 2025 - 30 June 2026 on the implementation of Council's Supply Chain Management Policy. The report covers the performance of the various delegated functions and the implementation thereof.

3. FOR DECISION BY MUNICIPAL COUNCIL

Section 6 (2) (i) & 4 of the SCM Policy 2025/2026 determines that the Accounting Officer must within 30 days of the end of each financial year submit a report on the implementation of the SCM Policy to the Executive Mayor. This report must be made public in accordance with section 21A of the Municipal Systems Act (32 of 2000).

4. EXECUTIVE SUMMARY

Within 30 days of the end of each financial year the Accounting Officer must submit a report on the implementation of the Supply Chain Management Policy to the Executive Mayor. In terms of the SCM Regulations and Council's SCM Policy the SCM unit has been delegated to perform powers and functions that related to the procurement of goods and services, disposal of goods no longer needed, the selection of contractors to provide assistance in the provision of municipal services.

5. RECOMMENDATIONS

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

6. DISCUSSION/CONTENTS**6.1 Background**

SCM must report within 30 days of the end of each financial year on the implementation of the SCM System.

6.2 Constitutional and Policy Implications

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

Paragraph 6(1) of the Supply Chain Management Policy of Council determines that the Council of Stellenbosch municipality reserves the right to maintain oversight over the implementation of the SCM Policy as approved and amended from time to time. Paragraph 6 (2) (i) of the above stated Policy determines that the Accounting Officer must within 30 days of the end of each financial year; submit a report on the implementation of the SCM Policy to the Executive Mayor.

6.3 Environmental implications

None.

6.4 Financial Implications

The financial implications are the transactions for the procurement of goods and services that were processed during the 01 July 2025 - 30 June 2026 and the payments that will derive from these commitments.

6.5 Legal Implications

The Municipal Finance Management Act (section 112) stipulates that the SCM Policy should comply with a prescribed framework as set out in section 112(1) and section 112(2) that stipulates that the regulatory framework for the municipal supply chain management must be fair, equitable, transparent, competitive and cost-effective. Reporting back in terms of paragraph 6 (2) (i) of the SCM Policy 2024/2025 to the Executive Mayor and Council on the implementation of the supply chain management system and processes enables the Executive Mayor and Council to maintain the oversight role over the implementation of the SCM Policy as approved by Council.

6.6 Staff Implications

None.

6.7 Previous / Relevant Council Resolutions

None.

APPENDICES

ANNEXURE A: Report for the period 01 July 2025 - 30 June 2026 on the Implementation of Council's Supply Chain Management Policy

FOR FURTHER DETAILS CONTACT:

NAME	<i>Dalleel Jacobs</i>
CONTACT NUMBERS	<i>021 808 8137</i>
E-MAIL ADDRESS	<i>Dalleel.Jacobs@ Stellenbosch.gov.za</i>
DIRECTORATE	<i>Financial Services</i>
REPORT DATE	<i>03 July 2026</i>

ANNEXURE A

STELLENBOSCH MUNICIPALITY

IMPLEMENTATION OF SYSTEM – SUPPLY CHAIN MANAGEMENT

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

PERIOD: 01 JULY 2025 – 30 JUNE 2026

REG. NO.	CRYPTIC DESCRIPTION OF POWER OR DUTY	POWER CURRENTLY RESIDING	DELEGATED	IMPLE- MENTED	COMMENTS
3(1)(a)	Prepare and submit a draft supply chain management policy complying with regulation 2 to the council of the municipality for adoption.	Accounting Officer	Chief Financial Officer	YES	Done
3(1)(b)	Review at least annually the implementation of the policy.	Accounting Officer	Chief Financial Officer	YES	Done
3(1)(c)	Submit, when considered necessary, proposals for amendment of the policy by the Council.	Accounting Officer	Chief Financial Officer	YES	The SCM Policy was sent for amendment in December 2022 to accommodate changes brought forth from the new PPR 2022.
3(2)(a)	Make use of any Treasury guidelines determining standards for municipal supply chain management policies and submit to the council that guidelines standard or modified version therefore, as a draft policy.	Accounting Officer	Chief Financial Officer	YES	All NT guidelines are included in standard documents, and the municipalities SCM policy is aligned with the Model SCM policy of NT.
3(2)(b)	Ensure that a draft policy submitted to council that differs from the guideline standard complies with Regulation 2.	Accounting Officer	Chief Financial Officer	YES	Not Applicable
3(1)(c)	Report any deviation from the guideline standard to the National Treasury and relevant provincial treasury	Accounting Officer	Chief Financial Officer	YES	Not Applicable
3(4)	Must, in terms of section 62(1)(f) (iv) take all reasonable steps to ensure that the municipality has and implements a supply chain management policy as set out in Regulation 2	Accounting Officer	Chief Financial Officer	YES	Done

REG. NO.	CRYPTIC DESCRIPTION OF POWER OR DUTY	POWER CURRENTLY RESIDING	DELEGATED	IMPLEMENTED	COMMENTS
5(2)(a)	Make a final award above R10 million (VAT included).	Accounting Officer (after considering recommendation of Bid Adjudication Committee)		YES	In the financial year 2025/2026, there were twenty-five (25) final awards above R10 million.
5(2)(b)	Make a final award above R300 000(VAT included), but not exceeding R10 million (VAT included).	Accounting Officer	Bid Adjudication Committee	YES	In the financial year 2025/2026, there were fifty-four (54) final awards above R300 000 but not exceeding R10 million.
5(2)(c)	Make a final award not exceeding R300 000(VAT included) including the appointment of consultants	Accounting Officer	CFO and Senior Manager - SCM and Senior Accountants	YES	Operational Delegations are in place with clear segregation of duties as stipulated in MFMA section 115 (b)
5(3)	<p>Submit to the officials referred to in regulation 5(4) within five days of the end of each month a written report containing particulars of each final award, except procurements made out of petty cash, made during that month, including –</p> <p>(a) the amount of the award;</p> <p>(b) the name of the person to whom the award was given;</p> <p>(c) The reason why the award was made to that person; and</p> <p>(d) the BEE/HDI status of that entity/person.</p>	<p>Bid Adjudication Committee (refer regulation 5(4)(a)</p> <p>Chief Financial Officer – 5(4)(b)</p>	<p>Chief Financial Officer</p> <p>Senior Manager SCM</p>	YES	<p>The awards made were submitted on the following dates within this financial year:</p> <p>04 August 2025</p> <p>03 September 2025</p> <p>03 October 2025</p> <p>04 November 2025</p> <p>04 December 2025</p> <p>02 January 2026</p> <p>03 February 2026</p> <p>02 March 2026</p> <p>02 April 2026</p> <p>30 April 2026</p> <p>03 June 2026</p> <p>03 July 2026</p>

REG. NO.	CRYPTIC DESCRIPTION OF POWER OR DUTY	POWER CURRENTLY RESIDING	DELEGATED	IMPLEMENTED	COMMENTS
6(1)	Maintain oversight into the implementation of the supply chain management policy	Municipal Council		YES	The Supply Chain Management policy was submitted to council in the last quarter of the previous financial year as part of the Budget Related policies. Also sent for Amendment in December 2022.
6(2)(a)(i)	Submit a report to council within 30 days of the end of each financial year on the implementation of the supply chain management policy of the municipality.	Accounting Officer		YES	Done
6(2)(a)	Immediately submit a report to council whenever there are serious and material; problems in the implementation of the supply chain management policy, including such a report from any municipal entity as envisaged by this Regulation 6(2)(a)(iii)	Accounting Officer		N/A	To date no serious or material problems occurred in implementing the SCM policy.
6(3)	Submit a report to the mayor of the municipality within ten days of each quarter on the implementation of the supply chain management policy.	Accounting Officer	Chief Financial Officer	YES	Done.
7(1)	Establish a supply chain management unit.	Accounting Officer	Chief Financial Officer	YES	Unit operates under direct supervision of CFO
12(1)	<u>Direct that:</u> a) cash purchases up to transaction value as defined I Council's Petty Cash policy b) one verbal quotation be obtained for any specified procurement of a transaction value lower than R2,000 (VAT included); c) formal written price quotations for procurement of goods and/or services of a transaction value between R 2, 000.00 and R 300 000.00 d) A competitive bidding process be followed for any	Accounting Officer	Operational delegations in place	YES	The SCM unit is responsible for procurement within these thresholds. Delegations approved and signed by the relevant officials.

REG. NO.	CRYPTIC DESCRIPTION OF POWER OR DUTY	POWER CURRENTLY RESIDING	DELEGATED	IMPLEMENTED	COMMENTS
	specific procurement of a transaction value higher than R300 000.				
12(2)(a)	Allow the Accounting Officer to lower, but not to increase, the different threshold values specified in sub regulation (1).	Accounting Officer	Chief Financial Officer	YES	Delegated officials act within delegated thresholds.
14(1)(a)(ii)	Invite prospective providers of goods and services at least once a year through newspapers commonly circulating locally, the website of the municipality	Accounting Officer	Senior: Manager SCM	YES	Done
14(1)(b)	Specify the listing criteria for accredited prospective providers.	Accounting Officer	Chief Financial Officer	YES	Listing criteria are contained within the registration form.
14(1)(c)	Disallow the listing of any prospective provider whose name appears on the National Treasury's database as a person prohibited from doing business with the public sector.	Accounting Officer		YES	SCM consult National Treasury's database of defaulters before awarding of tenders and quotations
14(2)	Update the list of prospective providers at least quarterly to include any additional prospective providers and any new commodities or types of services.	Municipal Council	Chief Financial Officer	YES	Done
15	Requesting reconciliations on petty cash purchases on a monthly basis.	Chief Financial Officer	Manager: Expenditure section	YES	Done
16(c)	If it is not possible to obtain at least three written quotations, record and report quarterly to the accounting officer, or another official designated by the accounting officer, the reasons for this.	Accounting Officer	Chief Financial Officer	YES	Reports were submitted on the following dates within this financial year: 04 August 2025 03 September 2025

REG. NO.	CRYPTIC DESCRIPTION OF POWER OR DUTY	POWER CURRENTLY RESIDING	DELEGATED	IMPLEMENTED	COMMENTS
					03 October 2025 04 November 2025 04 December 2025 02 January 2026 03 February 2026 03 March 2026 02 April 2026 30 April 2026 03 June 2026 03 July 2026
16(e)	Record the name of potential providers requested to provide written quotation with their quoted prices.	Accounting Officer	Chief Financial Officer	YES	Reports were submitted on the following dates within this financial year: 04 August 2025 03 September 2025 03 October 2025 04 November 2025 04 December 2025 02 January 2026 03 February 2026 03 March 2026 02 April 2026 30 April 2026 03 June 2026 03 July 2026
17(1)(c)	Approve the recorded reasons for not obtaining at least three written price quotations.	Chief Financial Officer	Senior Manager SCM & CFO: below R200,000 Accountants: Acquisitions, Contracts and SCM: Accountant Demand and Chief Buyer: below R200,000	YES	
17(1)(d)	Record the names of the potential formal written price quotation providers and their written quotations.	Accounting Officer	Senior Manager: Supply Chain Management	YES	
17(2)	Report to the CFO within three days at the end of the month on any approvals given during that month by that the designed official referred to in sub-regulation (1) (c).	Chief Financial Officer	Senior Manager: Supply Chain Management	YES	
18 (a)	All requirements in excess of R30,000 (VAT included) by means of formal written price quotations should be advertised for at least 7 days on the website and municipal official website.	Chief Financial Officer	Senior Manager: Supply Chain Management	YES	Done

REG. NO.	CRYPTIC DESCRIPTION OF POWER OR DUTY	POWER CURRENTLY RESIDING	DELEGATED	IMPLEMENTED	COMMENTS
18 (b)	When using the list of accredited prospective providers, it should promote ongoing competition amongst providers by inviting providers to submit quotations on a rotational basis.	Chief Financial Officer	Senior Manager: Supply Chain Management	YES	Done
18(c)	Must take all reasonable steps to ensure that the procurement of goods and services through written quotations or formal written price quotations is not abused.	Accounting Officer	Chief Financial Officer	YES	Quotations and Formal written quotations are placed on the website and only opened on the closing date and time and mitigate the risks during the call for quotations.
18(d)	Notify the Accounting Officer or CFO in writing on a monthly basis of all written quotations and formal written price quotations accepted by the official acting in terms of a sub-delegation	Chief Financial Officer	Senior Manager: Supply Chain Management	YES	Reports were submitted on the following dates within this financial year: 04 August 2025 03 September 2025 03 October 2025 04 November 2025 04 December 2025 02 January 2026 03 February 2026 03 March 2026 02 April 2026 30 April 2026 03 June 2026 03 July 2026
22 (b) (i)	The publication notice must contain the closure date for the submission of bids, which may not be less than 3 weeks in case of transactions over R10m (VAT included), or which are of long-term nature, or 14 days in any other case, from date on which the advertisement is placed in a newspaper.	Accounting Officer	Bid Specifications Committee	YES	For the financial year 2025/2026, one-hundred-and-sixty-four (164) tenders specifications served before the Bid Specifications committee.
22(2)	The Accounting Officer may determine the closure	Accounting Officer		YES	None

REG. NO.	CRYPTIC DESCRIPTION OF POWER OR DUTY	POWER CURRENTLY RESIDING	DELEGATED	IMPLEMENTED	COMMENTS
	date for the submission of bids which is less than the 30 days or 14 days requirement, but only if such shorter period can be justified on the grounds of urgency or emergency or any exceptional case where it is impractical or impossible to follow the official procurement process				
23(a) (i)(ii)	The handling, opening and recording of bids should be (i) be opened in public (ii) must be opened at the same time and as soon as possible after the period for the submission of bids has expired;	Accounting Officer	Senior Manager: Supply Chain Management	YES	Done
23 (c)	(ii) make the register available for public inspection (iii) publish the entries in the register and the bid results on the website of the municipality	Accounting Officer	Senior Manager: Supply Chain Management	YES	Done
24(1)	Negotiate the final terms of a contract with bidders identified through a competitive bidding process as preferred bidders, provided that such negotiation – (a) does not allow any preferred bidder a second or unfair opportunity; (b) is not to the detriment of any other bidder; and (c) does not lead to a higher price than the bid submitted. Minutes of such negotiations must be kept.	Accounting Officer	Relevant user department Head of Department or Director	YES	Provision for the signing of a Form of Tender/Service Level Agreement with successful vendors is being made in the tender documents
26(1)(b)	Appoint the members of the bid specification, evaluation and adjudication committees, taking into account Section 117 of the MFMA.	Accounting Officer		YES	Done
26(1)(c)	Appoint a neutral or independent observer to a bid	Accounting Officer		N/A	Not Applicable

REG. NO.	CRYPTIC DESCRIPTION OF POWER OR DUTY	POWER CURRENTLY RESIDING	DELEGATED	IMPLEMENTED	COMMENTS
	specification, evaluation or adjudication committee for an attendance and oversight process when this is appropriate for ensuring fairness and promoting transparency.				
26(3)	Apply the committee system to formal written price quotations.	Accounting Officer		N/A	Committee system is applied for goods/services above R300 000
27(1)	Compile specifications for the procurement of goods and services by the municipality.	Accounting Officer	Bid Specifications Committee, upon advice of the relevant user department	YES	The Director signs for items to serve on Specification committee.
27(2)(g)	Approve specifications compiled by the bid specification committee prior to publication of the invitation for bids.	Accounting Officer	Bid Specifications Committee, upon advice of the relevant user department	YES	The specifications are accompanied by a questionnaire that the relevant department must complete. Meetings are held according to pre-determined schedule.
28(1)(a)	Evaluate bids in accordance with – (i) the specifications for a specific procurement; and (ii) The points system must be set out in the supply chain management policy of the municipality in terms of Regulation 27(2)(f) and prescribed in terms of the Preferential Procurement Policy Framework Act.	Accounting Officer	Bid Evaluation Committee upon advice of the relevant user department.	YES	Have regular BEC scheduled meetings.
28(1)(b)	Evaluate each bidder's ability to execute the contract.	Accounting Officer	Bid Evaluation Committee, upon advice from SCM	YES	Currently part of the Standard Evaluation Report
28(1)(c)	Check in respect of the recommended bidder whether municipal rates and taxes and municipal service charges are not in arrears.	Accounting Officer	Bid Evaluation Committee	YES	Has a screening list that has to be completed.
28(1)(d)	Submit to the adjudication committee a report and recommendations regarding the award of the bid or any other related matter.	Bid Evaluation Committee		YES	Currently part of the Standard Evaluation Report
29(1)(a)	Consider the report and recommendations of the bid evaluation committee where the award value exceeds R300 000 (VAT incl.) and make the award up to value of R10m (as per delegated authority)	Accounting Officer	Bid Adjudication Committee	YES	In the financial year 2025/2026 there were fifty-four (54) BAC meetings

REG. NO.	CRYPTIC DESCRIPTION OF POWER OR DUTY	POWER CURRENTLY RESIDING	DELEGATED	IMPLEMENTED	COMMENTS
29(1)(b)(i)	For bids above R10 million, SCM BAC will make recommendation to the Municipal Manager to make the final award.	Accounting Officer		YES	In the financial year 2025/2026 there were twenty-five (25) final awards above R10 million.
29(1)(b)(ii)	Make another recommendation to the accounting officer on how to proceed with the relevant procurement.	Accounting Officer		YES	None.
29(3)	Appoint the chairperson of the bid adjudication committee.	Accounting Officer		YES	Delegations given are kept for record purposes
29(5)(a)	<p>If a bid adjudication committee decides to award a bid other than the one recommended by the bid evaluation committee, the bid adjudication committee must prior to awarding the bid –</p> <p>(i) check in respect of the preferred bidder whether that bidder's municipal rates and taxes and municipal service charges are not in arrears; and</p> <p>(ii) notify the accounting officer.</p>	Bid Adjudication Committee		YES	None
29(5)(b)	<p>(i) After due consideration of the reasons for the deviation, ratify or reject the decision of the bid adjudication committee referred to in Regulation 29(5)(a); and</p> <p>(ii) If the decision of the bid adjudication committee is rejected, refer the decision of the adjudication committee back to that committee for reconsideration.</p>	Accounting Officer		YES	None
29(6)	Refer to any recommendations made by the evaluation committee or adjudication committee back to that committee for reconsideration of the	Accounting Officer		YES	Nine (9) tenders were referred back to the BEC in this financial year

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

REG. NO.	CRYPTIC DESCRIPTION OF POWER OR DUTY	POWER CURRENTLY RESIDING	DELEGATED	IMPLEMENTED	COMMENTS
	(c) there are demonstrable discounts or benefits for the municipality; and that other organ of state and the provider have consented to such procurement in writing.				
35(1)	Procure consulting services above the value of R200 000 (VAT incl.) provided that any Treasury guidelines in respect of consulting services or CIDB guidelines in respect of services related to the build environment and construction works are taken into account when such procurements are made.	Accounting Officer	Bid Adjudication Committee	YES	New tender has been advertised
35(4)	Ensure that copyright in any document produced, and the patent rights or ownership in any plant, machinery, thing, system or process designed or devised, by a consultant in the course of the consultancy service is vested in the municipality.	Municipal Council	Relevant user Department	YES	Not Applicable
36(1)(a)	Dispense with the official procurement processes established by the policy and to procure any required goods or services through any convenient process, which may include direct negotiations, but only – (i) in an emergency; (ii) if such goods or services are produced or available from a single provider only; (iii) for the acquisition of special worker of art or historical objects where specifications are difficult to compile; (iv) acquisition of animals or zoos; or (v) in any other exceptional case where it is	Accounting Officer	BAC considers deviations and recommends them to the Accounting Officer.	YES	Delegations are in place for BAC to recommend deviations to the Accounting Officer. Records and recordings are kept of all meetings. Departments draft memorandums and table items at BEC for consideration and recommendation to the BAC. The BAC upon approval will recommend deviation to the Accounting –Officer.

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

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

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

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

REG. NO.	CRYPTIC DESCRIPTION OF POWER OR DUTY	POWER CURRENTLY RESIDING	DELEGATED	IMPLEMENTED	COMMENTS
40(2) a	<p>A Supply Chain management policy must specify the ways in which assets may be disposed of, including by –</p> <ul style="list-style-type: none"> (i) Transferring the asset to another organ of state in terms of a provision of the MFMA enabling the transfer of assets (ii) Transferring the asset to another organ of state at market related value or, when appropriate, free of charge (iii) Selling the asset (iv) Destroying the asset 	Municipal Council	Chief Financial Officer	YES	As per delegations
40(2) (b)	<p>Stipulate that –</p> <p>Immoveable property may be sold only at market related prices except when public interest or the plight of the poor demands otherwise</p>	Municipal Council		YES	Not Applicable
40(2)(b)(ii)	Movable assets may be sold either by way of written price quotations, a competitive bidding process, auction or at market related prices, whichever is the most advantageous to the municipality	Accounting Officer	Chief Financial Officer	YES	As per delegations
40(2)(b)(iii)	In the case of the free disposal of computer equipment, the Provincial Department of Education must first be approached to indicate within 30 days whether any of the local schools are interested in the	Accounting Officer	Chief Financial Officer	N/A	Not Applicable

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

REG. NO.	CRYPTIC DESCRIPTION OF POWER OR DUTY	POWER CURRENTLY RESIDING	DELEGATED	IMPLEMENTED	COMMENTS
45	Disclose in the notes to the annual financial statements of the municipality particulars of any award of more than R2,000 to a person who is a spouse, child or parent of a person in the service of the state, or has been in the service of the state in the previous twelve months, including – (a) the name of that person; (b) the capacity in which that person is in the service of the state; and (c) the amount of the award.	Municipal Council	Chief Financial Officer	YES	This information was disclosed within financial statements of the municipality.
46(3)(a)	Keep a register of all declarations in terms of Regulation 46(2)(d) and (e).	Accounting Officer	Senior Manager: Supply Chain Management	YES	SCM keeps record of it.
46(3)(b)	Declarations must be made to the mayor of the municipality who must ensure that such declarations are recorded in the register.	Accounting Officer	Chief Financial Officer	YES	Declarations are kept in the SCM section and hard copy on file.
46(4)	Adopt the National Treasury's code of conduct and Schedule 2 of the Systems Act for supply chain management practitioners and other role players involved in supply chain management.	Accounting Officer	Senior Manager: Supply Chain Management Council's Speaker	YES	Code of conduct is circulated annually to all officials
47(2)	Report any alleged contravention of Regulation 47(1) to the National Treasury for considering whether the offending person, and any representative or intermediate through which such person is alleged to have acted, should be listed in the National Treasury's database of people prohibited from doing business with the public sector.	Accounting Officer	Chief Financial Officer	YES	Not Applicable
48	Disclose to the National Treasury and the relevant provincial treasury any sponsorship promised,	Accounting Officer	Senior Manager: Supply Chain Management	YES	None.

REG. NO.	CRYPTIC DESCRIPTION OF POWER OR DUTY	POWER CURRENTLY RESIDING	DELEGATED	IMPLEMENTED	COMMENTS
	<p>offered or granted to the municipality whether directly or through a representative or intermediate, by any person who is –</p> <p>(a) a provider or prospective provider of goods or services to the municipality; or</p> <p>(b) a recipient or prospective recipient of goods disposed of or to be disposed of by the municipality.</p>				
49	People aggrieved by decisions or actions taken in the implementation of this supply chain management system may lodge within 14 days of the decision or action, a written objection or complaint against the decision or action.	Accounting Officer		YES	Have an administrative process in place.
50(1)	Appoint an independent and impartial person to assist in the resolution of disputes between the municipality and other people and to deal with objections, complaints or queries as described more fully in Regulation 49.	Accounting Officer		YES	Done.
50(1)(a)	Responsible to assist the person appointed in terms of Regulation 50(1) to perform his or her functions effectively.	Accounting Officer		YES	Done
50(4)(b)	Appointed must submit monthly reports to the Accounting Officer on all disputes, objections, complaints or queries received, attended to or resolved.	Accounting Officer		YES	The appointed official is responsible for the submission of the monthly report to the Municipal Manager.
51	Service provider that acts on behalf of municipality to provide any service or acts as a collector of fees, service charges or taxes and the compensation payable to service provider, contract must stipulate a cap on compensation payable to the service provider; that such compensation must be performance based.	Accounting Officer		YES	Done

6.4	MANAGEMENT OF CONTRACTS OR AGREEMENTS AND CONTRACTOR PERFORMANCE AS AT 01 JANUARY 2026 – 30 JUNE 2026 MFMA S116(2)(d) REPORT
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Collaborator No:

IDP KPA Ref No:

Meeting Date:

Good Governance and Compliance

22 July 2026

1. SUBJECT: MANAGEMENT OF CONTRACTS OR AGREEMENTS AND CONTRACTOR PERFORMANCE AS AT 01 JANUARY 2026 – 30 JUNE 2026 MFMA S116(2)(d) REPORT

2. PURPOSE

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

3. DELEGATED AUTHORITY

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

None.

4. EXECUTIVE SUMMARY

The report indicates the performance of service providers who were active on contracts secured by means of a competitive bidding process for the period 01 January 2026 to 30 June 2026.

5. RECOMMENDATION

that the Annual MFMA S116(2)(d) report: Management of contracts or agreements and contractor performance from 01 January 2026 to 30 June 2026 be noted.

6. DISCUSSION / CONTENTS

6.1 Background

6.1.1 Oversight role of council

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

6.1.2 Legislative Requirement

MFMA S116(2)(d):

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

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

6.2 Discussion

Contract Management Performance Monitoring has been institutionalized within the Supply Chain Management unit for active contracts as per the contract register. Monitoring of contracts includes the monitoring of contracts awarded in previous financial years which are still active. The total active contracts amount to 435.

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

To note: This is a month-to-month monitoring tool, and the totals below refer to the number of contracts which fell in the rating category from 01 January 2026 to 30 June 2026. This does not mean that the contract remained in the category for the entire period.

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

#	Description of Performance Rating	Total
3	Satisfactory: The quality of service or goods delivery is in compliance with the agreement. Where needed, corrective or preventative action has been taken or agreed upon.	396
2	Average: The quality of the service is fair but needs monitoring and improvement to move to satisfactory standard	35
1	Unsatisfactory: Quality of service or goods delivery is unacceptable. Council either has or must consider termination of the agreement and all services if not improved urgently.	4

All contracts in the contract register (available upon request) up to 30 June 2026 were monitored in terms of the contractor's performance.

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

#	Contract description	Actions being taken
BSM 027 23 . 7	ANNUAL ELECTRICAL LABOUR TENDER ENDING 30 JUNE 2026	Bidder shows improvement, with constant monitoring.
BSM 050 23 (ESLM.1)	THE ESTABLISHMENT OF A ROSTER, FOR PROFESSIONAL ENGINEERING SERVICES FOR A TERM ENDING 30 JUNE 2026	Bidder shows improvement, with constant monitoring.
BSM 069 25	UPGRADE OF STREET LIGHT INFRASTRUCTURE AND ASSOCIATED EQUIPMENT ALONG THE ARTERIAL R304	Bidder shows improvement, with constant monitoring.
BSM 050 23 (ESP.1)	THE ESTABLISHMENT OF A ROSTER, FOR PROFESSIONAL ENGINEERING SERVICES FOR A TERM ENDING 30 JUNE 2026	Bidder shows improvement, with constant monitoring.

6.3 **Financial Implications**

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

6.4 **Legal Implications**

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

6.5 **Staff Implications**

This report has no staff implications to the Municipality.

6.6 **Previous / Relevant Council Resolutions:**

None.

6.7 **Risk Implications**

This report has no risk implications for the Municipality.

6.8 **Comments from Senior Management:**

6.8.1 **Director: Infrastructure Services**

No comments requested.

6.8.2 **Director: Planning and Economic Development**

No comments requested.

6.8.3 Director: Community and Protection Services:

No comments requested.

6.8.4 Director: Strategic and Corporate Services:

No comments requested

6.8.5 Director Human Settlements and Property Management

No comments requested.

6.8.6 Chief Financial Officer:

Agree with the recommendations / No comments received.

6.8.7 Municipal Manager:

Agree with the recommendations / No comments received.

FOR FURTHER DETAILS CONTACT:

NAME	Kevin Carolus
POSITION	<i>Chief Financial Officer</i>
DIRECTORATE	<i>Financial Services</i>
CONTACT NUMBERS	021 808 8528
E-MAIL ADDRESS	Kevin.carolus@ Stellenbosch.gov.za
REPORT DATE	02 July 2026

6.5	MONTHLY FINANCIAL STATUTORY REPORTING: DEVIATIONS FOR THE PERIOD 09 JUNE 2026 TO 15 JULY 2026
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Collaborator No:

IDP KPA Ref No:

Meeting Date:

Good Governance and Compliance

22 July 2026

1. SUBJECT: MONTHLY FINANCIAL STATUTORY REPORTING: DEVIATIONS FOR THE PERIOD 09 JUNE 2026 TO 15 JULY 2026

2. PURPOSE

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

3. DELEGATED AUTHORITY

Council

For noting.

4. EXECUTIVE SUMMARY

Regulation 36(2) of the Municipal Supply Chain Management Regulations and Section 36 of the Supply Chain Management Policy (2025/2026) stipulate that SCM deviations be reported to the Council. In compliance thereto, this report presents to the Council the SCM deviations that occurred during the period 09 June 2026 to 15 July 2026.

5. RECOMMENDATION

that Council notes the deviations approved for the period 09 June 2026 to 15 July 2026.

6. DISCUSSION / CONTENTS

6.1 Background/Legislative Framework

The regulation applicable is as follows:

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

Deviation from and ratification of minor breaches of, procurement processes

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

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

(i) in an emergency.

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

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

(iv) acquisition of animals for zoos; or

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

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

6.2 Discussion

Reporting the deviations as approved by the Accounting Officer for the period 09 June 2026 to 15 July 2026:

The following deviations were approved as indicated below:

DEVIATION NUMBER	CONTRACT DATE	NAME OF CONTRACTOR	CONTRACT DESCRIPTION	REASON	SUBSTANTIATION WHY SCM PROCESS COULD NOT BE FOLLOWED	TOTAL CONTRACT PRICE R
D/SM 19/26	2026/06/25	Visit Stellenbosch	To render tourism functions and implement destination marketing services and campaigns on behalf of Stellenbosch Municipality for a period of one (1) year (2026/27 financial year)	Exceptional case and it is impractical or impossible to follow the official procurement processes	The Municipality was unable to finalise Tender B/SM 112/26 through the standard Supply Chain Management (SCM) process due to regulatory requirements relating to tender value thresholds. The tender was advertised for a period of 30 days, during which two bids were received. The bids received were found to be responsive. However, the value of the two responsive submissions, exceeded the value of R50 million. In terms of the SCM Regulations and National Treasure guidelines, any bid with an estimated value exceeding R50 million must be advertised on the 90/10 preference point system. Since the tender was advertised on the 80/20 preference point system, the process could not be concluded and was therefore rendered non-compliant. While the Department has previously advertised tenders for similar tourism services, the bids received during those procurement processes remained within the applicable threshold for bids to be advertised on the 80/20 preferential procurement point system. The current tender process however, reflects an	R6 939 100 (Incl. Vat)
		Franschhoek Wine Valley				R4 620 573,50 (Incl.Vat)

					increase in market pricing. This increase is attributed not only to prevailing market conditions and inflationary pressures, but also to an expanded scope of work, which includes additional services requirements, enhanced performance obligations and broader destination marketing responsibilities. Comparison between the tender for the 2025/2026 and the 2026/2027 financial year is as follows:	
D/SM 20/26	2026/06/25	Datacentrix Pty Ltd	Appointment of Datacentrix for the provision of VMWare subscription licenses and VEEAM availability suite universal subscription license renewal for a 12-month period ending 30 June 2027	Emergency	A tender process was followed via BSM 97/26 however the pricing received was above the threshold estimated. The current licensing and support agreements are due to expire, and uninterrupted support is required to maintain business continuity, security compliance, software updates, and vendor technical assistance	R2 335 340,88 (Incl.Vat)
D/SM 21/26	2026/06/26	Inenzo PCI Consortium	Operation and maintenance management of the Stellenbosch, Wemmershoek and Pniel Wastewater Treatments works from 1 July 2026 to 31 December 2026	Emergency	The Water Services Act (Act No. 108 of 1997) defines sanitation services as the collection, removal, disposal or purification of human excreta, domestic wastewater, sewage and effluent treatment resulting from the use for commercial purposes. This Water Services Act aims to protect the public health, prevent water pollution, protect environment and promote dignity and quality of life. Stellenbosch Local Municipality is a Water Services Authority (WSA) and currently operates, maintains and manages water and wastewater treatment Plants. The treatment and disposal of sewage at the Stellenbosch WWTW, Wemmershoek WWTW and Pniel WWTW is deemed an essential service as part of the provision of sanitation services and to ensure compliance to the Water Services Act. The Operation and Maintenance (O&M) of the Stellenbosch Wastewater Treatment Works (WWTW), the Wemmershoek WWTW and Pniel WWTW has been performed by Service	R12 685 581.92 (Incl. Vat)

					<p>Providers over the past three years. The contracts for both service providers operating Stellenbosch WWTW, Wemmershoek WWTW and Pniel WWTW is ending on 30 June 2026. The existing contracts are:</p> <ul style="list-style-type: none"> • Stellenbosch & Wemmershoek WWTW: BSM 56/24 and BSM 57/24 (Kainos) • Pniel WWTW: BSM 101/23 (Zana Manzi) <p>To replace the existing contracts ending the 30 June 2026, an SCM procurement process was timeously followed to appoint a new service provider to oversee the operations, maintenance and management of the above-mentioned wastewater treatment plants. Upon evaluation of the submitted bids by the bid evaluation committee, it was found that there was unfortunately no responsive bidder and the tender therefore had to be cancelled. The Department of Environmental Affairs and Development Planning (DEADP) in terms of section 28(4) of the National Environment Management Act 1998, have previously issued a Directive to the Stellenbosch municipality for the Wemmershoek WWTW. A notice to issue a Directive has also been issued for the Stellenbosch WWTW. It is therefore critical that sufficient skills and personal are utilized at the various plants to prevent non-compliance and to continue with the upward trajectory of compliance at the three WWTW's. There is still a need to appoint a service provider to manage the operations and maintenance from the 1 July 2026 due to the current staff shortages, skill levels and intended compliance objectives of the wastewater treatment plants to comply with environmental laws and regulations. At the Bid Adjudication Committee meeting of the cancellation of the tender due to non-responsiveness of the bidders, it was decided to follow a deviation route for a six-month</p>	
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					period for a service provider to operate and maintain the three WWTW's, while a new tender was prepared to be re-tendered and appoint a three-year formal operation and maintenance of the plants, as originally intended. Quotations were obtained from service providers and were assessed by the technical managers and are presented in this deviation for approval accordingly.	
D/SM 22/26	2026/06/30	GAP Management Security	Appointment of Armed security service provider	Emergency	Tender 85/23, Appointment of Private Armed Security Service for The Greater WC024, will lapse on 30 June 2026. Tender 46/26 is still in the evaluation process. Armed security officers are deployed at the Main building, NPK building and critical infrastructure sites like electrical substations and water pumpstations. The reason for the request for deviation is to appoint a service provider to provide a critical and specialised service that the municipality does not have capacity to render, but an external service provider. Therefore, critical municipal sites, property and assets need to be protected by using armed security service as from 01 July 2026 until tender BSM 46/26 is awarded and a contract entered with a service provider.	R5 473 838,39 (Incl. Vat)
D/SM 23/26	2026/06/30	Red Ants Security	Appointment of land invasive security service provider	Emergency	Tender 84/23, Appointment of private security for the monitoring, prevention and demolition of structures related to illegal occupation/invasion of municipal owned land, property and buildings in The Greater WC024, will lapse on 30 June 2026. Tender 49/26 served at the Bid Adjudication Committee (BAC) and was recommended by the BAC to be awarded. The 21-day appeal period for BSM 49/26 expires on 3 July 2026.	R2 755 934,37 (Incl. Vat)
D/SM 24/26	2026/06/30	Utshalomali Cleaning and Hygiene Solutions	Hygienic services for Stellenbosch Municipality for a period ending 30 June 2026	Emergency	The provision of hygiene services to the Municipality is vital for the health and safety of the staff and the public that utilizes the Municipal facilities, specifically the ablution facilities. Over the years, the Municipality outsourced such services successfully via the	R 240 373.86 (Incl. Vat)

					<p>tendering process. However, a new service provider is still not appointed as the tender for a new service provider is still in advertising and will only close on 20 July 2026. Therefore, due to the significant impact that the lack of hygienic services will have on the working environment and the public image of the Municipality, it is necessary that a service provider be appointed in the interim until a suitable service provider is contracted. The delay in procuring a new service provider arose from a combination of factors; one of which is the understaffing that limited the capacity to drive the procurement process to conclusion within the required timeframe. To prevent a recurrence, the Department has started the recruitment process to fill the vacant post. The accountability for contract management and timeous procurement has been formally assigned to the Facility Manager. Going forward, the procurement process in line with the Municipality's internal procurement planning guidelines. Tender B/SM 13/24 was awarded through a competitive procurement process and has run its full contracted term without prior deviation. This deviation is an isolated, once-off measure necessitated by the specific circumstances described above.</p>	
D/SM 1/27	2026/07/10	Waste Carriers (Pty) Ltd	Off-Site Disposal of Sludge at Various Wastewater Treatment Works at Stellenbosch Municipality	Emergency	<p>Tender BSM 120/25 for the Off-Site Disposal of Sludge at Various Wastewater Treatment Works at Stellenbosch Municipality will lapse on 30 June 2026. Tender 111/26 served at the Bid Adjudication Committee (BAC) and was recommended by the BAC to be awarded. The 21-day appeal period for BSM 111/26 expires on 17 July 2026.</p>	<p>Estimated cost R 1 539 247,50 (Incl.Vat)</p>

D/SM 2/27	2026/07/14	Carpe Diem Civils (Pty) Ltd	Sewer Point Repair at 260 Bird Street	Emergency	There is currently no pipe replacement tender in place that can be utilized to repair pipes that will require specialized tools, i.e. shoring. Tender BSM 53/24 for the pipe replacement using conventional and trenchless method expired on the 30th June 2026. Consultants through tender number BSM 50/23 ND.8 was appointed in June 2026 to offer engineering consultant for pipe replacement for the duration 1 July 2026 to 30 June 2029. The Consultant is in a process of appointing the contractor for pipe replacement within the Stellenbosch Municipality jurisdiction.	R353 008,69 (Incl Vat)
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6.3 Legal Implications

The regulation applicable is:

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

6.4 Staff Implications:

No staff implications.

6.5 Previous / Relevant Council Resolutions:

None.

6.6 Risk Implications

That the market may not be tested. The measures in place to deal with deviations mitigate the risk to an acceptable level. The auditor general also audit the deviations during the yearly audit.

6.7 Comments from Senior Management:

The item was not circulated for comment except to Municipal Manager

6.7.1 Municipal Manager

Supports the recommendations.

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

6.6	OVERSIGHT ROLE OF COUNCIL: SUPPLY CHAIN MANAGEMENT POLICY-REPORT ON THE IMPLEMENTATION OF THE SUPPLY CHAIN MANAGEMENT POLICY OF STELLENBOSCH MUNICIPALITY: QUARTER 4 (01 APRIL 2026 – 30 JUNE 2026)
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Collaborator No:

IDP KPA Ref No:

Meeting Date:

Good Governance and Compliance

22 July 2026

1. SUBJECT: OVERSIGHT ROLE OF COUNCIL: SUPPLY CHAIN MANAGEMENT POLICY-REPORT ON THE IMPLEMENTATION OF THE SUPPLY CHAIN MANAGEMENT POLICY OF STELLENBOSCH MUNICIPALITY: QUARTER 4 (01 APRIL 2026 – 30 JUNE 2026)

2. PURPOSE

To submit to Management a report for the period 01 April 2026 – 30 June 2026 on the implementation of Council's Supply Chain Management Policy. The report covers the performance of the various delegated functions and the implementation thereof.

3. FOR DECISION BY MUNICIPAL COUNCIL

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

4. EXECUTIVE SUMMARY

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

5. RECOMMENDATIONS

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

6. DISCUSSION/CONTENTS**6.1 Background**

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

6.2 Constitutional and Policy Implications

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

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

6.3 Environmental implications

None.

6.4 Financial Implications

The financial implications are the transactions for the procurement of goods and services that were processed during the 01 April 2026 – 30 June 2026 and the payments that will derive from these commitments.

6.5 Legal Implications

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

6.6 Staff Implications

None.

6.7 Previous / Relevant Council Resolutions

None.

APPENDICES

ANNEXURE A: Report for the period 01 April 2026 – 30 June 2026 on the Implementation of Council's Supply Chain Management Policy

FOR FURTHER DETAILS CONTACT:

NAME	<i>Dalleel Jacobs</i>
CONTACT NUMBERS	<i>8137</i>
E-MAIL ADDRESS	<i>Dalleel.Jacobs@Stellenbosch.gov.za</i>
DIRECTORATE	<i>Supply Chain Management</i>
REPORT DATE	<i>03 July 2026</i>

ANNEXURE A

STELLENBOSCH MUNICIPALITY

IMPLEMENTATION OF SYSTEM – SUPPLY CHAIN MANAGEMENT

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

PERIOD: 01 APRIL 2026 – 30 JUNE 2026

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

REG. NO.	CRYPTIC DESCRIPTION OF POWER OR DUTY	POWER CURRENTLY RESIDING	DELEGATED	IMPLEMENTED	COMMENTS
5(2)(a)	Make a final award above R10 million (VAT included).	Accounting Officer (after considering recommendation of Bid Adjudication Committee)		YES	In the fourth quarter, there were eleven (11) final awards above R10 million.
5(2)(b)	Make a final award above R 300 000.00 (VAT included) but not exceeding R10 million (VAT included).	Accounting Officer	Bid Adjudication Committee	YES	In the fourth quarter, there were twenty-three (23) final awards above R300 000.00 but not exceeding R10 million.
5(2)(c)	Make a final award not exceeding R300 000.00(VAT included) including the appointment of consultants	Accounting Officer	CFO and Senior Manager - SCM and Senior Accountants	YES	Operational Delegations are in place with clear segregation of duties as stipulated in MFMA section 115 (b)
5(3)	Submit to the officials referred to in regulation 5(4) within five days of the end of each month a written report containing particulars of each final award, except procurements made out of petty cash, made during that month, including – (a) the amount of the award. (b) The name of the person to whom the award was made. (c) The reason why the award was made to that person; and (d) the BEE/HDI status of that entity/person.	Bid Adjudication Committee (refer regulation 5(4)(a) Chief Financial Officer – 5(4)(b)	Chief Financial Officer Senior Manager SCM	YES	The awards made were submitted on the following dates within this quarter: 30 April 2026 03 June 2026 03 July 2026
6(1)	Maintain oversight over the implementation of the supply chain management policy	Municipal Council		YES	The Supply Chain Management policy was submitted to council in the last quarter of the previous financial year as part of the Budget Related policies as well as during the first quarter.

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

REG. NO.	CRYPTIC DESCRIPTION OF POWER OR DUTY	POWER CURRENTLY RESIDING	DELEGATED	IMPLEMENTED	COMMENTS
14(1)(a)(ii)	Invite prospective providers of goods and services at least once a year through newspapers commonly circulating locally, the website of the municipality	Accounting Officer	Senior: Manager SCM	YES	Done
14(1)(b)	Specify the listing criteria for accredited prospective providers.	Accounting Officer	Chief Financial Officer	YES	Listing criteria are contained within the registration form.
14(1)(c)	Disallow the listing of any prospective provider whose name appears on the National Treasury's database as a person prohibited from doing business with the public sector.	Accounting Officer		YES	SCM consult National Treasury's database of defaulters before awarding tenders and quotations.
14(2)	Update the list of prospective providers at least quarterly to include any additional prospective providers and any new commodities or types of services.	Municipal Council	Chief Financial Officer	YES	Done
15	Requesting reconciliations on petty cash purchases on a monthly basis.	Chief Financial Officer	Manager: Expenditure section	YES	Done
16(c)	If it is not possible to obtain at least three written quotations, record and report quarterly to the accounting officer, or another official designated by the accounting officer, the reasons for this.	Accounting Officer	Chief Financial Officer	YES	This section has been repealed.
16(e)	Record the name of potential providers requested to provide written quotation with their quoted prices.	Accounting Officer	Chief Financial Officer	YES	This section has been repealed
17(1)(c)	Approve the recorded reasons for not obtaining at least three written price quotations.	Chief Financial Officer	Senior Manager SCM & CFO: below R200,000 Accountants: Acquisitions, Contracts and SCM: Accountant Demand and Chief Buyer: below R200,000	YES	Reports were submitted on the following dates within this quarter: 30 April 2026 03 June 2026 03 July 2026

REG. NO.	CRYPTIC DESCRIPTION OF POWER OR DUTY	POWER CURRENTLY RESIDING	DELEGATED	IMPLEMENTED	COMMENTS
17(1)(d)	Record the names of the potential formal written price quotation providers and their written quotations.	Accounting Officer	Senior Manager: Supply Chain Management	YES	
17(2)	Report to the CFO within three days at the end of the month on any approvals given during that month by that the designed official referred to in sub-regulation (1) (c).	Chief Financial Officer	Senior Manager: Supply Chain Management	YES	
18 (a)	All requirements in excess of R30,000 (VAT included) by means of formal written price quotations should be advertised for at least 7 days on the website and municipal official website.	Chief Financial Officer	Senior Manager: Supply Chain Management	YES	Done
18 (b)	When using the list of accredited prospective providers, it should promote ongoing competition amongst providers by inviting providers to submit quotations on a rotational basis.	Chief Financial Officer	Senior Manager: Supply Chain Management	YES	Done
18(c)	We must take all reasonable steps to ensure that the procurement of goods and services through written quotations or formal written price quotations is not abused.	Accounting Officer	Chief Financial Officer	YES	Quotations and Formal written quotations are placed on the website and only opened on the closing date and time and mitigate the risks during the call for quotations.
18(d)	Notify the Accounting Officer or CFO in writing on a monthly basis of all written quotations and formal written price quotations accepted by the official acting in terms of a sub-delegation	Chief Financial Officer	Senior Manager: Supply Chain Management	YES	Reports were submitted on the following dates within this quarter: 30 April 2026 03 June 2026 03 July 2026
22 (b) (i)	The publication notice must contain the closure date for the submission of bids, which may not be less than 3 weeks in case of transactions over R10m (VAT included), or which are of long-term nature, or 14 days in any other case, from date on which the advertisement is placed in a newspaper.	Accounting Officer	Bid Specifications Committee	YES	For the fourth quarter, thirty-four (34) tenders specifications served before the Bid Specifications committee.

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

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

REG. NO.	CRYPTIC DESCRIPTION OF POWER OR DUTY	POWER CURRENTLY RESIDING	DELEGATED	IMPLEMENTED	COMMENTS
29(1)(a)	Consider the report and recommendations of the bid evaluation committee.	Accounting Officer	Bid Adjudication Committee	YES	In the fourth quarter there were nineteen (19) BAC meetings
29(1)(b)(i)	For bids above R10 million, SCM BAC will make recommendation to the Municipal Manager to make the final award.	Accounting Officer		YES	In the fourth quarter there were eleven (11) final awards above R10 million.
29(1)(b)(ii)	Make another recommendation to the accounting officer on how to proceed with the relevant procurement.	Accounting Officer		YES	None.
29(3)	Appoint the chairperson of the bid adjudication committee.	Accounting Officer		YES	Done
29(5)(a)	<p>If a bid adjudication committee decides to award a bid other than the one recommended by the bid evaluation committee, the bid adjudication committee must prior to awarding the bid –</p> <p>(i) check in respect of the preferred bidder whether that bidder's municipal rates and taxes and municipal service charges are not in arrears; and</p> <p>(ii) notify the accounting officer.</p>	Bid Adjudication Committee		YES	None
29(5)(b)	<p>(i) After due consideration of the reasons for the deviation, ratify or reject the decision of the bid adjudication committee referred to in Regulation 29(5)(a); and</p> <p>(ii) If the decision of the bid adjudication committee is rejected, refer the decision of the adjudication committee back to that committee for reconsideration.</p>	Accounting Officer		YES	None

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

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

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

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

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

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

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

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

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

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

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

7.	CONSIDERATION OF ITEMS BY THE EXECUTIVE MAYOR: [CLLR J FASSER]
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7.1	COMMUNITY&PROTECTION SERVICES: (PC: CLLR S HENEKE)
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7.1.1	UPDATED STELLENBOSCH GIS MAP OF DISABILITIES PERSONS ORGANISATIONS
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Collaborator No: 808888
 IDP KPA Ref No: Dignified Living
 Meeting Date: 22 July 2026

1. SUBJECT: UPDATED STELLENBOSCH GIS MAP OF DISABILITIES PERSONS ORGANISATIONS

2. PURPOSE

To present the reviewed GIS Map of Disability Persons Organisations (DPOs) serving the Stellenbosch Community.

3. DELEGATED AUTHORITY

For information to Mayco.

4. EXECUTIVE SUMMARY

The Stellenbosch Disability Network has completed a map containing the contact details of organisations serving persons with disabilities and their families within the Stellenbosch Municipal area. The map aims to provide easy access to services and contains a GIS Map as well as the contact details of the organisations. The information relating to the organisations was updated for the 2025/2026 financial year.

5. RECOMMENDATION

that Mayco note the GIS DPO reviewed map.

6. DISCUSSION / CONTENTS

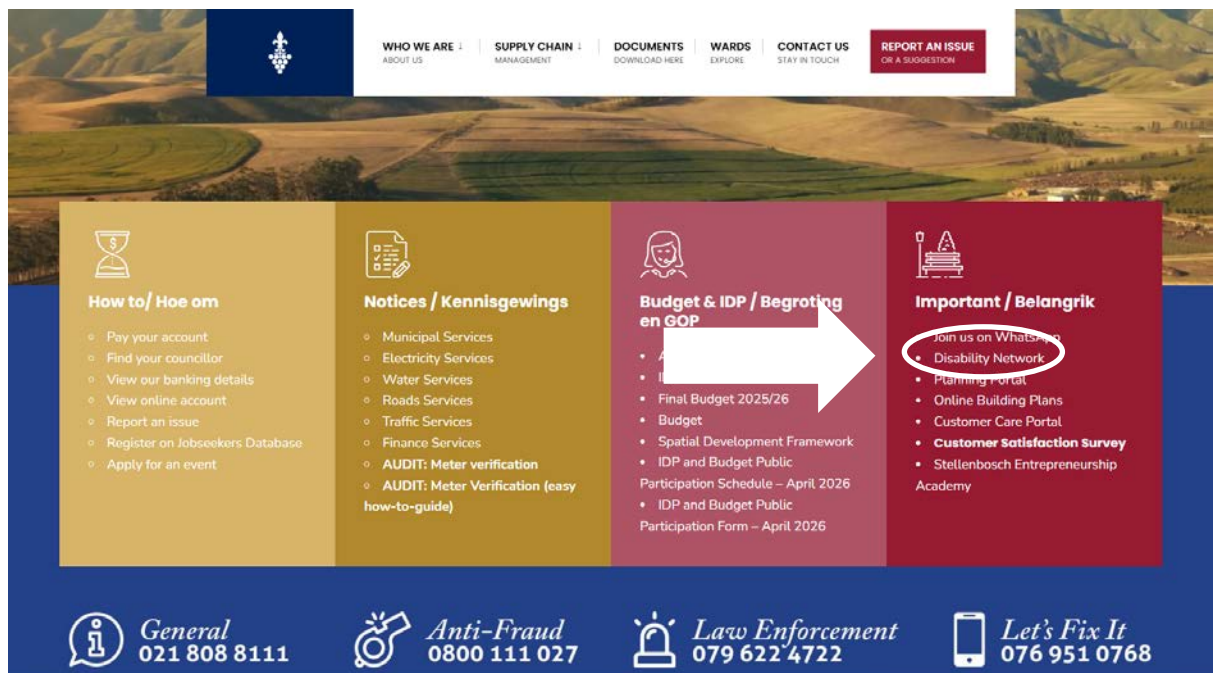
6.1 Background

Stellenbosch Municipality approved the Universal Access Policy that guides the way in which we render services to ensure accessibility for all persons including persons with disabilities. One of the objectives of the policy is to provide quick and easy access to information on available services to the citizens of Stellenbosch through a map.

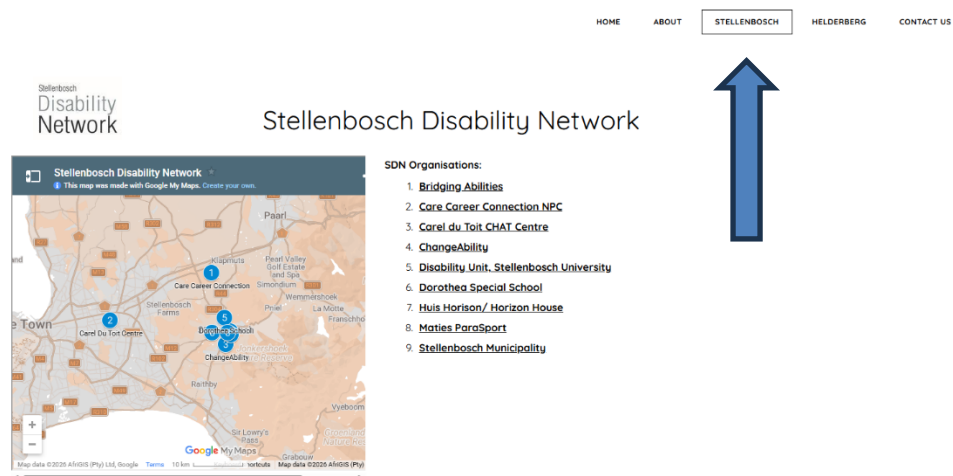
6.2 Discussion

Stellenbosch Municipality is a member of the Stellenbosch Disability Network and thus participated in the project to develop a map of all locally available services. The map is available at the following link: <https://disabilitynetworkmapping.weebly.com/stellenbosch.html> with further quick access from the municipality's website.

The map contains easy to access contact information of the organisations by using the drop-down menu of the Stellenbosch tab and GIS location indicators of where the organisations are situated.



MAPPING DISABILITY: STELLENBOSCH AND HELDERBERG



The review resulted in the following updates:

- a. Care Career Connection – Landline number removed and replaced with the updated cell phone contact number.

6.3. Financial Implications

The recommendation in this report has no financial implications for the municipality.

6.4 Legal Implications

The recommendation in this report complies with Council's policies and all applicable legislation and has specific bearing on the implementation of the Universal Access Policy.

6.5 Staff Implications

This report has no additional staff implications to the Municipality.

6.6 Previous / Relevant Council Resolutions:

None.

6.7 Risk Implications

Risks are addressed through the content of the report.

6.8 Comments from Senior Management:

6.8.1 Director Community and Protection Services:

Content noted.

6.8.2 Municipal Manager:

Content noted.

FOR FURTHER DETAILS CONTACT:

NAME	Michelle Aalbers
POSITION	Manager Community Development
DIRECTORATE	Community and Protection Services
CONTACT NUMBERS	8408
E-MAIL ADDRESS	Michelle.aalbers@ Stellenbosch.gov.za
REPORT DATE	12-06-2026

7.2	SPORTS, YOUTH AND CULTURE: [PC: CLLR N OLAYI]
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7.2.1	DRAFT SPORT AND RECREATION POLICY FOR STELLENBOSCH MUNICIPALITY
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Collaborator No: 808874
 IDP KPA Ref No: Good Governance and Compliance
 Meeting Date: 22 July 2026

1. SUBJECT: DRAFT SPORT AND RECREATION POLICY FOR STELLENBOSCH MUNICIPALITY

2. PURPOSE

The Municipality's responsibility in respect of sport and recreation is limited to the provision of sport and recreation facilities that cater for both formal and informal sport. The organisation of sport (formal and informal sporting activities and events) falls within the ambit of the Stellenbosch Sport and Recreation Association (SSRA).

To fulfil this responsibility, the Department finds it necessary to compile a Sport and Recreation Policy that will guide the Municipality in the provision and management of sport and recreation facilities.

3. DELEGATED AUTHORITY

Council.

4. EXECUTIVE SUMMARY

At the 36th Council Meeting held on 26 November 2025; Council resolved:

- 4.1 That Council approves the advertisement of the Draft Sport and Recreation Policy for public comment.
- 4.2 That the inputs received during the above public participation process be incorporated into a final Sport and Recreation Policy to be submitted to Council for approval.

5. RECOMMENDATION

that Council approves the attached draft Sport and Recreation Policy.

6. DISCUSSION / CONTENTS

6.1 BACKGROUND

6.1.1 The purpose of this policy is to provide an integrated sport and recreation framework that is equitable, affordable, and sustainable.

- 6.1.2 To provide clear guidelines regarding Stellenbosch Municipality's role in sport and recreation in accordance with its Integrated Development Plan (IDP).
- 6.1.3 To provide clear guidelines regarding Stellenbosch Municipality's provision and management of facilities, allocation of resources, coordination of events, and development of human and physical resources.
- 6.1.4 To provide clear guidelines regarding Stellenbosch Municipality's partnership with the civil society sport and recreation fraternity.

6.2 DISCUSSION

The Draft Sport and Recreation Policy were advertised for public comment. No comments were received during the public participation process.

The Municipality's responsibility in respect of sport and recreation is limited to the provision of sport and recreation facilities that cater for both formal and informal sport. The organisation of sport (formal and informal sporting activities and events) falls within the ambit of the Stellenbosch Sport and Recreation Association (SSRA).

- 6.2.1 Stellenbosch Municipality provides and maintains sport facilities that are utilised by the SSRA and its affiliates for leagues, tournaments, and other sporting activities.
- 6.2.2 To provide, develop, and manage sport facilities in an equitable and sustainable manner.
- 6.2.3 To develop and manage an integrated major events strategy in partnership with the Local Economic Development (LED) Department.
- 6.2.4 To promote and recognise sport and recreation as developmental platforms that facilitate social interaction among the various communities and residents of Stellenbosch Municipality.
- 6.2.5 To develop and promote the formation of effective and meaningful partnerships among stakeholders involved in the delivery of sport and recreation services.
- 6.2.6 The partnership between the Municipality and the SSRA is formalised through:
 - a) Memorandum of Understanding (MOU); and
 - b) Signed User Agreements between the Municipality and the respective Sport Councils.
- 6.2.7 Stellenbosch Municipality actively supports and promotes the development of sport and sport facilities as:
 - a) A platform to promote healthy living through physical activity.
 - b) An opportunity to promote sport tourism and economic development.
 - c) A platform to facilitate increased social interaction and diversity.
 - d) A platform to advance public-private partnerships and increased community participation.

6.2.8 The Municipality identifies, and records sport and recreation need and priorities, in partnership with the SSRA and its affiliated Sport Councils, through legislated municipal processes, such as the IDP and Service Delivery consultation sessions.

6.2.9 The Stellenbosch Municipality Sport and Recreation Policy are legislatively compliant and aligned with relevant influencing factors, including the strategic priorities of Stellenbosch Municipality, the principles of accessibility, affordability, sustainability, and equity, and ongoing consultation between Stellenbosch Municipality, the Stellenbosch community (WCO24), and other relevant stakeholders.

6.2.10 The Municipality provides an annual administrative grant to the SSRA through the annual social grant application process.

To effectively fulfil its responsibilities, it is important for the Municipality to adopt a Sport and Recreation Policy to guide the organisation in the provision and management of sport and recreation facilities.

7. FINANCIAL IMPLICATIONS

No financial implications.

8. LEGAL IMPLICATIONS

The recommendations contained in this report comply with Council policies and applicable legislation.

9. STAFF IMPLICATIONS

No staff implications.

10. RISK IMPLICATIONS

No risk implications.

11. COMMENTS FROM SENIOR MANAGEMENT:

11.1 Director: Infrastructure Services

No comments received.

11.2 Director: Planning and Economic Development

No comments received.

11.3 Director: Community and Protection Services:

Agree with the recommendations.

11.4 Director: Corporate Services:

No comments received.

11.5 Chief Financial Officer:

No comments received.

11.6 Municipal Manager:

No comments received.

ANNEXURES

Annexure A: Draft Sport and Recreation Policy

FOR FURTHER DETAILS CONTACT:

NAME	Albert van der Merwe
POSITION	Senior Manager Community Services
DIRECTORATE	Community and Protection Services
CONTACT NUMBERS	021 808 8165
E-MAIL ADDRESS	Albert.Vandermerwe@ Stellenbosch.gov.za
REPORT DATE	12 June 2026

ANNEXURE A



SPORT AND RECREATION POLICY

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DEFINITIONS

Community	A group of people living in the same place or having a particular characteristic in common, e.g. the Stellenbosch Community, or the community of Kylemore.
Event	An event is a planned, structured activity or gathering organized by the sport council, often involving multiple stakeholders, for the purpose of promoting sport participation, competition, community engagement, or developmental outcomes.
Federation	A sport organization recognized as such and affiliated to a National Federation, and responsible for coordinating, organizing and managing a sports code in the Province or the district as recognized by SASCOC;
Local Economic Development	is a process by which local governments, communities, and stakeholders work together to stimulate economic growth and improve the quality of life in a specific area. The aim is to create jobs, support local businesses, and promote sustainable development by leveraging local resources and opportunities.
Integrated Development Plan (IDP)	An Integrated Development Plan (IDP) is a strategic plan used by South African municipalities to guide development and service delivery over a 5-year period. It is a legal requirement under the Municipal Systems Act (Act 32 of 2000) and serves as the principal planning instrument for coordinating development at the local level.
Memorandum of Understanding (MOU)	A Memorandum of Understanding (MoU) is a formal, written agreement between two or more parties that outlines their mutual intentions, roles, and responsibilities in a partnership or collaboration.
Municipal Area	The geographical area as demarcated by the Municipal Demarcation Board in terms of the SA Constitution in this case the Stellenbosch Municipal Area or WC024.
Partnership	A partnership is a collaborative relationship between two or more parties who agree to work together to achieve shared goals, typically for mutual benefit. In sport councils, partnerships are vital for promoting development, improving access, and maximizing impact in the community.
Recreation	Recreation refers to leisure-time activities that people engage in for enjoyment, relaxation, physical well-being, and social interaction. It includes both structured and unstructured

activities that are non-professional and typically non-competitive.

Sponsors	A sponsor is an individual, business, organisation, or institution that provides financial support, goods, or services to a sport council, team, club, or event in exchange for promotional benefits or community goodwill.
Sport Code	The recognised official sport body (local/provincial/national) which is registered with the SSRA and the respective Sport Councils.
Sport Club	A sport club is an organized group or association of people who come together to participate in, promote, and develop a specific sport or multiple sports.
Sport Council	A sport council is a formal body or organization established to oversee, coordinate, support, and promote sports and recreation activities within a specific area—such as a municipality, region, or country.
SSRA	The Stellenbosch Sport and Recreation Association is an association that is elected by its affiliated sport councils. This association is responsible for monitoring, supervising, and ensuring proper governance and management of sport facilities, sports activities, programs, or organizations.
Volunteer	A volunteer is a person who offers their time, skills, or services to help others or support a cause, without expecting payment or financial reward.
Ward Committee	A Ward Committee is a community-based advisory body established in each ward of a municipality in South Africa. Its main role is to promote participatory democracy by ensuring that community members are actively involved in local government decision-making, especially at the ward level.

1. VISION

The provision of world-class sport facilities and support services that will make Stellenbosch (WCO24) the preferred sport, tourism and recreation destination in the Western Cape.

2. MISSION

The Stellenbosch Municipality seeks to enhance the quality of life of the residents of Stellenbosch (WCO24) through:

- 2.1 the implementation of the National Sport and Recreation Plan
- 2.2 the provision of quality sport and recreation facilities and programmes.
- 2.3 The fostering of partnerships with community-based organisations, non-governmental organisations and the private sector.

3. REGULATORY CONTEXT

3.1 The Constitution of the Republic of South Africa, 1996

Schedule 5B of the Constitution allocates the following functional areas to municipalities: beaches and amusement facilities, local amenities, local sport facilities and municipal parks and recreation.

3.2 National Sport and Recreation Act, 1998 (Act No. 110 of 1998)

This Act provides for matters related to the promotion and development of sport and recreation and the co-ordination of the relationships between Sport and Recreation South Africa (national department) and the Sports Confederation, national federations and other agencies. It also aims to implement measures aimed at correcting imbalances in sport and recreation.

3.3 Other relevant legislation, policy and informing documents

This section lists the relevant legislation, policies and informing documents that provide context to this Sport Policy.

3.3.1 South African Schools Act (Act no. 84 of 1996)

- 3.3.2 Safety at Sports and Recreational Events Act, 2010 (Act No. 2 of 2010)
- 3.3.3 Local Government Systems Act, 2000 (Act No. 32 of 2000)
- 3.3.4 Local Government: Municipal Finance Management Act, 2003 (act No. 56 of 2003)
- 3.3.5 Stellenbosch Municipality Events Policy
- 3.3.6 Municipal Transfer Regulations (MATR)
- 3.3.7 Stellenbosch Municipality Events Bylaw (2025)

4. POLICY PURPOSE

- 4.1 To provide an integrated sport and recreation policy that is equitable, affordable and sustainable.
- 4.2 To provide clear guidelines for Stellenbosch Municipality's sport and recreation role in accordance with its Integrated Development Plan.
- 4.3 To provide clear guidelines for Stellenbosch Municipality's provision and management of facilities, allocation of resources, co-ordination of events and development of human and physical resources; and
- 4.5 To provide clear guidelines for Stellenbosch Municipality's partnership with the civil society sport and recreation fraternity.

5. POLICY STATEMENT

The Stellenbosch Municipality plays a leading role in the development and promotion of sport in the WC024. This is reflected through the municipality's leadership role in policy formulation, planning and coordination to promote sport and recreation, prioritising the needs of the underprivileged communities, and to partner with private and public stakeholders.

The municipality actively creates a supportive environment for the development and promotion of sport and recreation in the Stellenbosch (WCO24) area, through the coordination of support services and the provision of new sport facilities and opportunities through public-private partnerships.

The municipality is the main provider of sport facilities in under-resourced and underprivileged communities in an effort to redress the imbalances of the past.

5.1 Municipality's Sport and Recreation Role

The Municipality's responsibility in terms of sport and recreation is limited to the provision of sport and recreation facilities that cater for both formal and informal sport. The organisation of sport (formalised and informal sport activities/events falls within the ambit of the Stellenbosch Sport and Recreation Association (SSRA).

5.1.1. The Stellenbosch Municipality provides and maintains the sport facilities that are utilised by the SSRA and its affiliates to play their leagues and tournaments.

5.1.1.1. Provide, develop and manage sport facilities in an equitable and sustainable manner.

5.1.1.2. Develop and manage an integrated major event strategy in partnership with the Local Economic Development Department (LED).

5.1.1.3. Promote and recognise sport and recreation as a developmental platform/space to facilitate social interaction between the various communities and residents of the Stellenbosch Municipality.

5.1.1.4. Develop and promote the formation of effective and meaningful partnerships between stakeholders in the delivery of sport and recreation services.

5.1.2. The partnership between the municipality and the SSRA is formalised through one, a memorandum of understanding (MOU) and two, signed User Agreements between the municipality and the Sport Councils.

5.1.3. Stellenbosch Municipality actively supports and promotes the development of sport and sport facilities as one, a platform to promote healthy living through physical activity; two, an opportunity to promote sport tourism for economic development; three, as a platform to facilitate increased social interaction and diversity and four, as a platform to advance public-private partnerships and increased community participation.

5.1.4. The municipality identifies and registers sport and recreation needs and priorities, in partnership with the SSRA and its affiliated Sport Councils, through the legislated municipal processes, eg. the IDP and SDF consultation sessions.

5.1.5. The Stellenbosch Municipal Sports and Recreation policy is legislatively compliant and adheres to further relevant influencing factors such as the strategic priorities of the Stellenbosch Municipality, the principles of accessibility, affordability, sustainability and equity and the continuous consultation between the Stellenbosch Municipality, the community of Stellenbosch (WCO24), other relevant stakeholders.

5.1.6. The municipality provides an annual administrative grant to the SSRA through the annual social grant application process.

5.2 Municipality's Education & Training role

5.2.1 The Municipality's main stakeholders are the SSRA and its affiliated Sport Councils located at each of the 15 municipal sport facilities.

Stellenbosch Municipality will, from time-to-time conduct education & training projects/courses/workshops to support the SSRA and the Sport Councils by:

5.2.1.1 Provide training in Financial Management to sport councils to ensure the submission of accurate quarterly financial reports.

5.2.1.2 Provide training in governance, administration and general management principles to Sport Councils to operate effectively, transparently, and sustainably.

5.2.1.3 Provide training in proposal writing and presentation skills.

6. POLICY PARAMETERS

This policy applies to municipal competencies within the current core business of the Sport and Recreation section responsible for the provision and management of sport facilities which includes:

6.1 Sport and recreation facilities

6.2 Sport halls and clubhouses on existing sport facilities

7. UNIVERSAL ACCESS

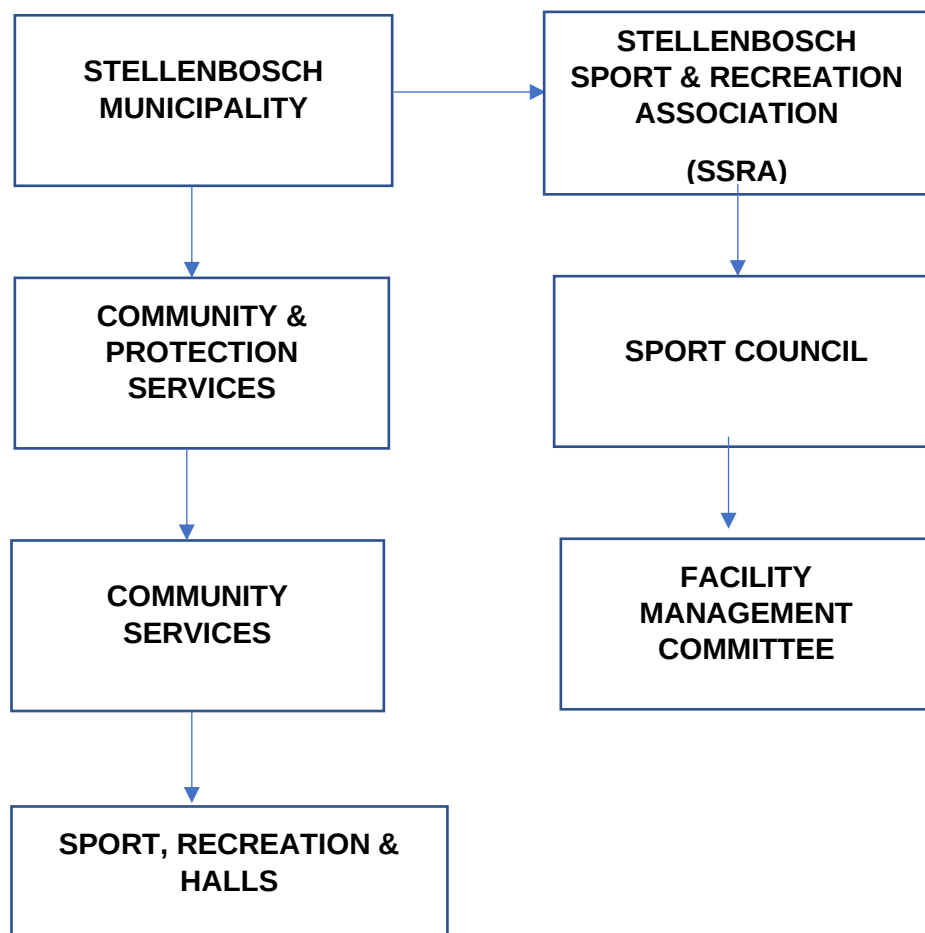
Stellenbosch Municipality is committed to promoting full and equal access to sport for all individuals, including persons with physical, sensory, intellectual, and psychosocial disabilities. This includes removing physical, social, and attitudinal barriers to participation.

8. RELATIONSHIP WITH STAKEHOLDERS

Building strong relationships with and managing stakeholders effectively is critical to the success of fostering healthy relations with external partners.

- 8.1 Foster and reinforce shared goals and cooperation with local government, sports federations, schools, clubs, and community members.
- 8.2 Design and facilitate joint ventures with private and public entities to invest in public sport facilities.
- 8.3 Regularise transparent communication and consistent engagement with partners and stakeholders.
- 8.4 Formalise relationships with Stellenbosch Academy of Sport, District Municipality and other sport-minded institutions to advance Sport and Recreation in WC024.

9. INSTITUTIONAL FRAMEWORK



10. MONITORING, EVALUATION AND REVIEW

Monitoring, evaluation, and review are essential to ensure accountability, measure impact, and support continuous improvement.

PURPOSE OF MONITORING, EVALUATION AND POLICY REVIEW

- 10.1 Ensure implementation of the sport and recreation policy aligns with its goals and objectives.
- 10.2 Track progress against strategic indicators.
- 10.3 Identify gaps, challenges, and best practices.
- 10.4 Promote transparency and accountability among stakeholders.
- 10.5 Inform decision-making and policy revisions.

10.1. MONITORING

Monitoring refers to the regular, systematic collection of data and information related to the policy's implementation.

10.1.1 Objectives of Monitoring

- 10.1.1.1 Track implementation of programmes, services and infrastructure development.
- 10.1.1.2 Measure performance against set targets and indicators.
- 10.1.1.3 Ensure compliance with regulations and funding requirements.

10.1.2 Monitoring Mechanisms

- 10.1.2.1 Financial reports from sport councils.
- 10.1.2.2 Attendance registers and facility usage logs.
- 10.1.2.3 On-site inspections and spot-checks.
- 10.1.2.4 Functionality: SSRA and Sport Council

10.1.3 Responsible Stakeholders

- 10.1.3.1 Local and provincial sport and recreation departments.
- 10.1.3.2 Oversight committees including facility committees.
- 10.1.3.3 Municipal sport officers and facility managers.

10.2. EVALUATION

Evaluation is the periodic assessment of the effectiveness, efficiency, and sustainability of sport and recreation initiatives.

10.2.1 Key Performance Areas (Examples)

- 10.2.1.1 Participation levels in sport and recreation.
- 10.2.1.2 Facility accessibility and maintenance.
- 10.2.1.3 Talent development and performance outcomes.
- 10.2.1.4 Inclusion of underrepresented groups (youth, women, persons with disabilities).

10.2.2 Data Collection Methods

- 10.2.2.1 Surveys, interviews, and focus groups.
- 10.2.2.2 Performance statistics and benchmarking.
- 10.2.2.3 Feedback from users and stakeholders.

10.3. POLICY REVIEW

10.3.1 Review Purpose

- 10.3.1.1 Assess relevance and effectiveness of policy in a changing environment.
- 10.3.1.2 Integrate new legislation, trends, and stakeholder needs.
- 10.3.1.3 Ensure alignment with national and provincial development plans.

10.3.2 Review Process

- 10.3.2.1 Stakeholder consultation (e.g., sport councils, clubs, federations, community members).
- 10.3.2.2 Analysis of monitoring and evaluation findings.
- 10.3.2.3 Comparative review against national and international best practices.

7.2.2	DEMOLITION OF THE EXISTING RUGBY CLUBHOUSE AT IDA'S VALLEY SPORT FACILITY
-------	--

Collaborator No: 808879
 IDP KPA Ref No: Good Governance and Compliance
 Meeting Date: 22 July 2026

1. SUBJECT: DEMOLITION OF THE EXISTING RUGBY CLUBHOUSE AT IDA'S VALLEY SPORT FACILITY

2. PURPOSE

To seek approval from Council to demolish the existing rugby clubhouse at Ida's Valley sport facility. The current building structure is not compliant with Section 12 of the National Building Regulations and Building Standards Act (NBR Act).

3. DELEGATED AUTHORITY

Council.

4. EXECUTIVE SUMMARY

The existing rugby clubhouse at Ida's Valley sport facility sustained structural damage due to severe storms. Stellenbosch Municipality's Building Inspectorate Section inspected the facility (see **ANNEXURE A**) with findings as informed below.

The building's damages include the roof (loose and missing roofing materials), structural crack and deterioration of the walls and possible foundation movement or ground instability as indicated by the visible floor cracks.

The building is currently not in use and is exposed to theft and vandalism that includes the destruction of sanitary facilities, the theft of electrical cables. This has left the wiring exposed.

The Sport Section also received confirmation from the Department: Building Development Management that they could not find a building plan or a Certificate of Occupancy of the rugby clubhouse in their records.

Extracts from the National Building Regulations and Building Standards Act (Act 103 of 1977) determines:

- Section 12(1): If a local authority is of the opinion that a building is dangerous or unsuitable for occupation, it must be taking reasonable steps to ensure public safety.
- Section 12(4): The local authority may order the owner to demolish or alter the building if it is deemed unsafe.
- Section 12(5): If the owner fails to act within the specified timeframe, the local authority may carry out the work at the owner's expense.

To ensure compliance with Section 12 of the National Building Regulations and Building Standards Act (NBR Act) the existing rugby clubhouse must be demolished.

5. RECOMMENDATIONS

- (a) that Council approve the demolition of the existing rugby clubhouse at the Ida's Valley Sport Facility due to its unsafe structural condition and non-compliance with Section 12 of the National Building Regulations and Building Standards Act, 1977 (Act 103 of 1977); and
- (b) that Council authorise the Municipal Manager, or his/her delegate, to undertake all necessary processes required for the demolition of the structure, including the appointment of contractors and compliance with applicable legislative and regulatory requirements.

6. FINANCIAL IMPLICATIONS

Budget has been requested for the construction of a new rugby clubhouse that will be constructed in 2 financial year cycles. The appointment of an architect with a specialist team will form part of the project.

7. LEGAL IMPLICATIONS

The recommendation in this report complies with Section 12 of the National Building Regulations and Building Standards Act (NBR Act).

8. STAFF IMPLICATIONS

None.

9. PREVIOUS / RELEVANT COUNCIL RESOLUTIONS:

None.

10. RISK IMPLICATIONS

The building is unauthorized, demolishing the unsafe building would align with the NBR Act and mitigate Council's liability.

11. COMMENTS FROM SENIOR MANAGEMENT:

- 11.1 Director: Infrastructure Services
- 11.2 Director: Planning and Economic Development
- 11.3 Director: Community and Protection Services
- 11.4 Director: Corporate Services
- 11.5 Chief Financial Officer
- 11.6 Municipal Manager

ANNEXURES

Annexure 1: Photographic evidence - Inspection report

Annexure 2: Inspection report – Ida's Valley sport facility's rugby clubhouse

FOR FURTHER DETAILS CONTACT:

NAME	Albert van der Merwe
POSITION	Senior Manager Community Services
DIRECTORATE	Community and Protection Services
CONTACT NUMBERS	021 808 8165
E-MAIL ADDRESS	Albert.Vandermerwe@ Stellenbosch.gov.za
REPORT DATE	11 June 2026

ANNEXURE A

ANNEXURE 1**Photographic Evidence: Inspection Report Erf 945 Franschhoek****LOCATION**

The Idas Valley Sports Grounds are located at Bloekom Avenue, Idasvallei, Stellenbosch, 760

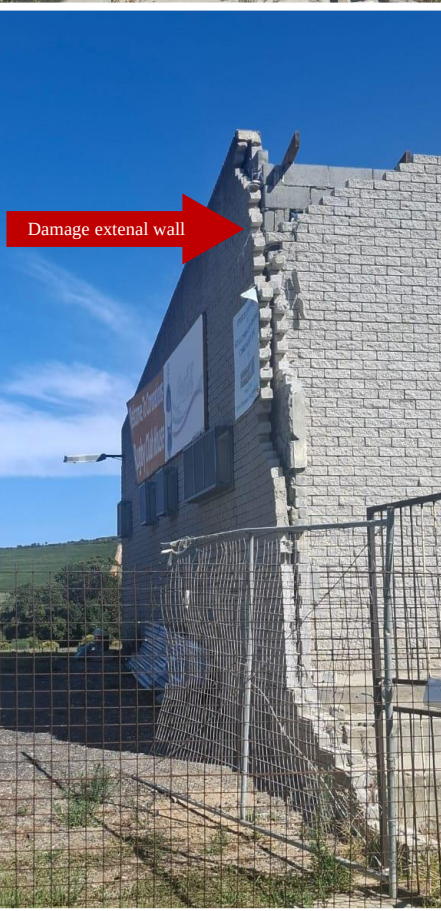
Rugby clubhouse Building

**STREET VIEW OF SPORT GROUND ENTRANCE**



Cracked wall due to movement of floor

Ramp not compliant to the NBR Act



Damage external wall



Blocked Drainage

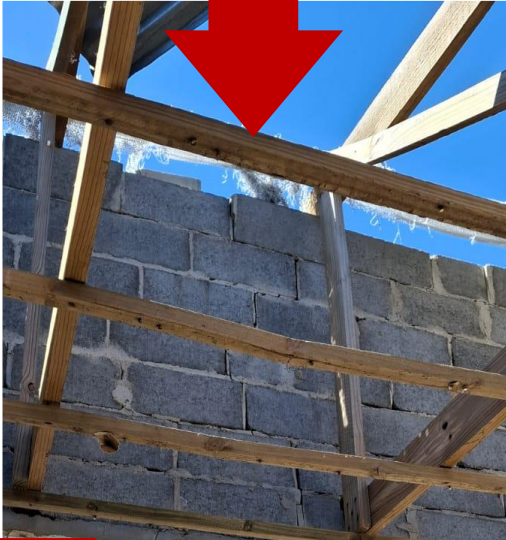


Damaged external wall, partial roof and loose roof sheets

Building Inspectorate inspection confirmed noncompliance in terms of the NBR Act



Roof construction not
Compliant to the
National Building Regulations



Joints noncompliant and roof
damage DEEMED UNSAFE

ON-SITE – IDAS VALLEY SPORT GROUND

Building Inspectorate inspection confirmed noncompliance in terms of the NBR Act

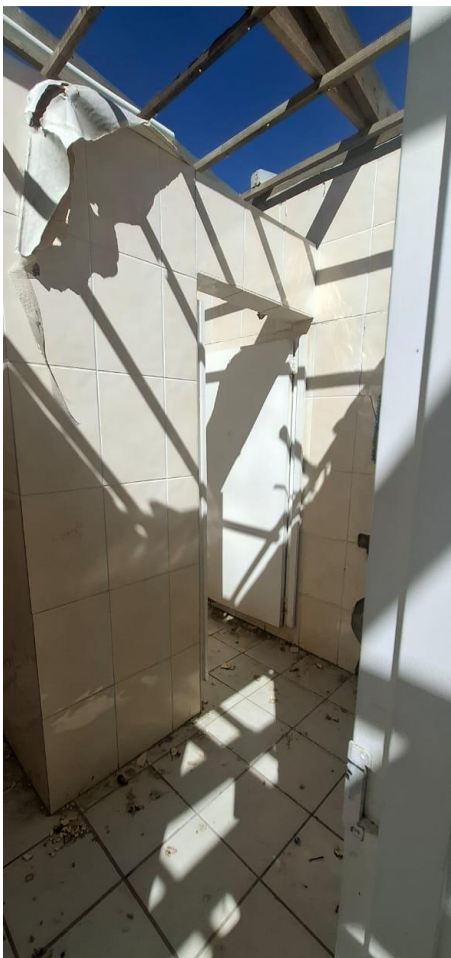
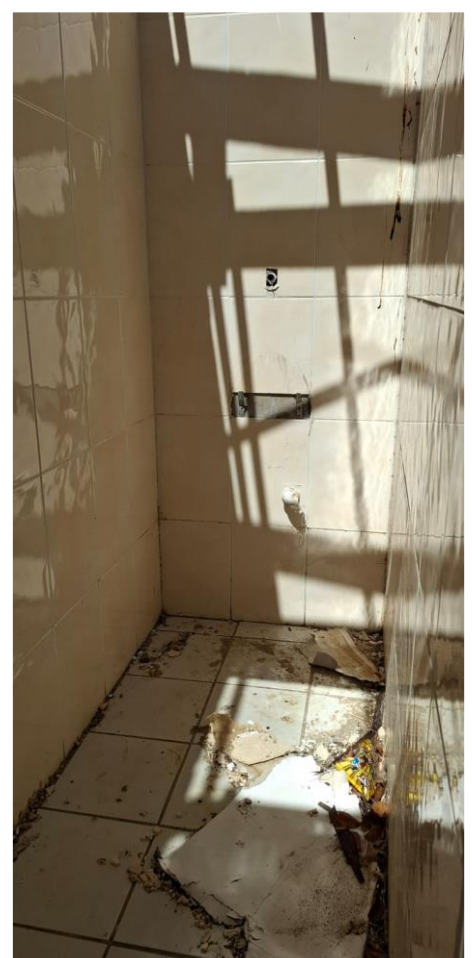


ON-SITE – IDAS VALLEY SPORT GROUND

Building Inspectorate inspection confirmed noncompliance in terms of the NBR Act



SANITARYWARE: VANDALISM AND STRUCTURAL DAMAGE



ON-SITE – IDAS VALLEY SPORT GROUND

Building Inspectorate inspection confirmed noncompliance in terms of the NBR Act

KITCHEN AND STORAGE AREA VANDALISM AND STRUCTURAL DAMAGE



END OF REPORT

Fredlynn Morris

Building Development Management

ANNEXURE B



FROM/VAN : Building Inspectorate Section

TO/AAN : Manager: Building Development Management

DATE / DATUM : 03 April 2025

INSAKE / RE : Inspection Report – Idas Valley Sports Ground / Rugby Clubhouse

INSPECTORS: Fredlynn Morris,

INSPECTION REPORT

Subject: Structural Condition Assessment – Community Rugby Clubhouse at Idas Valley Sport Ground

1. PURPOSE

To provide an inspection report in compliance with Section 12 of the National Building Regulations and Building Standards Act (NBR Act), as requested by the Directorate: Community Services, and to advise Council on the structural condition, compliance status, and potential mitigation measures for the community rugby clubhouse at Idas Valley Sport Ground.

Photographic evidence taken during the inspection is included as **Annexure 1**.

2. BACKGROUND

The community rugby clubhouse at Idas Valley Sport Ground sustained significant structural damage due to a severe storm and has since been unoccupied. Following its abandonment, the building was also subject to vandalism, including damage to interior fittings and theft of electrical cables.

The Senior Building Inspector conducted an on-site inspection and consulted Building Development Management Records, which confirmed that:

- **No approved building plans exist** for this structure.
- **No Certificate of Occupancy is on record**, rendering the structure **unauthorized** under the **NBR Act**.

Given the structural concerns and the **risk to public safety**, this report presents findings, compliance considerations, and recommendations for Council's decision-making.

3. INSPECTION FINDINGS

3.1 Structural Damage

The Senior Building Inspector observed various visible structural damages during the inspection, including:

- **Roof:** Loose and missing roofing materials, exposing the interior to further weather damage.
- **Walls:** Structural cracks and deterioration, potentially compromising stability.
- **Floor:** Visible cracks suggesting possible foundation movement or ground instability.
-

3.2 Vandalism & Theft

- **Destruction of sanitary facilities**, including toilets, taps, and cupboards.
- **Theft of electrical cables**, leaving exposed wiring, increasing fire and electrocution risks.
- **General deterioration** due to neglect, making the structure unsafe for occupation.

3.3 Compliance Review

- **No approved building plans** were found in municipal records.
- **No record of a Certificate of Occupancy** was available, indicating that the structure is **unauthorized**.
- Given the **absence of approved plans, compliance with foundational and structural requirements cannot be verified**.

4. COMPLIANCE CONSIDERATIONS IN TERMS OF SECTION 12 OF THE NBR ACT

In accordance with Section 12 of the NBR Act, which deals with unauthorized and dangerous buildings, the following legal considerations apply:

4.1 Extracts from the National Building Regulations and Building Standards Act (Act 103 of 1977):

- **Section 12(1):** If a local authority is of the opinion that a building is dangerous or unsuitable for occupation, it must take reasonable steps to ensure public safety.
- **Section 12(4):** The local authority may order the owner to demolish or alter the building if it is deemed unsafe.
- **Section 12(5):** If the owner fails to act within the specified timeframe, the local authority may carry out the work at the owner's expense.

5. RECOMMENDATIONS

Considering the current state of the structure, the following actions are recommended:

5.1 Immediate Risk Mitigation

- No occupation should be allowed under any circumstances.
- The loose roof covering should be secured or removed immediately to prevent potential harm, especially given the proximity of the sport ground to a school.
- Council should take urgent steps to safeguard the structure against further vandalism and environmental damage.

5.2 Long-Term Structural Considerations

Given the lack of approved building plans and the **extent of damage**, there are two primary options for Council's consideration:

1. **Demolition of the Structure** (Recommended for Compliance & Risk Mitigation)
 - Since the structure is unauthorized, demolishing the unsafe building would align with the NBR Act and mitigate Council's liability.
 - The structural damage, particularly floor cracks indicating possible ground concerns, suggests that any renovation may require extensive demolition regardless.
2. **Assessment for Possible Renovation**
 - Council may appoint a structural engineer or competent professional to conduct a formal structural assessment and provide a detailed mitigation report.
 - The report should evaluate cost impact (renovation vs. demolition) and feasibility, taking into account compliance requirements for a legal structure.

6. CONCLUSION

The community rugby clubhouse at Idas Valley Sport Ground is in a severely deteriorated and unsafe condition, posing a public safety risk. Given the absence of approved plans and Certificate of Occupancy, it is considered an unauthorized structure.

To ensure compliance with Section 12 of the NBR Act and protect public safety, demolition appears to be the most viable and legally compliant option. However, should Council consider renovation, a formal structural assessment by a competent professional must first be conducted to evaluate feasibility and cost implications.

Prepared by:



Fredlynn Morris
Senior Building Inspector
01 April 2025

Annexure 1: Photographic Evidence

7.2.3	ADOPTION OF THE STELLENBOSCH MUNICIPALITY SPORT ASSET MANAGEMENT POLICY
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Collaborator No:	809095
IDP KPA Ref No:	Good Governance and Compliance
Meeting Date:	22 July 2026

1. SUBJECT: ADOPTION OF THE STELLENBOSCH MUNICIPALITY SPORT ASSET MANAGEMENT POLICY

2. PURPOSE

For Council to adopt the Stellenbosch Municipality Sport Asset Management Policy that includes the standardised User Agreement framework that is applicable to municipal sport facilities.

3. DELEGATED AUTHORITY

Council.

4. EXECUTIVE SUMMARY

The Stellenbosch Municipality owns and manages a portfolio of sport and recreation facilities across the municipal area (WC024). These facilities are strategic community assets that contribute to social cohesion, youth development, health promotion, and economic activity.

The Sport Asset Management Policy provides a structured governance framework to:

- Regulate the use and management of municipal sport assets.
- Clarify the roles and responsibilities of the Municipality, Sport Councils, and the Stellenbosch Sport and Recreation Association (SSRA).
- Strengthen financial accountability and reporting requirements.
- Align asset management practices with national legislation and municipal strategies.
- Standardize User Agreements replacing historical lease-based arrangements.

The policy consolidates existing practices under the approved hybrid Sport Facility Management Model (29 July 2020) and enhances compliance with the Municipal Finance Management Act (MFMA) and related legislation.

5. RECOMMENDATIONS

- (a) that Council approves and adopts the Stellenbosch Municipality Sport Asset Management Policy that includes the standardised user agreement framework; and
- (b) that the Municipal Manager be mandated to implement the policy and oversee compliance monitoring through the Department Community Services.

6. DISCUSSION / CONTENTS**6.1 BACKGROUND**

On 29 July 2020, Council approved the Hybrid Sport Facility Management Model, which replaced the traditional lease agreements with structured User Agreements.

Since implementation, the need arose to formalise:

- Asset governance parameters
- Financial reporting obligations
- Revenue-sharing arrangements
- Maintenance coordination mechanisms
- Sub-letting controls
- Asset disposal and decommissioning processes

The Sport Asset Management Policy therefore provides a consolidated regulatory and operational framework to ensure:

- Sustainability of municipal sport assets
- Transparent revenue management
- Equitable access
- Improved oversight and accountability

6.2 FINANCIAL IMPLICATIONS

The policy does not introduce new unfunded mandates.

Financial implications include:

- Continued annual administrative grant support to the SSRA (subject to budget approval).
- Improved recovery of municipal utility costs through formalized User Agreements.
- Strengthened revenue-sharing mechanisms for extraordinary events and sub-letting activities.
- Improved lifecycle asset planning to support future capital budgeting.

6.3 LEGAL IMPLICATIONS

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

6.4 STAFF IMPLICATIONS

This report has no staff implications to the Municipality.

6.5 RISK IMPLICATIONS

The policy mitigates risks related to:

- Unregulated sub-letting of municipal facilities
- Poor financial accountability by Sport Councils
- Asset deterioration due to inadequate maintenance reporting
- Revenue leakage
- Non-compliance with MFMA and asset management standards

6.6 COMMENTS FROM SENIOR MANAGEMENT:**6.6.1 Director: Infrastructure Services**

Infrastructure Services has no further comments as input was incorporated in the draft policy.

6.6.2 Director: Planning and Economic Development

No comments received.

6.6.3 Director: Community and Protection Services:

Agree with the recommendations.

6.6.4 Director: Corporate Services:

No comments received.

6.6.5 Chief Financial Officer:

No comments received.

6.6.6 Municipal Manager:

Supported by the Municipal Manager.

ANNEXURES

Annexure A: Stellenbosch Municipality Sport Asset Management Policy.

FOR FURTHER DETAILS CONTACT:

NAME	Albert van der Merwe
POSITION	Senior Manager Community Services
DIRECTORATE	Community and Protection Services
CONTACT NUMBERS	021 808 8165
E-MAIL ADDRESS	Albert.Vandermerwe@stellenbosch.gov.za
REPORT DATE	July 2026

ANNEXURE A



STELLENBOSCH
STELLENBOSCH • PNIEL • FRANSCHHOEK

MUNICIPALITY • UMASIPALA • MUNISIPALITEIT

Stellenbosch Municipality Sport Asset Management Policy

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DEFINITIONS

Audited Financial Statement	Financial records that have been examined and verified by an independent, qualified auditor to ensure they are accurate, complete, and comply with applicable accounting standards.
By-laws	By-laws are the rules and regulations adopted by an organization to govern its internal operations and the behavior of its members.
Event	An event is a planned and organized occasion or activity that happens at a specific time and place, often for a particular purpose.
Facility Committee	Means a committee consisting of representatives of different sport codes or users at a facility that liaises with a relevant Municipal Official.
Field Usage Threshold	The field usage threshold refers to the maximum limit of use or activity that a sports field or playing surface can handle before it starts to degrade or require recovery time.
Financial Reports	Financial reports are formal records that summarize an organization's financial activities, performance, and position over a specific period, usually monthly, quarterly, or annually.
Fixtures	Fixtures refer to the scheduled matches, games, or events arranged between teams or individuals as part of an official competition or league.
Gatekeeping	Refers to the act of controlling access to something such as information, resources, opportunities, or participation
Gate takings	Refer to the money collected from spectators or attendees when they enter an event, usually through ticket sales or entrance fees.
Maintenance	Is the process of keeping something in good condition through regular care, repairs, and upkeep to ensure it functions properly and lasts longer.
Maintenance Plan	Is a detailed, organized schedule and strategy outlining the routine and corrective activities needed to keep equipment, facilities, or infrastructure in good working condition.

Multi-Use Asset	is a physical venue or infrastructure designed to accommodate various activities, sports, or events, rather than being dedicated to just one activity.
National Legislation	Refers to the laws and legal rules enacted by a country's national government or parliament that apply throughout the entire nation.
Non-Governmental Organization	Means a citizen-based association that operates independently of government, usually to deliver resources or serve some social purpose and comply with the requirements as determined by legislation.
Non-Profit Organization	Is an entity established to serve a public or community purpose rather than to generate profit for owners or shareholders.
Parameters	Are measurable factors, limits, or boundaries that define or determine how something operates or is assessed.
Representative	Is a person who is authorized or chosen to act, speak, or make decisions on behalf of a group, organization, or community.
Policies	Are formal rules, principles, or guidelines established by an organization or authority to direct decisions, actions, and behaviour.
Revenue	Is the total amount of money earned by an individual, business, or organization from its activities, sales, or services before any expenses are deducted.
Sport Council	A sport council is a formal body or organization established to oversee, coordinate, support, and promote sport and recreation activities within a specific municipal area.
Sport Club	A sport club is an organized group or association of people who come together to participate in, promote, and develop a specific sport or multiple sports.
Sport Code	A sport code refers to a specific type or discipline of sport governed by its own set of rules, regulations, and governing body.
Sport Assets	Refer to the resources, facilities, equipment, or infrastructure that support the practice, development, and management of sports activities.

Sport Facility Management Plan	Is a comprehensive document outlining how a sports facility will be operated, maintained and developed to ensure it meets the needs of users effectively and sustainably.
SSRA	The Stellenbosch Sport and Recreation Association is an association that is elected by its affiliated sport councils. This association is responsible for monitoring, supervising, and ensuring proper governance and management of sport facilities, sports activities, programs, or organizations in the WC024.
Stakeholders	Are individuals, groups, or organizations that have an interest in, are affected by, or can influence a project, organization, or decision.
Sub-leasing	Is the process where a tenant who is renting property from a landlord leases all or part of that property to another party (called the sub-tenant), while still holding the original lease agreement with the landlord.
User Agreement	Is a formal contract or set of terms that outlines the rules, responsibilities, and rights of users when accessing or using a service, facility, product, or syst
Volunteer	A volunteer is a person who offers their time, skills, or services to help others or support a cause, without expecting payment or financial reward.

ACRONYMS AND ABBREVIATIONS

ABM	Area-Based Management
BEPP	Built Environment Performance Plan
CBO	Community-Based Organisation
EO&AM	Economic Opportunities & Asset Management
IDP	Integrated Development Plan
MATR	Municipal Asset Transfer Regulations
MAYCO	Mayoral Committee
MFMC	Municipal Facility Management Committee
MSDF	Municipal Spatial Development Framework
NDP	National Development Plan
NSRP	National Sport and Recreation Plan
NGO	Non-Governmental Organization
NPO	Non-Profit Organization
SDS	Social Development Strategy
SFMP	Sport Facility Management Plan
SSRA	Stellenbosch Sport and Recreation Association

1. REGULATORY CONTEXT

The following relevant legislation, policies and informative documents provide context for this policy:

1.1 National and Provincial Legislation:

- 1.1.1 Constitution of the Republic of South Africa, 1996
- 1.1.2 National Sport and Recreation Act, 1998 (Act No. 110 of 1998)
- 1.1.3 Local Government: Municipal Finance Management Act, 2003 (Act No. 56 of 2003),
Municipal Asset Transfer Regulations
- 1.1.4 National Building Regulations & Building Standards Act, 1977 (Act No. 103 of 1977)
- 1.1.5 Occupational Health & Safety Act, 1993 (Act No. 85 of 1993)
- 1.1.6 Safety at Sports and Recreational Events Act, 2010 (Act No. 2 of 2010)
- 1.1.7 Western Cape Liquor Act, 2008 (Act No. 4 of 2008)

1.2 Stellenbosch Municipality By-laws, Policies and Frameworks:

- 1.2.1 Events Policy,
- 1.2.2 Outdoor Advertising and Signage Policy,
- 1.2.3 Immovable Property Policy,
- 1.2.4 Asset Management Policy,
- 1.2.5 Informal Trading Amendment By-law,
- 1.2.6 Immovable Property By-law,
- 1.2.7 Events By-law 2009,
- 1.2.8 Immovable Property Asset Management Policy

2. ROLE - PLAYERS AND STAKEHOLDERS

2.1 Internal role players

- 2.1.1 The Department Community Services is responsible for the implementation and monitoring of this policy.
- 2.1.2 The Department Community Services consult with the following departments in relation to the management and operations of municipal sport assets:
 - 2.1.2.1 Asset Management - refers primarily to the sport facilities which resort under the management of the Department Community Services which are used by the various Sport Councils in terms of the current User Agreements.
 - 2.1.2.2 Revenue Collection - The Finance Department manages the municipal utility services accounts and debt management.
 - 2.1.2.3 Legal Services Department – advises on legal matters affecting Sport Councils and sport assets.

2.1.2.4 Planning and Building Development Management – approve land use and building plans for sport assets.

2.2 External role players relevant to the implementation of this policy are:

- 2.2.1 Stellenbosch Sport and Recreation Association
- 2.2.2 Sport Councils and Sport Clubs
- 2.2.3 Cape Winelands District Sport Federations
- 2.2.4 Cape Winelands District Sport Council
- 2.2.5 Western Cape Sport Council
- 2.2.6 South African Sports Confederation and Olympic Committee (SASCOC)
- 2.2.7 National Federations
- 2.2.8 Provincial Federations

2.3 Stakeholders that may be consulted include the following:

- 2.3.1 Other Municipalities for purposes of best practice and shared learning.
- 2.3.2 Local and international partner non-governmental institutions.
- 2.3.3 Institutions of higher learning; and
- 2.3.4 Any other individual or institution at the discretion of the Stellenbosch Municipality.

3. POLICY MANDATES

This component deals with formal structures that guide the interaction between Stellenbosch Municipality and sporting stakeholders and clarifies the roles and responsibilities of role-players.

A strategic objective of the National Sport and Recreation Plan (NSRP) is to integrate the development of South African sport at provincial and local levels. The National Sport and Recreation Plan (NSRP) recognize that to increase participation and to develop sport and recreation, strong coordinated local structures are a prerequisite.

This policy will guide the interaction between Stellenbosch Municipality and its sport stakeholders and clarify the roles and responsibilities of role players.

3.1 This policy seeks to address:

- 3.1.1 How Stellenbosch Municipality partners, interacts and communicates with various sport bodies and clubs around the management and maintenance of municipal sport assets in WC024.
- 3.1.2 The optimal use of all sport assets, by facilitating the involvement of sport councils through the coordinated management structures of the municipality and the SSRA. This will prevent overuse of sport facilities, adherence to environmental restrictions and the principles outlined in the **User Agreement**.
- 3.1.3 The enhancement of effective oversight of Stellenbosch Municipality, to encourage partnerships for the effective and pragmatic management of sport assets.
- 3.1.4 Ensuring that Stellenbosch Municipality ownership of its sport facilities remains vital and that the responsible maintenance and management thereof is in the interest of the public.
- 3.1.5 Ensuring that the naming rights of sport assets remain vested with Stellenbosch Municipality such that no Stellenbosch Municipality signage should be removed or altered in any way.
- 3.1.6 Sport Councils must have affiliated clubs, sports codes, and recreation bodies.

3.2 The Role of a Sport Council

- 3.2.1 Each Sport Council will consist of mandated representatives from each sporting code and recreation bodies utilising the municipal sport assets.
- 3.2.2 Each sporting code must have representation at a Sport Council.
- 3.2.3 Each Sport Council must appoint a Facility Committee consisting of a representative from each of the sport codes that use the sport facility.
- 3.2.4 Sport Councils must affiliate to the SSRA.
- 3.2.5 The Facility Committee must ensure that all maintenance issues are directed to the office of the Manager Sport & Halls for action.
- 3.2.6 Enhance community cohesion and contribute towards an active community.

3.3 The role of the SSRA

- 3.3.1 To advise the municipality on the needs of the SSRA's affiliated sport councils.
- 3.3.2 To interact with, monitor and capacitate their affiliated Sports Councils.
- 3.3.3 To provide financial training to their affiliated Sports Councils.
- 3.3.4 To assist the municipality in the development of a Sport Facilities Master Plan for the Stellenbosch Municipality.

- 3.3.5 To cooperate and consult with schools and tertiary institutions on developing a long-term plan to promote and facilitate local participation in sport and to capacitate Sport Councils.
- 3.3.6 To raise sponsorship and funding for sport and recreational facilities and projects, in partnership with the municipality and the private sector.
- 3.3.7 To ensure that all Sport Councils pay the monthly municipal utility fees based on the tariff structure inclusive of pro-rata rates, water and electricity.
- 3.3.8 To ensure that all Sport Councils submit their quarterly financial reports to Stellenbosch Municipality.
- 3.3.9 To ensure that all sport councils submit their quarterly Facility Committee reports on all new and outstanding maintenance concerns of the facility.
- 3.3.10 Interact, cooperate and partner with NGOs active in sport development.

3.4 The role of Stellenbosch Municipality

- 3.4.1 To partner with other spheres of government for sport development initiatives.
- 3.4.2 To facilitate the development of Public-Private Partnerships.
- 3.4.3 To manage and maintain sport facilities.
- 3.4.4 To budget for future capital expenditure on municipal sport and recreation infrastructure.
- 3.4.5 To support the SSRA through an annual grant for administrative expenses.
- 3.4.6 To design and develop new sport facilities in designated communities.

3.5 Maintenance

The maintenance of sport facilities is the key to ensuring the broadening of participation. Neglected and vandalized assets restrict participation, thereby defeating the objective of creating an active nation.

The following key elements need to be implemented to ensure responsible optimization of the municipal sport facilities:

- 3.5.1 Monitor sport facilities for minor and major maintenance requirements in order to prevent deterioration.
- 3.5.2 Design and implement effective and efficient cleaning schedules to ensure general neatness and the aesthetic appearance of sport assets.
- 3.5.3 Do medium- and long-term planning for the replacement and/or upgrading of roofs, ceilings, electrical wiring and equipment, fire systems, plumbing, floors, etc.
- 3.5.4 Report vandalism and develop measures to prevent it.

3.6 Communication

Effective and constructive communication is required to enable all stakeholders to be accessible for the effective and efficient utilization of municipal sport facilities.

- 3.6.1 All Sport Councils must appoint a Facility Committee that will liaise with the Sport Office to audit and report on maintenance and repairs requirements.
- 3.6.2 The Sport Office in consultation with the Facility Committee must prioritize budgets and coordinate repairs and maintenance in order of urgency and priority.
- 3.6.3 Sport Councils and its affiliates must communicate all fixtures and facility use that requires specialised preparations directly to the Sport Office as per the agreed protocol (timelines).

4. SPORT FACILITY MANAGEMENT PLAN

On 29 July 2020 the hybrid model of the Sport Facility Management Plan was approved for implementation by the Stellenbosch Council. With the adoption of the Sport Facility Management Plan the new User Agreement replaced the old Lease Agreement.

4.1 Objectives with the Sports Facility Management Plan:

- 4.1.1 The Stellenbosch Municipality to take control of the management, maintenance, and development of municipal sport facilities.
- 4.1.2 The municipality retains the right to conclude partnership or management agreements with recognized and structured sport clubs, sport institutions and sport organizations.

4.2 The User Agreement

To achieve the goals of the Sports facility Management Plan it was decided to enter into User Agreements with each of the 15 Sports Councils. The user agreements incorporate the following key aspects for the effective, efficient and accountable management of the municipal sport facilities:

- 4.2.1 Details the Roles and Responsibilities of the respective parties.
- 4.2.2 Establish fair tariffs and rental structure for the use of the facilities.
- 4.2.3 Ensure fair access to municipal sport facilities for institutions who are not affiliated to the Sport Councils.
- 4.2.4 Establish improved communication processes and platforms with sport councils.
- 4.2.5 Confirms accountability of sport councils for their utility accounts.

4.2.6 Sport Councils must submit quarterly financial reports to the municipality.

4.3 Principles of the User Agreements

4.3.1 Sub-leasing of facility to third-party users

The USER (Sport Council) is only allowed to enter into a sub-lease agreement with a third party with the explicit consent/approval of the Municipality.

4.3.2 Financial obligations of sport councils in terms of this Agreement

4.3.2.1 The sport council agrees to pay the monthly utility bills which include refuse, water, sanitation and electricity.

4.3.2.2 The sport council is exempted from paying any property rates.

4.3.2.3 The sport council must submit quarterly financial reports to Stellenbosch Municipality.

4.3.2.4 The sport council must submit a quarterly facility report on all new and outstanding maintenance requirements at the facility.

4.3.2.5 The revenue generated at the facility will be shared between the User and the Municipality on a percentage-based formula as agreed in the signed User Agreement.

4.3.3 Financial Reports (Quarterly)

Each sport council must submit a quarterly financial report to the municipality of all income and expenses incurred during the period.

4.3.4 Facility Committees

Each Sport Council must appoint a Facility Committee consisting of a representative from each of the sport codes that use the sport facility. The Facility Committee must ensure that all maintenance issues are directed to the office of the Manager Sport & Halls for action. Records of these will also form part of the Quarterly Financial Report.

5. PARAMETERS

5.1 This policy covers outdoor and indoor sport assets.

5.2 This policy is applicable to sport assets which are managed in partnership with private sector organizations and NGOs.

5.3 This policy excludes stand-alone assets such as resorts, public toilets, swimming pools and community halls not located within a precinct or multi-use asset facility.

- 5.4 This policy includes professional clubs and semi-professional clubs that are based at municipal managed sport assets.
- 5.5 This policy seeks to clarify the roles, rights and responsibilities of the users and partners in the management and maintenance of sport assets in relation to:
 - 5.5.1 The coordinating role and related responsibilities of users.
 - 5.5.2 The governance and use of the asset especially in relation to financial matters such as revenue generation.
 - 5.5.3 Identified operational matters, which require specific contractual agreements.

6. ASSET REGISTER AND INVENTORY MANAGEMENT

- 6.1 Stellenbosch Municipality has a centralized, digitized financial asset register for all sport and recreation facilities, in accordance with Section 63 of the MFMA and ISO 55000 standards.
- 6.2 The Asset Register must include:
 - A unique sport facility asset identification and location.
 - Ownership status of the sport facility.
 - Sport facility asset condition and maintenance history.
 - Valuation and depreciation schedule of the sport facility.
 - Associated User Agreements and Facility Committee reports.
- 6.3 The Asset Register shall be updated and audited annually by the Financial Asset Management Department in collaboration with the Department Community Services.

7. ASSET DISPOSAL AND DECOMMISSIONING

- 7.1 Any sport asset identified for disposal, transfer, or decommissioning shall follow the **Municipal Asset Transfer Regulations** under the MFMA.
- 7.2 Disposal decisions must be:
 - Based on lifecycle cost analysis and community need
 - Approved by Council and subject to public consultation
 - Documented in the Asset Register with supporting rationale
- 7.3 Decommissioned assets must be:
 - Secured to prevent unauthorized use
 - Evaluated for potential repurposing or sale
 - Reported to National Treasury as per MFMA guidelines

8. STRATEGIC ALIGNMENT

This policy aligns with the following strategy documents that inform the municipal priorities:

8.1 National Development Plan (NDP), 2013

The NDP refers to the role of local government in building social cohesion by providing green spaces and community sport and recreation facilities which enable communities to interact at a local level.

8.2 National Sport and Recreation Plan (NSRP), 2012

The NSRP refers to the role of local community structures in the planning, construction and management of facilities.

8.3. Integrated Development Plan (IDP)

This policy is aligned to the strategic focus area of the Inclusive City articulated in the IDP. This refers to the provision of facilities as well as engaging communities in the planning, provision and management of facilities.

8.4 Built Environment Performance Plan (BEPP)

The policy is aligned to the planning approach that clearly influences the allocation of capital funding, and results in service delivery implementation, which in turn requires urban management to protect and sustain public and private investment in terms of the BEPP. The successful implementation of BEPPs relies on effective institutional arrangements and budgeting for ongoing operational expenditures. Sustained implementation and urban management will result in service delivery and spatial transformation that positively contributes to inclusive economic growth and the reduction of poverty and inequality over the long term.

8.5 Municipal Spatial Development Framework (MSDF)

This policy is aligned to the policy statements and guidelines of the MSDF, by ensuring that adequate and equitable distribution of social and recreational facilities through spatial distribution exist, create a balance between addressing critical backlogs, addressing the needs of new development areas and provide fewer facilities of a better quality where resources are too scarce to accommodate all requirements and support a mutually beneficial mix of recreational opportunities.



STELLENBOSCH
STELLENBOSCH • PNIEL • FRANSCHHOEK
MUNICIPALITY • UMASIPALA • MUNISIPALITEIT

USER AGREEMENT

Entered into by and between

STELLENBOSCH MUNICIPALITY

Herein represented by **Geraldine Mettler** in her capacity as

Municipal Manager, being duly authorized

(Hereinafter referred to as “the **Municipality**”)

AND

SPORT COUNCIL

Herein represented by _____ in his capacity as **Chairperson**

(Hereinafter referred to as “the **USER**”)

For the use of

(Hereinafter referred to as “the **Premises**”)

1. DEFINITIONS AND INTERPRETATION

1.1 Definitions

In this Agreement, unless clearly inconsistent with or the context indicates otherwise:

- 1.1.1 **“Agreement”** means this user agreement together with all annexures (if any);
- 1.1.2 **“Monthly Payments”** means the payments payable by the **USER** as set out in clause 4 herein;
- 1.1.3 **“Business Day”** means a day, other than a Saturday, a Sunday or a public holiday in the Republic of South Africa and in the event that a day referred to in terms of this Agreement should fall on a day which is not a Business Day, then the relevant date shall be extended to the next succeeding Business Day;
- 1.1.4 **“Commencement Date”** means the commencement date of this agreement specified in clause 3.3;
- 1.1.5 **“User Period”** means a period of 12 months calculated from the Signature Date.
- 1.1.6 **“Parties”** means the parties to this agreement, and “party” means any one of them;
- 1.1.7 **“Permitted uses of Premises”** means the purpose for which the Premises are used as set out in clause 2 herein;
- 1.1.8 **“Premises”** means which the **USER** will use in terms of this Agreement.
- 1.1.9 **“Signature Date”** means the date on which this Agreement is signed by the **USER**.
- 1.1.10 **“SSRA”** means The Stellenbosch Sport and Recreation Association, an association that is elected by affiliated sport councils.

1.1.11 “**Sub-letting**” means to lease or rent all or part of a leased or rented property;

1.1.12 “**Alternative use**” means a use that could not reasonably be made of the property

1.2 Interpretation

In this Agreement, unless clearly inconsistent with or the context indicates otherwise:

1.2.1 Any references to the Municipality shall, where applicable, include the Municipality’s employees and/or agents;

1.2.2 Any references to the **USER** shall, where applicable, include the **USER**’s employees and/or agents;

1.2.3 Expressions in the singular also denote the plural, and *vice versa*;

1.2.4 Words and phrases denoting natural persons refer also to juristic persons, and *vice versa*;

1.2.5 Pronouns of any gender include the corresponding pronouns of the other genders; and

1.2.6 References to any enactment shall include references to such enactment as it may, after Signature Date, from time to time be amended, supplemented or re-enacted.

1.3 The use of the word “including” followed by a specific example or examples shall not be construed or interpreted as limiting the meaning of the general wording preceding it and the *ejusdem generis* rule shall not be applied in the interpretation of such general wording and/or such specific example or examples.

1.4 This agreement shall be governed by and interpreted and applied in accordance with South African law.

2. PERMISSION OF USE OF PREMISES

The Municipality hereby permits the **USER** to occupy and use the premises and the **USER** hereby accepts the Premises from the Municipality on the terms and conditions contained in this Agreement.

3. PERIOD

3.1 The permission for use of the premises will be for a period of (1) one year

3.2 The permission may be renewed for a period of one year following the date of expiry of the initial term of this agreement depending on compliance with the outlined terms and conditions.

3.3 In the event that the permission is renewed it will be on the same terms and conditions.

4. USER'S FINANCIAL OBLIGATIONS IN TERMS OF THIS AGREEMENT

4.1 The **USER** agrees to pay the monthly utility bills which includes refuse, sanitation and electricity and will be exempted from paying the property rates.

4.2 The USER must submit financial quarterly reports to Stellenbosch Municipality.

4.2.1 The quarterly report must also include a Facility Committee's report on all new and outstanding maintenance concerns of the facility.

4.3 the Municipality is indemnified against all possible 3rd party claims due to Sport Council negligence.

4.4 The revenue will be shared between the USER and the Municipality on a percentage-based formula which be aligned to Council, in instances such as:

4.4.1 Non-sporting events not linked to sporting activities;

4.4.2 Sub-letting of certain sections of the facility;

4.4.3 Any event that triggers an event application (extra ordinary events that will generate more income, such as structured sporting events, festivals or tournaments).

4.5 After consultation with the Sport Councils the municipality reserves the right to give notice of emergency use of the facility when the area is required for

municipal services or needs such as:

- Fire victims
- Flood victims
- Any other unavoidable human displacement events.

4.6 Alternatively in consultation with the User, a one (1) month notice period will be given for municipal services or needs when required.

5. REVENUE PROFIT SHARING

5.1 Unless otherwise provided in the User Agreement, the provisions of the agreement on the initial date of User Agreement will still apply.

5.2. The Revenue Profit Sharing percentage will be a percentage for the sport council and a percentage for Stellenbosch Municipality ~~to be indulged as~~ stipulated in clause 4.4 of the User Agreement.

6. SUB-LETTING

6.1 The **USER** will only enter into a sub-lease agreement with the Municipality's consent/approval, which will not be unreasonably withheld.

6.2 In any sub-lease that the **USER** will enter into with a sub-lessee, the Municipality must be co-signatory of the sub-lease agreement.

7. MUNICIPALITY'S RIGHT OF ACCESS

The **Municipality** always has the right of free access to the permitted area for inspection, when there is any report of facility abuse. The **Municipality** shall not be liable for any damage to the permitted area which may arise from such inspection.

8. FACILITY COMMITTEE

8.1 The Sport Council must appoint a Facility Committee consisting of a representative from each of the sport codes that use the sport facility or any other committee responsible for reporting on the facility's maintenance, defaults and needs.

8.2 The Facility Committee must ensure that all maintenance issues are directed to the office of the Manager Sport & Halls for action.

8.3 Records of these will also form part of the Quarterly Financial Report.

9. STELLENBOSCH SPORT AND RECREATION ASSOCIATION (SSRA)

9.1 The SSRA will capacitate sport councils with information using workshops and meetings.

9.2 The SSRA will act in an advisory capacity to the Stellenbosch Municipality and affiliated sport councils.

9.3 The SSRA will act in a supporting role to sport councils and Stellenbosch Municipality.

10. BREACH

10.1 Should the **USER** breach any of its obligations under this Agreement and fail to remedy such breach within a period of 21 (twenty-one) days the Municipality shall be entitled, without prejudice to cancel this Agreement by way of written notice to the **USER** and, in either event, to claim such damages as it may thereby have suffered.

10.2 Should the **USER**

10.2.1 fail to pay any services or other amount due by it to the Municipality in terms of this agreement on the due date thereof and fail to remedy the breach within 14 (fourteen) days after having been required in writing to do so; or

10.2.2 commit any breach of the terms and conditions of this agreement which is incapable of being remedied and which goes to the root of the agreement; then and in any of such events, the Municipality shall, without prejudice to and in addition to any other rights which it may have at law and in its sole discretion to cancel the agreement.

10.3 In the event of the Municipality cancelling this agreement and the **USER** disputing, the right to cancel and remaining in occupation of the Premises, the **USER** shall, pending the determination of such dispute, continue to pay to the Municipality. Should the dispute be determined in favour of the Municipality, the payments made and received in terms of this clause shall be deemed to be amounts paid by the **USER** on account of damages suffered by the

Municipality by reason of the cancellation of this agreement and/or the unlawful holding over by the USER.

11. TERMINATION

This Agreement may be terminated by either party at any time upon three (3) month's written notice in writing and without payment of any compensation. Upon termination of this Agreement the **USER** shall be obligated to vacate the premises in the same condition as they were and to the satisfaction of the **Municipality** and shall not be entitled to claim compensation in respect thereof.

12. INDEMNITY

The **USER** hereby indemnifies and undertakes to keep the **Municipality** indemnified against all liability howsoever caused to third parties through sport council negligence or whether arising as a direct or indirect result of the existence of the User Agreement upon and against all actions, suits, proceedings, claims, demands, costs and expenses whatsoever which may be taken or made against the **Municipality** or incurred or become payable by the **Municipality** at the suit of any person.

13. OWNERSHIP

Notwithstanding the content of this agreement between the sport council and the **Municipality**, the municipality shall not be deemed to have relinquished its rights to the ownership of the property or to have waived any of its rights pertaining to the property whether in terms of the current law, regulation or any other legislation to be enacted in future.

14. DOMICILIA AND NOTICES

14.1 All notices, consents or other communications to either the **USER** or Municipality will:

14.1.1 be valid only if it is in writing;

14.1.2 if sent by prepaid registered post in a correctly addressed envelope be deemed to have been received by the other party on the 7th day after posting;

14.1.3 if delivered by hand between 09h00 and 16h00 on a business day, it is to be deemed to have been received by the other party on delivery.

14.2 The parties choose as their *domicilia citandi et executandi* the addresses mentioned in clause 11.3, provided that such *domicilium* of either party may be changed by written notice from such party to the other party with effect from the date of receipt or deemed receipt by the latter of such notice.

14.3 The **Municipality**

MUNICIPAL MANAGER: MS GERALDINE METTLER

17 Plein Street

Main Building

Stellenbosch

7600

The **USER**: SPORT COUNCIL

Email:

15. WHOLE AGREEMENT

15.1 This is the entire agreement between the parties.

15.2 Neither party relies in entering into this agreement on any warranties, statements, representations, disclosures or expressions of opinion which have not been incorporated into this agreement as warranties or undertakings.

15.3 No variation or consensual cancellation of this agreement shall be of any force or effect unless reduced to writing and signed by both parties.

SIGNED AT _____ ON THIS ____ DAY OF _____ 2026

in the presence of the undersigned witnesses

Witnesses:

1

2

Geraldine Mettler
Municipal Manager
Duly authorised thereto

SIGNED AT _____ ON THIS ____ DAY OF _____ 2026

in the presence of the undersigned witnesses

Witnesses:

1

2

Sport Council
Duly authorised thereto

7.3	CORPORATE SERVICES: (PC: CLLR L NKAMISA)
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7.3.1	DEMOLITION OF COUNCIL OWNED PROPERTY SITUATED ON FARM 369 STELLENBOSCH
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Collaborator No:

IDP KPA Ref No:

Meeting Date:

Good Governance

22 July 2026

1. SUBJECT: DEMOLITION OF COUNCIL OWNED PROPERTY SITUATED ON FARM 369 STELLENBOSCH

2. PURPOSE

To consider and approve the demolishing of a Council owned building situated on Farm 369 Stellenbosch. The item further seeks Council's approval of the statutory conditions that must be met before the demolition may be executed, as set out in recommendations (c) to (h).

3. DELEGATED AUTHORITY

Council.

4. EXECUTIVE SUMMARY

Farm 369 Stellenbosch in Paradyskloof is a Council owned property, a portion of which is subject to a long-term agricultural lease agreement, and the remaining portion consists of a parking lot and a dilapidated building.

The dilapidated building is considered unsafe and is currently being used as a drug den. Demolition of the building appears to be the most viable and legally compliant option.

Since the Municipality is itself the registered owner of the property, the enforcement provisions of section 12 of the National Building Regulations and Building Standards Act 103 of 1977, which empower a local authority to order an owner to demolish a dilapidated or dangerous building, cannot be applied by the Municipality against itself. The demolition must therefore be authorised by Council in its capacity as owner and thereafter executed in compliance with the approval, permitting and occupational health and safety requirements set out in paragraph 6.2.4 below.

Three compliance requirements were not addressed in the item as originally drafted and are now included. First, the inspection report records that asbestos roofing sheets have been taken down, which engages the Asbestos Abatement Regulations, 2020. Second, the date of erection of the structure has not been established; if it is older than 60 years, a permit issued by Heritage Western Cape under section 34(1) of the National Heritage Resources Act 25 of 1999 is required before demolition. Third, no funding source has been identified for the demolition. Approval is accordingly recommended subject to conditions.

5. RECOMMENDATIONS

- (a) that Council confirms, in terms of section 14(2)(a) of the Local Government: Municipal Finance Management Act 56 of 2003 read with the Municipal Asset Transfer Regulations, 2008 and the Municipality's Asset Management Policy, that the dilapidated building situated on a portion of Farm 369 Stellenbosch is not needed to provide the minimum level of basic municipal services;
- (b) that Council approves, in its capacity as owner of the property, the demolition of the dilapidated building situated on a portion of Farm 369 Stellenbosch in accordance with the recommendation in the inspection report dated 18 November 2025, subject to paragraphs (c) to (h) below;
- (c) that Council directs that no demolition work may commence until the date of erection of the structure has been established and, where the structure or any part of it is older than 60 years, a permit contemplated in section 34(1) of the National Heritage Resources Act 25 of 1999 has been issued by Heritage Western Cape;
- (d) that Council directs that no demolition work may commence until an asbestos identification, inventory and risk assessment contemplated in regulations 3 to 5 of the Asbestos Abatement Regulations, 2020 has been completed by a competent person, a registered asbestos contractor has been appointed, and the notification contemplated in regulation 10 has been submitted to the Chief Director: Provincial Operations of the Department of Employment and Labour at least seven days before commencement of the asbestos work;
- (e) that Council directs that no demolition work may commence until the demolition has been approved by the Municipality in its capacity as local authority in terms of section 4(1) of the National Building Regulations and Building Standards Act 103 of 1977 read with regulations A2(1)(e) and A22 and Part E of the National Building Regulations, and a competent person has been appointed to supervise the demolition;
- (f) that Council directs that no demolition work may commence until the Municipal Manager has confirmed in writing that no person occupies the structure as a home, alternatively that an order authorising eviction has been granted in terms of the Prevention of Illegal Eviction from and Unlawful Occupation of Land Act 19 of 1998, and that the structure does not fall within the portion of the property subject to the existing long-term agricultural lease;
- (g) that Council directs that no expenditure may be incurred until the Chief Financial Officer has confirmed the availability of funding on an approved budget vote as contemplated in section 15 of the Local Government: Municipal Finance Management Act 56 of 2003, and that the demolition contractor is to be appointed in accordance with section 217 of the Constitution and the Municipality's Supply Chain Management Policy; and
- (h) that Council directs that, upon completion of the demolition, the structure be derecognised in the fixed asset register in accordance with GRAP 17 and the Municipality's Asset Management Policy, that all demolition waste, including asbestos-containing waste, be disposed of at a facility licensed in terms of the National Environmental Management: Waste Act 59 of 2008, and that the

Municipal Manager report back to Council on compliance with paragraphs (c) to (g) within 30 days of completion.

6. DISCUSSION / CONTEXT

6.1 Background

The Building Development Management Section received a complaint that a municipal property situated in Trumali Road is in a dilapidated state and unsafe. Further claims were made that the building is being used as a drug den. The Building Inspectorate conducted an on-site inspection and consulted Building Development Management records which confirmed that no approved building plans exist for the structure and no certificate of occupancy was issued. This renders the structure as unauthorised under the National Building Regulations and Building Standards Act. The records consulted did not establish the date of erection of the structure. Given the location of the structure on an agricultural farm portion, it cannot be assumed that it is less than 60 years old, and the heritage protection referred to in paragraph 6.2.4.2 below must be excluded before demolition proceeds. The absence of approved building plans and of a certificate of occupancy establishes that the structure is unauthorised; it does not, on its own, authorise its demolition without the approvals and permits dealt with in paragraph 6.2.4 below.

6.2. DISCUSSION

6.2.1 Inspection Findings

On 18 November 2025 a report was filed indicating the findings during the on-site inspection done by the Building Department. A copy of the report is attached hereto as **APPENDIX 1**. The report indicates, *inter alia*, that there are various visible structural damages to the structure, including:

- The entire roof structure and asbestos roofing sheets have been taken down;
- The internal walls have been torn down, whilst the external walls are partially demolished;
- Visible cracks with vegetation growing through the floor slab and the floor is deemed to be unsafe and in a state of demolition; and
- All windows and doors have been removed.

It is also clear from the report that there has been extensive vandalism at the property including the destruction of the structure, removal of electrical and water pipes and general deterioration due to neglect which has caused the property to be unsafe for occupation.

The removal of the entire roof structure and of the asbestos roofing sheets recorded in the first bullet above appears to have been carried out by unknown persons and not by a registered asbestos contractor. The site must therefore be treated as potentially contaminated with friable asbestos until it has been assessed by a competent person, and the unlawful removal must be investigated by the Directorate: Corporate Services in conjunction with the Building Inspectorate. This materially affects both the method and the cost of the demolition and is dealt with in paragraphs 6.2.4.3 and 6.3 below.

The report makes provision for immediate risk mitigation as well as long-term structural considerations.

Given the lack of approved building plans and the extent of damage two recommendations were made, namely:

- Demolition of structure (recommended for compliance and risk mitigation); or
- Assessment for possible renovation.

In conclusion, the building is in a severely deteriorated and unsafe condition, posing a public safety risk and given the absence of approved building plans and certificate of occupancy, it is considered an unauthorised structure.

6.2.2 Property description

Farm 369 Stellenbosch is situated in Paradyskloof on the Strand Road, as indicated below in Fig. 1. Fig. 2 is a photograph of the building.



Fig. 1 Location and Context



Fig. 2 Current state of building

6.2.3 Ownership and Zoning

The ownership of Farm 369 Stellenbosch vests with Stellenbosch Municipality and the zoning is agricultural. The Deeds Office records, the diagram of the farm portion and the existing long-term agricultural lease must be verified to confirm that the structure to be demolished does not fall within the leased portion, that no registered servitude or other real right is affected, and that the lessee has no right of use in respect of the structure. The agricultural zoning does not preclude the demolition and no land use approval under the Spatial Planning and Land Use Management Act 16 of 2013, or the Stellenbosch Municipal Land Use Planning By-Law is required for the demolition itself.

6.2.4 Legal Framework

6.2.4.1 National Building Regulations and Building Standard Act (NBR Act)

Section 4(1) of the NBR Act requires the prior written approval of the local authority before a building may be erected, and regulation A2(1)(e) of the National Building Regulations requires particulars of any existing building to be demolished, together with the method of demolition, to be furnished to the local authority. Regulation A22 requires notice of the intention to commence the demolition of a building, and Part E of the National Building Regulations regulates demolition work, including the prohibition of dangerous methods of demolition.

Section 12(1) of the NBR Act empowers a local authority, where it is of the opinion that a building is dilapidated, in a state of disrepair or dangerous or showing signs of becoming dangerous to life or property, to order the owner by written notice to demolish, alter or secure the building within a specified period. Section 12(4) empowers the local authority to order the removal of persons from such a building, and section 12(5) prohibits the occupation or use of a building in respect of which such a notice has been served without the written permission of the local authority.

Section 12 is an enforcement power exercised by a local authority against an owner. As the Municipality is itself the registered owner of Farm 369 Stellenbosch, it cannot serve a section 12 notice on itself, and section 12 cannot serve as the legal basis for this item. The correct basis is the Municipality's authority as owner of the property, exercised by Council, coupled with compliance by the Municipality, in its capacity as owner, with the approval and notice requirements referred to above and with the statutes dealt with in paragraphs 6.2.4.2 to 6.2.4.6 below. The subsection references in the item as originally drafted did not correspond to the provisions of the Act and have been corrected.

6.2.4.2 National Heritage Resources Act 25 of 1999 (NHRA)

Section 34(1) of the NHRA provides that no person may alter or demolish any structure or part of a structure which is older than 60 years without a permit issued by the relevant provincial heritage resources authority, which in the Western Cape is Heritage Western Cape. The protection is triggered by the age of the structure alone and does not depend on the structure having been declared, graded or entered on any heritage register.

The item does not state the date of erection of the structure. This must be established from the Building Development Management archive, the Deeds Office records or, failing that, by way of historical aerial photography or a heritage practitioner's assessment. Where the structure or any part of it is older than 60 years, a section 34(1) permit must be obtained before demolition. Demolition without the required permit is an offence under the NHRA and would expose the Municipality and the responsible officials to prosecution and to reputational and audit consequences.

6.2.4.3 Occupational Health and Safety Act 85 of 1993 and the Asbestos Abatement Regulations, 2020

The inspection report records the presence of asbestos roofing sheets, which have been taken down. The Asbestos Abatement Regulations, 2020, published under Government Notice R1196 in Government Gazette 43893 of 10 November 2020 in terms of section 43 of the Occupational Health and Safety Act 85 of 1993, apply to any work involving asbestos-containing material and repealed the Asbestos Regulations, 2001.

The Regulations require, inter alia, the identification of asbestos in place and the compilation of an asbestos inventory and an asbestos risk assessment by a competent person, the appointment of a registered asbestos contractor to perform the asbestos work, the use of an approved asbestos inspection authority, the establishment of regulated asbestos areas and air monitoring, notification of the Chief Director: Provincial Operations of the Department of Employment and Labour at least seven days before the asbestos work commences, and the issue of an asbestos clearance certificate on completion.

The Municipality is the client for the purposes of the Regulations and bears the statutory duties of a client. Non-compliance is an offence under the Occupational Health and Safety Act 85 of 1993 and may attract personal liability on the part of officials. No municipal employee may undertake any asbestos-related work at the site.

6.2.4.4 National Environmental Management: Waste Act 59 of 2008 (NEM:WA)

Demolition rubble constitutes waste for the purposes of NEM:WA. Asbestos-containing waste is classified as hazardous waste and may only be disposed of at a facility licensed to receive it. The obligation to dispose of all demolition waste lawfully, and to furnish safe disposal certificates, must be an express term of the contract with the appointed demolition contractor.

6.2.4.5 Municipal Finance Management Act 56 of 2003 (MFMA) and asset management

Section 14(2)(a) of the MFMA requires Council to decide, in a meeting open to the public, that a capital asset is not needed to provide the minimum level of basic municipal services before the asset may be permanently disposed of. Recommendation (a) gives effect to this requirement; the empowering provision was not cited in the item as originally drafted and has been inserted.

The immovable property itself is not being disposed of and remains registered in the name of the Municipality. What is permanently disposed of is the structure as a component of that asset. The Municipal Asset Transfer Regulations, 2008 and the Municipality's Asset Management Policy govern the write-off of the structure, and the structure must be derecognised in the fixed asset register in accordance with GRAP 17 once the demolition has been completed.

Section 15 of the MFMA provides that a municipality may incur expenditure only in terms of an approved budget and within the limits of the amounts appropriated for the relevant vote. Expenditure incurred otherwise would constitute unauthorised expenditure. Section 217 of the Constitution and the Municipality's Supply Chain Management Policy govern the appointment of the demolition contractor, which must be an asbestos contractor registered as required by paragraph 6.2.4.3 above.

6.2.4.6 Section 26(3) of the Constitution and the Prevention of Illegal Eviction from and Unlawful Occupation of Land Act 19 of 1998 (PIE)

Section 26(3) of the Constitution provides that no one may be evicted from their home, or have their home demolished, without an order of court made after considering all the relevant circumstances. Where a structure is occupied as a home, its demolition without an eviction order obtained in terms of PIE is unlawful, irrespective of whether the structure is unauthorised and irrespective of the fact that the Municipality is the owner of the land.

The item records that the structure is used as a drug den. It does not record whether any person occupies the structure as a home. Written confirmation on this point must be obtained before demolition, and, if any person is found to be in occupation, an eviction order must first be obtained. Recommendation (f) gives effect to this requirement.

6.3 Financial Implications

The cost of the demolition has not been quantified, and no funding source has been identified. While the demolition cost is expected to be materially lower than the cost of renovation and reinstatement, the item cannot be implemented on that basis alone. A cost estimate must be obtained, and the Chief Financial Officer must confirm the availability of funds on an approved budget vote before any commitment is made, as contemplated in section 15 of the MFMA. The estimate must provide separately for asbestos abatement by

a registered asbestos contractor and for the disposal of asbestos-containing waste at a licensed facility, which may exceed the cost of the demolition itself. The carrying value of the structure in the fixed asset register must be established so that the accounting effect of derecognition in terms of GRAP 17 can be reflected. Where a section 34(1) permit under the NHRA is required, the associated application and heritage practitioner costs must also be provided for.

6.4 Legal Implications

The legal implications are set out in paragraph 6.2.4 above. In summary: (a) section 12 of the NBR Act does not empower the Municipality to act against itself as owner and is not the legal basis for this item; (b) demolition of a structure older than 60 years without a permit under section 34(1) of the NHRA is an offence; (c) the Asbestos Abatement Regulations, 2020 impose duties on the Municipality as client, breach of which is an offence under the Occupational Health and Safety Act 85 of 1993 and may attract personal liability; (d) demolition of a structure occupied as a home without a court order would breach section 26(3) of the Constitution and PIE; and (e) expenditure incurred without an approved budget appropriation would constitute unauthorised expenditure under the MFMA. The conditions in recommendations (c) to (h) are directed at these risks.

6.5 Staff Implications

None. The demolition and all asbestos-related work will be executed by an appointed contractor. No municipal employee may undertake asbestos-related work. Oversight of the conditions in recommendations (c) to (h) will be exercised within existing capacity in the Directorate: Corporate Services.

6.6 Previous / Relevant Council Resolutions

None.

6.7 Risk Implications

The risk of not demolishing the structure is continued exposure of the Municipality to delictual liability for harm suffered by persons entering an unsafe structure on municipal land, continued exposure of the public to friable asbestos, further vandalism and possible unlawful occupation.

There are, however, also material risks attaching to demolishing the structure before the requirements set out in paragraph 6.2.4 have been met. Demolition without a section 34(1) permit under the NHRA, where one is required, is an offence and is irreversible. Demolition without compliance with the Asbestos Abatement Regulations, 2020 is an offence under the Occupational Health and Safety Act 85 of 1993, exposes officials to personal liability and risks contaminating the surrounding agricultural land and the adjacent parking area.

Demolition of a structure occupied as a home without an eviction order would breach section 26(3) of the Constitution. Incurring expenditure without an approved budget appropriation would constitute unauthorised expenditure and an audit finding. These risks are addressed by the conditions in recommendations (c) to (h), which permit Council to approve the demolition in principle while ensuring that it is executed lawfully.

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

No objections to item.

6.8.2 Director: Planning and Economic Development

The department supports the item.

6.8.3 CFO

Supports the item.

ANNEXURES: **Appendix 1: Inspection Report**

FOR FURTHER DETAILS CONTACT:

NAME	Lungelwa Kaywood
POSITION	Acting Director: Corporate Services
DIRECTORATE	Corporate Services
CONTACT NUMBERS	021-8088018
E-MAIL ADDRESS	Lungelwa.Kaywood@ Stellenbosch.gov.za
REPORT DATE	14/05/2026

APPENDIX 1



FROM/VAN : Building Inspectorate Section

TO/AAN : Manager: Building Development Management

DATE / DATUM : 18 November 2025

INSAKE / RE : Inspection Report – Erf 369/0: Municipal building @ Trumali Road

INSPECTORS: Lincoln Africa , Shafiek Valentyn, Fredlynn Morris

INSPECTION REPORT

1. PURPOSE

To provide an inspection report in terms of Section 12 of the National Building Regulations and Building Standards Act (NBR Act), with regards to status of the existing building in terms of:

- (1) If the local authority in question is of the opinion that-
- (a) any building is dilapidated or in a state of disrepair or shows signs thereof;
- (b) any building or the land on which a building was or is being or is to be erected or any earthwork is dangerous or is showing signs of becoming dangerous to life or property,

Photographic evidence taken during the inspection is included as **Annexure 1**.

2. BACKGROUND

This office received a complaint that the municipal property @ Trumali Road is in a dilapidated state and unsafe. Further that it is being used as a drug den.

The Building Inspectorate conducted an on-site inspection and consulted Building Development Management Records, which confirmed that:

- **No approved building plans exist** for this structure.
- **No Certificate of Occupancy is on record**, rendering the structure **unauthorized** under the **NBR Act**.

Given the structural concerns and the **risk to public safety in terms of Section 12**, this report presents findings, compliance considerations, and recommendations for Council's decision-making.

3. INSPECTION FINDINGS

3.1 Structural Damage

The Building Inspectorate observed various visible structural damages during the inspection, including:

- **Roof:** The entire roof structure and asbestos roofing sheets have been taken down.
- **Walls:** Internal walls have been torn down, while external walls are partially demolished.
- **Floor:** Visible cracks with vegetarians growing through the floor slab, it is further noted that the floor is unsafe and in a state of demolition
- **Openings:** All windows and door are removed

3.2 Vandalism

- **Destruction of structure**, including making fire inside the building.
- **Electrical cables and water pipes** removed, vandalism to structure not habitable.
- **General deterioration** due to neglect, making the structure unsafe for occupation.

3.3 Compliance Review

- **No approved building plans** were found in municipal records.
- **No record of a Certificate of Occupancy** was available, indicating that the structure **is unauthorized**.
- Given the **absence of approved plans, compliance with foundational and structural requirements cannot be verified**.

4. COMPLIANCE CONSIDERATIONS IN TERMS OF SECTION 12 OF THE NBR ACT

In accordance with Section 12 of the NBR Act, which deals with unauthorized and dangerous buildings, the following legal considerations apply:

4.1 Extracts from the National Building Regulations and Building Standards Act (Act 103 of 1977):

- **Section 12(1):** If a local authority is of the opinion that a building is dangerous or unsuitable for occupation, it must take reasonable steps to ensure public safety.
- **Section 12(4):** The local authority may order the owner to demolish or alter the building if it is deemed unsafe.
- **Section 12(5):** If the owner fails to act within the specified timeframe, the local authority may carry out the work at the owner's expense.

5. RECOMMENDATIONS

Considering the current state of the structure, the following actions are recommended:

5.1 Immediate Risk Mitigation

- Removal of asbestos roof sheets to ensure the risk of public health and safety
- Building rubble must be removed Immediately
- No occupation should be allowed under any circumstances.
- Council should take urgent steps to safeguard the structure against further vandalism and environmental damage.

5.2 Long-Term Structural Considerations

Given the lack of approved building plans and the **extent of damage**, there are two primary options for Council's consideration:

1. **Demolition of the Structure** (Recommended for Compliance & Risk Mitigation)
 - Since the structure is unauthorized, demolishing the unsafe building would align with the NBR Act and mitigate Council's liability.
 - The structural damage, particularly floor cracks indicating possible ground concerns, suggests that any renovation may require extensive demolition regardless.
2. **Assessment for Possible Renovation**
 - Council may appoint a structural engineer or competent professional to conduct a formal structural assessment and provide a detailed mitigation report.
 - The report should evaluate cost impact (renovation vs. demolition) and feasibility, taking into account compliance requirements for a legal structure.

6. CONCLUSION

The building is in a severely deteriorated and unsafe condition, posing a public safety risk. Given the absence of approved plans and Certificate of Occupancy, it is considered an unauthorized structure.

To ensure compliance with Section 12 of the NBR Act and protect public safety, demolition appears to be the most viable and legally compliant option. However, should Council consider renovation, a formal structural assessment by a competent professional must first be conducted to evaluate feasibility and cost implications.

Prepared by:

Fredlynn Morris
Senior Building Inspector
18 November 2025

Annexure 1: Photographic Evidence

ANNEXURE 1**Photographic Evidence: Inspection Report Erf 945 Franschoek****LOCATION**

Municipal building Erf 369/0 are located at Trumali Road, Stellenbosch, 760



Timeframe of abanded Municipal Building - Pictures of Google Maps

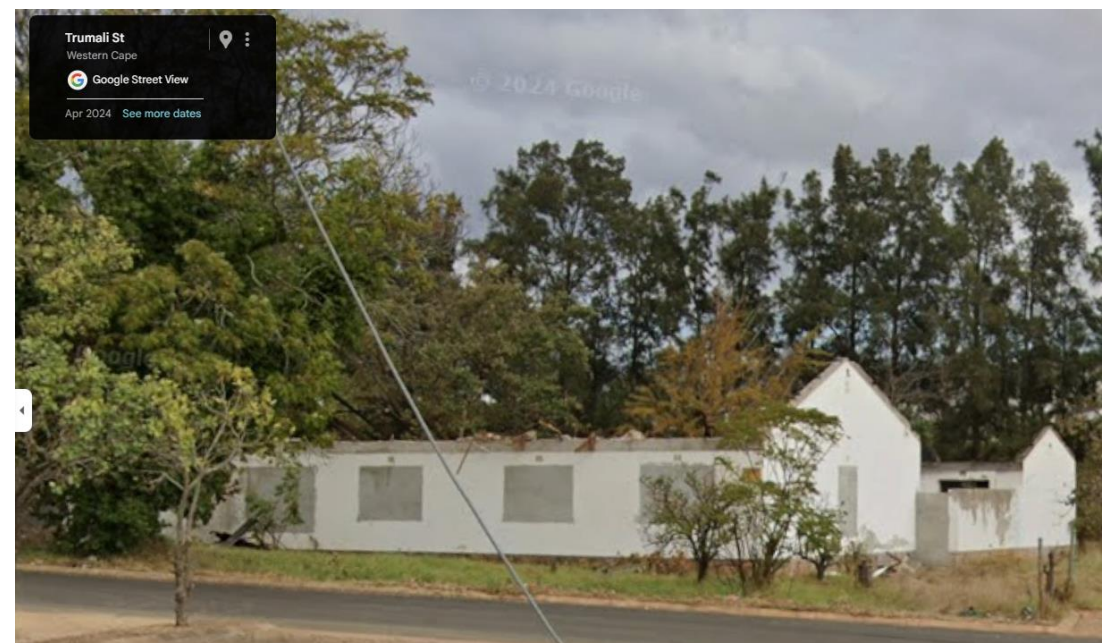
2017



2023



2024



CURRENT STATE OF BUILDING – Photos taken on 12 November 2025





END OF REPORT

Building Development Management

7.4	FINANCIAL SERVICES: (PC: CLLR JC ANTHONY)
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NONE

7.5	HUMAN SETTLEMENTS: (PC: CLLR R DU TOIT)
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7.5.1	COMMUNITY HOUSING PROJECT FOR FARMWORKERS IN KLAPMUTS (ERVEN 192, 193, 195–200): PROGRESS REPORT AND MUNICIPAL SUPPORT
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Collaborator No: 808924
 IDP KPA Ref No: Good Governance
 Meeting Date: 22 July 2026

1. SUBJECT: COMMUNITY HOUSING PROJECT FOR FARMWORKERS IN KLAPMUTS (ERVEN 192, 193, 195–200): PROGRESS REPORT AND MUNICIPAL SUPPORT

2. PURPOSE

To inform Council of the implementation of a privately initiated Community Housing Project in Klapmuts, supported through the Provincial Individual Housing Subsidy Programme (First Home Finance subsidy), private funding and donor contributions, and to note the role played by Stellenbosch Municipality in facilitating the project.

3. DELEGATED AUTHORITY

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

Council.

4. EXECUTIVE SUMMARY

Simonsvlei Estate (Pty) Ltd has initiated a community housing development on Erven 192, 193 and 195–200, Klapmuts, to provide affordable housing opportunities for qualifying farmworker households.

The development consists of 34 residential opportunities which will be implemented in two phases:

- Phase 1 – 20 housing units (implementation ready); and
- Phase 2 – 14 housing units (to commence following the upgrading of the Klapmuts Wastewater Treatment Works).

The project is financed through a combination of:

- Provincial Individual Housing Subsidies (First Home Finance);
- private funding by Simonsvlei Estate; and
- donor funding secured through an international supermarket partner, resulting in no financial contribution being required from the qualifying beneficiaries.

The Municipality has supported the Provincial subsidy application and confirmed its support for the project to the Western Cape Department of Infrastructure (see attached **ANNEXURE 1**). Subsequently, the Department confirmed that funding for up to twenty (20) beneficiaries will be reserved during the current financial year, subject to beneficiary eligibility verification (attached as **ANNEXURE 2**).

5. RECOMMENDATIONS

- (a) that Council notes the implementation of the Community Housing Project on Erven 192, 193 and 195–200, Klappmuts, comprising thirty-four (34) residential opportunities for qualifying farmworker beneficiaries;
- (b) that Council notes that the Municipality has supported the Provincial Individual Housing Subsidy application for the project and that the Provincial Department of Infrastructure has confirmed the reservation of subsidy funding for up to twenty (20) qualifying beneficiaries during the current financial year, subject to beneficiary screening;
- (c) that Council notes that the project will be implemented in two phases, with the second phase commencing once sufficient wastewater treatment capacity becomes available in Klappmuts; and
- (d) that Council notes the granting of the Development Charges (DC) exemption in accordance with Clause 12.6 of the DC Policy.

6. DISCUSSION / CONTENTS

6.1 Background

Stellenbosch Municipality has been approached by Simonsvlei Estate regarding a privately funded community housing initiative aimed at providing formal housing opportunities for qualifying farmworker households residing within the Klappmuts area.

To facilitate the project, Simonsvlei Estate acquired ten properties, consolidated them and obtained subdivision approval to create thirty-four residential erven, all of which will ultimately be transferred into the names of qualifying beneficiaries.

Recognising the social and housing benefits associated with the initiative, the Municipality submitted a formal letter of support to the Western Cape Department of Infrastructure confirming its support for the implementation of the project and requesting that individual housing subsidies be ring-fenced for qualifying beneficiaries.

Following engagements between the Municipality and the Provincial Department, written confirmation was received that funding for the first phase of the project, consisting of up to twenty beneficiaries, would be reserved during the current financial year, subject to the normal subsidy qualification and beneficiary screening process.

6.2 Discussion

The project represents a collaborative partnership between the private sector, Provincial Government and the Municipality in addressing housing needs within Klapmuts.

The Municipality's involvement has primarily consisted of:

- supporting the Provincial subsidy application;
- facilitating engagement with the Provincial Department of Infrastructure;
- confirming municipal support for the project;
- providing planning and development support where required; and
- monitoring the progress of the project from a housing development perspective.

The development is consistent with Council's objectives of expanding access to affordable housing opportunities and supporting sustainable human settlements.

The project also aligns with Clause 12.6 of the Municipality's Development Charges Policy, which provides for exemptions from Development Charges where government-subsidised housing projects satisfy the prescribed policy requirements. Internal correspondence confirmed that the project qualifies as a community-driven low-income housing initiative supported through government housing subsidies and external funding and therefore falls within the intent of the Policy.

Construction of the first twenty housing units is currently in implementation, ready and will commence as soon as the building plans are approved.

The second phase, comprising fourteen additional units, will commence once sufficient wastewater treatment capacity becomes available following the upgrading of the Klapmuts Wastewater Treatment Works.

6.3 Financial Implications

There are no direct financial implications arising from this report.

Construction costs are funded through:

- Provincial Individual Housing Subsidies;
- private funding by Simonsvlei Estate; and
- donor funding.

6.4 Legal Implications

The Western Cape Department of Infrastructure (branch Human Settlements) will undertake beneficiary verification in accordance with the applicable National Housing Code and Individual Housing Subsidy Programme requirements before subsidies are approved.

6.5 Staff Implications

This report has no staff implications to the Municipality.

6.6 Previous / Relevant Council Resolutions:

None.

6.7 Risk Implications

Potential risks include:

- delays in provincial subsidy approvals;
- delays to Phase 2 pending wastewater infrastructure upgrades; and
- potential loss of external donor funding should implementation be significantly delayed, as noted during municipal correspondence.

6.8 Comments from Director: Infrastructure Services

Director: Infrastructure Services confirmed that Clause 12.6 of the DC Policy conforms to the project prescribes and requirements as depicted below:

12.6. Land uses that qualify for automatic exemptions, are the following:

- All government subsidised housing programmes will be automatically exempt from DCs. These housing projects are approved by the Municipal Council as per the Housing pipeline prior to implementation and such approval should include financial commitments regarding the provision of bulk services for these projects. Such projects would also typically qualify for government grants to fund the upgrade of bulk infrastructure. It is thus not necessary for development charges if the provision of bulk services is to be funded by alternative funding sources. If any bulk upgrades are identified to accommodate the new development during land use approval, then the onus will be on the Municipal Council to allocate the required funds to the budget as part of the project implementation.

ANNEXURES

Annexure 1: Correspondence dated 2026-07-06 – Municipal support for housing project to Provincial Department of Infrastructure (PDol)

Annexure 2: Confirmation letter from PDol dated 10.07.2026

ANNEXURE 1



STELLENBOSCH

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MUNISIPALITEIT • UMASIPALA • MUNICIPALITY

Your reference:

Our reference: 17/4/4/2

2026-07-06

Head of Department
Provincial Department of Infrastructure
27 Wale Street
CAPE TOWN
8000

ATTENTION: MR BRIAN DENTON

Dear Mr Denton,

**MUNICIPAL SUPPORT FOR THE FARMWORKER COMMUNITY HOUSING PROJECT –
KLAPMUTS (ERVEN 192, 193, 195–200)**

PURPOSE:

The purpose of this letter is to confirm Stellenbosch Municipality's support for the proposed Farmworker Community Housing Project on Erven 192, 193, 195–200 in Klapmuts and to formally record the outcome of the discussions held during the meeting on Friday, 03 July 2026, regarding the implementation of the project and the proposed ring-fencing and allocation of individual housing subsidies.

BACKGROUND:

The proposed Farmworker Community Housing Project seeks to provide affordable housing opportunities for qualifying farmworker beneficiaries within the Klapmuts area and forms part of the Municipality's ongoing commitment to addressing the housing backlog and promoting sustainable human settlements. The Simonsvlei Estate bought 10 plots in Klapmuts and through a subdivisional land use application divided it into 34 erven. All these sites will be registered in the beneficiaries' names (refer to the letter attached from Simonsvlei Estate as **Annexure A**)

MOTIVATION:

The Municipality recognizes the strategic importance of the project in addressing the housing needs of the Klapmuts community. The proposed ring-fencing of individual subsidies will provide greater certainty in the administration of the project and ensure that subsidy allocations are managed efficiently and in accordance with the applicable legislative and policy framework. For this project to be financially successful it consists of private funds, donor funds from a German supermarket and requires First Home Finance subsidy to provide a dignified top-structure and services.

Stellenbosch Municipality is therefore fully supportive of the initiative and implementation of the Community Housing Project as well as the proposed subsidy allocation methodology.

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RECOMMENDATION:

It is recommended that the Provincial Department of Infrastructure proceed with the implementation of the Farmworker Community Housing Project for Erven 192, 193, 195–200, incorporating the ring-fenced allocation of individual housing subsidies as discussed.

For ease of reference and in support of this request, the Municipality has attached the beneficiary list together with the relevant annexures and supporting documentation pertaining to the proposed Farmworker Community Housing Project, as **Annexure B**.

Should you require any further information or clarification, please do not hesitate to contact us.

Yours faithfully,

Lester van Stavel

Manager: Housing Development



Simonsvlei Estate PTY (LTD) Trade as Niel Joubert Wines

Tel: +27 (0) 21 875 5936

Fax: +27 (0) 86 6536677

VAT No: 4220114450

P O Box 17 - Klapmuts – 7625

R 45

Company registration: 1960/004375/07

wine@nieljoubert.co.za

www.nieljoubert.co.za

06/07/2026

Dear Stellenbosch Municipality

Simonsvlei Estate bought 10 plots in Klapmuts, consolidated them and sub divided it into 34 smaller plots. We are busy with a community housing project that will be funded through FLISP subsidies, private funds aswell as funds from a german supermarket. The beneficiaries will therefore not carry any of the costs.

The project is divided into 2 phases, of which the first phase (20 houses) is in progress and the second phase (14 houses) will commence as soon as the sewage works in the area is upgraded.

Please see attached for a list of the beneficiaries.

Thank you

Regards

DM Joubert

ANNEXURE 2



**Western Cape
Government**

Department of Infrastructure

Brian Denton

Directorate: Project, Contract & Subsidy Administration

Brian.Denton@westerncape.gov.za | Tel: 021 483 4012

Reference: Stellenbosch Individual Subsidy

The Municipal Manager
Stellenbosch Municipality
PO Box 17
Stellenbosch
7599

Attention: Mr. L van Stavel

KLAPMUTS: FARMWORKER COMMUNITY HOUSING PROJECT: INDIVIDUAL SUBSIDY

Your letter 17/4/4/2 dated 06 July 2026 refers.

I hereby confirm, as per our meeting held on 03 July 2026, that the Department undertakes to reserve funding in the current financial year to support the endeavour, which may consist of up to 20 beneficiaries.

Furthermore, the names of the potential beneficiaries will be screened to determine their eligibility for the subsidy. The outcomes of this screening will guide the way forward and will be shared with all partners as soon as they become available.

Your sincerely


Director: Project, Contract and Subsidy Administration

Date: 10/07/2026

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

NONE

7.7	PARKS, OPEN SPACES AND ENVIRONMENT: (PC: CLLR J WILLIAMS)
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7.7.1	DRAFT TREE MANAGEMENT POLICY FOR MUNICIPAL TREES
-------	--

Collaborator No: 808872
 IDP KPA Ref No: Good Governance
 Meeting Date: 22 July 2026

1. SUBJECT: DRAFT TREE MANAGEMENT POLICY FOR MUNICIPAL TREES

2. PURPOSE

For Council to consider and approve the revised Tree Management Policy.

3. DELEGATED AUTHORITY

Council.

4. EXECUTIVE SUMMARY

The policy is developed for the management of trees within the WCO24. The Tree Management Policy addresses all tree-related aspects to ensure the sustainable management of municipal trees.

5. RECOMMENDATIONS

- (a) that Council approves the Tree Management Policy;
- (b) that Council approves the advertisement of the revised Tree Management Policy for a period of 30 days for public input; and
- (c) that the final draft of the Tree Management Policy be submitted to Council for final approval, after the comments received have been considered.

6. DISCUSSION / CONTENTS

6.1 Background

The policy was revised to ensure effective and sustainable tree management approaches within the WCO24.

6.2 Discussion

The Department will be guided by the Tree Management Policy subject to the approval by Council. The newly revised policy has aligned the objectives of the Urban Forestry functions optimally to the sustainable management of trees in the WC024 area.

Furthermore, the policy also seeks to address the conservation needs as reflected within the Integrated Development Plan (IDP).

In terms of Section 152 (1) (b) of the Constitution of the Republic of South Africa, 1996, one of the main objectives of local government is to ensure the provision of services to communities in a sustainable manner. It is, therefore, incumbent upon Stellenbosch Municipality to ensure the implementation of sustainable practices when managing the Urban Forest for current and future generations. This informs one of the Strategic Focus Areas (SFA) of the Stellenbosch Municipality, namely, by caring for the environment through the building of a green and sustainable valley.

6.3 Financial Implications

None.

6.4 Legal Implications

None.

6.5 Staff Implications

None.

6.6 Previous / Relevant Council Resolutions:

None.

6.7 Risk Implications

None.

6.8 COMMENTS FROM SENIOR MANAGEMENT:

6.8.1 Director: Infrastructure Services

Comments received from Infrastructure Services has been incorporated into the draft Tree Management Policy.

6.8.2 Director: Planning and Economic Development

No comments received.

6.8.3 Director: Community and Protection Services:

Agree with the recommendations.

6.8.4 Director: Corporate Services:

No comments received.

6.8.5 Chief Financial Officer:

No comments received.

6.8.6 Municipal Manager:

Supported by the Municipal Manager.

ANNEXURES

Annexure A: Draft Tree Management Policy for municipal trees within WC024.

FOR FURTHER DETAILS CONTACT:

NAME	TAMMY LEIBRANDT
POSITION	MANAGER: ENVIRONMENTAL MANAGEMENT
DIRECTORATE	COMMUNITY AND PROTECTION SERVICES
CONTACT NUMBERS	021 808 8180
E-MAIL ADDRESS	TAMMY.LEIBRANDT@STELLENBOSCH.GOV.ZA
REPORT DATE	4 JUNE 2026

ANNEXURE A



STELLENBOSCH MUNICIPALITY

TREE MANAGEMENT POLICY

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Annexure 1: Tree Species List

Annexure 2: Tree Felling Application

DEFINITION AND ABBREVIATIONS

For the purpose of this policy:

“Adaptation” In human systems, the process of adjustment to actual or expected climate and its effects, in order to moderate harm or exploit beneficial opportunities; in natural systems, the process of adjustment to actual climate and its effects; human intervention may facilitate adjustment to expected climate and its effects.

“Aftercare” the tree maintenance regime which is implemented once the tree has been planted.

“Arboriculture” the science and practice of cultivation, management, and study of trees, shrubs, vines, and other perennial woody plants which specifically studies how plants grow and respond to cultural practices and to their environment, including the practice of cultural techniques such as selection, planting, training, fertilization, pest and pathogen control, pruning, shaping, and removal.

“Blanking” the replacement planting of trees in gaps where trees have been lost or died.

“Champion trees” Is a list of protected trees in South Africa that are of national conservation value. Extraordinary single trees and groups of trees assigned “champion” status by the national Department of Forestry, Fisheries and the Environment (DFFE). Champion status is assigned according to trees biological attributes, age or heritage significance and enjoy protected status under section 12 of the National Forests Act 84 of 1998.

“Climate change” A change of climate which is attributed directly or indirectly to human activity that alters the composition of the global atmosphere, and which is in addition to natural climate variability observed over comparable time periods.

“Coppice Shoots” That grow from the base of a tree or from the roots; when it has been severely cut or pruned (to almost ground level). It is a survival mechanism.

“Critical root zone” The zone, in which the majority of a tree’s roots are found located inside the “drip line” of the tree (under the outer edge of the tree canopy)

“Development” In relation to a place, means any process initiated by a person the construction, erection, alteration, demolition or removal of a structure or building;

- a) A process to enhance rights (e.g. rezone, subdivide or consolidate land);
- b) Changes to the existing or natural topography or slopes;
- c) The destruction or removal of indigenous or protected vegetation; or
- d) Submission of a building plan.

“Council” the Council of Stellenbosch Municipality.

“Directorate” the Directorate: Community and Protection Services;

“Director” the Director: Community and Protection Services.

“Department” the Department of Community Services.

“Endemic tree” A tree that is native to a certain region and is not found anywhere else.

“Environment” the surroundings within which humans exist and that are made up of: the land, water and atmosphere of the earth;

- a) Micro-organisms, plant and animal life;
- b) Any part or combination of the interrelationships among and between them; and
- c) The physical, chemical, aesthetic and cultural properties and conditions of the foregoing that influence human health and well-being.

“Exotic tree” Trees introduced to South Africa from other countries.

“Felling” Tree removal.

“Indigent Households” is as determined by the Council’s Indigent Policy as approved by Council from time to time.

“Indigenous species” A tree originating or occurring naturally in a certain geographical area or country. (Compare “endemic tree”.)

“Infested” Means to cause a problem by being present in large numbers, spreading disease or causing damage or danger.

“Lopping” The indiscriminate cutting off lateral tree branches or limbs.

“Mature tree” Any tree whether located on public or private land, that has reached a desired size or age for its intended use, completed its natural development or growth and has a well-developed canopy.

“Municipal trees” any tree which has been planted on Municipal property.

“Municipality” the Stellenbosch Municipality or any other Committee or official of the Municipality acting in terms of a delegated authority.

“Oak City” to the historical character of Stellenbosch Town in relation to its tree species identity.

“Oak trees” all oak species that Stellenbosch municipality plant.

“Planting” the placing of sapling trees or seeds in the ground or container for them to grow.

“Public Open Space and Public Space”

- a) A public road, parking area, square, park, recreation ground, sports ground, sanitary lane, open space, beach, shopping centre on municipal land, unused or vacant municipal land or cemetery which has been provided, reserved or set apart for use by the public; or been dedicated to the public.

“Protected tree” A tree protected in terms of the National Forests Act 84 of 1998.

“Pruning” the horticultural and arboriculture practice involving the selective removal of parts of a plant, such as branches, buds, or roots. The removal of tree parts to control or enhance their performance or function in the landscape, including crown lifting, reduction and cleaning.

“Road reserves” A designated area of land that contains or can contain a public street or public road, including the road and associated verge, which land may or may not be defined by cadastral boundaries.

“Removal of municipal trees” removal of the above ground level portion of a tree including the grinding away of the roots up to 30 cm below ground level. The complete root system will not be removed but may be poisoned if necessary to prevent further re-growth of the tree.

“Root ball” the main base mass of roots of a plant and the soil surrounding them.

“Root barrier” patented chemical and/or mechanical guides that redirects tree roots down and away from hardscapes, preventing costly root damage.

“Streetscapes” a view or scene as streets in a city.

“Tree” A woody perennial plant with an elongated stem, or trunk, supporting branches and leaves in most species, also includes the critical root zone.

“Tree health” All factors (biotic and abiotic) that affect the vigour and productivity of a tree.

“Tree management” The protection and maintenance of the existing tree asset base in the city, as well as the planning, planting and maintenance of trees.

“Tree Work Procedures” A document developed to ensure uniform standards for all aspects of tree management on City-owned land.

“Tree management” means the protection and maintenance of the existing tree asset base in the Town, as well as the planning, planting and maintenance of future trees.

“Tree scape” a landscape including many trees or groups of trees.

“Tree trunk” to the stem of the tree.

“Topping” Also ‘heading’, ‘tipping’, ‘hat-racking’, ‘rounding over’, ‘lopping or lobbing’. The indiscriminate cutting of tree branches on the main limb and all lateral branches to the same height.

“Transplanting” The digging out of a tree in one location and replanting it in another.

“Tree risk assessment management system (TRAMS)” A electronic system management system to map trees on a Geographical Information system web that stores information and where information can be collated to update, protect and enhance Tree database system as well as promote and create new green infrastructure assets.

“Urban forest” The sum of all trees growing within an urban area.

“Wayleave” is a formal permit that grants a recipient (person, company, or service provider) the right to perform work within a road reserve or on municipal land, subject to specific conditions. These conditions typically dictate how the work is executed, the safety measures required, and the obligation to restore the land to its original state upon completion.

LEGISLATION

Conservation of Agricultural Resources Act 43 of 1998.

National Environmental Management Biodiversity Act no 10 of 2004.

National Environmental Management Protected Areas Act no 57 of 2003.

National Heritage Resources Act no 25 1999.

National Forests Act 84 of 1998.

National Environmental Management Act 107 of 1998.

ABBREVIATIONS

CARA Conservation of Agricultural Resources Act 43 of 1998.

DALRRD Department of Agriculture, Land Reform and Rural Development.

DFFE Department of Forestry, Fisheries and the Environment.

DW&S Department of Water and Sanitation.

ERM Environmental Resource Management.

IDP Integrated Development Plan.

FY Financial Year.

HPOZ Heritage Protection Overlay Zone.

NEMBA National Environmental Management Biodiversity Act 10 of 2004.

NHRA National Heritage Resources Act 25 of 1999.

NMT Non-Motorized Transport.

POS Public Open Space.

PSHB Polyphagous Shot Hole Borer.

SP Service Providers.

TRAMS Tree Risk Assessment Management System.

WCO24 Greater Stellenbosch Municipality.

1. Introduction

The Stellenbosch Municipality recognizes the essential role that trees play in enhancing the environmental, social, and cultural fabric of the town and its surrounding settlements.

As key components of the urban landscape, trees provide aesthetic, ecological, historical, and climate-related benefits that are vital to the health and well-being of both residents and the environment.

In an area rich in natural beauty and heritage, trees are integral to preserving the unique character of Stellenbosch and contribute significantly to a sense of place, especially in historic precincts, agricultural fringes, and rural villages.

Trees line the streets of our towns, define streetscapes, public open spaces, and offer shade and shelter in parks, nature reserves - areas, and informal settlements alike.

2. Policy Statement

Stellenbosch Municipality's Tree Management Policy Framework emphasis sustainable development, environmental protection and the creation of quality living.

The aim of the Tree Management Policy is to protect and maintain the trees located on municipal property through accepted tree management (arboricultural) practices and thus promoting a sustainable development approach.

This approach is geared towards making WC024 the greenest municipality in South Africa through Urban Forestry practices which guides investors towards future sustainable development. The purpose of the policy is to ensure that a guideline exists to manage trees within the Stellenbosch Municipality.

3. Objectives and Benefits

The overarching goal of this policy is to promote a healthy, resilient, and diverse urban forest throughout Stellenbosch Municipality.

Herewith are specific objectives which include:

- a) Enhance urban liveability through tree planting, shade provision, and streetscape improvements.
- b) Conserve biodiversity by prioritising indigenous tree species that support local ecosystems.

- c) Mitigate and adapt to climate change through increased canopy cover, carbon sequestration, and reduced urban heat.
- d) Protect heritage and significant trees for their cultural, historical, and ecological value.
- e) Integrate tree planning into urban development and spatial planning processes.
- f) Establish clear roles and responsibilities for municipal departments, private landowners, and other stakeholders.
- g) Provide guidelines for planting, maintenance, and removal of trees on municipal and private land.
- h) Promote education, community involvement, and stewardship of urban trees.

4. Policy Guidelines

- a) Planting, blanking and maintenance of trees in compliance with arboriculture best-practice guidelines.
- b) Ensuring uniform arboricultural procedures and practices.
- c) Encouraging greening of new housing development projects.
- d) Reduction of the carbon footprint through the planting of trees.
- e) Ensuring integrated infrastructure planning with other directorates within Stellenbosch Municipality, to promote tree protection and greening of areas.
- f) Protection and maintenance of all historic trees and champion trees in compliance with applicable legislation.
- g) Promote and facilitate the protection of trees on private properties where possible.
- h) Promote marketing of Stellenbosch as the “Oak City”.
- i) Engage with stakeholders and role-players responsible for planting trees to ensure alignment and integration of tree planting initiatives.
- j) Ensure that private landowners are made aware of, and comply with, their obligations under lease agreements or planning approvals to clear alien vegetation from their properties.

5. Policy Benefits

- 5.1 Environmental benefits: Trees are integral to the protection, restoration, and enhancement of urban and peri-urban ecosystems. They provide critical ecosystem services that support climate adaptation, ecological sustainability, and long-term environmental resilience.
 - 5.1.1 Climate Resilience: Trees mitigate urban heat island effects and contribute to natural climate regulation through shading and evapotranspiration.
 - 5.1.2 Flood and Erosion Control: Tree root systems stabilise soil, enhance water infiltration, and reduce surface runoff, thereby minimising flood risks and soil erosion.
 - 5.1.3 Air Pollution Control: Tree canopies improve air quality by absorbing pollutants and capturing airborne particulate matter.
 - 5.1.4 Energy Conservation: Strategically placed trees provide shade and cooling, reducing the energy demand for heating and cooling in buildings.
 - 5.1.5 Noise Pollution Control: Vegetation buffers and tree belts help to attenuate and absorb noise from urban activities and transport systems.
 - 5.1.6 Wildlife and Biodiversity: Indigenous and non-indigenous tree species provide habitat, food sources, and ecological connectivity for a wide range of insects, birds, and mammals, thereby supporting urban biodiversity.
- 5.2 Material Benefits: Trees provide a range of tangible resources that contribute to livelihoods, food systems, and cultural practices within urban and peri-urban environments. When integrated into green infrastructure planning, these benefits support both environmental sustainability and community well-being.
 - 5.2.1 Food and Fruit: Urban orchards and fruit-bearing tree species contribute to local food security, enhance nutritional diversity, and promote sustainable, community-based food systems.
 - 5.2.2 Medicinal Value: Trees with traditional medicinal properties can be incorporated into urban greening initiatives, particularly within community gardens and culturally significant spaces, supporting indigenous knowledge systems and holistic well-being.

- 5.3 Amenity Benefits: Trees play a vital role in improving quality of life by enhancing environmental comfort, visual character, and the social value of urban and peri-urban spaces, thereby supporting healthier and more liveable communities.
- 5.3.1 Recreation: Trees provide shade and cooling, enhancing the usability of streets, parks, sports fields, nature reserves, and other public spaces for recreation and outdoor activities.
 - 5.3.2 Aesthetics: Trees enrich the visual quality and character of urban landscapes, contributing to attractive streetscapes, campuses, and residential environments.
 - 5.3.3 Education: Urban trees support environmental education through school greening initiatives and opportunities for biodiversity awareness and learning.
 - 5.3.4 Health and Well-being: Access to green spaces with tree cover is associated with reduced stress, improved mental health, and overall well-being.
 - 5.3.5 Cultural and Religious Significance: Trees hold cultural, spiritual, and heritage value, often serving as sites for traditional practices, sacred rituals, and community identity.
- 5.4 Economic Benefits: Urban trees contribute to both direct and indirect economic value by enhancing ecosystem services, supporting local economies, and functioning as long-term green infrastructure assets within urban and peri-urban environments.
- 5.4.1 Tourism: Tree-lined streets, green corridors, and well-maintained public spaces enhance the attractiveness of Stellenbosch as a walkable, scenic, and heritage-rich destination, supporting the local tourism economy.
 - 5.4.2 Property Value Enhancement: The presence of mature trees and well-vegetated streetscapes increases property desirability, attracting buyers and tenants while contributing to higher property values.
 - 5.4.3 Asset Value and Infrastructure: Trees are living infrastructure assets that provide measurable economic value over time. Their effective management requires planned investment in maintenance, monitoring, and protection to sustain their long-term benefits.

6. Tree Planting

- 6.1 The municipality will facilitate the planting of trees at its sole discretion, in alignment with the approved Tree Planting Programme.
- 6.2 Requests for tree planting shall be processed subject to the completion and submission of a Tree Planting Commitment Form by the applicant, as set out in Annexure 3.
- 6.3 Individual residents requesting the planting of trees must submit a completed Tree Planting Commitment Form (Annexure 3), in which they agree to undertake the maintenance and care of the tree in its entirety.
- 6.4 Tree donations and sponsorships from private individuals, organisations, or entities will be accepted subject to the conclusion of formal written agreement between the donor/sponsor and the municipality.
- 6.5 The Municipality reserves the right to donate trees to educational institutions, recognised community greening initiatives and registered conservancies as part of the Municipality's greening objectives.
- 6.6 Members of the public who engage in unauthorised tree planting on Municipal land will be requested to complete a Tree Planting Commitment Form. The municipality reserves the right to remove any unauthorised plantings at its discretion.
- 6.7 The municipality may at its discretion instruct individuals responsible for unauthorised tree plantings to remove such trees at their own cost. Non-compliance may result in further administrative or legal action as deemed necessary.
- 6.8 Planting requests shall be considered and actioned primarily during the months of April, May, June, September and October.

7. Tree Species Selection

- 7.1 Tree species selection within Stellenbosch Municipality shall be guided by an evaluation of local terrain, topography, climatic conditions, and indigenous flora. Selections will be drawn from the Municipality's approved List of Recommended Trees (Annexure 1), ensuring alignment with policy guidelines. Consideration will be given to the available planting space and the expected mature size of trees to prevent conflicts with infrastructure and to promote sustainable urban greening.
- 7.2 Species selected should complement the existing treescape and support the preservation of Stellenbosch's identity as the 'Oak City.' Wherever possible, planting shall prioritize oak species and other trees that

reinforce this heritage and maintain the municipality's unique landscape character.

- 7.3 While oak species are prioritized to maintain Stellenbosch's 'Oak City' heritage, the selection of non-oak species is encouraged to promote biodiversity, ecological resilience, and adaptability to varying site conditions. Non-oak species shall be chosen based on their compatibility with the local environment, growth characteristics, and contribution to the overall health and diversity of the municipal treescape.

8. General Guidelines for Tree Planting

- 8.1 Trees shall be planted along sidewalks and within road reserves as specified in the Municipal Tree Planting Programme. Preference must be given to locally indigenous species, selected in accordance with site-specific environmental conditions and infrastructure constraints.
- a) A minimum spacing of 5 metres between trees shall be maintained within road reserves, unless otherwise specified.
 - b) Root management measures, including the installation of root control barriers, shall be implemented where necessary to prevent damage to underground services, sidewalks, and other hardened surfaces.
 - c) Trees identified by the Municipality as dead, diseased, or hazardous shall be removed and replaced in accordance with approved standards.
- 8.2 Planting on Municipal Land: Private planting is not permitted on municipal or leased land without prior approval with the relevant Director/Manager of the municipality.
- 8.3 Reporting of Tree-Related Damage: Existing trees that were planted on municipal land that caused damage to private property must be reported to the municipality.
- 8.4 Infrastructure and Wayleave Requirements: Tree planting shall be subject to wayleave approvals to ensure compatibility with existing and planned infrastructure. Wayleave determinations shall guide whether a site is suitable for planting.
- 8.5 Tree planting shall be prohibited in the following circumstances:
- 8.5.1 Close to a driveway or road intersection where it is likely to impair sight lines of motorists, cyclist or pedestrians.

- 8.5.2 Where the presence of trees would obstruct or impair the visibility of traffic control devices, including traffic signs, signals, and directional signage, in a manner that could compromise road safety or driver awareness.
- 8.5.3 Where pedestrian pathways are obstructed in a manner that forces pedestrians to walk in the roadway or renders the path inaccessible to wheelchair users, persons with mobility impairments, or individuals using pushcarts or similar mobility aids.
- 8.5.4 Where trees may encroach on service infrastructure such as gas, electricity and telecommunication lines, water and sanitation services, except where root barrier has been installed.
- 8.5.5 Tree planting shall not occur in areas where the necessary wayleave approvals have not been obtained, especially where tree growth may interfere with existing municipal services, including but not limited to electricity infrastructure, street lighting, water supply, sewerage systems, and telecommunications (Telkom) lines.
- 8.5.6 Tree planting shall be prohibited within a radius of five (5) metres from intersections, existing driveways, electricity lamp poles, and directly beneath overhead power lines to ensure safety, accessibility, and unobstructed infrastructure operation.
- 8.5.7 Trees with large root systems will not be planted within the 2m radius of a pathway which may potentially cause damage to infrastructure.
- 8.5.8 It is prohibited to plant any invasive trees in terms of applicable legislation.
- 8.5.9 Where planting compromises the protection of the municipality's supply mains which is stipulated in the Electricity Services by Laws Section 25.
- 8.5.10 No person shall construct, erect, or permit the construction, erection, or building, structure, or other object, nor plant any trees, in such a position or manner which may interfere with, obstruct, or endanger municipal supply mains.
- 8.5.11 Excavate, open or remove the ground above, next to, under or near any part of the supply mains.

- 8.5.12 Damage, endanger, remove or destroy, or do any act likely to damage, endanger or destroy any part of the supply mains; or
- 8.5.13 Make any unauthorised connection to any part of the supply mains or divert or cause to be diverted any electricity there from.
- 8.5.14 The owner or occupier must limit the height of trees or length of projecting branches in the proximity of overhead lines or provide a means of protection which in the opinion of the municipality will adequately prevent trees from interfering with the conductors should a tree or branch fall or be cut down.
- 8.5.15 Should the owner fail to observe this provision the municipality may, after prior written notification, or at any time in an emergency, order the owner to cut or prune the trees or other vegetation in such a manner as to comply with this provision.
- 8.5.16 The Municipality may, subject to obtaining an order of court, demolish, alter or otherwise deal with any building, structure or other object constructed, erected or laid in contravention with the Electrical Services By-law.
- 8.5.17 The Municipality may in the case of an emergency or disaster remove anything damaging, obstructing or endangering or likely to damage, obstruct, endanger or destroy any part of the electrical distribution system.

9. Universal Access and Integrated Tree Planting Approach

Tree planting shall be planned and implemented as part of an integrated urban design approach that supports both environmental objectives and universal accessibility. Trees are encouraged in the urban environment, provided that their placement, species selection, and management do not compromise safe, continuous, and inclusive movement for all users.

- 9.1 Pedestrian Accessibility: Trees shall be positioned and managed to ensure that pedestrian pathways remain clear, continuous, and fully accessible. Accessible routes must be maintained for all users, including persons with disabilities, wheelchair users, and individuals using prams or mobility aids.

- 9.2 Integrated Pathway Design and Clearance: Tree placement shall form part of coordinated streetscape and sidewalk design, ensuring that minimum clear widths and safe passing spaces are maintained in accordance with universal access principles. Trees should be incorporated into designated planting zones where available, such as verge strips or landscaped buffers, to avoid obstruction of pedestrian movement.
- 9.3 Root Management and Surface Integrity: Tree species selection, planting techniques, and infrastructure design shall prevent root-related damage to pedestrian surfaces. Where necessary, root barriers, structural soils, or engineered planting systems shall be used to ensure long-term surface stability and safe, even walking conditions. Tree with an aggressive root structure must be avoided as it may cause damage to municipal services and infrastructure.
- 9.4 Visibility, Safety, and Wayfinding: Trees shall be planted in a manner that preserves clear sightlines for pedestrians, cyclists, and motorists. Planting design must avoid obstruction of intersections, crossings, signage, lighting, and other wayfinding elements essential for safe and accessible movement.

10. Reporting of Incidents

All tree-related incidents reported to the Municipality will be processed as follows:

- a) Tree related incidents will be logged into the Tree Incident Register.
- b) Municipal response time to emergency tree-related incidence will take place within 24 hours.
- c) Tree-related incidents that are reclassified as routine operational matters or service complaints may be addressed within 15 to 45 working days following the completion of the inspection, subject to operational priorities, risk assessment, and available resources.

11. Insurance Claim for Municipal Trees

All insurance claims relating to municipal trees shall be handled in accordance with the procedure set out below:

- a) Inspection of Incident Site: A Municipal official shall conduct an on-site inspection at the location where the incident occurred.
- b) Incident Reporting: The Municipal official shall complete an incident report following the inspection and submit it to the relevant

section for further processing and handling in accordance with applicable municipal procedures.

12. Tree Replacement Procedure

Tree replacement (blanking) shall be undertaken where trees are removed due to being diseased, dying, dead, or otherwise deemed hazardous. Replacement shall be carried out using suitable tree species that are appropriate to the site conditions, urban design objectives, and applicable municipal guidelines. A formal replacement procedure shall apply to both oak and non-oak tree species to ensure consistency, ecological suitability, infrastructure consideration and long-term sustainability of the urban forest.

The following factors will be considered:

- a) Tree Blanking: Tree blanking shall only be undertaken under defined and approved circumstances to ensure that removals are justified, controlled, and aligned with municipal management objectives.
- b) Planned Municipal Programme: Blanking may be undertaken where it forms part of an approved municipal tree management, renewal, or planting programme.
- c) Dead or Declining Trees: Blanking shall apply where a tree is confirmed dead or where more than 75% of the tree is dead, diseased, or in irreversible decline and cannot reasonably recover.
- d) Irreversible Damage: Blanking may be undertaken where trees have sustained damage beyond recovery due to human activity, whether accidental or deliberate, including vandalism or physical destruction.

13. Tree Maintenance

Stellenbosch Municipality recognises all trees as valuable assets within the urban environment. Accordingly, all requests for tree removal must be carefully considered by the responsible Department. Pruning or tree felling on municipal property shall only be undertaken when duly authorised in accordance with the relevant municipal procedures and approval processes

- a) No person(s) may prune or remove a tree planted on municipal property without prior authority.
- b) Requests for pruning and removal of trees must be directed to the municipality.

- c) Pruning or removal of trees on private property is not the responsibility of the municipality, but guidance will be given when required.
- d) A tree on a boundary line will only be considered for pruning and felling if 50% or more of the main stem is located on municipal property.
- e) Where a member of the public plants trees that are unsuitable for the area or which interfere with any municipal service, the tree will be removed by the municipality after notifying the member of public.
- f) The Municipality reserves the right to recover the costs associated with the removal of such trees in accordance with the Tree Evaluation System (Table 1). This system provides an objective and defensible method for determining the value of trees.
- g) Where any maintenance of a tree requires the closure of a sidewalk or road lane, an application for the closure of the sidewalk or road lane must be submitted to the Directorate: Infrastructure Services. Closure of the sidewalk or road lane can only occur once approval from the Infrastructure Services Directorate has been obtained and all the conditions for the closure are met.

14. Pruning and Removal of Trees

14.1 The pruning or removal of trees may be considered in the following instances:

- a) Interference with radio, television, internet, DSTV reception and solar panels.
- b) Less than 75% dead or dying.
- c) Aesthetic purposes, i.e. when it is seen as an eyesore to the surrounding environment.
- d) Shedding leaves, fruits, flowers, seeds, or any other plant material.
- e) Specified as the cause of allergies.
- f) Causing excessive shade.
- g) To improve visibility where branches obstruct views within the urban environment, provided that pruning does not interfere with or reduce the visibility of traffic signs, signals, or other road safety infrastructure.
- h) Obscuring private advertising boards (other than public signage).

- i) Causing nuisance in respect of swimming pools.
 - j) Hampering the growth of other plants.
 - k) Attraction of insects or birds (including bats) because of its flowers and our fruit.
 - l) Where a property owner undertakes renovations, existing trees shall not be removed to accommodate or facilitate the renovation works, except where specifically authorised by the Municipality in accordance with applicable policies and procedures.
- 14.2 The following factors shall be considered before pruning or felling of trees:
- a) Public - staff, property and contractor's safety.
 - b) Legal factors.
- 14.3 Generally, trees are only pruned or felled for sound arboriculture reasons such as:
- a) Trees causing damage to infrastructure.
 - b) Trees causing a safety risk to pedestrians and other road users, for example obstructing pedestrian and a vehicular movement or impeding traffic sight lines and driver site distances.
 - c) Trees that are beyond recovery.
 - d) Trees causing a traffic, electrical or health hazard.
 - e) Trees that interfere with essential services where no other suitable alternatives can be found.
 - f) Tree removal request for building and development such as new vehicle entrances, subjected to the presentation of approved building plans, where no other alternative can be found.
 - g) New developments subjected to building approvals.
 - h) The applicant will be held liable for the cost of removal as well as for the aesthetic loss to the environment. The cost will be based on the Tree Evaluation System for valuing a tree as set out in paragraph 14.2 and Table 1.

14.4 Pruning and felling of trees infested with Polyphagous Shot Hole Borer (PSHB):

- a) Trees positively identified with the PSHB by the municipality will be assessed to determine the appropriate action.
- b) Pruning or felling of infested trees will be determined by the rate of infestation.
- c) Pruning and felling of infested trees will be done by using safe and professional practices to minimise spread of the beetle.
- d) Care is taken to keep all cut material together as to stop the spread of the PSHB.
- e) Transportation of infested biomass must be exercised by covering the infested material with plastic sheeting.
- f) The remaining stump is tightly sealed with plastic sheet.

15. Champion Tree Status and Heritage and Protection of Trees under Heritage Western Cape

Champion Trees is granted a special protected status under the National Forests Act of 1998. These trees are recognized for their exceptional size, age, or cultural significance, often representing the largest or most remarkable specimens of their species within a region.

Under this legislation, no Champion Tree may be cut down, disturbed, damaged, or removed without first obtaining a license from the relevant Provincial Department responsible for forestry and environmental management. This strict protection helps to conserve these important natural landmarks and ensures their preservation for future generations.

Furthermore, any maintenance or management activities involving Champion Trees such as pruning, treatment, or other interventions require an approved permit from the DFFE. This regulatory oversight guarantees that all work on Champion Trees is carried out responsibly, in a manner that prioritizes the health and longevity of the tree while complying with legal requirements.

Heritage Trees hold a special protected status under the Heritage Western Cape Framework. These trees are recognized for their significant cultural, historical, and environmental value and are safeguarded accordingly. The protection is typically granted based on the following criteria:

- 15.1 Age: Trees that have reached a notable age and have become important natural landmarks due to their longevity and contribution to the landscape.
- 15.2 Location within the Historical Core Overlay Zone: Trees situated within designated historical core areas, as defined by the relevant planning and zoning regulations, are afforded additional protection. These overlay zones are established to preserve the heritage character of certain areas, and trees within these zones contribute to the historical fabric and aesthetic value of the environment.
- 15.3 The Heritage Western Cape legislation mandates that such trees must be preserved, and any actions that could potentially harm, alter, or remove these trees are subject to stringent controls and require formal authorization. This ensures that the trees' historical and ecological integrity is maintained for future generations. As a result, development, landscaping, or planning initiatives in areas with Heritage Trees must take into careful consideration the protection guidelines and legal requirements and engage with relevant heritage authorities before proceeding.
- 15.4 This ensures that the tree historical and ecological integrity is maintained for future generation. As a result, development, landscaping, or planting initiatives in areas with Heritage Trees must take into careful consideration the protection guidelines and legal requirements and engage with relevant heritage authorities before proceeding.

16. Damage to Trees using the Tree Evaluation System

- 16.1 The Tree Evaluation System is used to ensure that trees are assessed in a consistent, transparent, and objective manner within the municipal Provide a recognised method for determining the monetary value of trees in cases of accidental damage, destruction, or where removal is requested, ensuring accountability and appropriate compensation. Trees are living infrastructure assets that provide significant environmental, social, and economic benefits, and therefore require a structured approach to their valuation and management.
- 16.2 This system is applied to Standardise the assessment of tree value using fixed, defensible criteria, ensuring that decisions regarding removal, retention, and planting are based on objective evaluation rather than subjective judgement.
- 16.3 Support planners, engineers, and developers in incorporating trees into project planning with the same level of accuracy and consistency applied to other infrastructure and environmental components.

16.4 Strengthen urban forest management by ensuring that trees are recognised and treated as valuable municipal assets contributing to ecological sustainability, climate resilience, and public amenity

16.5 When damage to trees is observed, the municipality has the right to act against the responsible party. This will be in the form of the following:

- a) Monetary claim for the damages incurred.
- b) Replacement value of the asset as set out in Table 1.

16.5.1 The Tree Evaluation System (Table 1) will be used as a guideline to ascertain the value of a tree. Seven factors are considered when calculating the aesthetic value of a tree, with each evaluation factor having four possible values. The assigned value of each factor is multiplied by the other and the accumulative product is multiplied by the inflation rate to provide an overall estimated monetary value of the tree, i.e. factor a x b x c x d x e x f x g = total x inflation rate = R total. This formula is based on the British Tree Council formula, which is accepted worldwide by authorities.

Table 1: Tree Evaluation System

		Evaluation Factor Score			
Factors		1	2	3	4
i	Size of tree - girth, height, width and trunk size	Small 0-4 meters	Medium 4-8 meters	Large 8-16 meters	Very large 16 meters+
ii	Useful life expectancy	10-20 yrs.	20-40 yrs.	40-100 yrs.	100 yrs.+
iii	Importance of position in landscape (location and function, cultural and historical value)	Little	Some	Considerable	Great
iv	Presence of other trees, surrounds and aesthetics	Many 10 or more	Some 4-10	Few 1-4	None
v	Relation to the setting, location, foliage, cover and aesthetics	Barely Suitable	Fairly suitable	Very suitable	Especially suitable

vi	Form, shape, size, height, weight and look of tree	Poor	Fair	Good	Very good
vii	Special factors - botanical value of species, growth rate, flowers, indigenous or exotic, evergreen or deciduous	None	One	Two	Three or more

16.5.2 The objective of the Tree Evaluation System is:

- a) To provide an objective way of examining a tree by means of fixed criteria to assess a trees value in its environmental context. Such a method has wide application and affects management considerations, e.g. removal and planting.
- b) To provide arboriculture and other practitioners with a system for assessing a monetary Market Value when trees are accidentally mutilated or destroyed or when removal is requested.
- c) To provide planners and developers with a means of including trees in their estimates with the same precision, objectivity and consistency that they apply to other aspects of landscape and engineering works.

17. Insurance Claim for Municipal Trees

All insurance claims will be dealt with in the following manner:

- a) Inspections will be conducted by Municipal official where incident occurred.
- b) Incident report will be completed and submitted by Municipal official to the relevant section for further handling.



Annexure 1

RECOMMENDED MUNICIPAL TREES FOR STELLENBOSCH MUNICIPALITY

SCIENTIFIC TREE NAME	COMMON NAME
<i>Celtis Africana</i>	White Stinkwood
<i>Combretum erythrophyllum</i>	River Bushwillow
<i>Curtisia dentata</i>	Assegai
<i>Ekebergia capensis</i>	Cape Ash
<i>Harpephyllum caffrum</i>	Wild Plum
<i>Ilex mitis</i>	Cape Holy
<i>Kiggelaria africana</i>	Wild Peach
<i>Metrosideros angustifolius</i>	Lance-Leaf Myrtle
<i>Podocarpus latifolius</i>	Broad-Leaved Yellowwood
<i>Podocarpus henkelii</i>	Henkel's Yellowwood
<i>Podocarpus elongatus</i>	Breede River Yellowwood
<i>Quercus cirris</i>	Turkish Oak
<i>Quercus nigra</i>	Water Oak
<i>Quercus palustris</i>	Pin Oak
<i>Rhus pendulina</i>	White Karee
<i>Sideroxylon inerme</i>	White Milkwood
<i>Widdringtonia cedarbergensis</i>	Clanwilliam Cedar
<i>Nuxia floribunda</i>	Forest Elder
<i>Olea europaea Africana</i>	Wild Olive
<i>Afrocarpus falcatus</i>	Outeniqua Yellow Wood
<i>Harpephyllum caffrum</i>	Wilf Plum
<i>Ilex mitis</i>	Cape Holly
<i>Ceratonia siliqua</i>	Carob
<i>Quercus cerris</i>	Turkish Oak
<i>Quercus ilex</i>	Holm Oak
<i>Quercus suber</i>	Cork Oak
<i>Quercus canariensis</i>	Algerian Oak
<i>Searsia lancea</i>	Karee
<i>Schinus molle</i>	Pepper Tree
<i>Populus simonei</i>	Chinese Poplar And Simon's Poplar

<i>Araucoria heterophylla</i>	Norfolk Island Pine
<i>Dombeya rotundifolia</i>	Wild Pear
<i>Syzygium cordatum</i>	Water Berry
<i>Syzygium guineense</i>	Waterberry, Waterpear, Or Woodland
<i>Erythrina caffra</i>	Coastal Coral Tree
<i>Erythrina lysistemon</i>	Lucky Bean Tree
<i>Combretum Krausii</i>	Forest Bushwillow
<i>Widdingtonia nodiflora</i>	Mountain Cypress
<i>Salise mucsondta</i>	Red Mangrove
<i>Ocotea bullata</i>	Stinkwood Or Black Stinkwood
<i>Ginko biloba</i>	Ginko Biloba
<i>Pittosporum viridiflorum</i>	Cheesewood
<i>Apodytes dimidiata</i>	White Pear
<i>Pappea capensis</i>	Jacket Plum
<i>Heteropyuis natalensis</i>	Lavender Tree
<i>Olinia vertosa</i>	Hard Pear
<i>Olea Capensis</i>	Black Ironwood
<i>Dais cotinifolia</i>	Pompom Tree
<i>Rapanea melanophloeas</i>	Cape Beech
<i>Euclea natalensis</i>	Natal Guarri
<i>Buddleja Saligna</i>	False Olive
<i>Vepris lancedata</i>	White Ironwood
<i>Rothmannia capensis</i>	Wild Gardenia
<i>Caldendron capensis</i>	Cape Chestnut
<i>Halleria Lucida</i>	Tree Fuchsia
<i>Kigelia africana</i>	Sausage Tree
<i>Taerchonanthus camphor</i>	Camphor Bush
<i>Acer buergerianum</i>	Trident Maple
<i>Aruacaria bidwillii</i>	Bunya Pine
<i>Carya illinoensis</i>	Pecan Tree
<i>Cedrus deodora</i>	Deodar Cedar
<i>Taxodium distichum</i>	Bald Cypress

Annexure 2

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APPLICATION FORM FOR THE FELLING OF TREES

This form must be completed and relevant additional information attached before an application will be evaluated and considered.

Reference Number					
Date of Application					
Name and Surname					
Physical Address of Tree					
Email Address of Applicant					
Telephone Number					
Tree Location	Park		Pavement		
	POS		River		
Reason for Removal of Tree (s)	Description	Please tick	Comment		
	Dead				
	Dangerous				
	Diseased				
	Other- please motivate:				
Name Tree Species					
Details of Tree Replacement Plan					
Pictures attached					

FOR OFFICE USE ONLY

Date of site visit		
Name municipal representative who undertook inspection		
Designation of Municipal representative		
Description of Request by Municipal Official		
Sufficient evidence	Yes	
	Emails	
	Pictures	
	Other Supporting Documents	
Recommendation by Superintendent: Urban Forestry	Approved	
	Motivation for decision:	
	Conditions of Approval:	
Supported by Manager: Environmental Management	Approved/ Rejected	
Senior Manager: Community Services	Approved/ Rejected	

END

7.7.2	DEMOLITION OF THE EXISTING TWO BUILDINGS AT GROENDAL CEMETERY
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Collaborator No:	808872
IDP KPA Ref No:	Good Governance
Meeting Date:	22 July 2026

1. SUBJECT: DEMOLITION OF THE EXISTING TWO BUILDINGS AT GROENDAL CEMETERY**2. PURPOSE**

To seek Council approval for the demolition of the existing public toilet and storeroom at Groendal Cemetery. The buildings have been extensively vandalised and are contributing to illegal activities within the cemetery.

3. DELEGATED AUTHORITY

Council.

4. EXECUTIVE SUMMARY

Groendal Cemetery, located in Groendal, Franschhoek, is no longer an active burial site. The municipality is only responsible for the maintenance of the cemetery.

There are two buildings within the cemetery, namely a public toilet and a storeroom used by municipal workers. Both buildings have been subjected to repeated vandalism and theft and are no longer fit for use. In addition, the perimeter fence surrounding the cemetery has been stolen and vandalised, resulting in unrestricted access to the site.

5. RECOMMENDATION

that Council approves the demolition of the existing public toilet and storeroom at Groendal Cemetery.

6. DISCUSSION

Groendal Cemetery has become a hotspot for illegal activities, including drug-related incidents. The two buildings have been extensively damaged through ongoing vandalism and theft. Despite several repair attempts, the buildings continue to be targeted, resulting in recurring maintenance costs.

Members of the community have raised concerns regarding public safety, indicating that the cemetery has become unsafe, particularly during the evening. Incidents of vandalism and damage to gravesites have also increased.

Two possible options have been identified to address these concerns.

6.1 Demolition of the Buildings

The department is of the opinion that the existing public toilet and storeroom provide shelter that facilitates illegal activities within the cemetery.

The public toilet is no longer considered necessary, as visitors generally spend only a limited amount of time at the cemetery. The storeroom has also become redundant, as municipal workers can be accommodated at an alternative municipal facility.

The local community supports the demolition of the buildings, as the cost of repeated repairs exceeds the anticipated cost of demolition.

6.2 Construction of a Brick Boundary Wall

Through the Integrated Development Plan (IDP) process, the community requested the construction of a brick boundary wall to replace the perimeter fence that was stolen.

Although the department cannot guarantee that a brick wall will eliminate illegal activities, it is of the opinion that it will improve security by restricting unauthorised access to the cemetery. The proposed wall will be constructed along the eastern boundary adjacent to the road leading to the informal settlement.

The previous Betafence installation was stolen, leaving only the cut-off steel posts. A brick boundary wall is expected to reduce vandalism and improve the overall security of the cemetery.

The estimated length of the wall is approximately 200 metres, at an estimated cost of approximately R580 000.

No funding has been allocated for this project in the current budget.

Although no solution can eliminate future vandalism, the department is of the opinion that a brick boundary wall would provide a more durable and effective solution than ClearVu fencing.

7. FINANCIAL IMPLICATIONS

The cost of demolishing the two buildings will be determined once Council has approved the demolition and quotations have been obtained in accordance with the Municipality's Supply Chain Management Policy.

8. LEGAL IMPLICATIONS

The recommendations contained in this report comply with Section 12 of the National Building Regulations and Building Standards Act, 1977 (Act 103 of 1977).

9. STAFF IMPLICATIONS

None.

10. PREVIOUS / RELEVANT COUNCIL RESOLUTIONS

None.

11. RISK IMPLICATIONS

Should the buildings remain in place, the risk of continued vandalism, illegal occupation, criminal activities and damage to municipal assets and gravesites will remain.

Demolition of the buildings, together with the potential construction of a brick boundary wall, is expected to reduce these risks and improve public safety.

ANNEXURES:

Annexure 1: Inspection report

ANNEXURE 1



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Planning and Economic Development

FROM/VAN : Building Inspectorate Section
TO/AAN : Manager: Building Development Management
DATE / DATUM : 27 May 2026
INSAKE / RE : Inspection Report – Erf GD 1219: Groendal Cemetery
INSPECTORS: Shafiek Valentyn

INSPECTION REPORT

1. PURPOSE

To provide an inspection report in terms of Section 12 of the National Building Regulations and Building Standards Act (NBR Act), with regards to status of the existing building in terms of:

(1) If the local authority in question is of the opinion that-
(a) any building is dilapidated or in a state of disrepair or shows signs thereof;
(b) any building or the land on which a building was or is being or is to be erected or any earthwork is dangerous or is showing signs of becoming dangerous to life or property,

Photographic evidence taken during the inspection is included as **Annexure 1**.

2. BACKGROUND

The Building Inspectorate conducted an on-site inspection and consulted Building Development Management Records, which confirmed that:

- **No approved building plans exist for this structure.**
- **No Certificate of Occupancy is on record, rendering the structure unauthorized under the NBR Act.**

Given the structural concerns and the **risk to public safety in terms of Section 12**, this report presents findings, compliance considerations, and recommendations for Council's decision-making.

3. INSPECTION FINDINGS

3.1 Structural Damage

The Building Inspectorate observed various visible structural damages during the inspection, including:

- **Roof:**
- **Walls:** Some internal walls have been torn down.
- **Floor:**
- **Openings:** Some window openings that were brick up were removed.

3.2 Vandalism

- **Destruction of structure**, including making fire inside the building.
- **General deterioration** due to neglect, making the structure unsafe for occupation.

3.3 Compliance Review

- **No approved building plans** were found in municipal records.
- **No record of a Certificate of Occupancy** was available, indicating that the structure is **unauthorized**.
- Given the **absence of approved plans, compliance with foundational and structural requirements cannot be verified**.

4. COMPLIANCE CONSIDERATIONS IN TERMS OF SECTION 12 OF THE NBR ACT

In accordance with Section 12 of the NBR Act, which deals with unauthorized and dangerous buildings, the following legal considerations apply:

4.1 Extracts from the National Building Regulations and Building Standards Act (Act 103 of 1977):

- **Section 12(1)**: If a local authority is of the opinion that a building is dangerous or unsuitable for occupation, it must take reasonable steps to ensure public safety.
- **Section 12(4)**: The local authority may order the owner to demolish or alter the building if it is deemed unsafe

5. RECOMMENDATIONS

Considering the current state of the structure, the following actions are recommended:

5.1 Long-Term Structural Considerations

Given the lack of approved building plans and the **extent of damage**:

1. Demolition of the Structure (Recommended for Compliance & Risk Mitigation)

- Since the structure is unauthorized, demolishing the unsafe building would align with the NBR Act and mitigate Council's liability.

6. CONCLUSION

The building is in an unsafe condition, posing a public safety risk. Given the absence of approved plans and Certificate of Occupancy, it is considered an unauthorized structure.

To ensure compliance with Section 12 of the NBR Act and protect public safety, demolition appears to be the most viable and legally compliant option.

Prepared by:
Shafiek Valentyn
Chief Building Inspector
27 May 2026

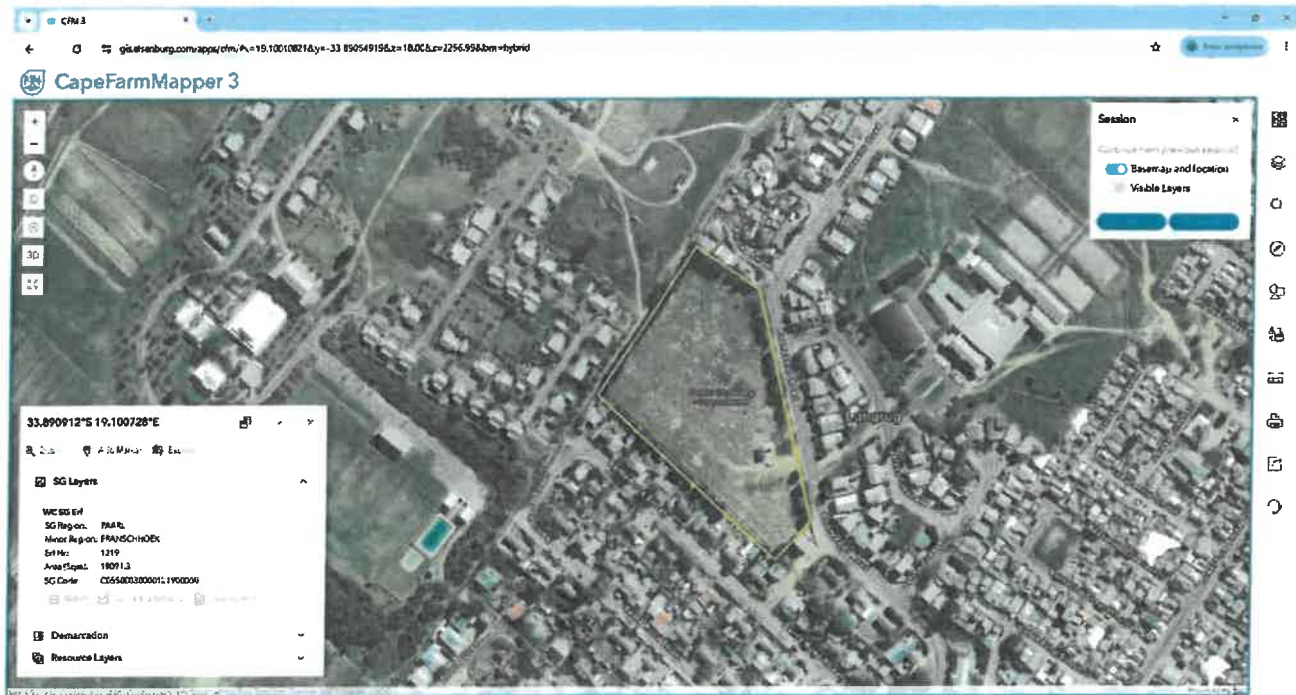
Annexure 1: Photographic Evidence

ANNEXURE 1

Photographic Evidence: Inspection Report Erf GD 1219. Groendal

LOCATION

Municipal building Erf 1219 located at Bonzaaier Road, Groendal, Franschhoek



Timeframe of abanded Municipal Building - Pictures of Google



CURRENT STATE OF BUILDING – Photos taken on 27 May 2026

END OF REPORT

Building Development Management

7.8	PLANNING AND LOCAL ECONOMIC DEVELOPMENT AND TOURISM :(PC: CLLR T KUMM)
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7.8.1	REQUEST FOR THE RE-ADVERTISEMENT OF THE REVIEWED STELLENBOSCH MUNICIPALITY EVENTS BY-LAW, 2026 FOR PUBLIC PARTICIPATION
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Collaborator No: 809016
 IDP KPA Ref No: Good Governance and Compliance
 Meeting Date: 22 July 2026

1. SUBJECT: REQUEST FOR THE RE-ADVERTISEMENT OF THE REVIEWED STELLENBOSCH MUNICIPALITY EVENTS BY-LAW, 2026 FOR PUBLIC PARTICIPATION

2. PURPOSE

To provide Council with the pertinent facts to consider the re-advertisement of the reviewed Stellenbosch Municipality Events By-Law, 2026.

3. DELEGATED AUTHORITY

Council.

4. EXECUTIVE SUMMARY

The reviewed Events By-Law have undergone substantial further amendments following the previous public participation process. Additional revisions were made after consideration of public comments, benchmarking workshops between Stellenbosch Municipality and the City of Cape Town, and further engagements with local schools. As these amendments materially affect the content of the proposed By-Law, it is considered appropriate and consistent with the principles of transparent public participation that the revised draft be re-advertised for a further round of public comment before being submitted to Council for adoption.

The aim of the reviewed Events By-Law is to provide clarity and to ensure that the By-Law stays relevant, effective and aligned to the evolving needs of the community of Stellenbosch. Furthermore, an updated Events By-Law will contribute in a sustainable manner toward growth in job creation, investments, and social inclusivity.

5. RECOMMENDATIONS

- (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. 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.

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 30 July 2025, Council resolved that the user Department re-advertises the reviewed Events By-Law for public comment. The advert was placed in the Eikestad News and Paarl Post on 14 August 2025 and closed for public comments on 15 September 2025. The following comments were received:

<u>Stellenbosch University</u>	<u>Response</u>
1. If filming is no longer considered an event, where does the application management sit, and what does that process look like?	Refer to Filming By-Law, applications for filming must still be submitted to the events office.
2. How are events at schools being addressed with this By-Law?	Applications for all school events must be submitted to the events office.
3. Which events do the Municipality want to see on programme of events, only 200 pax and more or all events?	As per the By-Law: schedule of events from organisations, must include the date and details of all events.
4. How does the By-Law ensure consistent application of deployment (Medics & Security specifically)?	The Municipality may at its own discretion determine how many medics and security must be deployed; this is based on the nature of the event (high or low risk) and number of events planned at a specific venue.
5. How many times will the office tolerate late submissions? What are the consequences for multiple infractions?	As specified in the By-Law late submissions will not be tolerated.

<p>6. How is the environmental impact measured? What criteria is used?</p> <p>7. The new timelines are far too long and not feasible/practical</p> <p>8. Coetzenburg precinct is not addressed here, there is a request that only one large event is hosted on the precinct at any one time, but this is not consistently enforced</p> <p>9. Coetzenburg Outdoor Pool - If there are no temporary structures, no amplified sound and no vendor services; should it not be considered a purpose-built venue and not require application? Services will be booked as per Safety at Sports and Recreational Events Act (SASREA) and Stellenbosch University (SU) Risk.</p> <p>10. Consider increasing the pax to 500, this will allow many smaller venues to host smaller events at a lower cost.</p> <p>11. Event Organisers may not advertise /market or sell tickets for an event before the event has been approved. This is not feasible as certain event details are determined by how many tickets are sold.</p>	<p>The criteria is determined by the Stellenbosch Municipality Environmental Department.</p> <p>These timelines are as per discussion with our Legal Department and incorporates the 21-day appeal period.</p> <p>The Municipality does not have a blanket approach; the application is based on circumstances e.g. sufficient parking per event</p> <p>For safety reasons the events must still be registered, event organisers must ensure that lifeguards are on-site for pool events.</p> <p>The 200 pax is aligned with other local municipalities in the province, there will be no leeway for the University as all events have an impact on the neighbouring areas and municipal services.</p> <p>Amended as follows: The Event Organiser may at own risk advertise the planned event before an application has been approved.</p>
<p>12. The By-Law must specify in what format an application to the National Commissioner must be submitted for determining the risk categorisation.</p> <p>13. The cost for Municipal services needs to be reviewed as this becomes a huge cost for our communities e.g.: schools, university and student.</p> <p>14. Specify whether an event safety officer must be appointed for all events or only for events with applications.</p> <p>15. Clear guidelines are required for clashes? What does this mean, please describe.</p>	<p>Included: A letter must be addressed to the Provincial Commissioner.</p> <p>Rates are determined by the various Directorates and approved by Council.</p> <p>Only when it is an event application.</p> <p>Applications will be considered based on merits.</p>

<u>Franschhoek Wine Valley (FWV) Local Tourism Organisation</u>	<u>Response</u>
1. In the event of a liquor licence required for an event, it should be applied for in advance before submission to the Municipality. This is not possible as a copy of the event application must be attached with the liquor licence application.	The event application can be submitted with the completed Liquor Board application form; the approved liquor licence will only be required prior to the commencement of the event.
<u>Spier Wine Farm</u>	<u>Response</u>
1. If purpose-built venues are excluded from this By-Law in respect of events normally held in such venues, then why do we still need to submit the programme of events application two months prior to the events taking place?	To accommodate other possible event requests taking place in the surrounding area of the event venue, as it may have an impact on traffic and municipal services.
2. The By-Law should include a maximum time for submission (in case Event Organisers want to apply more than two months in advance) as well as a maximum time for the Municipality to respond.	There is no maximum time-period for the submission of events applications.
3. Consider including the preferred number of safety officers required per event based on numbers.	One safety officer per event, as per the By-Law. If the event has more than one venue, one safety officer must be allocated per venue.
<u>Run Ventures Events Company</u>	<u>Response</u>
1. Section 6 introduces "strategic fit to the Events Policy" as part of the evaluation criteria: without a clear definition, this creates a risk of subjective decision-making.	This sentence has been removed from the By-Law.
2. While community engagement is valuable, the formalized requirement for consultation with councilors, residents and associations could cause unnecessary delays and expose organisers to objections late in the process.	Consultation is critical, the consultation process must be concluded prior to the event, proof of consultation must be submitted to events office with the application form.
<u>General Public</u>	<u>Response</u>
1. Events that comply with the SASREA Act No. 2 of 2010 should be exempted from needing additional Event Permits. This would streamline the process and reduce the administrative burden on community organizers.	All events with 200 pax and more must apply to the Events Office.

2. Consider reviewing the current requirements to ensure they are proportionate for low-risk events like the parkrun and similar community-based events.	A category for the Community Fitness Events (Parkrun) has been incorporated into the By-Law
3. Create "Community Health Events" category with streamlined processes and implement annual approvals for regular community events.	A category for Community Fitness Events has been incorporated into the By-Law, with more streamlined requirements and reduced administrative processes
4. Why is the one-year timeframe taken out and for what reason?	To accommodate last minute amendments to events in the surrounding area of the venue.
5. Amend Safety Officer to Event Safety Officer.	Amendment has been made to the By-Law.
6. Provide clarity on previous offences.	This refers to non-compliance and previous fines issued to an Event Organiser.

(Please see comments attached as **APPENDIX 3**).

Following the Public Participation Process, Stellenbosch Municipality convened benchmarking workshops with the City of Cape Town on 14 October 2025 and 13 November 2025. The objective of these workshops was to obtain guidance on the City of Cape Town's approach to manage university-organised events in their jurisdiction as well as to clarify the requirements applicable to Parkrun events. The insights and feedback gathered during these workshops have been incorporated into the final draft of the Events By-Law.

Furthermore, Stellenbosch Municipality engaged with SU on 28 November 2025 to review its annual event portfolio. During the meeting, the University's internal departments presented their planned activities and outlined the measures in place to ensure effective risk mitigation and public safety, while minimizing the impact on municipal services. The Municipality has carefully considered the contributions and the substantive insights shared during the meeting.

Following further engagements with local schools in the Stellenbosch area and considering the inputs by community fitness groups, a follow-up meeting was convened with the Events Committee on 28 May 2026. At this meeting, the following further amendments to the By-Law were agreed upon:

Amendment	Purpose
1.) Inclusion of Micro and Community Fitness Events (Parkrun)	<p>Promote equitable access to sport and recreation, particularly for public and rural schools;</p> <p>Reduce administrative and financial burdens associated with the hosting of micro events;</p> <p>Ensure proportional application of safety measures in line with the Safety at Sports and Recreational Events Act, 2010;</p>

	Enable the Municipality to support community-based activities without compromising public safety.
--	---

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. Consideration was given to concerns raised by SU regarding event planning processes, application requirements, programme scheduling and risk management measures associated with university-hosted events. The final draft By-Law incorporates several amendments aimed at improving regulatory certainty while ensuring that appropriate safety and operational standards are maintained.

The Municipality also engaged with local schools and recognised that many school-based sporting activities are community-oriented events with limited risk profiles and constrained financial resources. Feedback received highlighted the need for a more proportionate regulatory approach that would not place an undue administrative burden on educational institutions while still ensuring compliance with applicable safety requirements.

Furthermore, submissions received from the Parkrun community emphasised the importance of promoting accessible recreational opportunities that encourage healthy lifestyles, social cohesion and community participation. These stakeholders requested a streamlined approval process for recurring low-risk fitness activities that do not present the same operational demands as larger commercial events. In response, the Municipality introduced a dedicated category for Micro and Community Fitness Events. The amendment provides for a more proportionate regulatory framework by reducing unnecessary administrative requirements while maintaining appropriate oversight and compliance with the SASREA Act, 2010.

These amendments are considered substantive as they introduce new regulatory provisions affecting the scope and application of the By-Law. In the interest of procedural fairness and meaningful public participation, it is recommended that the amended draft be re-advertised to afford interested and affected parties a further opportunity to comment before final adoption

6.3 Financial Implications

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

6.4 Legal Implications

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

6.5 Staff Implications

This report has no additional staff implications to the Municipality.

6.6 Previous / Relevant Council Resolutions:

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

RESOLVED (majority vote with 1 abstention)

- (a) that Council take note of the amendments to the Stellenbosch Municipality Events By-Law promulgated on 24 June 2024, attached as APPENDIX 1 to this report;
- (b) that Council approves that the Amended Stellenbosch Municipality Events By-Law, be advertised for public comment for a period of thirty (30) days; and
- (c) that the Item return to Council after the public participation process for consideration

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.

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: Advertisements

Appendix 3: Comments received during the Public Participation Process.

FOR FURTHER DETAILS CONTACT:

NAME	<i>Joh-ne Jansen</i>
POSITION	<i>Senior Economic Development Officer</i>
DIRECTORATE	<i>Planning and Economic Development</i>
CONTACT NUMBERS	<i>021 808 8144</i>
E-MAIL ADDRESS	<i>joh-ne.jansen@ Stellenbosch.gov.za</i>
REPORT DATE	<i>15 July 2026</i>

APPENDIX 1

STELLENBOSCH
MUNICIPALITY

EVENTS BY-LAW,
202652024

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SCHEDULE 4

Events Application Requirements

STELLENBOSCH MUNICIPALITY: EVENTS BY-LAW**PURPOSE AND OBJECTIVES**

To provide for the management and regulation of events within the jurisdiction of the Stellenbosch Municipality: to provide for the enforcement of this By-Law and to provide for matters incidental thereto.

PREAMBLE

WHEREAS section 156(1) of the Constitution of the Republic of South Africa, 1996 confers on municipalities the executive authority and right to administer local government matters set out in Part B of Schedule 4 and Part B of Schedule 5 to the Constitution;

WHEREAS section 156(2) of the Constitution empowers municipalities to make and administer laws for the effective administration of matters that they have the right to administer;

WHEREAS Part B of Schedule 4 and Part B of Schedule 5 to the Constitution include the following local government matters: public places, control of public nuisances, building regulations, municipal planning, municipal roads, municipal parks and recreation, beaches and amusement facilities, and pounds;

WHEREAS the Stellenbosch Municipality recognizes that the hosting of events is a significant part of its competitive strategy and acknowledges that events have an important role to enhance cultural and social cohesion in communities, support urban rejuvenation and economic growth.

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WHEREAS the Stellenbosch Municipality aims to regulate holding of events in a manner that ensures proper management thereof;

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WHEREAS the Stellenbosch Municipality wishes to support the co-ordination and collaboration between all role-players, to promote partnerships and to enhance the impact of events in the municipality;

WHEREAS the Stellenbosch Municipality wants to ensure that events happen safely and securely in a coordinated manner in its jurisdiction;

AND WHEREAS the Stellenbosch Municipality wants to ensure that events take place safely and securely in a coordinated manner through a clear collaboration between Law Enforcement, Fire Services, the South African Police Services, Disaster Management, District Municipality, Traffic Services and other related emergency and safety organisations;

AND NOW THEREFORE, BE IT ENACTED by the Stellenbosch Municipality, as follows:—

CHAPTER 1

DEFINITIONS AND APPLICATIONS

1. Definitions

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In this By-Law, unless the context otherwise indicates-

"appeal authority" means the Municipal Manager where a decision is taken by a staff member other than the Municipal Manager.

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means a designated committee appointed by the Stellenbosch Municipality that is responsible for independently reviewing and making recommendations to the Municipal Manager on appeals lodged by applicants whose event applications have been refused, restricted, or conditions imposed by the initial decision-making authority

"authorised municipal official" means the Municipal Event Officer, a member of the Municipal Events Committee, a municipal law enforcement officer, and any other person who is delegated ~~as contemplated in section 41 of the South African Constitution~~ to execute a power, function or duty related to the provisions of this By-Law.

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"Community Fitness Events (Parkrun)" means an organised, non-motorised physical activity or series of activities conducted in a public or municipal space, which is open to the public or a defined community group and which promotes health, wellness, and social participation, whether or not where no a participation fee is charged.

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“Council” means the council of the Stellenbosch Municipality or any political structure, political office, councillor or any staff member acting under the council's delegated or sub-delegated authority.

“event” means-

- (a) any sporting, recreational, entertainment, including live entertainment or event acts;
- (b) any educational, cultural or religious event;
- (c) any business event including marketing, public relations and promotional events, or exhibition events;
- (d) any charitable event, including any conference, organizational event or community event;
- ~~(e) any filming which is of such a nature that it may have a negative impact on vehicular or pedestrian traffic or may attract crowds;~~
- ~~(e)(f)~~ any similar event or activity hosted at a stadium, public place, venue or along a route or within its precinct.

“event organizer” means a person who submits an application to hold an event in terms of this By-Law whether he or she submits the application for himself or herself or on behalf of another person, body or organization;

“events committee” a committee represented by officials from affected municipal departments ~~and / or other organs of state~~, who ~~would~~ meet on an ad hoc basis to consider event applications and make recommendations to the Event Organizer;

“events policy” means the Events Policy of the Stellenbosch Municipality;

“Event Permit Officer” means the head of Stellenbosch Municipality events permit office or any other official delegated by him or her;

“Events Office” means a designated municipal department or unit responsible for regulating, facilitating, and overseeing events within the municipality;

“Law Enforcement Officers” officials of the Municipality involved in law enforcement;

“Low-risk Micro Event” means an event which, in the opinion of the Events Permit Officer, presents minimal risk to public safety, infrastructure, and the environment, including:

- School sports events hosted on school premises;
- Inter-school sporting fixtures falling within the WC024 jurisdiction only

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~~Community bazaars, markets, and fundraising events;~~

~~Small-scale cultural or recreational gatherings;~~

• Attendance does not exceed 2-0001000 persons;

• No liquor is sold, supplied, or consumed;

• No temporary grandstands, stages, or hazardous structures are erected;

• The event occurs on school or municipal sports facilities;

• ~~No major road closures or traffic diversions are required~~No impact on traffic;

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“Municipal Manager” means the person appointed as Municipal Manager in terms of section 82 of the Local Government: Municipal Structures Act, 1998 (Act No. 117 of 1998)

“permit” means a permit issued by the Events ~~Permit Officer~~Coordinator for the holding of events;

Commented [DJ2]: Should the definition not read *events permit officer* instead of *events coordinator*?

“public place” means -

- (a) any public land, square, public swimming, bath, public resort, public recreation site, zoological, botanical or other public garden, park or hiking trail, including any portion thereof and any facility or apparatus therein or thereon, as well as any public open space, public road, road reserve, reserve street, lake, dam, or river;
- (b) any public building, structure, hall, room or office including any part thereof and any facility or apparatus therein, which is the property of, or possessed, controlled or leased by Stellenbosch Municipality and to which the general public has access, whether on payment of admission fees or not;
- (c) any nature conservation area including – nature reserves, protected natural areas, nature conservation worthy areas, natural open spaces.

“public land” means all property owned by government;

“purpose-built venue” means a building, structure, or premises, specifically built, zoned and suitable for the holding of specific events;

“stakeholder” includes any person, organization, entity or body who is affected or has a role to play in the management or holding of an event;

“safety officer” means a person appointed in terms of Regulation 6 of the (Occupational Health and Safety Act 85 of 1993) to assist with the oversight of the safety and security risk management of the event.

“this By-Law” includes the Schedules hereto;

“venue” means any open space, enclosed or semi-enclosed temporary structure or permanent structure, whether a private dwelling or not–

- (a) within which a temporary or permanent structure may be erected, where an event is to be hosted; and
- (b) which, for the purposes of any categorization, designation and certification of an event may consist of —
 - (i) ~~seating for~~ spectators, attendees or an audience; or
 - (ii) a field of play or a permanent or temporary podium or other area within a venue, reserved for the purposes of hosting an event;
 - (iii) purpose built venue correctly zoned, built and suitable for the holding of specific events;

“venue owner” means any person or legal entity that, now or in the future, will directly or indirectly own, lease, rent, acquire or exercise the powers of an owner or occupier of a venue used for events.

“ward committee” means the ward committee as established by Stellenbosch Municipality from time to time and chaired by the respective appointed ward councillors.

“waste management plan” is a strategic document that outlines how an organisation or project identifies, stores, collects, recycles, and dispose of it's waste.

~~**“appeal authority”** means a designated committee appointed by the Stellenbosch Municipality that is responsible for independently reviewing and making recommendations to the Municipal Manager on appeals lodged by applicants whose event applications have been refused, restricted, or conditions imposed by the initial decision making authority~~

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2. Application of this By-Law

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- (a) Applications for all types of events must be submitted to the Event Office for consideration.
- (b) This By-Law applies to any event held within the area of jurisdiction of Stellenbosch Municipality, including events held on both private land and public land, provided that where an event is held on private land, subject to any other applicable legislation, it has an impact on the resources, infrastructure, traffic and parking of the Municipality and the surrounding community.
- ~~(b)(c)~~ This By-Law does not apply to –
 - (i) events less than 200 persons in attendance, where there is no amplified sound, no or temporary structures (greater than 100m² in size per structure) to be used, no preparation and or selling of food and does not have an impact on vehicular traffic;
 - (ii) small events such as family and community events held on private property or purpose-built venues, subject to any other legislation and consent from neighbours;

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- (ii) ~~actions falling under the provisions of the Regulation of Gatherings Act (Act 205 of 1993) as amended, for which a system of approval is already in place;~~
- (iii) ~~public participation or meetings held by ward councillor;~~
- (v) ~~funeral and funeral processions, events held at a purpose-built venue or the grounds of any school, playground, place of worship, hotel and/or any other conference facility, athletic field, arena, auditorium or similar;~~
- (vi) ~~permanent place of assembly when used for events normally held in or at such venues; provided that this exclusion does not apply to events or parts of events held outside the venue or building, or which by their nature, size or impact are considered outside the normal use parameters for the venue;~~
- (vii) ~~sport fixtures and events regulated by the Safety at Sports and Recreational Events Act No.2 of 2010;~~
- (viii) ~~Weddings held at wedding venues established for purposes of weddings or at a community hall or similar entertainment facility, and wedding processions, which fall outside the boundaries of an environmentally protected area;~~
- (ix) ~~Cultural rituals held by cultural groups and families in the community.~~

~~(e)~~(d) Notwithstanding subsection (2), the Events Permit Officer or a Law Enforcement Officer may —

- (i) ~~when the Events Permit Officer or an Law Enforcement Officer Authorised Municipal Officer finds that this By-Law is, or likely to be, contravened by an event organizer; or~~
- (ii) ~~when a stakeholder affected by the impact and risk attached to an event files a complaint with the Event Permit Officer or an Authorised Municipal Officer Law Enforcement Officer, issue a compliance notice to the Event Organiser in terms of section 8 of this By-Law and act in terms of this By-Law.~~

~~(d)~~(e) Purpose-built venues are excluded from this By-Law in respect of events normally held in such venue, provided that —

- (i) ~~this exclusion does not apply to events or parts of events held outside the venue or building or which by their nature, size or impact are considered outside the normal use parameters for the venue;~~
- (ii) ~~owners or managers of purpose-built venues must submit their programme of events an application to the Events Permit Office two months prior to the events taking place, for approval of their events programmes which shall be valid for one year;~~
- (iii) ~~the Events Permit Officer may, from time to time, issue directives regarding specific or special application process for any specific or special event which may vary in respect of the criteria referred to in section 6 of this By-Law;~~

- (iv) in the event of a conflict between this By-Law and any other By-Law of the Municipality this By-Law shall prevail regarding the management and holding of events;
- (v) this By-Law does not apply to the holding of public gatherings and demonstrations as provided for in terms of the Regulation of Gatherings Act, 1993 (Act No. 205 of 1993).
- (vi) No temporary structures erected.

(f) The Events Office has the right to classify an application as an event and implement the necessary processes to be adhered to.

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CHAPTER 2

APPLICATION PROCESS, REQUIREMENTS, DECISIONS AND ENFORCEMENT

3. Submission of applications for approval to hold or stage events

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- (a) A formal application to stage an event must be made by the event organizer to the Events Permit Officer and submitted –
 - (i) by a person who is at least 18 years old;
 - (ii) in a form and or manner as prescribed by the Events Permit Officer;
 - (iii) within the time frames as prescribed in Schedule 2 of this By-Law;
 - (iv) by a person or on behalf of a person who possesses the necessary capacity and resources.
- (b) The application must include all information required as indicated in the prescribed form and any additional information as may be requested by the Stellenbosch Municipality.
- (c) All applications must be accompanied by proof of payment of the applicable fees and deposit payable for the event.
- (d) In the event of failure to submit the information referred to in subsection 3(b) and proof of payment in terms of subsection 3(c) an application will not be considered in terms of this By-Law.

4. Requirements and conditions

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- (a) No person may hold or stage any event without obtaining a permit referred to in section 5(c) of this By-Law.

- (b) An application for an event must comply with the provisions of this By-Law and contain such information as indicated in the prescribed application form as set out in [section Schedule 3 of this By-Law](#).
- ~~(c) The Event Organiser may not advertise/market or sell tickets for the planned event before an application is submitted to the Municipality and the Event Permit Officer has informed the Event Organiser in writing that the application has been approved in terms of section 5(a). The event organiser may at own risk advertise the planned event before an application has been approved in terms of se~~
- (c)  Advertising before the approval of an application for an event does not obligate the Event Permit Officer to grant any approvals and it is undertaken at the applicant's own risk.
- ~~(d) i- The event organiser must ensure that a Section 63 application form is completed and submitted separately is required to apply separately and within the- to the South African Police Services for a risk categorisation as required by the Safety at Sports and Recreational Events Act 2 of 2010 within the prescribed timeframe to the National Commissioner of South African Police Services for a risk categorisation as contemplated in the Safety at Sports and Recreational Events Act 2010 (Act No. 2 of 2010)~~
- ~~(iii) -The South African Police Service may require the event organiser to participate in separate event safety and security planning committee~~
- (d) The Event Organiser must address a formal letter to the National Commissioner of South African Police, within the required timeframe to request a risk categorisation for their event, as required by the Safety at Sports and Recreational Events Act of 2010 (Act No.2 of 2010) is required to apply separately and within the required timeframe to the National Commissioner of the South African Police Services for a risk categorisation as contemplated in the Safety at Sports and Recreational Events Act, 2010 (Act No.2 of 2010).
- (e) The Event Organiser is required to pay the Payment of an administration fee and or applicable tariffs determined by the Municipality must be required from the Event Organiser ahead prior to the -of approval of an application for an event.
- (f) The Events Permit Officer must ensure that consultation with relevant stakeholders identified by the Municipality is undertaken by the event organizer.
- (g) The Event Permit Officer must, in terms of the Event Policy and depending on the nature of the event, ensure that consultation takes place with the Events Committee, which will include an official from the municipality's environmental services department; and with any other relevant stakeholder, including the relevant ward councillor.

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- (h) The Events Permit Officer must satisfy him /or herself by written documentation that the relevant zoning scheme, environmental legislation and all health and safety regulations are complied with; that adequate public liability insurance cover, and that appropriate indemnity cover is obtained for an event by the Event Organiser. Similarly, where an activity which may put the public at risk will be triggered, proof of appropriate specialized risk insurance, blanket liability or work cover must be provided to the Events Permit Officer by the Event Organiser.
- (i) The ~~Council~~ Municipal Council must, as part of its budgeting process in terms of the Local Government: Municipal Finance Management Act, 2003 (Act No. 56 of 2003), determine tariffs ~~and deposits~~ payable for events.
- (j) The Municipality shall not, in respect of any planning for an event, application, approval or permit issued for an event in terms of this By-Law or any third party, be held liable for any:-
- (i) damage to or loss of any property of the Event Organizer; or
 - (ii) costs incurred by an Event Organizer or any third party;
- (k) The event organizer, or the venue owner shall be liable for the cost of any service provided by the municipality for or in respect of an event.
- (l) ~~_____ If the event exceeds 500pax the event organiser is required to appoint an accredited waste management service provider with Stellenbosch Municipality.~~

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4.1 Event Safety Officer

_____ The Event Organiser must appoint an event safety officer for the event.

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- (a) The responsibility for the safety of all present at the event lies primarily with the Event Organiser;
- (b) The safety officer is tasked with monitoring and maintaining a safe environment for the duration of the event, including the set-up and breakdown of ~~stages-structures~~ of the event;
- (c) The areas of responsibility of the safety officer include operational safety, occupational health and safety compliance and hygiene management;
- (d) The safety officer maintains the right to halt any event should he/she identify a significant risk threatening the safety of any individual present at the event;
- (e) The mandate of the safety officer includes the event venue as well as all associated facilities;

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- (f) The safety officer is required to be on-site for the entire duration of the event, including the set-up and breakdown stages of an event;
- (g) The safety officer is to reasonably identify any risks or dangers and recommend suitable mitigation and management measures to the Event Organiser;
- (h) The safety officer is responsible for ensuring that the event-specific written safety and security plan is adhered to.

5. Decisions on events

- (a) The Events Permit Officer must approve or decline an application for an event within a reasonable time in terms of this By-Law.
- (b) Once a decision has been taken in terms of subsection 5(a) the applicant must be informed thereof in writing.
- (c) Where an application for an event has been approved, the Events Permit Officer must issue a permit specifying the conditions applicable to the event.
- (d) The Event Organizer must make sure that the permit is available at the venue for inspection ~~at all stages and~~ at all times of the event, and that any additional licences, including liquor licences can be clearly displayed in public.
- (e) Where an application for an event has been declined, reasons for the decision must be communicated to the applicant in writing, and the applicant must be informed of his/her right to appeal the decision in terms of section 62 of the Municipal Systems Act.
- (f) The Event Permit Officer may decline an application for an event permit where—

- (i) an event application is received outside of the prescribed timeframes as set out in Schedule 2;
- ~~(ii) If the application is incomplete;~~
- (iii) the event clashes with another event and will have a significant impact on impact on the resources, —infrastructure, traffic and parking of the Municipality and the surrounding community.
- (iv) the event safety and security plan is deemed insufficient by the Municipality's services;
- (v) the event is not approved by the South African Police Services;
- (vi) the event is non-compliant with applicable legislation; ~~or~~
- (vii) the event owner, the event organiser or the safety officer concerned, has been found guilty in a court of law of committing any fraudulent or dishonest act, or
- (viii) the events permit officer on reasonable grounds suspects that the event owner, event organiser or the safety officer may be engaging in fraudulent or dishonest activities that may impact on the safe, satisfactory or proper holding of the event;
or

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~~(ix)(vi)~~ any other factor which, in the opinion of the Event Permit Officer, may negatively impact on the –

- safe ~~conclusion-hosting~~ of an event; or
- human or other resources of Stellenbosch Municipality.

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6. Evaluation Criteria

(a) The Events Permit Officer must ensure that applications for staging an event are considered in accordance with the following criteria, where applicable:

- (i) the type and size of an event;
- ~~(ii) the impact of the event in terms of the strategic fit to the Events Policy;~~
- ~~(ii)(iii)~~ the impact of the event on municipal services including services relating to noise control, traffic, parking, local amenities, public places, health and all incidental services affected by the holding of the event, logistical aspects, as well as marketing, economic, social and environmental objectives;
- ~~(iii)(iv)~~ whether the proposed use of the land complies with the applicable zoning scheme and any conditions applicable thereunder;
- ~~(iv)(v)~~ the safety and security risk management of the event in respect of the event plan, logistics, location, site design and other activities taking place near or at the event venue and other threats to the event. The risk assessment will include, but not limited to, obtaining details of the evacuation routes, emergency plans, site plans of access, and the inference of public open space;
- ~~(v)(vi)~~ that the event complies with all applicable legislation;
- ~~(vi)(vii)~~ the impact of the event on the environment;
- ~~(vii) (viii)~~ Previous offences as listed under 5(f).

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(b) The criteria referred to in subsection 6(a) must be considered in respect of-

- (i) the review and assessment of events;
- (ii) the decision processes for event applications;
- (iii) prioritisation of events;
- (iv) the type and level of support to be provided by the Municipality for events; and
- (v) the services to be provided by the Municipality to events.

(c) The Events Permit Officer may impose reasonable conditions to the permit to protect the environment and the health, safety and welfare of the public pertaining to:

- (i) Location and hours during which the event may be held;
- (ii) Sanitation, ablution facilities and availability of water;

- (iii) Security and crowd management;
- (iv) Parking and traffic issues;
- (v) Emergency and medical services;
- (vi) Clean-up of premises and surrounding area and waste disposal;
- (vii) Insurance;
- (viii) Lighting;
- (ix) Fire services and safety;
- (x) Temporary construction, barricades and fencing;
- (xi) Removal of advertising and promotional materials after the event;
- (xii) Noise levels;
- (xiii) Any other conditions pertaining to the Event;
- (xv) The environmental impact.

7. Holding of an event

- (a) An Event Organizer whose applications have been approved in terms of this By-Law are responsible for the event and must ensure that —
- (i) the event is held in compliance with the provisions of this By-Law, the _____ conditions imposed by the Events Permit Officer and does _____ not contravene any other law;
 - (ii) the conduct of persons attending an event and the activities undertaken _____ or carried out at the event do not negatively impact on affected _____ communities and the environment during such an event;
 - (iii) any compliance notice issued by the Events Permit Officer in terms of _____ section 8 is complied with.

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8. Compliance notice

- (a) When the Events Permit Officer or a Law Enforcement Officer finds that a provision of this By-Law is being or has been contravened by an Event Organizer or that a condition has arisen that has the potential to lead to a contravention of this By-Law or any other law, he or she —
- (i) may issue a compliance notice to the Event Organizer; or
 - (ii) may, on receipt of information from an authorised municipal official relating to the contravention of this By-Law or any other law in respect of _____ the _____ holding _____ or _____ staging of an event, issue a compliance-contravention notice to the Event _____ Organizer.

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- (b) A notice issued in terms of subsection 8(a) must state —

- (i) the provision of the By-Law; that is being contravened or will be ~~contravened~~ if the condition is allowed to continue;
 - (ii) the measures that must be taken to rectify the condition; and
 - (iii) the time period in which the notice must be complied with.
- (c) If an Events Organiser on whom notice was served in terms of subsection 8(a), fails to comply with the requirements of the notice, the Event Permit Officer, a Law Enforcement Officer or an authorised municipal official may, for the purposes of this By-Law, take such steps as may be necessary to rectify the condition at the cost of the Event Organizer.
- (d) A person who fails to comply with a compliance notice issued in terms of subsection 8(a) commits an offence.
- (e) The municipality shall, in respect of a person who fails to comply with a compliance notice in respect of one or more events:—
- (i) keep a record of non-compliance and consider any appropriate action as ~~_____~~ may be required;
 - ~~(ii) _____ require an increased deposit from the person for future events to be held _____ or staged by such person; and~~
 - (ii)(iii) require proof of measures in place to ensure compliance of this By-Law where ~~_____~~ the party defaulted at a former event.

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9. Inspections and right of access

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- (a) The Events Permit Officer, an authorised municipal official or a law enforcement officer may conduct inspections of a venue after the ~~submission~~ approval of an application as well as during and after the staging or holding of an event to determine compliance with this By-law and the conditions ~~made;imposed;~~
- (b) The Events Permit Officer or a law enforcement officer has a right of access to ~~or over~~ any venue for the purposes of:—
- (i) performing all necessary acts ~~or~~ required to be done by the municipality ~~_____~~ under this By-Law;
 - (ii) ascertaining whether there is or has been a contravention of the ~~_____~~ provisions of this By-Law; and the conditions made subject _____ to the ~~_____~~ approval of the event application;
 - (iii) enforcing compliance with the provisions of this By-Law.

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- (c) An Events Permit Officer, an authorized municipal official, or a law enforcement officer may require such owner, event organiser or occupier to provide, at any reasonable date and time access to such property to a person and for a purpose referred to in subsection 9(b) of this By-Law.

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10. Suspension and revocation of permit

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- (a) The Event Permit Officer, may, where the Event Organizer fails to comply with a compliance notice issued in terms of section 8 of this By-Law, by notice in writing to the Event Organizer:—

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- (i) suspend the permit immediately until the Event Organizer has complied with the compliance notice;
- (ii) revoke the permit and take such steps as may be necessary in terms of this By-Law, for which and where costs are incurred by the Municipality, the Event Organizer shall be liable; or
- (iii) on receipt of information from a Law Enforcement Officer or an authorised official authorised municipal official relating to failure to comply with a compliance notice, suspend or revoke the permit of an Event Organizer.

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- (b) The Municipality may, where the Events Permit Officer has acted in terms of subsection 10(a), withhold the deposit paid by the Event Organizer for an event as security for the payment of such costs.

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CHAPTER 3

GENERAL PROVISIONS SPECIAL INCLUSIONS

11. Micro events

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11.1 Purpose

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The purpose of this section is to:

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- (i) Promote equitable access to sport and recreation, particularly for public and rural schools.
- (ii) Reduce administrative and financial burdens associated with hosting of micro events;
- (iii) Ensure proportional application of safety measure in line with the Safety at Sports and Recreation Events Act 2 of 2010;
- (iv) Enable the Municipality to support community-based activities without compromising public safety.

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11.2 Event classification

- (i) The Municipality may classify events as:
- Micro Events
- (ii) School sporting events meeting subsection (2) must, where appropriate, be classified as micro-event;
- (iii) An event application must be submitted to the events office to determine the classification of the event;
- (iii) This provision is only for inhouse sporting events, and a full event application must be submitted to the events office;
- (iv) Should a school be competing against other schools falling outside the WC024 jurisdiction, a full compliance will apply.

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11.3 Qualification criteria for micro events

- (i) An event may be classified as micro where:
- Attendance is generally below 1,000;
 - The event occurs during weekdays and daytime hours (Monday-Friday, between 09h00 – 17h00 and Saturday between 08h00 – 13h00);
 - No traffic impact occurs;
 - No high-risk activities (fireworks, extreme sports) are present;
 - The venue is controlled (school premises or municipal facility);
 - COC for the preparation and selling of food is approved;
 - No alcohol sales;
 - Population certificate presented and
 - No temporary structures greater than 3x3 m² in size to be used.

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11.4 An application process

Notwithstanding other provisions of the By-Law:

- (i) An application process will need to be followed;
- (ii) Application depicting the following will be required:
- Basic event details;
 - Site layout (if applicable);
 - Basic safety arrangements;
 - Organiser contact details.

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11.5 Concessions for micro school events

The Municipality can apply:

(i) Simplified Safety Measures

Accept in-house arrangements:

- Safety Officer: School Governing Body member or teacher;
- Security: Neighbourhood Watch, school marshals, or internal staff;
- Medical: School first aider or nurse, with nearest hospital notified of the event activities.

(ii) Municipal In-Kind Support (to be applied for)

- Waste;
- Parking.

(iii) Annual Approvals

- Schools must submit annual event calendars with an application form for approval.

11.6 Minimum compliance requirements

All micro events must:

- Ensure basic health and safety measures;
- Provide access to first aid;
- Avoid public nuisance;
- Comply with environmental and waste regulations;
- Ensure adequate supervision;
- COC for selling of food (on-site);
- Does not exceed more than two (2) sport codes simultaneously;
- Population certificate (on-site).

11.7 Responsibility of the organiser

The organiser remains responsible for:

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- Safety of attendees;
- Compliance with applicable laws;
- Implementation of reasonable risk mitigation.

11.8 Restrictions

Liquor restrictions

- No sale or consumption of liquor at events.

Structure restrictions

- No temporary structures greater than 3 x 3 to be used.

11.9 Revocation of micro status

The Municipality will withdraw classification where:

- Event thresholds are exceeded;
- False information is provided;
- Risk levels increase.

11.10 Municipal discretion

The Municipality can at its own discretion:

- Request upgrade of the risk classification in consultation with SAPS;
- Impose additional conditions;
- Require further information from event organisers.

11.11 Compliance with National Legislation

Nothing in this section exempts compliance with Safety at Sports and Recreational Events Act (SASREA) Act 2 of 2010.

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11.12 Micro Classification Framework

(i) Risk Classification Table

Criteria	Micro
Attendance	<1 000
Event Type	Schools
Venue	Controlled
Traffic	No impact
Alcohol	None
Infrastructure	Minimal (less than 9m ²)
Duration	<6 hrs
Safety Risk	Minimal

Implementation Note

This framework applies primarily to:

- In-house school sporting events;
- Subject to approval by the Events Committee;
- Inter-school events (when hosting schools outside of the WC024) will require full compliance depending on risk;
- This risk classification excludes fun runs hosted outside of the school premises;
- In the event that the schools operate outside the parameters of this framework, the school shall assume full liability and be held solely responsible for any and all incidents, damages, or claims arising during the event.

121. Community Fitness Events (Parkrun)

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- (a) A Parkrun event is defined as a low-risk, recurring, non-competitive, community-based physical activity event conducted in public place, typically consisting of a timed five (5)- kilometre walking, jogging or running activity.
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- (b) Parkrun events are classified as **low-risk events** for the purposes of this By-Law, subject to compliance with the provisions contained herein and applicable national legislation.
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- (c) Notwithstanding the provisions of the By-Law, Parkrun events may be approved on a recurring or annual basis. Subject to the submission of:
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- (i) an annual application to the Events Office;
- (ii) an annual event management and safety plan; and
- (iii) proof of public liability.
- (d) The Events Permit Officer may exempt Parkrun events from full event permitting requirements, provided that the event remains within the low-risk classification parameters.
- (e) All Parkrun events must comply with:
- (i) the Safety at Sports and Recreational Events Act, 2010 (Act No. 2 of 2010);
- (ii) any applicable traffic, environmental and public space legislation; and
- (iii) this By-Law.
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- (f) The Event organizer must ensure that:
- (i) an annual risk assessment of the route is conducted;
- (ii) a pre-event safety inspection is undertaken prior to each event;
- (iii) identified risks are mitigated and documented.
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- (g) The Event organizer must provide, at a minimum:
- (i) a basic first aid kit;
- (ii) access to emergency communication;
- (iii) incident reporting procedures; and
- (iv) clearly designated safety personnel, including an appropriately trained first aider, run director and marshals.
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- (h) The event must be cancelled where conditions pose a risk to public safety, including but not limited to severe weather conditions.
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(i) Parkrun events must:

- (i) be volunteer-led and community-based;
- (ii) remain free of charge to all participants;
- (iii) be non-commercial and non-political in nature.

(j) The Event Organiser must ensure that:

- (i) the route is clearly defined and safe for participants;
- (ii) the event does not unreasonably interfere with other users of public spaces and traffic; and
- (iii) adequate supervision is provided along the route.

(k) Parkrun event must not:

- (i) obstruct public access to municipal facilities;
- (ii) damage municipal infrastructure; or
- (iii) create a public nuisance, and
- (iv) impact any traffic related services nor infringe on any public road;
- (v) Erect any temporary structures bigger than 9m².

(l) The Event organiser must implement measures to ensure coexistence with other users of the public space.

(m) Children under the age of eleven (11) years must always be accompanied by a responsible adult.

(n) The Event organiser must take reasonable steps to ensure the safety of vulnerable persons.

(o) Participants may be accompanied by one dog on a short handheld leash, subject to safety considerations.

(p) The Municipality must:

- (i) monitor compliance of Parkrun events to the relevant legislation listed under 11 (e);
- (ii) require submission of all incident reports;

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(iii) suspend or revoke approval where safety or compliance is compromised; and

(iv) conduct ad-hoc site assessments.

(g) -Waste Management:

(i) -A Waste management plan is submitted with their event application;

(ii) -The event organiser to ensure that clean-up of premises and surrounding area and -waste disposal is done after the event has been concluded and;

(iii) -If the event exceeds 500pax the event organiser is required to appoint an accredited- waste management service provider with Stellenbosch Municipality.

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CHAPTER 4 GENERAL PROVISIONS

13. **Agreements and Partnerships**

11.

(a) The Municipality may enter into such agreements and partnerships with Event Organizers as may be necessary for the holding and management of events in terms of this By-Law.

(b) The Municipality may, under an agreement or partnership contemplated in subsection 134(a), provide support either logistically, financially or both to specific events which are aligned to the strategic objectives of the Municipality.

(c) The agreements and partnerships contemplated in subsection 134(a) must provide for service levels which must be met by the parties in order to ensure compliance with this By-Law and the Municipal Finance Management Act, 2003 (Act No. 56 of 2003).

(d) Notwithstanding the provisions of this By-Law relating to offences and penalties, an agreement concluded in terms of this section may provide for penalties for which an Event Organizer shall be liable in the event of non-compliance therewith.

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14. Delegations**12. Delegations**

- (a) The Events Permit Officer may delegate any of the powers conferred on him or her either in whole or in part under this By-Law to any other competent official of the Municipality.
- (b) The Municipal Manager may appoint competent officials in the employment of the Municipality as authorised ~~officials~~ municipal officials to enforce the provisions of this By-Law.

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15.**15. Right of Appeal****13. Right of Appeal**

- (a) Parties to a dispute arising from a conflict in terms of this By-Law must attempt to resolve such conflict before exercising the right of appeal contemplated in subsection 15(b) through consultation with each other.
- (b) ~~The Events Permit Officer have the right to decline an application, if the application is incomplete and does not meet the timeframes as set out in Schedule 3.~~
- (be) The Event Organizer may appeal against a decision where his or her application to hold an event has been declined or against the conditions of approval.
- (cd) The Appeal Authority ~~Committee~~ will attend to appeals prior to the submission of such appeals in writing to the Municipal Manager within a period as indicated in Schedule 2 in relation to the type of event concerned.
- (e) ~~The application which is a subject of appeal must be decided in terms of section 5 before the appellant may lodge an appeal within the applicable timeframes set out in Schedule 2.~~

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- (d) An appeal lodged in terms of this section must be considered and decided within such time as indicated in Schedule 2 in relation to the type of event concerned.

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- (g) ~~The Municipal Manager may delegate any official of the Municipality to consider and decide on appeals referred to in subsection 13(b).~~

16. ~~14.~~ Indemnity

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- (a) The Event Organiser must provide –

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- (i) _____ evidence, to the satisfaction of the Event Permit Officer, of appropriate _____ indemnity cover; and
- (ii) where an activity which may put the public at risk will be involved, _____ evidence to the satisfaction of the Events Permit Officer of _____ appropriate _____ specialised risk insurance, public liability insurance or _____ work _____ cover _____ must _____ be provided.

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- (b) The Municipality shall not be liable for any costs, including any damage or loss incurred or suffered as a result of an event held without an approval in terms of this By-Law.

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- (c) Event owners shall be held liable for any damages to the municipality's property resulting from the holding of an event.

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17. ~~15.~~ Offences and Penalties

- (a) _____ Any person who-

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- (i) holds an event without a permit in contravention of section 4(a) of this By-Law;
- (ii) is an Event Organiser and whose application to hold an event has _____ been _____ approved, fails to comply with any provision of this By-Law, _____ any _____ condition _____ made subject to the approval of the event

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application; _____ or contravenes a _____ provision of any other law for which the municipality is _____ responsible for _____ implementation and enforcement, in contravention of section 7(a)(i);

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- (iii) fails to ensure that the conduct of persons attending an event and the _____

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_____ activities undertaken or carried out at an event do not _____ disturb the _____ neighbouring community, residents, or the environment in _____ contravention of section 7(a)(i);

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- (iv) fails to comply with the compliance notice issued by the Events Permit _____

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_____ Officer or a Law Enforcement Officer in terms of section 8(a)(i) _____ or _____ (ii), in _____ contravention of section 7(a)(iii), shall be guilty of an offence.

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- (b) A person who commits an offence in terms of this By-Law shall, on conviction, be liable –

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- (i) in the case of an offence referred to in subsection 175(a)(i) or (ii) _____ To _____ a fine _____ as the court may deem fit to impose or to imprisonment for _____ a period not _____ exceeding twelve months, or to both such fine and such imprisonment;

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- (ii) in the case of an offence referred to in subsection 175(a)(iii), to such fine _____

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_____ as the court may deem fit to impose or to imprisonment for a period _____ not _____ exceeding five years, or to both such fine and such imprisonment;

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- (iii) in the case of an offence referred to in subsection 175(a)(iv), to such _____ fine _____ as the court may deem fit to impose or to imprisonment for a period not exceeding ten (10) years, or to both such fine and imprisonment.

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18. 46. Short title

-This By-Law is called Stellenbosch Municipality: Events By-Law, ~~20265~~2024.

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SCHEDULE 1
REPEAL OF BY-LAW

No. and Year of Bylaw or Repeal	Short Title	Extent of Repeal
By-Law No. 7564/2016 12 February 2016	Stellenbosch Municipality: Events By-Law	<u>Entire By-Law</u>
By-Law No. 8944/2024 24 June 2024	Stellenbosch Municipality: Events <u>and Filming</u> By-Law	<u>Entire By-law</u>

SCHEDULE 2 Schedule of Events Application Timeframe
Subject to Application Criteria, the following Timeframes Below will apply:

Size	Crowd Size/ No of Participants	Minimum time for submission of an application to the Municipality by the event organiser before the date of an event [all required information relating to the application must be submitted in terms of section 3 (2)]	Minimum time for the Municipality to respond to an application for staging an event	Appeals to be lodged by applicant with the Municipality within	Appeal to be decided by Municipality within	
Micro/Small	200 to 2000	20 working days (4 weeks) 60 working days	10 working days (2 weeks)	48 hours 21 calendar Days of receipt of written notice from the Municipality indicating that the application has been refused	48 hours 7 Days of receipt of written notice of appeal	Formatted: Not Highlight Formatted: Not Highlight Formatted: Not Highlight Formatted: Not Highlight Formatted: Not Highlight
Medium	2001 to 5000	25 working days (5 weeks) 65 working days	15 working days (3 weeks)	48 hours 21 calendar Days of receipt of written notice from the Municipality indicating that the application has been refused failure to resolve conflict	48 hours 7 Days of receipt of written notice of appeal	Formatted: Not Highlight Formatted: Not Highlight Formatted: Not Highlight Formatted: Not Highlight
Large	5001 to 10 000	30 working days (6 weeks) 70 working days	20 working days (4 weeks)	48 hours 21 calendar Days of receipt of written notice from the Municipality indicating that the application has been refused failure to resolve conflict	48 hours 1 Days of receipt of written notice of appeal	Formatted: Not Highlight Formatted: Not Highlight Formatted: Not Highlight Formatted: Not Highlight
Very Large	10 001 and above	90 working days (minimum 34 months, preferably 6 months)	40 working days (2 months)	48 hours 21 calendar Days of receipt of written notice from the Municipality indicating that the application has been refused failure to resolve conflict	48 hours 1 Days of receipt of written notice of appeal	Formatted: Not Highlight Formatted: Not Highlight Formatted: Not Highlight

Note:

- The timeframes do not include events applications where a land use planning approval in terms of the Land Use Planning Bylaw is required i.e. where an

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event is to be held on land which is not appropriately zoned. In such instances, the time frames for a very large event will apply.

2. If a small event includes food vendors, a minimum of 45,60 days will be required if food vendors need to apply for licences and certificates of acceptability.
3. In the event of a liquor licence required for an event, it should be applied for in advance before your event application submission to the Municipality.
4. No events will be approved in any circumstances less than 14 days prior to the event (which includes the finalisation of application/ appeals/ and appeal outcome). The event approval must be finalised 14 days prior to any event.

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Schedule 3

CHAPTER 29: EVENTS AND OUTDOOR DINING OVERLAY ZONE**273. Zone name and designation on map**

- (1) The Events and Outdoor Dining Overlay zone may be referred to by the code (EODO) and shall cover the entire area of the Stellenbosch Municipality's zoning map.

274. Purpose of the zone

- (1) The purpose of the Events and Outdoor Dining Overlay zone is to facilitate the hosting of events and outdoor dining on public streets in certain circumstances, with the aim of promoting the tourism and leisure sector as a key driver of local economic development, as well as to enhance the cultural and social cohesion of communities, while protecting the amenity on which these activities rely.
- (2) A person may only organize an event with a valid permit issued by the Municipality as regulated in the Stellenbosch Municipality Events Permitting By-Law. "Event" has the same meaning as contemplated in subject By-Law.
- (3) Provide for a clear distinction between "events" and "occasional use" events, as contemplated in section 30.
- (4) Notwithstanding the intention for the overlay zone to be less restrictive with regards to the hosting of events and promoting outdoor dining on public streets, the overlay zone gives the Municipality a mechanism whereby additional measures and conditions can be imposed which can assist to avoid potential adverse impact of events and outdoor dining on the receiving environment and mitigate such impacts where they cannot be avoided.

275. General provisions

- (1) The primary, additional and consent uses, and development parameters set out in the applicable base zone remain applicable to any land unit subject to this overlay zone, unless varied in the provisions provided in this chapter.
- (2) Purpose-built tracks, buildings, and infrastructure to be used for events requires land use approval for the facility or amenity as contemplated in subsection (1).
- (3) Events contemplated in this chapter are exempt from the provisions of section 30(1).
- (4) A maximum of 12 events per calendar year can be hosted on an individual property, irrespective of the event being a linear event or place-bound event as contemplated in this chapter, unless otherwise stipulated in this chapter. A calendar year means a period of twelve months from January 1 to December 31.
- (5) Any event occurring on a property that takes direct access from a proclaimed road shall provide effective traffic control for safe access off such road to the on-site parking area, to the satisfaction of the Municipality.
- (6) Any event contemplated in this chapter may involve the construction of temporary structures to facilitate the hosting of such event. Temporary structures or non-permanent structures constructed purely on a temporary basis for a specific period, shall require building plan approval and shall be demolished on completion of the event for which it was erected.
- (7) Commercial services at the same venue that are not directly associated with the event, and which is not an event related activity shall require prior land use approval for such activity.
- (8) No event can be both a "linear event" and a "place-bound event", and the Municipality's Development Management Department has the sole discretion to determine the specific type of an event as contemplated in this chapter.

276. Linear events

- (1) A linear event means an event along a route taken from a starting point to a destination during which the event takes the form of either a recreational activity or a procession, and which may traverse a single property or a number of properties, and includes marathon, trail running, cycling and mountain biking (including E-bikes) events, but excludes the use of motorized vehicles.
- (2) An unlimited number of linear events shall be permitted in the following zones:
 - (a) Community zone.
 - (b) Transport Facilities zone.
 - (c) Public Road and Parking zone; and
 - (d) Public Open Space zone.
- (3) An unlimited number of linear events shall be permitted in the following zones, provided that the total number of people involved in the event, including any support staff or spectators are limited to the capacity of the venue or do not exceed 1000 people, whichever is the lesser:
 - (a) Education zone.
 - (b) Private Open Space zone.
 - (c) Agriculture and Rural zone; and
 - (d) Natural Environment zone.
- (4) For a linear event involving more than 1000 people, including any support staff or spectators associated with such event, a maximum number of 12 events per calendar year shall be permitted on a property with a zoning stipulated in subsection (2).
- (5) A linear event occurring on a property with a zoning stipulated in subsection (2) may not exceed:
 - (a) a maximum of 3 consecutive days; and
 - (b) a cumulative number of 12 days in a calendar year.
- (6) A linear event occurring on a property with a zoning stipulated in subsections (2)(c) and 2(d):
 - (a) must make use of existing routes, farm tracks and infrastructure.
 - (b) must include the provision of sufficient on-site parking for all vehicles associated with the event, or to the satisfaction of the Municipality; and
 - (c) may not involve any motorized vehicles.
- (7) A linear event occurring on a property with a zoning stipulated in subsection 2(a) does not include ancillary events typically associated with the primary uses thereon such as any school related functions.

277. Place-bound events

- (1) A Place-bound event means an event that takes place at a specific venue, or on a specific property.
- (2) An unlimited number of place-bound events shall be permitted in the following zones:
 - (a) Community zone.
 - (b) Transport Facilities zone.
 - (c) Public Road and Parking zone; and
 - (d) Public Open Space zone.
- (3) A maximum of 12 place-bound events per calendar year shall be permitted on a property in the following zones:
 - (a) Education zone.
 - (b) Private Open Space zone; and
 - (c) Agriculture and Rural zone.

- (4) A place-bound event occurring on a property with a zoning stipulated in subsection (2) may not exceed:
 - (a) a maximum of 3 consecutive days; and
 - (b) a cumulative number of 12 days in a calendar year.
- (5) Notwithstanding subsection (2), a place-bound event occurring on a property with a zoning stipulated in subsection (2)(c) that involves any amplified music such as an outdoor music concert, rave or festival, shall not be permitted to extend beyond 18h00.
- (6) A place-bound event occurring on a property with a zoning stipulated in subsections (2)(b) and 2(c):
 - (a) must make use of existing facilities, amenities, and infrastructure; and
 - (b) must include the provision of sufficient on-site parking for all vehicles associated with the event, or to the satisfaction of the Municipality.
- (7) A place-bound event occurring on a property with a zoning stipulated in subsection (2)(a) does not include ancillary events typically associated with the primary uses thereon such as any school related functions.
- (8) All place bound events, regardless of the base zoning of the property on which such event takes place, shall not continue past 22h00 without prior written permission as part of the event permit.

278. Specific provisions: outdoor dining

- (1) Outdoor dining means dining outdoors on sidewalks or a portion of public street with tables, chairs, and other furnishings for the purpose of selling, offering for sale, and serving food and beverages in an area set up directly outside the confines of a property with land use rights for a business premises (or equivalent)
- (2) Outdoor dining shall be permitted as a primary use right on a property zoned Public Road and Parking zone, subject to the following conditions:
 - (a) The location of the outdoor dining area must be directly abutting the confines of a property with land use rights in place for a business premises or equivalent.
 - (b) The outdoor dining area must be compliant with the technical specifications and guidelines provided in the Policy on Outdoor Dining, Trading and the use of Public Places for Commercial Ventures and Display, or any such subsequent policy or directive as the Municipality may adopt.
 - (c) The owner of a property incorporating an outdoor dining area as contemplated in this chapter must enter into a written agreement with the Municipality.
 - (d) Only temporary structures specified in the written agreement contemplated in paragraph (c) shall be permitted and shall be subject to building plan approval where applicable.
 - (e) Should a written agreement as contemplated in paragraph (c) not be concluded between the relevant parties, the Municipality may institute enforcement proceedings, either –
 - (i) as contemplated in section 273 of this By-law; or
 - (ii) in accordance with the Municipality's Roads and Streets By-law.

SCHEDULE 4 EVENTS APPLICATION REQUIREMENTS GUIDELINE

The following information and documentation are required from ALL organisers of events wishing to host events in the Stellenbosch Municipality.

The timeous provision of the complete information will support and assist with the processing of the application, the approval processes by the range of Municipality Departments and compliance with legislative requirements.

SIZE	CATEGORY ATTENDEE / PARTICIPATION SIZE	MINIMUM TIME BEFORE AN EVENT TO SUBMIT A COMPLETE APPLICATION TO THE MUNICIPALITY
Micro/ Small	200 – 2000	A minimum of 60 working days ²⁰ working days (4 weeks)
Medium	2001 – 5000	A minimum of 65 working days ²⁵ working days (5 weeks)
Large	5001 – 10 000	A minimum of 70 working days 30 working days (6 weeks)
Very large	10 001 above	90 working days (34 months minimum – preferably 6 months)

NOTE:

- Events of fewer than 200 persons where there is no amplified sound or no temporary structures to be used need not submit an application. However, the Municipality may determine whether the impact and risk attached to an event of fewer than 200 persons would require the submission of an application.
- Note this excludes any specific or special application directives which the Municipality may issue from time to time, which may vary by event type, risk, size, the time of the year, duration, venue or location (for example over the festive season or public holiday or related to a type of event or specific venue/location) or impact on the transport network or any other Municipality activity.
- These timeframes do not include events applications where a land use application approval is required i.e. where an event is to be held on land which is not appropriately zoned. In such instances, the time frames for a very large event will apply.

REQUIREMENTS:

- A formal Application detailing the name and contact numbers of the organizer, date/s, venue, nature of event and as much information as possible, and
- An Event Plan including at least the following information:

1. Description of Event:

Type of event: International, National, Local, Linear or Place bound

- Date/s
 - Duration (daily)
 - Locality/Area
 - Property description (erf or farm number)
 - Venue
 - Anticipated number of participants and spectators
 - Details of VIPS attending event (including artist/s)
 - Details of nearby Key Point/s or Restricted Areas
2. **Event Programme** (full details and times, plus contact details for person responsible for each aspect of event)
 3. **Layout Plan** for event, indicating:
 - Stages, Marquees & Other Temporary Structures
 - Access and Evacuation Flows
 - Fencing and Crowd Barriers
 - Catering Facilities and Vendor Areas
 - Restricted/VIP Areas
 - VOC Location
 - Ticket Selling Booths
 4. **Event Safety Plan:**
 - Medical Plan – including details of private medical service provider/s
 - Security Plan – including details of private security service provider/s
 - Departmental Emergency Response Plan
 - Emergency Procedure/Evacuation Plan
 - LP Gas Plan (if applicable)
 - Accreditation Plan
 - Crowd Management Plan
 - Facility Emergency Plan (if applicable)
 - Civil Aviation Application/Approval (if applicable)
 5. **Transport Management Plan**
 - Detailed Transportation Plan, incl. transportation modes, routes for event
 - Details of Road Closures (and times)
 - Emergency Vehicle Access Routes
 - Optimal Public Transport Utilisation
 - Detailed Parking Plan, incl. secured/identified Parking Areas
 - Detailed Event Signage/Communication Plan (warning signage, alternative routes, parking, etc.)
 6. **Integrated Waste Management Plan** (including immediate precinct)
 7. **Traffic Management Plan**
 - Detailed plan of event venue/location and surrounds;
 - Details of event specific Road Signage (if applicable)
 - Marshalling Plan (if applicable)

- 8. Health Requirements:**
 - Ablution Facilities and/or Mobile Toilets
 - Details of Vendors / Caterers, including licences
 - Certificate/s of Acceptability – food vendors
- 9. Zoning confirmation of the permitted land use or land use planning**
(approval where necessary)
- 10. Community Participation/Consultation Plan, including:**
 - Communication with Councillor/s
 - Consultation with Community/Residents Organisations/Associations
 - Communication with Affected Residents/Businesses/Business Associations or other stakeholders.
- 11. Application Forms /Approvals, incl.**
 - Noise Exemption (including public participation/consultation)
 - Erection of Stages/Marquees/Temporary Structures
 - Confirmation of Venue: Written approval from venue owner/venue manager to authorise the event organiser to use the facility/ venue to host the event.
 - Liquor Licence/s/ Fireworks/ Civil Aviation (if applicable)
- 12. Municipal Services Requirements:**
 - Waste Management Plan, incl.
 - Details of Service Provider/s
 - Arrangements for venue cleansing (prior to and post event)
 - Receipt slip from landfill site (post event)
 - Electricity – including wayleaves
 - Water
 - Transport
 - Roads and storm water
- 13. Event Communications Plan**
 - Ticket Selling Strategy & Accreditation
 - Emergency Communications Plan
 - Approval or application for Municipal Outdoor Advertising and Signage
 - Any specific requirements
- 14. Environmental Management Plan** (if applicable)
 - A rehabilitation plan
 - Financial guarantee
 - Any other applicable environmental or heritage permission.
- 15. Indemnity Forms, incl.**
 - Completed Indemnity Form
 - Confirmation of Public Liability insurance as well as the prescribed insurance confirmation letter.
- 16. Confirmation of Appointment of Safety Officer/s**

APPENDIX 2

Buurtwag slaag met talle planne

Chantéle Hartebeest

Die veiligheid van die inwoners in Bloomsbury, Paarl-Oos, is die eerste en grootste prioriteit vir dié gebied se toegewyde buurtwag.

Edgar Lewis, 'n lid van die Bloomsbury-buurtwag, sê hul buurt het onlangs nog twee veiligheidskameras bygekry.

"Die buurtwag het besluit om alles in sy vermoë te doen om die gebied te beveilig. Die buurt het baie bejaardes en jongmense asook 'n laerskool en hoërskool. Veiligheid en die voorkoming van misdaad het 'n belangrike faktor geraak. Ons sê baie dankie aan Fidelity ADT vir die goeie verstandhouding tussen hulle en die Bloomsbury-buurtwag. Die verhoudinge tussen die twee partye het die afgelope drie jaar net versterk."

Volgens Lewis is daar tans 10 veiligheidskameras in die Bloomsbury-gebied om enige beweging in dié strate te monitor en sodoende ook misdaad hok te slaan.

"Die kameras word op strategiese plekke aangebring waar al ons ingange

(na die gebied) gedek word. Die kamearas word 24/7 deur FADT se beheerkamer en ook deur van ons eie lede gemonitor. FADT se voertuie is baie sigbaar – veral in die nag. Ons patrollie is op 'n sosialemediagroep wat veral bewegings in die nag monitor. Ons doen sover moontlik dinge om ons inwoners veilig te laat voel. Baie voorvalle wat vasgevang word – veral in die nag – het as inligting aan die polisie gedien.

Die Bloomsbury-buurtwag se bestuur het ook by elke huis 'n fluitjie gaan afgee, wat tydens nood geblaas kan word om sodoende iemand se aandag om hulp te trek."

Lewis voeg by die buurtwag sien goed daar uit om die gemeenskap verder te dien.

•Die buurtwag neem gereeld aan liefdadigheidswerk deel. Op 7 November vanjaar sal hulle hul jaarlikse dans, wat in die gemeenskapsaal plaasvind, aanbied.

Geld wat ingevorder word, word vir nog kameras, benodighede en uitrustings vir die buurtwag gebruik.

Meer inligting hieroor sal nader aan die geleentheid bekendgemaak word.



Die buurtwag van Bloomsbury is vasberade om hul gebied veilig te hou. Foto: Chantéle Hartebeest



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Ida's Valley	Library, Sonnebloem Street, Ida's Valley.
Kayamandi	Kayamandi Ward Offices (Kayamandi Corridor) Library, Masithandane Street, Kayamandi, Stellenbosch
Vloftenburg	Vloftenburg Ward Office (Vloftenburg Primary School)
Klapmuts	Klapmuts Ward Office (Klapmuts Multi-Purpose Centre)

Enquiries or requests for more information on the process may be directed to the Economic Development and Tourism Section: Lesley van Gensen Tel: (021) 808-8179 or E-mail: johne.jansen@stellenbosch.gov.za during normal office hours.

Ms Geraldine Mettler
Municipal Manager
Stellenbosch Municipality

PUBLIEKE KENNISGEWING: 134/2025

HERADVERTERING VAN OPROEP OM OPENBARE KOMMENTAAR OP DIE HERSIENDE STELLENBOSCH MUNISIPALITEIT GEBEURTENISSE VERORDENING, 2025

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U word genooi om skriftelike kommentaar in verband met die hersiende Stellenbosch Munisipale Gebeurtenisse Verordening, 2025 per e-pos aan die Bestuurder: Ekonomiese Ontwikkeling en Toerisme by Lesley.vangensen@stellenbosch.gov.za voor of op 15 September 2025 te stuur.

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Wemmershoek	Wyk 3: Wemmershoek Wyk Kantoor (Gemeenskap Saal)
Cloetessville	Cloetessville Wyk Kantoor (Wyk 16 en 17) Biblioteek, Vredelust Straat, Cloetessville, Stellenbosch
Ida's Vallei	Biblioteek, Sonnebloem Straat, Ida's Vallei
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Vloftenburg	Vloftenburg Wyk Kantoor (Vloftenburg Laerskool)
Klapmuts	Klapmuts Wyk Kantoor (Klapmuts Veeldoening Sentrum)

Navrae en versoeke vir meer inligting oor die proses kan gerig word aan die Ekonomiese Ontwikkeling en Toerisme eenheid: Lesley van Gensen Tel: (021) 808-8179 of per Epos: johne.jansen@stellenbosch.gov.za tydens normale kantoor ure.

Ms Geraldine Mettler
Munisipale Bestuurder
Stellenbosch Munisipaliteit

ISAZISO SOLUNTU: 134/2025

ISIBHENGEZO KWAKHONA, SESIMEMO SOKUHLOMLA KOMNTU WONKE KUMTHETHO KAMASIPALA OHLAZIYIWEYO WEMICIMBI KAMASIPALA WASESTELLENBOSCH, 2025.

Kwenziwa isaziso sokuba ibhunga lijonge ukwamkela umthetho kaMasipala weMithetho kaMasipala waseStellenbosch ohlaziyiweyo, wama-2025. Amaqela anomdla nachaphazelekayo ayamenywa ukuba angenise izimvo ezibhaliweyo kwintso ezingama-30 esibhengezo.

Uyamenywa ukuba ungenise izimvo ezibhaliweyo ngokunxulumene noMthetho kaMasipala weMithetho kaMasipala waseStellenbosch oYilwayo, ka-2025 nge-imeyile kuMphathi: woPhuhliso loQaqosho noKhenketho kuLesley.vangensen@stellenbosch.gov.za okanye phambi komhla wesi-15 EyoMsintsi 2025.

UMthetho kaMasipala weMinyhadala kaMasipala waseStellenbosch oYilwayo, ka-2025 uza kufumaneka kwiwebhusayithi kaMasipala waseStellenbosch (www.stellenbosch.gov.za) kwaye ikopi ezingamaphepha ziya kufumaneka kumahlala eencwadini asekuhlaleni nakwi-ofisi zesathelayithi njengoko kubonisiwe kolu luhlu lungezantsi.

Ihlovela ledolophu	Indawo
Stellenbosch CBD	Kwi-Ofisi Kamasipala: eCorner of Ryneveld and Plein. Umgangatho we-2, kwisakhiwo sase-NPK
Franschhoek	Kwi-Ofisi yeWadi: Wadi 1 (Kwisakhiwo sase-Mooiwater) Kwi-Ofisi yeWadi: Wadi 2 (Groendal KwiHolo loLuntu)
Kylemore	Kwi-Ofisi yeWadi laseKylemore
Pniël	Kwithala lencwadi, Main Road, Pniël Kwi-Ofisi yeWadi lasePniël
Wemmershoek	kwaWadi 3: Kwi-Ofisi yeWadi laseWemmershoek (kwiHolo loLuntu)
Cloetessville	Cloetessville Ward Offices (Ward 16 and 17) Library, Vredelust Street, Cloetessville, Stellenbosch
Ida's Valley	Kwithala lencwadi, Sonnebloem Street, Ida's Valley.
Kayamandi	Kwi-ofisi zamaWadi aseKayamandi (Kayamandi Corridor) Kwithala lencwadi, Masithandane Street, Kayamandi, Stellenbosch
Vloftenburg	Kwi iOfisi yeWadi eVloftenburg (Vloftenburg Primary School)
Klapmuts	Kwi office yeWadi eKlapmuts (Klapmuts Multi-Purpose Centre)

Imibuzo okanye izicelo zokufumana ulwazi oluthe vetshe ngale nkqubo zinokubekiswa kwiCandelo loPhuhliso loQaqosho noKhenketho: Lesley van Gensen Umnxeba: (021) 808-8179 okanye i-imeyile: johne.jansen@stellenbosch.gov.za ngeeyure zomsebenzi eziqhelekileyo.

UNksz Geraldine Mettler
UMphathi kaMasipala
uMasipala waseStellenbosch

Exploring exile and identity

The Stellenbosch University Drama Department presents the award-winning one-man play *Cantos of a Life in Exile* at the Adam Small Theatre Complex on Tuesday 19 and Wednesday 20 August at 19:00.

Cantos of a Life in Exile, the winner of the 2024 Standard Bank Silver Ovation Award, is a powerful and deeply moving solo show by theatre-maker, actor and cultural leader

Makhaola Ndebele. It blends storytelling, poetry and song, drawing from the rich oral traditions of Southern Africa.

Part personal journey, part universal story, it dives into themes of exile, memory, identity and the timeless search for home. The play is intimate, emotional and beautifully performed. It speaks to anyone who's ever felt the pull of belonging or the ache of being far from home. It's the kind of theatre that stays with you – raw, lyrical



In *Cantos of a Life in Exile* by Makhaola Ndebele (pictured) fuses Southern African oral traditions with contemporary performance to explore themes of identity, migration and belonging.

cal and unforgettable.

Ndebele's two-decade career spans stage, screen, and academia. Born in Lesotho and raised between continents, his storytelling draws deeply from personal and ancestral memory.

As a director, he has helmed acclaimed productions including August Strindberg's *The Father*, Zakes Mda's *Mother of All Eating*, and Moagi Modise's *Lepatata* – the first fully Setswana-language play staged at the Market Theatre, which

won Best Ensemble at the Naledi Theatre Awards.

Ndebele's screen appearances include the Sundance-winning *This Is Not a Burial, It's a Resurrection* (2019), George Clooney's *Money Monster* (2016), and *The Last Ranger* (2024), a conservation-themed short film recently nominated for an Academy Award.

Currently a lecturer at Rhodes University, Ndebele is committed to mentoring

the next generation of performers and theatre-makers.

Cantos of a Life in Exile, written, directed and performed by Ndebele, represents the culmination of a life shaped by movement, memory, and the pursuit of cultural truth.

He describes the production as "more than a performance; it is a homecoming". "It is an invitation to walk with me through the shifting landscapes of memory, culture and identity."

"Born in exile, I have spent a lifetime searching for the meaning of 'home', not simply as a place, but a feeling, a longing, a dream shaped by distance and desire."

"This work is my way of bridging the spaces between us, revealing the shared ground beneath our personal histories. It is a celebration of resilience, of the stories we carry, and of the hopes we return to time and again. Through a fusion of traditional storytelling and contemporary performance, I create a space where the personal becomes universal, where each audience member may catch a reflection of their own journey in mine."

■ Tickets for the two-night run at the Stellenbosch theatre can be bought online via Quicket at R100 each.

Dorpskalender | Town calendar

DONDERDAG 14 TOT SATERDAG 16 AUGUSTUS

■ Stellenbosch: Vier Afrikaans se 100ste bestaansjaar by AZALEAHOF in Van Riebeeckstraat. Gesprekke, boekbesprekings, digkuns en musiek word daaglik van 10:00 aangebied. Dit sluit Saterdag met 'n groot kermis af. Gratis toegang en verversings. Kontak Alta by 082 490 4215 of Rouston by 082 804 3312.

VRYPAG 15 AUGUSTUS

■ Cloetesville: Die STELLENBOSCH WYNLAND-NETBALUNIE hou van 18:00 tot 23:30 'n dans in die Rietenbosch Primêr-saal. Toegang R80; neem jou eie koelboks. Daar sal ook 'n lootjie en snoepie wees. Bel Vernon by 064 464 4118 of Ellarie by 073 199 9077 vir nog inligting.

■ Stellenbosch: The SU Piano Division and the Piano Division of UCT's South African College of Music shares the stage in a variety programme titled *Invitation to the Dance* at the ENDLER HALL at 19:00. Tickets cost R180 via Webtickets.

SATERDAG 23 AUGUSTUS

■ Lyndoch: Die Faith Fund-omgeedag word om 10:30 op die VREDENHEIM-PLAAS gehou. Andriette Norman en Leatitia Solomons sal optree. Kaartjies kos R440 en sluit 'n laatonbyt, geskenksakke en gelukstrekkings in. Stuur e-pos na kershoff@mweb.co.za om te bespreek.

■ Stuur alle kalender-inskrywings na eikestadnuus@novusmedia.co.za.



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Klapmuts	Klapmuts Wyk Kantoor (Klapmuts Veeldoening Sentrum)

ISAZISO SOLUNTU: 134/2025

ISIBHENGESO KWAKHONA. SESIMEMO SOKUHLOMLA KOMNTU WONKE KUMTHETHO KAMASIPALA OHLAZIYIWEYO WEMICIMBI KAMASIPALA WASESTELLENBOSCH, 2025.

Kwenziwa isaziso sokuba ibhunga lijonge ukwamkela umthetho kaMasipala weMithetho kaMasipala waseStellenbosch ohlaziyiweyo, wama-2025. Amaqela anomdla nachaphazelekayo ayamanywa ukuba angenise izimvo ezibhalweyo kwintsuku ezingama-30 esibhengezo.

Uyamenywa ukuba angenise izimvo ezibhalweyo ngokunxulumene noMthetho kaMasipala weMithetho kaMasipala waseStellenbosch oMthetho kaMasipala waseStellenbosch ohlaziyiweyo, kama-2025 nge-imeyile kumphathi: woPhuhliso loQoqosho noKhenketho ku Lesley.vangensen@stellenbosch.gov.za ngomhla okanye phambi komhla wesi-15 EyoMintsi 2025.

Umthetho kaMasipala weMinyhadala kaMasipala waseStellenbosch oMthetho, ka-2025 uza kufumaneka kwiwebhusayithi kaMasipala waseStellenbosch (www.stellenbosch.gov.za) kwaye ikopi ezingamaphepha ziya kufumaneka kumahlala eencwadi asekuhlaleni nokwii-ofisi zesathelayithi njengoko kubonisiwe kolu luhlu lungezantsi.

Ihlomela ledolophu	Indawo
Stellenbosch CBD	Kwi-Ofisi kaMasipala: eCorner of Rynevela and Plein, Umgangatho we-2, kwisakhiwa sase-NPK
Franschhoek	Kwi-Ofisi yeWadi: Wadi 1 (Kwisakhiwa sase-Mooiwater) Kwi-Ofisi yeWadi: Wadi 2 (Groendal KwiHolo loLuntu)
Kylemore	Kwi-Ofisi yeWadi laseKylemore
Pniël	Kwihlala lencwadi, Main Road, Pniël Kwi-Ofisi yeWadi lasePniël
Wemmershoek	kwaWadi 3: Kwi-Ofisi yeWadi laseWemmershoek (kwiHolo loLuntu)
Cloetesville	Cloetesville Ward Offices (Ward 16 and 17) Library, Vredelust Street, Cloetesville, Stellenbosch
Ida's Valley	Kwihlala lencwadi, Sonnebloem Street, Ida's Valley.
Kayamandi	Kwi-ofisi zamaWadi aseKayamandi (Kayamandi Corridor) Kwihlala lencwadi, Masithandane Street, Kayamandi, Stellenbosch
Vlottenburg	Kwi-Ofisi yeWadi eVlottenburg (Vlottenburg Primary School)
Klapmuts	Kwi office yeWadi eKlapmuts (Klapmuts Multi-Purpose Centre)

Enquiries or requests for more information on the process may be directed to the Economic Development and Tourism Section: Lesley van Gensen Tel: (021) 808-8179 or E-mail: johne.jansen@stellenbosch.gov.za during normal office hours.

Ms Geraldine Mettler
Municipal Manager
Stellenbosch Municipality

Navrae en versoeke vir meer inligting oor die proses kan gerig word aan die Ekonomiese Ontwikkeling en Toerisme eenheid: Lesley van Gensen Tel: (021) 808-8179 of per Epos: johne.jansen@stellenbosch.gov.za tydens normale kantoor ure.

Ms Geraldine Mettler
Munisipale Bestuurder
Stellenbosch Munisipaliteit

Imibuzo okanye izicelo zokufumana ulwazi oluthe vetshe ngale nkqubo zinokubhekiswa kwiCandelo loPhuhliso loQoqosho noKhenketho: Lesley van Gensen Umnxeba: (021) 808-8179 okanye i-imeyile: joh-ne.jansen@stellenbosch.gov.za ngeeyure zomsebenzi eziqhethekileyo.

UNksz Geraldine Mettler
Umphathi kaMasipala
UMasipala waseStellenbosch

APPENDIX 3

Nwabisa Jozana

From: Angé Ackerman <ange.ackerman@gmail.com>
Sent: Wednesday, 10 September 2025 09:51
To: idp
Subject: [EX] Stellenbosch parkrun

CAUTION: This email originated from outside the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Dear Municipal Representative,

As a dedicated member of the Stellenbosch community and a passionate participant of the Root44 parkrun, I am writing to express my concern regarding its temporary closure and the financial challenges it faces due to the current Events By-law. While I understand the municipality's commitment to public safety, I believe the current requirements for low-risk, community-based events are disproportionate and unsustainable.

The Root44 parkrun is a vital part of our community. It is a free, weekly event that promotes physical and mental well-being, fosters community connections, and brings people of all ages and abilities together. The longer it remains closed, the greater the risk that we may lose the volunteers and momentum that make it so special.

I am aware that the municipality is currently seeking public comment on the revised Events By-law 2025. This is a critical opportunity for our community to contribute to a solution. I urge you to consider the following points in your review of the bylaw:

- * ****Exemption for events already complying with SASREA:**** Events that comply with the Safety at Sports and Recreational Events Act (SASREA) No. 2 of 2010 should be exempt from needing additional Event Permits. This would streamline the process and reduce the administrative burden on community organizers.
- * ****Proportionate Medical and Security Plans:**** For events with fewer than 1,000 participants, a medical and security plan that already meets SASREA standards should be sufficient. Requiring private EMS on standby and PSIRA-registered security guards is a significant financial burden that is disproportionate to the low-risk nature of events like parkrun. The event conducts thorough risk assessments and uses trained marshals, which have proven effective for over a decade.
- * ****Support for Community-Based Events:**** I kindly request your assistance in reviewing the current requirements to ensure they are proportionate for low-risk events like parkrun. Alternatively, I hope the municipality can explore ways to assist with meeting the requirements if they remain in place.

Thank you for your time and for the support that has been expressed so far by the Executive Mayor and Deputy Executive Mayor. I am confident that, with your help, we can find a solution that protects public safety while allowing our beloved community events to thrive.

Sincerely,
Angé Ackerman

OPEN LETTER FROM THE FOUNDER OF parkrun, Paul Sinton-Hewitt, CBE
September 2025

Welcoming parkrun's one millionth volunteer ❤️

As parkrun welcomes the millionth different person to volunteer this weekend, Founder Paul Sinton-Hewitt, CBE, shares an open letter to the parkrun community.

Dear parkrun volunteers,

This weekend, we will reach an extraordinary milestone — the one millionth person to volunteer at parkrun.

One million!

It's a number that's almost impossible to comprehend, but it represents something very real, very powerful, and very human.

It represents you.

You who cheer at finishes in the pouring rain.

You who time every footstep, scan every barcode, and set up every flag and funnel.

You who quietly support your local event week after week, often unnoticed, always appreciated.

I started parkrun with a simple idea: bring people together for a free, weekly, timed walk or run in the park. But I never imagined the true heart of this movement wouldn't be the run itself — it would be the people who make it happen.

You.

Volunteering at parkrun isn't just about roles and rosters.

It's about connection, generosity, community. It's about finding purpose on a Saturday and Sunday morning, making a new friend, helping someone feel seen for the first time in weeks.

It's about creating spaces that are open, welcoming, and safe — for everyone.

You've built something bigger than a run. You've built a movement of love, support, and belonging.

From small villages to capital cities, from fields to beachfronts, your collective spirit has changed lives. Mine included.

We are all 'One in a million'.

So to each and every one of you — whether you've volunteered once, ten times, or a thousand — thank you. From the bottom of my heart.

Here's to the million who've already raised their hands.

And to the next million who will.

With love and gratitude,

Paul

Paul Sinton-Hewitt CBE
parkrun Founder and first volunteer

Margie J Jenkins

208 Somerset Oaks
4 Gordon Road
Somerset West, 7130
Mobile: 082 804 0680
E-Mail: mjenkins@mweb.co.za

Stellenbosch Municipality
mdp@stellenbosch.gov.za

10 September 2025

c.c. mayor.mayor@capetown.gov.za
geordin.hillewis@capetown.gov.za
Norman.McFarlane@capetown.gov.za
Gill.fordyce@parkrun.com
Root44@parkrun.co

Dear Sir/Madam

parkrun AND THE STELLENBOSCH MUNICIPALITY

It is with the deepest of concern that the untenable situation regarding the non-granting of permission for parkrun to operate within the Municipal boundaries of Stellenbosch continues.

I wish to place on record my strongest dissatisfaction with the unacceptable stance the Stellenbosch Municipality has taken to destroy the weekly fun and free event in our beautiful neighbourhood by insisting on measures we as a voluntary sporting group of people cannot sustain.

parkrun is a FREE event shared by millions of others across the world, at 08h00 every single Saturday, come rain or shine! **But not in Stellenbosch.** Why does Stellenbosch Municipality want to be different – and destroy something so good?

As you can clearly read from that attached letter from the founder of parkrun, African-born but UK-based Paul Sinton-Hewitt CBE, and from *numerous* other posts and communications in this regard, parkrun is a free, volunteer-based, community event, that encompasses people from all walks of life, irrespective of age, gender, ability, religion, level of fitness, ethnicity, social standing, etc., etc. It is an event that probably starts and ends within about 2 hours on a Saturday morning (*if you include preparations and pack-up by volunteers*) but the run/walk takes between 18 and 75 minutes from fastest runner to slowest walker. It is **FOR** the people, **BY** the people. And we are all there for the **FUN** of it. *Nothing more, nothing less.* We all go home satisfied, refreshed, invigorated, and proud of our own effort, no matter how big or small. There is no winner, and there is no loser. Just satisfaction.

Stellenbosch Municipality knows exactly what parkrun us all about. I am not going to re-invent the wheel by going into details here. So purely as a very dissatisfied member of the community, I add my name to the thousands of people who are not interested in **red tape and bureaucracy of the Stellenbosch Municipality.** We just want our Saturday morning walk/run in one of the most beautiful parts of the world! Like the rest of the world.

Hear our cry!

Yours faithfully

MARGIE JENKINS (Ms)

(Transmitted electronically therefore unsigned)

Nwabisa Jozana

From: Alison Gitelson (CanBeeDone) <alison@canbeedone.co.za>
Sent: Friday, 12 September 2025 16:15
To: idp; mm; Stephanie Heneke
Cc: Mynard Slabbert; Joseph Joon; root44@parkrun.com; marchel.pieters@parkrun.com
Subject: [EX] Request for changes to medical Nd safety requirements of community based events eg Root 44 parkrun

CAUTION: This email originated from outside the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

THE PROBLEM: The municipality is requiring expensive EMS standby and security guards (1 per 100 people) for small events like parkrun. These requirements make free community events impossible.

THE CONTEXT: I have been involved with parkrun in South Africa since its inception in November 2011. I assisted in the creation of three different parkrun events, and I continue to be a core volunteer at an event in Gauteng. I am also a regular walking or jogging participant at parkrun events in South Africa and overseas.

I have personally seen the enormous positive value that parkrun has had on the lives of hundreds of people.

- I have seen obese people who could barely walk with the support of sticks lose 30kg of body weight and become fit enough to jog the 5km route.
- I have seen intellectually challenged adults gain self-confidence, purpose and community belonging as they either jog or volunteer almost every Saturday morning.
- I have seen older adults with no previous interest in being outdoors start smiling, become more energetic and feel needed, as they come out to volunteer on a regular basis.

Participation in parkrun increases physical and emotional, health and well-being.

REQUEST and SOLUTION:

I object to the excessive medical and security requirements being imposed on low-risk community events like parkrun. These requirements aren't in the by-laws and make free community health activities impossible. Please raise the exemption threshold to 500 people and implement risk-appropriate requirements for small events.

Suggestions:

1. Raise exemption from 200 to 500 people (so small parkruns don't need permits)
2. Change the Size Group for events and introduce a new group. The current by-laws have size categories covering very large ranges ie Small (200-2000), Medium (2001 to 5000etc. Adjust the Size Categories so as to be able to apply less onerous requirements to smaller, low risk events.
 - Change "Small" from "200-2000 participants" to be "500-1000".
 - Add a "Compact" category for "1001-2000"
3. Apply a per event, risk-based approach, for small events for less than 1000 participants, requiring:
 - Application period: 20 working days
 - Medical plan requirements: Trained first aiders on site; EMS contact details available to all first aiders, and person-in-charge on the day; Clear, documented communication protocols (NO mandatory on-site EMS)
 - Security plans: Event safety officer; Volunteer marshals; Emergency procedures; Vehicle access routes
4. Create a Community Health Events category with simpler processes for established organizations like parkrun.

Have a great CanBeeDone day

Kind regards

Alison

Alison Gitelson – Maximizer | Growth enabler | Thinking partner | Facilitating shift



CANBEE DONE

GROWING PEOPLE. GROWING BUSINESSES

Cell +27 82 573 9179

Email alison@canbeedone.co.za

Web www.canbeedone.co.za

Harmonize work and life - if you get an email from me outside your working hours it's because I'm sending it at a time convenient to me. Please feel completely comfortable to leave it there to read or reply during your own working hours.

This message and any attachments are confidential and intended solely for the addressee. If you have received this message in error, please notify CanBeeDone by sending e-mail to info@canbeedone.co.za

Nwabisa Jozana

From: Anita Bouwer <aebouwer54@gmail.com>
Sent: Friday, 12 September 2025 15:23
To: idp; mm; Stephanie Heneke
Subject: [EX] Parkrun

CAUTION: This email originated from outside the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

To who it may concern

Please allow us to continue with Parkrun at Root 44. I think it is totally unnecessary to expect the organizers of a free event to have paid emergency staff on hand. I have done 120 parkruns at various towns through out South Africa and volunteered a few times as marshal. I believe it is important for general health (and current obesity levels) to encourage people to take part in events like this.

It is also a fun family event.

Thanks in advance

Anita Bouwer

Sent from my iPhone

Nwabisa Jozana

From: Oosthuizen, Carika C <Carika.Oosthuizen@standardbank.co.za>
Sent: Thursday, 11 September 2025 13:31
To: idp
Subject: [EX] Support for Root44 parkrun and Public Comment on Events By-law 2025

CAUTION: This email originated from outside the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Dear Stellenbosch Municipality / Councillor,

I would like to add my voice in support of Root44 parkrun and to comment on the revised Events By-law 2025.

I am a parkrunner from Johannesburg, and I specifically travelled to Stellenbosch to attend the Root44 parkrun on 26 July 2025. This highlights the tourism value that parkrun brings – people travel from across South Africa and the world to participate in these events. Parkrun has become a global movement, and Stellenbosch has a unique opportunity to benefit significantly from this.

The closure of Root44 parkrun is a loss not only to the local community but also to tourism and economic growth in the region. Many parkrunners, like myself, plan trips around parkrun events, contributing to local accommodation, restaurants, and attractions. The well-known “parkrun alphabet challenge” alone drives international and local visitors to destinations, as they seek out venues with unique starting letters. Stellenbosch has the potential to attract even more tourism by hosting new parkruns with rare starting letters such as Q, J, Y, and I, which are very limited across the globe. This would put Stellenbosch on the international parkrun tourism map.

I respectfully ask that the Municipality consider the following in the Events By-law 2025:

- Exempting events under 1,000 participants that already comply with the Safety at Sports and Recreational Events Act (SASREA) from requiring additional permits.
- Recognising that the financial burden of requiring EMS on standby and PSIRA-registered security for low-risk, free community events is disproportionate.
- Supporting parkrun as a safe, well-managed, and globally recognised event that benefits public health, wellbeing, community building, and tourism.

Stellenbosch can position itself as a parkrun tourism hub – not only through the reopening of Root44 but also through exploring additional venues with globally sought-after parkrun names. Please support reasonable regulations that protect public safety without preventing community events like parkrun from thriving.

Thank you for your consideration and for supporting the health, community, and tourism benefits that parkrun brings.

Sincerely,



Carika Oosthuizen

Card & Payments / Base24-eps / Feature Analyst
 Tel +27 11 631 4361 / Mobile +27 83 682 8802 /
www.standardbank.com

Standard Bank / South Africa / A member of Standard Bank Group



IT CAN BE.

Nwabisa Jozana

From: Darren Morkel <darrencmorkel@gmail.com>
Sent: Friday, 12 September 2025 15:12
To: idp; mm; Stephanie Heneke
Cc: Mynard Slabbert; Joseph Joon; root44@parkrun.com; marchel.pieters@parkrun.com; Jenna Morkel
Subject: [EX] Stellenbosch ParkRun - New Municipal Requirements

CAUTION: This email originated from outside the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Dear Stellenbosch Municipality and relevant parties,

I hope this message finds you well. I am writing on behalf of the ParkRun community in Stellenbosch to express our concerns regarding the recent demands for expensive EMS standby and security guards for our events. While we understand the importance of safety, we believe that the current requirements are excessive and not aligned with the spirit of community engagement that ParkRun promotes.

As you may know, ParkRun is a free, weekly running event that encourages people of all ages and abilities to participate. Personally, I have found ParkRun to be a transformative experience for my health and well-being. It has not only improved my fitness but has also fostered a sense of community among participants, bringing together individuals from diverse backgrounds to support one another. It is where I met my wife, over 10 years ago at the current farm venue, and I'd love to be able to continue experiencing this privilege of the beautiful Stellenbosch scenery, not only for me, but for future generations at ParkRun.

However, the recent stipulations imposed by the municipality, particularly the requirement for one security guard per 100 participants, threaten the viability of our events. These conditions seem to be added without clear reference to the actual by-laws, making it difficult for us to comply while maintaining the accessibility of ParkRun.

To address these concerns, I respectfully request the following:

1. Raise the exemption threshold from 200 to 500 participants: This change would allow smaller ParkRun events to operate without the need for permits, making it easier for our community to engage in healthy activities.
2. Revise the size categories: I propose that the "Small" category be adjusted from "200-2000" to "500-1000" participants. Additionally, we suggest the introduction of a new "Compact" category for events with "1001-2000" participants. This would enable us to have more relaxed requirements for smaller events, which are inherently lower risk.
3. Implement a risk-based approach for events with fewer than 1000 participants: We believe that a 20-working-day application period, along with a requirement for trained first aiders on-site (rather than mandatory EMS), would provide a balanced approach to safety. Furthermore, having an event safety officer, volunteer marshals, and established emergency procedures would ensure participant safety without imposing undue financial burdens.
4. Create a Community Health Events category: We propose a simpler process for established organizations like ParkRun to facilitate our community health initiatives while ensuring safety.

I strongly believe that these adjustments will not only help us continue our mission of promoting health and wellness in Stellenbosch but will also align with the municipality's goals of fostering community engagement and well-being.

Thank you for considering our request. I would be happy to discuss this matter further and explore potential solutions that work for both the municipality and our ParkRun community.

Warm regards,

Darren Morkel
darrencmorkel@gmail.com

Nwabisa Jozana

From: Eneil Viljoen <eneil.viljoen@gmail.com>
Sent: Friday, 12 September 2025 15:24
To: idp; Stephanie Heneke; Mynard Slabbert; Joseph Joon
Cc: root44@parkrun.com; marchel.pieters@parkrun.com
Subject: [EX] Root 44 Parkrun

CAUTION: This email originated from outside the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Dear all.

I object to the excessive medical and security requirements being imposed on low-risk community events like parkrun. These requirements aren't in the by-laws and make free community health activities impossible. Please raise the exemption threshold to 500 people and implement risk-appropriate requirements for small events.

Parkrun has given me the chance to (try to) keep up with my 66 year old dad who ran his 96th parkrun at Root44 before it was forced closed by yourselves.

My mother also started walking the 5km parkrun with my daughter and it was such a wonderful achievement for her.

Imagine, 3 generations spending one hour together on a Saturday morning, trying to become fitter and healthier. And of course supporting the vendors at the market when they open.

The community is begging you to intervene and reopen the Root44 parkrun.

Sincerely,

Eneil Viljoen

Nwabisa Jozana

From: Glynis Heasley <glynisheasley.gh@gmail.com>
Sent: Friday, 12 September 2025 16:50
To: mm; Stephanie Heneke; Mynhard.Slabbert@ Stellenbosch.gov.za; Joseph Joon; idp
Cc: roo644@parkrun.com; marchel.pieters@parkrun.com
Subject: [EX] Fwd: Review of the Stellenbosch Municipality Events By-law 2025

CAUTION: This email originated from outside the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

To whom it may concern,

To enable a permit to be issued for the Root 44 Parkrun, would it be possible for the following to remain:-

2. Application of this By-Law

(b)(c) This By-Law does not apply to –

(vii) sport fixtures and events regulated by the Safety at Sports and Recreational Events Act No.2 of 2010;

In the draft document section 2(c)(vii) has been deleted.

Deleting this section means that the Stellenbosch Municipality's regulatory requirements differ from parkrun's standard safety protocols used successfully across South Africa and Globally.

The draft by-law also refers to "no amplified sound". I am not sure if a megaphone is regarded as "Amplified Sound" as the definition I found refers to electronic equipment such as amplifiers, microphones and loud speakers. Using a megaphone for 5 minutes before the start is crucial to advise participants of any possible dangers.

The revised requirements of having EMS on standby and 1 PSIRA registered security guard per 100 participants, create significant challenges on the free, community based event. This requirement is overkill for a low-risk event in a low-risk area. Parkrun SA maintains consistent safety standards across events, with thorough risk assessments, trained marshals and established emergency procedures that have proven effective for over a decade. Marshals are placed at various points across the route for participant safety, equipped with emergency service contact details and proper briefing protocols.

I have always believed that Stellenbosch Municipality wants to foster a healthy community that exercise and look after their health. This is an opportunity for the community to do this free of charge and also improves mental well being. Many community members look forward to this weekly event as a way to connect with the community. The Root 44 Parkrun isn't just a weekly run - it is a cornerstone of our community that brings together people of all ages and abilities every Saturday morning. I personally never previously exercised, but once I started doing the parkrun by initially walking and then running have experienced the benefits of this weekly event. I have completed 50 parkruns and would really like to complete 100 parkruns at Root44.

Your favourable consideration would be greatly appreciated.

regards

Glynis Heasley

Nwabisa Jozana

From: Johann Beytell <johannbeytell@gmail.com>
Sent: Friday, 12 September 2025 14:35
To: idp; mm; Stephanie Heneke
Cc: Mynard Slabbert; Joseph Joon; Root 44 parkrun; marchel.pieters@parkrun.com
Subject: [EX] Re: parkrun disappointment

CAUTION: This email originated from outside the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

idp@ Stellenbosch.gov.za more
 []

Dear Stellenbosch Municipality.

Parkrun played a massive role in my journey back to being fit & healthy and it was a very frustrating time when parkruns closed in covid times. Most of them returned but unfortunately none in the Stellenbosch area, only Root44 for a short period with a temporary permit. It was very frustrating to learn that parkrun has encountered stumbling blocks to get the permit renewed. Currently there are also no parkruns in operation in the Helderberg region. So this means the closest options for Stellenbosch residents is in the Drakenstein municipality or the Overberg region for Helderberg residents. The Stellenbosch area has so much to offer in this regard with beautiful wine farms and mountain views that it is truly sad that it doesn't have a parkrun to offer tourists visiting the area and more importantly for locals to enjoy and be proud of.

Objection:

I object to the excessive medical and security requirements being imposed on low-risk community events like parkrun. These requirements aren't in the by-laws and make free community health activities impossible. Please raise the exemption threshold to 500 people and implement risk-appropriate requirements for small events.

Change the Size Group and introduce a new group. The by-laws have size categories, Small (200-2000), Medium (2001 to 5000), Large (5001 to 10000) and Very Large (10 001 above). So that we can maybe have relaxed requirements for the Small group –

Adjust Size Categories

- Change "Small" from "200-2000" to "500-1000"
- Add "Compact" category for "1001-2000"

3. Risk-based approach for small events for less than 1000 participants

- 20 working days application period
- Medical plans: Trained first aiders on site, EMS contact details, communication protocol (not mandatory on-site EMS)
- Security plans: Event safety officer, volunteer marshals, emergency procedures, vehicle access routes

4. Community Health Events category with simpler processes for established organizations like parkrun

Yours Faithfully

Johann Beytell
 084 392 7541

Nwabisa Jozana

From: Marchel Pieters <marchel.pieters@parkrun.com>
Sent: Friday, 12 September 2025 07:09
To: idp; Stephanie Heneke; mm
Cc: Patricia Crawley; Gary Boshoff; Mynard Slabbert; Joseph Joon; Trevor Strydom; hilecia van der vyver; Wallace du Plessis; Gill Fordyce; Nickie Sale
Subject: [EX] Comments on Events By-law Implementation and Proposed Amendments - Impact on Small Community Events

CAUTION: This email originated from outside the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

To The Municipal Manager and Councillor for Community Development and Protection Services

**CC: Deputy Executive Mayor,
 CC: Ward Councillors
 CC: Interested Parties**

Dear Municipal Manager and Councillors,

Following my recent correspondence regarding medical and security conditions imposed on Root44 parkrun to Cllr Heneke, I learned through other channels of the public consultation for the revised Events By-law, and therefore participate in the process through this email.

The proposed amendments do not address the medical and security requirements currently being applied to small events.

A question I have: **Are these stringent** medical and security conditions **required by** the by-laws **themselves**, or are they "reasonable conditions" **as interpreted and applied** by the Events Permit Office **for** low risk small events?"

Following is my feedback on the current implementation, the proposed amendments, and my recommendations with particular concern for small community events under 1000 people.

A. CURRENT BY-LAW IMPLEMENTATION

Medical and Security Requirements

As mentioned in a previous communication, the Events By-law 2024 does not seem to specifically mandate Emergency Medical Services (EMS) presence or PSIRA registered security companies with prescribed ratios. These appear to be imposed as "reasonable conditions" under Section 6(c).

While I commend the Events Permit Office in Events Office for seeking to establish appropriate safety standards and researching frameworks such as the Safety at Sports and Recreational Events Act (SASREA) 2010, the medical and security requirements currently being applied appear to be derived

from old SASREA provisions designed for large stadium events rather than small community activities. My research indicates these requirements (1 security officer per 100 participants, mandatory EMS) originate from early draft SASREA regulations from 2009 designed for large stadium events. These provisions were not carried into final SASREA regulations of 2011 and 2017.

Current SASREA uses a risk-based approach requiring Event Safety and Security Plans proportionate to event risk, recognizing that small community events under 1000 participants face different risks than stadium events.

Applying large-stadium standards to small community activities creates disproportionate burdens that discourage beneficial community programs.

B. PROPOSED BY-LAW AMENDMENTS

While some changes provide clarity, two changes negatively impact small events:

Extended Lead Times

- Small events (200-2000): 60 days → 60 working days, changes from 2 months to 3 months

Inflexible Minimums

- The addition of an Absolute 14-day minimum before any approval: "No events will be approved in any circumstances less than 14 days prior to the event ..."

C. RECOMMENDED IMPROVEMENTS

1. Raise Exemption Threshold Change Section 2(c)(i) from 200 to 500 persons: "This By-Law does not apply to events less than ~~200~~ **500** persons in attendance..."

2. Adjust Size Categories

- Change "Small" from "200-2000" to "500-1000"
- Add "Compact" category for "1001-2000"

3. Risk-Based Approach For Small Events (500-1000 people) classified as "Low Risk":

- **20 working days** application period
- **Medical plans:** Trained first aiders on site, EMS contact details, communication protocol (not mandatory on-site EMS)
- **Security plans:** Event safety officer, volunteer marshals, emergency procedures, vehicle access routes

4. Community Health Recognition

- Create "Community Health Events" category with streamlined processes
- Recognize established organizations with proven safety records
- Implement annual approvals for regular community events

D. ECONOMIC IMPACT

Current interpretation and proposed changes risk:

- Reducing community participation in recreational activities
- Discouraging volunteer-led health programs
- Creating barriers for small business opportunities
- Limiting tourism and economic activity

CONCLUSION

I respectfully urge the municipality to:

1. Reconsider extended lead times for small events
2. Align requirements with current legal frameworks rather than outdated stadium provisions
3. Implement risk-proportionate requirements that facilitate community activities
4. Maintain flexibility while ensuring appropriate safety

Small community events contribute significantly to public health, social cohesion, and economic activity. Regulations should support these activities with proportionate safety standards.

I welcome the opportunity to discuss these concerns further.

Yours sincerely,

Marchel

Event Ambassador | parkrun South Africa

e: marchel.pieters@parkrun.com

w: www.parkrun.co.za

Nwabisa Jozana

From: Owen Swart <owen.swart@gmail.com>
Sent: Friday, 12 September 2025 14:16
To: idp; mm
Cc: Stephanie Heneke; Mynard Slabbert; Joseph Joon; root44@parkrun.com; marchel.pieters@parkrun.com
Subject: [EX] parkrun in Stellenbosch

CAUTION: This email originated from outside the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Dear Stellenbosch Municipality,

I am writing to **strongly object** to the recent medical and security conditions being applied to low-risk, community events like parkrun.

These requirements, such as EMS standby and paid security guards, are **not part of your official by-laws** and make it **impossible** for free events to continue operating. Parkrun is a **volunteer-run, zero-profit health initiative** that improves mental and physical wellbeing, strengthens community bonds, and costs the municipality *nothing*.

I urge you to:

1. **Raise the exemption threshold** from 200 to **500 participants**.
2. **Revise the event size categories** to allow more appropriate risk-based conditions:
 - Add a **“Compact”** category (1001–2000)
 - Redefine **“Small”** as 500–1000
3. **Apply risk-based safety plans** for events under 1000 people:
 - First aiders, not EMS standby
 - Trained volunteers for safety, not paid security guards
4. Create a special category for **recognized community health events** like parkrun.

Please don't let red tape and inappropriate risk assessments destroy one of Stellenbosch's greatest community assets.

Sincerely,
 Owen Swart

Nwabisa Jozana

From: Wallace du Plessis <wallace.dupl@gmail.com>
Sent: Friday, 12 September 2025 14:25
To: idp
Subject: [EX] Regulations governing small community events

CAUTION: This email originated from outside the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Folks

When considering your regulations please make a Community Health Events category with simpler processes for established organizations like Walk for Life and parkrun.

Ask the Events Office to consider the existing by-laws when introducing rules.

Apply a risk-based approach for small events for less than 1000 participants, especially when held on private property or controlled spaces like sports grounds.

Consider applying the national standards to local events.

Regards

Wallace du Plessis

082 336 9636

Nwabisa Jozana

From: Wallace du Plessis <wallace.dupl@gmail.com>
Sent: Monday, 15 September 2025 14:44
To: mm; Stephanie Heneke; idp
Cc: Mynard Slabbert; Joseph Joon; editor@districtmail.co.za;
tasmin.cupido@novusmedia.co.za
Subject: [EX] Health & Safety By-law for small events

CAUTION: This email originated from outside the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Dear Sirs

I write to you in the hope that you will normalise decision making concerning small events.

The excessive medical and security requirements that Stellenbosch Municipality plans to impose on low risk, free, community events (like parkrun, walk for life) will make it impossible for parkrun to return to Root 44 (or to any other venue that falls under the jurisdiction of Stellenbosch Municipality). This will be an absolute tragic loss to the larger Stellenbosch community.

It appears that the requirements of Stellenbosch are far more stringent than the national standard.

With the cost of living rising substantially over the last couple of years, and safety concerns (to e.g., simply take a walk or a jog in your neighbourhood without fearing for your safety), parkrun has offered participants an opportunity to take part in a weekly event without having to incur any entrance or participation fee. It has been heartwarming to see how parkrun has managed to create an atmosphere of inclusivity in communities. The events are run by volunteers (who do not receive any form of payment) but have a passion for giving back to communities.

Not everyone is able to afford to enter formal road races and travel far distances to attend these events. The fact that parkrun is a free, low risk community event brings joy to so many people's lives.

I trust that more favourable considerations may be considered in support of such free, safe, community events.

Regards
Wallace du Plessis
082 336 9636

Nwabisa Jozana

From: Ben Potgieter <benpotgieter9@gmail.com>
Sent: Saturday, 13 September 2025 10:25
Cc: idp; mm; Stephanie Heneke; Mynard Slabbert; Joseph Joon; root44@parkrun.com; marchel.pieters@parkrun.com
Subject: [EX] Root44 Parkrun

CAUTION: This email originated from outside the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Good day

I object to the excessive medical and security requirements being imposed on low-risk community events like parkrun. These requirements aren't in the by-laws and make free community health activities impossible. Please raise the exemption threshold to 500 people and implement risk-appropriate requirements for small events.

This event has always been very well run. Always sufficient marshals and safe and well put together.

Please consider my points raised above with utter importance and allow us to continue with this fabulous parkrun at R44.

Kind regards
Ben

Nwabisa Jozana

From: Smit, Carina [carina@sun.ac.za] <carina@sun.ac.za>
Sent: Saturday, 13 September 2025 21:04
To: idp; mm; Stephanie Heneke
Cc: Mynard Slabbert; Joseph Joon; root44@parkrun.com; marchel.pieters@parkrun.com
Subject: [EX] Request for reconsideration of excessive medical and security requirements being imposed on low risk free community events, like parkrun

CAUTION: This email originated from outside the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Good evening

I trust this message finds you well.

I write in my capacity as an avid parkrunner that started my parkrun journey at Root 44 parkrun in April 2016 and have since completed more than 250 parkruns and have volunteered more than 250 times at various parkrun events in the Western Cape.

The excessive medical and security requirements that Stellenbosch Municipality plans to impose on low risk, free, community events (like parkrun) will make it impossible for parkrun to return to Root 44 (or to any other venue that falls under the jurisdiction of Stellenbosch Municipality). This will be an absolute tragic loss to the larger Stellenbosch community.

In the 9 years that I have taken part in parkrun, and volunteered at various parkrun events, I have seen what enormous positive impact parkrun has on people from all walks of life. With the cost of living rising substantially over the last couple of years, and safety concerns (to e.g., simply take a walk or a jog in your neighbourhood without fearing for your safety), parkrun has offered participants an opportunity to take part in a weekly event without having to incur any entrance or participation fee. It has been heartwarming to see how parkrun has managed to create an atmosphere of inclusivity in communities. The events are run by volunteers (who do not receive any form of payment) but have a passion for giving back to communities.

parkrun Head Office (and the volunteer teams at parkrun events) are acutely aware of the realities around people's safety and in most instances, volunteer teams have really gone the extra mile in ensuring that parkrun events are delivered safely every week. At some of the parkrun events that I have recently attended, volunteer teams have bought walkie talkies (out of their own pockets) to give to their marshals, park walker and tail walkers that volunteer on the route to keep close contact with them and to report any incident immediately. I have also found fellow parkrunners to be incredibly supportive when an incident happens on a parkrun route (e.g. if someone falls) and they will immediately assist a fellow parkrunner in a situation like this. This incredible sense of community and caring for one another has grown over time, thanks to parkrun.

Speaking from my own experience as previous co-event director at Root 44 parkrun, I know how much time and effort we spent as a volunteer team to deliver a safe event every week. We involved parkrunners who had completed first-aider training to assist on various spots on the route to immediately assist parkrunners who were in need of medical attention. Volunteers were also trained every week on the protocol to follow in case of an emergency. parkrun also has an emergency cellphone number that can be phoned in case of very critical incidents (where a qualified person would take a team through the protocol response step by step). Furthermore, parkrun has recently

invested a huge amount of money to provide each parkrun event with an AED (automatic external defibrillator) that can be used in emergency where a parkrunner collapses due to e.g. a heart attack. The health and safety protocol at parkrun is top class, which shows how important health and safety is for parkrun at all their events.

This morning, I attended Kleinevalleij parkrun in Wellington and volunteered as timekeeper. Bruce and Gill Fordyce also attended the event (they are taking part in Gun Run tomorrow). They are just as devastated as I (and so many other parkrunners) am about the possibility that we may never be able to offer a parkrun event in Stellenbosch again. This is a devastating blow to the Stellenbosch community, who so dearly missed Root 44 parkrun after the event closed due to the COVID pandemic in March 2020. We were delighted to have Root 44 parkrun open again in March 2025 and I sincerely hope that Stellenbosch Municipality will carefully rethink the impact of not having a parkrun event for the Stellenbosch community.

Not everyone is able to afford to enter formal road races and travel far distances to attend these events. The fact that parkrun is a free, low risk community event brings joy to so many people's lives.

I trust that more favourable considerations may be considered in support of such free, safe, community events.

Thank you very much for your time.

Kind regards
Carina Smit

Carina Smit

Postgraduate administrator & Coordinator: Tutorial program | Nagraadse administrateur & Koördineerder: Tutoriaalprogram

Department of Economics | Departement Ekonomie

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Transforming the economy and society		



Nwabisa Jozana

From: Karin Henri <karintjiehenritjie@gmail.com>
Sent: Saturday, 13 September 2025 16:31
To: idp
Cc: Stephanie Heneke; root44@parkrun.com; Joseph Joon; marchel.pieters@parkrun.com
Subject: [EX] Save Stellenbosch parkrun!

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"I object to the excessive medical and security requirements being imposed on low-risk community events like parkrun. These requirements aren't in the by-laws and make free community health activities impossible. Please raise the exemption threshold to 500 people and implement risk-appropriate requirements for small events."

I love the Stellenbosch parkrun! It keeps so many poor and elderly people healthy and happy. It benefits your health department and it adds value to community and shared passion and commitment to engage with different friendships of the town...
Yours respectfully

Karin Henri

Sorry, I cannot make it shorter.

Nwabisa Jozana

From: Louise Dudley <louise.e.dudley@gmail.com>
Sent: Saturday, 13 September 2025 09:44
To: idp; mm; Stephanie Heneke
Cc: Mynard Slabbert; Joseph Joon; root44@parkrun.com; marchel.pieters@parkrun.com
Subject: [EX] Objection to excessive requirements on small community events

CAUTION: This email originated from outside the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hi,

I object to the excessive medical and security requirements being imposed on low-risk community events like parkrun. These requirements aren't in the by-laws and make free community health activities impossible. Please raise the exemption threshold to 500 people and implement risk-appropriate requirements for small events.

The parkrun gives women an opportunity to exercise in the outdoors and enjoy the beauty of Stellenbosch - security concerns make it impossible for many to exercise on their own in nature. The Parkrun provides this opportunity. Please do not kill the Parkrun's feasibility with excessive requirements!!

Regards,
Louise Dudley
0836351510

Nwabisa Jozana

From: sandra brown <brownsonvaaldam@gmail.com>
Sent: Saturday, 13 September 2025 12:07
To: idp
Subject: [EX] Security and medical requirements required by Stellenbosch Municipality for parkruns

CAUTION: This email originated from outside the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Good Day

I have been doing parkruns since they started up again after the covid lockdowns. I'm 72, only walk, and take my elderly dog as a companion, but the exercise, and the comradeship is invaluable to me. The ability to be out walking at a set place and time each week is essential in keeping me healthy.

However, Somerset West parkrun has closed because of issues unrelated to this email which, as a resident of Gordon's Bay made the Root44 parkrun my closest. Because i like to walk with my dog i now have to travel to Benguela Cove - a distance of almost 60kms each way, where there are no security guards and no EMS presence. It really doesn't make sense.

When Root44 was forced to close because of requirements imposed by Stellenbosch Municipality i was disappointed to say the least. Those additional requirements of Security personal and the presence of EMS mean the free-to-the-user parkrun cannot continue.

No other Municipality in South Africa (or the world so far as i understand) impose such requirements so why does Stellenbosch Municipality?

Parkrun is not a race. Let me repeat that. Parkrun is NOT a race. Parkrun is a community based health initiative.

The Root44 parkrun is entirely on private property, meandering through the vinyards. I'm at a loss to understand why security guards are considered a necessity and where they would be positioned if they were there. Guarding the vines maybe?

Because it is not a race, and while some people run, most actually just walk, there is no need for an EMS presence. A requirement for a trained first aider, in phone contact with all volunteers and marshalls should be sufficient - as is the case in all other Municipalities in South Africa.

The requirements you impose should be waived for events on private property with a participation of less than 1000.

I look forward to walking once more at the Root44 parkrun when you have reassessed your requirements and found them unnecessary.

Kind Regards

Nwabisa Jozana

From: Allen Burton <allenzeldab@gmail.com>
Sent: Sunday, 14 September 2025 13:20
To: idp
Cc: Stephanie Heneke; mm; Mynard Slabbert; Joseph Joon; root44@parkrun.com; marchel.peters@parkrun.com
Subject: [EX] Root 44 Parkrun

CAUTION: This email originated from outside the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Please grant a permit to open the Root 44 parkrun. Its the nearest place in our vicinity. All the other parkrun are over an hour's drive away. Its very good for the community and keeps a person healthy and fit. Not all of us can afford gym memberships for exercise.

1. Raise exemption from 200 to 500 people (so small parkruns doesn't need permits)
2. Change the Size Group and introduce a new group. The by-laws have size categories, Small (200-2000), Medium (2001 to 5000), Large (5001 to 10000) and Very Large (10 001 above). So that we can maybe have relaxed requirements for the Small group –

Adjust Size Categories

- Change "Small" from "200-2000" to "500-1000"
- Add "Compact" category for "1001-2000"

3. Risk-based approach for small events for less than 1000 participants

- 20 working days application period
- Medical plans: Trained first aiders on site, EMS contact details, communication protocol (not mandatory on-site EMS)
- Security plans: Event safety officer, volunteer marshals, emergency procedures, vehicle access routes

4. Community Health Events category with simpler processes for established organizations like parkrun

--

Regards,

Allen & Zelda Burton

0832810240

Nwabisa Jozana

From: Graham Kershaw <kershawenator@gmail.com>
Sent: Sunday, 14 September 2025 10:14
To: idp; mm; Stephanie Heneke
Cc: Joseph Joon; Mynard Slabbert; root44@parkrun.com; marchel.pieters@parkrun.com
Subject: [EX] Support for parkrun and Fair Requirements for Community Events

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Good morning all

My name is Graham, and I did my very first parkrun at Root 44 on 20 September 2014. At the time, I had just gone through a divorce and had become a single dad to two young boys. parkrun was an absolute lifeline for me during that difficult period—and it has continued to be so for the past 11 years.

It has been transformative for both my mental and physical health, and it has inspired my sons as well. Both of them discovered parkrun through me and have since gone on to complete half marathons, with parkrun as their starting point.

Personally, I have completed 286 parkruns at 43 different venues, including four in the UK. More importantly, I have built lifelong friendships and found a strong sense of community. In 2019, with the support of incredible volunteers, Councillor Carl Punt, and the City of Cape Town, I established Strand Beach parkrun—further proof of the positive ripple effect parkrun creates.

I am not an athlete. I am simply an ordinary person who has benefited enormously from this initiative. I'll never come first at parkrun—if there are 100 participants, I'll likely finish 50th. But that's exactly the beauty of parkrun: it is not about winning. It is about inclusion, health, connection, and volunteering. It is about ordinary people coming together, regardless of age, background, or ability.

That is why it breaks my heart to think Root 44 parkrun may become history. The excessive medical and security requirements currently being imposed on low-risk, volunteer-led community events like parkrun are disproportionate. These requirements are not reflected in existing by-laws, and they make free, inclusive, health-promoting activities nearly impossible to sustain.

I respectfully urge you to raise the exemption threshold to 500 participants and to apply risk-appropriate requirements for small, community-focused events. This would strike a fair balance—ensuring safety while preserving the accessibility and sustainability of events like parkrun.

parkrun is not a race—it is an experience. It is a gift to the community, and it changes lives. I hope you will consider my request favourably, not only for myself, but for the thousands of people who benefit each week.

Warm regards,

Regards

Nwabisa Jozana

From: David Friedman <david.friedman@telkomsa.net>
Sent: Monday, 15 September 2025 15:09
To: idp; mm; stephanie.heneke@stellenbosch.go.za;
 mynard.slabbert@stellenbosch.go.za; joseph.joo@stellenbosch.gov.za
Cc: root44@parkrun.com; marchel.pieters@parkrun.com
Subject: [EX] ROOT 44 PARKRUN STELLENBOSCH - DONT SPOIL THE FUN

CAUTION: This email originated from outside the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Dear Municipal Manager and Mayor

Park Run is a free and volunteer fun outdoor activity run every Saturday between 8-9am (1 hour) in the morning once a week. There are over 250 Park Run facilities in South Africa and many towns even have more than one park run. This activity can be enjoyed free by everyone and motivates people to a healthy life style.

I wish to object to the autocratic and dictatorial way your municipality wants to impose restrictions on an event that is managed by volunteers and is free and open to the public and all walks of life. We do not run on any municipal land, it is on private land. I have run the Root 44 Park Run many times and it is an awesome activity.

All Park Run event already have strict safety protocols in place, such as tail walker, mid walker, marshalls and emergency numbers on hand.

I therefore proposes volunteer activities of less than 1hrs 15mins are exempted
 Exempt groups to 1000 runners held on private land.
 Add a compact category for 1000 runners, less than 1 ½ hour event duration
 A community Health events category with simpler process for establishment.
 No public roads are used and only roads with no vehicle movement are allowed.

MR MAYOR!! STOP BEING SUCH A SPOIL SPORT

Your time an assistance is most appreciated

GO PARK RUN GO

David Friedman



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Nwabisa Jozana

From: Lisa-Marie Bodington <lisa@creaxion.co.za>
Sent: Monday, 15 September 2025 16:54
To: idp; mm; Stephanie Heneke
Cc: Mynard Slabbert; Joseph Joon; root44@parkrun.com; marchel.pieters@parkrun.com
Subject: [EX] Parkrun Root44

CAUTION: This email originated from outside the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

To whom it may concern

I object to the excessive medical and security requirements being imposed on low-risk community events like parkrun. These requirements aren't in the by-laws and make free community health activities impossible. Please raise the exemption threshold to 500 people and implement risk-appropriate requirements for small events." Parkrun has become a part of our lives since 2015. It is a complete shame that Root44 Parkrun is not currently running, which in turn hinders our weekly activity and that of many others. Not everyone can afford a smartwatch, and being part of Discovery Vitality, we need to get our goals every week. With no Parkrun in the area, we are unable to achieve our weekly goals if you do not have a smartwatch. Parkrun is not only for runners, majority of the people walk, including myself and my husband most of the time. This helps us to keep active even if we do not feel like running. It is a great morning out, chatting with other Parkrunners, and connecting with friends along the route. Please allow Parkrun to continue in the manner that it has been, without these restrictions, to keep this great free event, free. Kind regards Lisa-Marie Bodington tel: 074 143 5195

--



Nwabisa Jozana

From: mm
Sent: Monday, 15 September 2025 10:21
To: idp
Subject: FW: [EX] Security and medical requirements required by Stellenbosch Municipality for parkruns

From: sandra brown <brownsonvaaldam@gmail.com>
Sent: Saturday, 13 September 2025 12:02
To: ido@stellenbosch.gov.za; mm <Municipal.Manager@stellenbosch.gov.za>; Stephanie Heneke <Stephanie.Heneke@stellenbosch.gov.za>; Joseph Joon <Joseph.Joon@stellenbosch.gov.za>
Cc: Root 44 parkrun <root44@parkrun.com>; marchel.pieters@parkrun.com
Subject: [EX] Security and medical requirements required by Stellenbosch Municipality for parkruns

CAUTION: This email originated from outside the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Good Day

I have been doing parkruns since they started up again after the covid lockdowns. I'm 72, only walk, and take my elderly dog as a companion, but the exercise, and the comradeship is invaluable to me. The ability to be out walking at a set place and time each week is essential in keeping me healthy.

However, Somerset West parkrun has closed because of issues unrelated to this email which, as a resident of Gordon's Bay made the Root44 parkrun my closest. Because i like to walk with my dog i now have to travel to Benguela Cove - a distance of almost 60kms each way, where there are no security guards and no EMS presence. It really doesn't make sense.

When Root44 was forced to close because of requirements imposed by Stellenbosch Municipality i was disappointed to say the least. Those additional requirements of Security personal and the presence of EMS mean the free-to-the-user parkrun cannot continue.

No other Municipality in South Africa (or the world so far as i understand) impose such requirements so why does Stellenbosch Municipality?

Parkrun is not a race. Let me repeat that. Parkrun is NOT a race. Parkrun is a community based health initiative.

The Root44 parkrun is entirely on private property, meandering through the vinyards. I'm at a loss to understand why security guards are considered a necessity and where they would be positioned if they were there. Guarding the vines maybe?

Because it is not a race, and while some people run, most actually just walk, there is no need for an EMS presence. A requirement for a trained first aider, in phone contact with all volunteers and marshalls should be sufficient - as is the case in all other Municipalities in South Africa.

The requirements you impose should be waived for events on private property with a participation of less than 1000.

I look forward to walking once more at the Root44 parkrun when you have reassessed your requirements and found them unnecessary.

Kind Regards

Sandra Brown

Nwabisa Jozana

From: willem6009@gmail.com
Sent: Monday, 15 September 2025 12:41
To: idp; mm; Stephanie Heneke
Cc: Mynard Slabbert; Joseph Joon; root44@parkrun.com; marchel.pieters@parkrun.com; scastelyn61@gmail.com
Subject: [EX] Root44 Parkrun - Excessive medical & Security Requirements

CAUTION: This email originated from outside the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Good Day

I would like to object to the excessive medical and security requirements for the Root44 Parkrun. This unnecessary and over the top requirements being imposed on this important community based event seems ridiculous as this event serves the whole community for a no-cost participation. This event promotes healthy living and it is the only such event in the Stellenbosch community. These requirements aren't in the by-laws and make free community health activities impossible. Please raise the exemption threshold to 500 people and implement risk-appropriate requirements for small events.

It also seems to me that the council specifically targets the Root44 Parkrun because there are other issues related to Root44 which have nothing to do with the parkrun and it makes me wonder what the political motivation behind these requirements is.

I am a 65 year old male resident of Stellenbosch and I had a heart attack in 2017. Since then, I participated in the parkrun, because it allows participants to not have to race the event, but take part at your own pace. There are hundreds more people like me, who are denied the opportunity to exercise in a safe and well organised event like the Root44 Parkrun. We are all contributing to the well-being of our town, and I therefore respectfully request that these requirements are changed so that the parkrun can continue.

Regards
Willem Castelyn
083 628 2825

Nwabisa Jozana

From: Linda Du Toit <linda@mergon.co.za>
Sent: Tuesday, 16 September 2025 12:26
To: mm; idp; Stephanie Heneke; Mynard Slabbert; Joseph Joon
Cc: root44@parkrun.com; marchel.pieters@parkrun.com
Subject: [EX] Root 44 Parkrun

CAUTION: This email originated from outside the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Dear Decision makers,

"The power of community to create health is far greater than any physician, clinic or hospital"
 The Root 44 parkrun has benefited my health tremendously in the past. As a working mom of 3 I rarely have the opportunity to take care of my own health. Parkrun at Root 44 gave me the opportunity to instill a healthy habit into my life. I have missed this tremendously when it stopped in covid and I was SO excited when it returned this year. Since 2020 to this year, no other opportunities like this parkrun could replace this event every Saturday. PLEASE can you let go of the excessive medical and security requirements. Please can you raise the exemption threshold to 500 people. This parkrun truly benefits our community, inclusive of all gender/size/race/age.

Summary of request:

1. Raise exemption from 200 to 500 people (so small parkruns doesn't need permits)
2. Change the Size Group and introduce a new group. The by-laws have size categories, Small (200-2000), Medium (2001 to 5000), Large (5001 to 10000) and Very Large (10 001 above). So that we can maybe have relaxed requirements for the Small group –

Adjust Size Categories

- Change "Small" from "200-2000" to "500-1000"
- Add "Compact" category for "1001-2000"

3. Risk-based approach for small events for less than 1000 participants

- 20 working days application period
- Medical plans: Trained first aiders on site, EMS contact details, communication protocol (not mandatory on-site EMS)
- Security plans: Event safety officer, volunteer marshals, emergency procedures, vehicle access routes

4. Community Health Events category with simpler processes for established organizations like parkrun

Joh-ne Jansen

From: Cynthia Barnard - Accounts <accounts@franschhoek.org.za>
Sent: Monday, 18 August 2025 17:01
To: Joh-ne Jansen; Lesley van Gensen; Jeremy Benjamin
Subject: [EX] FW: Readvertisement of the Event By-Law

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WINERIES RESTAURANTS ACCOMMODATION BUSINESSES SHOPS ART THINGS TO DO ARTISANS EVENTS WEDDINGS



Dear Joh-ne

RE: Reviewed Bylaw

Please see below comments on the draft events by-laws :

4 (c) The Event Organiser may not advertise/market or sell tickets for the planned event before an application is submitted to the Municipality and the Event Permit Officer has informed the Event Organiser in writing that the application has been approved in terms of section 5(a).

- The referenced bylaw **cannot apply** to events utilizing **temporary structures**.
- Event approval is contingent on receiving a **Certificate of Compliance (COC)** from both the **structural and electrical engineer**.
 - This COC is typically issued **two days prior** to the event.
 - Only after receiving the COC can the **Event Permit Officer** formally approve the event.
- Due to this ruling:
 - **Advertising** the event is **not permitted** until the COC is received.
 - **Ticket sales** may only commence **two days before** the event, once approval is granted.

Schedule 2 :

In the event of a liquor licence required for an event, it should be applied for in advance before your event application submission to the Municipality

This is not possible as we need to attach a copy of the event application with the liquor licence application. Licence is normally approved a few days before the date of the event (this year thy approved 2 days before the event even though application was submitted in April 2025. Approved on the 10th July 2025

Joh-ne Jansen

From: Lesley van Gensen
Sent: Monday, 15 September 2025 12:05
To: Joh-ne Jansen; Jeremy Benjamin
Subject: FW: [EX] Kommentaar: Gebeurtenisse Verordening:2025

FYI

From: Hans Hugo <hans.hugo1887@gmail.com>
Sent: Monday, 15 September 2025 11:46
To: Lesley van Gensen <Lesley.vanGensen@stellenbosch.gov.za>
Subject: [EX] Kommentaar: Gebeurtenisse Verordening:2025

CAUTION: This email originated from outside the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Geagte mn. Van Gensen,

Dankie vir die geleentheid om kommentaar te lewer op die hersiende Gebeurtenisse Verordening:2025.

My kommentaar strek wyer as die nuwe voorgestelde wysigings oor indiening van aansoeke en die tydsverloop voor wedlope, maar is 'n algemene probleem wat organiseerders van byeenkomste te doen mee het.

My ondervinding van die reël van gebeurtenisse strek sedert 2004 met die reël van padwedlope op Stellenbosch (die Wynland marathon) en ook die Spookheuvel-wedloop in Somerset-Wes (Stad Kaapstad) waar ek die hoof wedloop-organiseerder was tussen 2009 - 2022. Ek is dus goed vertrouwd met die vereistes vir die aanbied van padwedlope.

Die jongste vereistes van Stellenbosch Munisipaliteit maak dit egter baie moeilik vir amateur atletiekklubs om wedlope aan te bied weens die stygende kostes, veral ten opsigte van strenger vereistes wat deur Stellenbosch Munisipaliteit vereis word.

As wedloop-organiseerders wil ons as organiseerders 'n veilige byeenkoms aanbied, waar mense, motors, en toerusting veilig is. As wedloop-organiseerders beplan ons hiervoor, en gebruik ons so ver moontlik ons eie lede om toegang tot spesifieke parkeer-areas (volgens die "Events Plan") te beheer. Gevolglik is die huidige vereiste van 1 (een) sekuriteitsbeampte per 100 persone 'n "overkill" en verhoog dit die wedloop-uitgawes tot so 'n mate dat die aanbied van wedlope onbekostigbaar duur word. Die verhoging van inskryffoote is nie 'n opsie nie, aangesien die oorhoofse provinsiale atletiekligame 'n perk plaas op inskryffoote en verhoogde kostes dus nie na die deelnemers deurgegee kan word nie. En as wedloop-organiseerders probeer ons ook om wedlope so bekostigbaar as moontlik aan te bied om wedlope meer toeganklik vir die breë publiek te maak.

Die vereistes deur Stellenbosch Munisipaliteit gestel tot so onlangs as 2024 was heeltemal voldoende om 'n veilige byeenkoms aan te bied. My versoek is dus dat ernstige oorweging geskenk word om reëls en regulasies soos tot en met 2024 vereis is, en volgens Wet 2 van 2010 ("Safety at Sports and Recreational Events Act, 2010") gehandhaaf word.

Ek het ook kommentaar gelewer by die GOP vergadering van 10 September (Wyk 7 en ander wyke).

Ek vertrou u sal bogenoemde kommentaar ernstig oorweeg, want die aanbied van sportbyeenkomste op Stellenbosch maak sulke byeenkomste meer toeganklik vir plaaslike inwoners, en is ook 'n baie goeie bemarkingsgeleentheid vir die dorp Stellenbosch weens die reklame wat gedoen word as deel van wedlope.

Vriendelike groete

Hans Hugo

Tel.: 072 290 8179

E-Pos: hans.hugo1887@gmail.com

Woonadres: Kommandeurslaan 26, Stellenbosch



List of IDP Written Submissions for the period 08 – 30 September 2025 – Comments on the Events Bylaw

No.	Surname	Name	Organisation	Submission Date (Received)	Description	Email address	Responsible Departmental Manager
1.	Ackerman	Angé	Resident: Wards 20 and 21	2025-09-10	Stellenbosch Parkrun - Root 44 ParkRun	ange.ackerman@gmail.com	Lesley van Gensen
2.	Jenkins	Margie	Resident: Wards 20 and 21	2025-09-10	Park Runs	mjenkins@mweb.co.za	Lesley van Gensen
3.	Gitelson	Alison	Resident: Wards 20 and 21	2025-09-12	Request for changes to medical and safety requirements for community events	alison@canbeedone.co.za	Lesley van Gensen
4.	Bouwer	Anita	Resident: Wards 20 and 21	2025-09-12	Constitution with Root 44 ParkRun	aebouwer54@gmail.com	Lesley van Gensen
5.	Oosthuizen	Carika	Resident: Wards 20 and 21	2025-09-12	Support for Root44 parkrun and Public Comment on Events By-law 2025	Carika.Oosthuizen@standardbank.co.za	Lesley van Gensen
6.	Morkel	Darren	Resident: Wards 20 and 21	2025-09-12	Stellenbosch ParkRun - New Municipal Requirements	darrencmorkel@gmail.com	Lesley van Gensen
7.	Viljoen	Eneil	Resident: Wards 20 and 21	2025-09-12	Object excessive medical and security requirements - Root 44 ParkRun	eneil.viljoen@gmail.com	Lesley van Gensen
8.	Heasley	Glynis	Resident: Wards 20 and 21	2025-09-12	Issue of Permit - Root 44 ParkRun	glynisheasley.gh@gmail.com	Lesley van Gensen
9.	Heasley	Glynis	Resident: Wards 20 and 21	2025-09-12	Issue of Permit - Root 44 ParkRun 2	glynisheasley.gh@gmail.com	Lesley van Gensen



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No.	Surname	Name	Organisation	Submission Date (Received)	Description	Email address	Responsible Departmental Manager
10.	Beytell	Johann	Resident: Wards 20 and 21	2025-09-12	Root 44 ParkRun - Excessive Medical and Security Requirements	johannbeytell@gmail.com	Lesley van Gensen
11.	Pieters	Marchel	Resident: Wards 20 and 21	2025-09-12	Comments on Events By-law Implementation and Proposed Amendments	marchel.pieters@parkrun.com	Lesley van Gensen
12.	Swart	Owen	Resident: Wards 20 and 21	2025-09-12	Objection medical and security conditions - Events Bylaw	owen.swart@gmail.com	Lesley van Gensen
13.	du Plessis	Wallace	Resident: Wards 20 and 21	2025-09-12	Proposal Events Bylaw	wallace.dupl@gmail.com	Lesley van Gensen
14.	Potgieter	Ben	Resident: Wards 20 and 21	2025-09-13	Objection to excessive medical and security requirements - Events Bylaw	benpotgieter9@gmail.com	Lesley van Gensen
15.	Smit	Carina	Resident: Wards 20 and 21	2025-09-13	Reconsideration of excessive medical and security requirements - Events Bylaw	carina@sun.ac.za	Lesley van Gensen
16.	Henri	Karin	Resident: Wards 20 and 21	2025-09-13	Objection to excessive medical and security requirements - Events Bylaw	karintjiehenritjie@gmail.com	Lesley van Gensen
17.	Dudley	Louise	Resident: Wards 20 and 21	2025-09-13	Objection to excessive requirements on small community events	louise.e.dudley@gmail.com	Lesley van Gensen
18.	Brown	Sandra	Resident: Wards 20 and 21	2025-09-13	Root 44 Park Run - Security and medical requirements - Event Bylaw	brownsonvaaldam@gmail.com	Lesley van Gensen
19.	Burton	Allen	Resident: Wards 20 and 21	2025-09-14	Issue Permit - Root 44 ParkRun - Events Bylaw	allenzeldab@gmail.com	Lesley van Gensen



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No.	Surname	Name	Organisation	Submission Date (Received)	Description	Email address	Responsible Departmental Manager
20.	Kershaw	Graham	Resident: Wards 20 and 21	2025-09-14	Support for Parkrun and Fair Requirements for Community Events	kershawenator@gmail.com	Lesley van Gensen
21.	Friedman	David	Resident: Wards 20 and 21	2025-09-15	Issue of Permit - Root 44 ParkRun	david.friedman@telkomsa.net	Lesley van Gensen
22.	Bodington	Lisa-Marie	Resident: Wards 20 and 21	2025-09-15	Object to excessive medical and security requirements - Root 44 ParkRun	lisa@creaxion.co.za	Lesley van Gensen
23.	Brown	Sandra	Resident: Wards 20 and 21	2025-09-15	Security and medical requirements - Root 44 ParkRun	brownsonvaaldam@gmail.com	Lesley van Gensen
24.	du Plessis	Wallace	Resident: Wards 20 and 21	2025-09-15	Health and Safety By-law for small events	wallace.dupl@gmail.com	Lesley van Gensen
25.	Castelyn	Willem	Resident: Wards 20 and 21	2025-09-15	Objection to excessive medical and security requirements - ParkRun	willem6009@gmail.com	Lesley van Gensen
Late Submissions							
26.	Du Toit	Linda	Resident: Wards 20 and 21	2025-09-16	Root 44 Parkrun	linda@mergon.co.za	Lesley van Gensen

Joh-ne Jansen

From: Yvonne Mndabani
Sent: Tuesday, 16 September 2025 08:46
To: Lesley van Gensen; Joh-ne Jansen; Jeremy Benjamin
Subject: FW: Stellenbosch Municipality events bylaws

From: Smith, RJ, Mx [rjs@sun.ac.za] <rjs@sun.ac.za>
Sent: Monday, 15 September 2025 15:58
To: Yvonne Mndabani <Yvonne.Mndabani@ Stellenbosch.gov.za>
Cc: Hancke, H, Mnr [dhancke@sun.ac.za] <dhancke@sun.ac.za>; Como, BR, Mnr [como@sun.ac.za] <como@sun.ac.za>; Van der Walt, Viljoen, Dr [vvdw@sun.ac.za] <VVDW@sun.ac.za>; Surmon, Sean [surmon@sun.ac.za] <surmon@sun.ac.za>
Subject: [EX] FW: Stellenbosch Municipality events bylaws

CAUTION: This email originated from outside the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Dear Yvonne

With reference to the proposed events byelaws, please note the following points from Maties Sport..

1. Most Maties Sport Club activities fall under normal sport activities and not events.
2. Most of our sport activities involve low numbers. The participating teams whether campus league teams or club teams play their match and leave.
3. Changes to byelaws that will affect a major entity like a university like ours should be guided by information around attendances, and risk incident reports etc. If any risk has been identified, then the opportunity to address the risk must be provided to ensure our value proposition to our students and community is not compromised through additional costs that must be avoided.
4. Our University is driven to be in service to society, and any additional cost that will impact our ability to service our students and our broader community will have a significant impact.
5. Our Coetzenburg precinct has several sports venues, that must not be seen as one. Our records reflect that normal activities happening at our different sport venues at the Coetzenburg precinct does not present risk.
6. We have also added comments on the document via this link:
<https://acrobat.adobe.com/id/urn:aaid:sc:EU:d83a71ef-71df-4daf-a1c2-2a64413cfca0>

Regards**Reggie Smith**

Head: Sport Management
 Maties Sport

e: | **t:** +27 21 808 4688 | **a:** Maties Hockey Club, Coetzenburg

w: <https://sport.sun.ac.za>



Joh-ne Jansen

From: idp
Sent: Wednesday, 17 September 2025 08:21
To: Lesley van Gensen
Cc: Jeremy Benjamin; Joh-ne Jansen; Catherine Muller
Subject: FW: [EX] Objection to "bylaws" being imposed on Root44 parkrun

From: Grant Schuleman <gschuleman@gmail.com>
Sent: Wednesday, 17 September 2025 05:52
To: idp <idp@stellenbosch.gov.za>; mm <Municipal.Manager@stellenbosch.gov.za>; Stephanie Heneke <Stephanie.Heneke@stellenbosch.gov.za>; Mynard Slabbert <Mynard.Slabbert@stellenbosch.gov.za>; Joseph Joon <Joseph.Joon@stellenbosch.gov.za>
Cc: root44@parkrun.com; marchel.pieters@parkrun.com
Subject: [EX] Objection to "bylaws" being imposed on Root44 parkrun

CAUTION: This email originated from outside the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Greetings Esteemed Citizens,
I trust this email finds you well.

I have been closely following the debacle concerning the permit and approval required for the Root44 parkrun to resume and have to say I am truly disappointed in your approach to resolving this issue.

parkrun (always one word, always lowercase) has been instrumental in getting generally lazy South Africans up and active.

Please wake up, people!

I object to the excessive medical and security requirements being imposed on low-risk community events like parkrun. These requirements aren't in the by-laws and make free community health activities impossible. Please raise the exemption threshold to 567 people and implement risk-appropriate requirements for small events.

parkrun was a stepping stone for me to running Two Oceans and Comrades. It is undeniably one of the best "active" movements to hit our shores (and vineyards).

What else do you want people to do first thing on a Saturday morning?

Kom nou mense. Skud jou kop en skrik asseblief wakker.

Regards,
A parkrunner,
Grant Schuleman

Joh-ne Jansen

From: Yvonne Mndabani
Sent: Tuesday, 16 September 2025 08:46
To: Lesley van Gensen
Cc: Joh-ne Jansen; Jeremy Benjamin
Subject: FW: [EX] Re: Stellenbosch Municipality events bylaws

From: Alfred Thorpe <alfredthorpe@gmail.com>
Sent: Monday, 15 September 2025 16:00
To: Yvonne Mndabani <Yvonne.Mndabani@stellenbosch.gov.za>
Subject: [EX] Re: Stellenbosch Municipality events bylaws

CAUTION: This email originated from outside the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

15 September 2025

Yvonne Mndabani
Stellenbosch Municipality

Subject: Objection to Proposed Amendments – Events By-Law, 2025

Dear Yvonne,

On behalf of Runventures, we acknowledge the Municipality's intention to strengthen the regulation and safe management of events within Stellenbosch. We support the objectives of ensuring safety, accountability, and alignment with community interests. However, after careful review of the proposed amendments to the Stellenbosch Municipality: Events By-Law (2025) and its associated Schedules 2 and 4, we wish to formally lodge our objection in terms of the following key concerns:

1. Inconsistencies Between Schedule 2 and Schedule 4

- Schedule 2 shortens the minimum application submission timeframes (20–30 working days), while Schedule 4 retains longer requirements (60–90 working days).
- This contradiction creates uncertainty for organisers and opens space for inconsistent enforcement.

Recommendation: Harmonise the timeframes across all schedules and provide a clear tiered system based on event size and risk.

2. Crowd Size Categories Require Revision

- The current categorisation defines “small” events as 200–2000 attendees. In practice, events of 200–500 people are typically considered small, while 1000+ attendees should fall into medium or large categories.
- Treating events with 2000 attendees as “small” unnecessarily expands regulation for modest community events while distorting what constitutes large gatherings.

Recommendation: Redefine categories as follows for proportionality:

- Small: 200–500
- Medium: 501–2000
- Large: 2001–5000
- Very Large: 5001 and above

This adjustment would better align regulatory requirements with the actual scale, risks, and resource impacts of events.

3. Disproportionate Burden on Small and Community Events

- The expanded requirements (comprehensive event, safety, transport, environmental and community consultation plans) impose a heavy administrative and financial burden on small-scale and non-profit organisers.
- Community events often have positive social value but limited resources.

Recommendation: Introduce a simplified or “lite” application process for low-risk events (e.g., <500 attendees, no amplified sound, limited infrastructure).

4. Ambiguity in Strategic Fit Criterion

- Section 6 introduces “strategic fit to the Events Policy” as part of the evaluation criteria.
- Without a clear definition, this creates a risk of subjective decision-making and arbitrary refusals.

Recommendation: Define “strategic fit” in objective, measurable terms, or remove it as an evaluation criterion.

5. Severity of Penalties

- The proposed penalties include imprisonment terms of up to 10 years for non-compliance with notices.
- While deterrence is important, these sanctions are excessive for most organisers and may discourage event applications altogether.

Recommendation: Apply a proportional penalty framework, distinguishing between minor administrative breaches and serious safety-related offences.

6. Compliance Obligations for Purpose-Built Venues

- The requirement for venue owners to submit annual programmes of events two months prior may be impractical, especially where late bookings are common.
- This could negatively affect the viability of local venues and the events economy.

Recommendation: Allow rolling submissions or event-by-event approvals with reasonable notice periods.

7. Community Consultation Requirements

- While community engagement is valuable, the formalised requirement for consultation with councillors, residents and associations could cause unnecessary delays and expose organisers to objections late in the process.

Recommendation: Clarify the process, timeframes, and weight of objections to avoid arbitrary vetoes.

Taking the above into consideration, we urge the Municipality to reconsider and revise these amendments through a process of consultation with affected stakeholders, including event organisers, community organisations, and venue operators. We respectfully request that final adoption of the proposed By-Law and Schedules be postponed until these concerns are addressed.

We remain available to participate in any stakeholder engagements and to provide constructive input towards a balanced framework that safeguards public interests while enabling a thriving local events and tourism sector.

Yours faithfully,
Alfred Thorpe

Runventures
082 449 8587

On Tue, 26 Aug 2025 at 11:51, Yvonne Mndabani <Yvonne.Mndabani@ Stellenbosch.gov.za> wrote:

Dear all

Kindly note that the Stellenbosch Events By-law has been published for public comment. The advertisement can be accessed on the Stellenbosch Municipality website. The closing date for submissions is **15 September 2025**.

Regards 



Yvonne Mndabani

Events Department

Community & Protection Services

T: +27 21 808 8447 | F: +27 21 886 6765

Plein Street, Stellenbosch, 7600

www.stellenbosch.gov.za

Joh-ne Jansen

From: admin@eventhealthandsafety.co.za
Sent: Sunday, 14 September 2025 19:07
To: Joh-ne Jansen
Subject: [EX] FW: Stellenbosch Municipality Events By-law 2025

CAUTION: This email originated from outside the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Anne-Marie Storm Buys

Safety Solution Events (Pty) Ltd (SSE)

082 617 6226

admin@eventhealthandsafety.co.za

Mossel Bay



From: admin@eventhealthandsafety.co.za <admin@eventhealthandsafety.co.za>
Sent: Sunday, 14 September 2025 18:57
To: 'Joh-ne.Jansen@ Stellenbosch.gov.za.' <Joh-ne.Jansen@ Stellenbosch.gov.za.>
Subject: Stellenbosch Municipality Events By-law 2025

Please acknowledge receipt of this e-mail by return e-mail.

PREAMBLE

WHEREAS the Stellenbosch Municipality recognizes that the hosting of events is a significant part of its competitive strategy and acknowledges that events have an important role to enhance cultural and social cohesion in communities, support urban rejuvenation and economic growth.

WHEREAS the Stellenbosch Municipality aims to regulate holding of events in a manner that ensures proper management thereof;

WHEREAS the Stellenbosch Municipality wishes to support the co-ordination and collaboration between all role-players, to promote partnerships and to enhance the impact of events in the municipality;

WHEREAS the Stellenbosch Municipality wants to ensure that events happen safely and securely in a coordinated manner in its jurisdiction;

AND WHEREAS the Stellenbosch Municipality wants to ensure that events take place safely and securely in a coordinated manner through a clear collaboration between Law Enforcement, Fire Services, the South African Police Services, Disaster Management, District Municipality, Traffic Services and other related emergency and safety organisations;

The questions posed here:

- How important are events especially to the Municipality by increasing the submission times to ridiculous timeframes??
- Proper management – if the Municipality's Departments also come to the party and do their required job with regards to events.
- Impact of events in the municipal area: By changing the timeframes to submit events you will be scaring away all event organisers and thereby all events taking place.

- Do you want to promote partnerships with these ridiculous timeframes? Where are the timeframes for the Municipality? Why is it not mentioned?

Definitions

Municipal Event Committee

What are the committee members' qualifications with regards to SASREA? Do they have any substantial proven SASREA qualifications to be part of the Event Committee and to make recommendations to event organisers, especially the Chairperson?

“venue” means any open space, enclosed or semi-enclosed temporary structure or permanent structure, whether a private dwelling or not–

The Municipality cannot instruct persons living in a private dwelling on what he/she may or may not do in their privately-owned residence.

This By-Law does not apply to –

Why add preparation of food and/or selling of food for events with 200 people or less?

If it is under 200 pax attending, the Municipality does not need to be informed about such an event. How is the Municipality going to stop the selling or preparation of food if you are not aware of the event?

ALL EVENTS ARE REGULATED BY SASREA – shows again how knowledgeable the Municipality is about SASREA.

Any event above 50 pax attending, must apply for a risk rating by the SAPS National Commissioner according to SASREA.

Events Permit Officer or an Law Enforcement Officer Authorised Officer

You, the Municipality, is not eligible to be a SASREA Inspector as a SASRIA Inspector is an INDEPENDENT PERSON and may not be an employee of the Municipality. You are over-riding SASREA National Law.

The Municipality cannot issue a Compliance Notice as the Municipality is not a SASREA Inspector. The Municipality has absorbed the role of SASREA Inspector which is not allowed according to SASREA. This is the Municipality ignoring SASREA. Acting beyond the Municipality's legal powers.

By-laws of any Local Authority are subject to national and provincial legislation.

Also, the Event Permit has already been granted to the event organiser by the Municipality, so how can the event organiser or the event not be compliant?

SAPS can only enter an event site at a Low Risk Categorised event if SAPS have approval from the venue owner to enter the venue site - This is an Internal Regulation issued by SAPS.

(d)(e) Purpose-built venues are excluded from this By-Law in respect of events normally held in such venue, provided that –

(i) this exclusion does not apply to events or parts of events held outside the venue or building or which by their nature, size or impact are considered outside the normal use parameters for the venue;

(ii) owners or managers of purpose-built venues must submit their programme of events an application to the Events Permit Office two months prior to the events taking place; for approval of their events programmes which shall be valid for one year;

Why is the one-year timeframe taken out and for what reason?

(f) The Events Office has the right to classify an application as an event and implement the necessary processes to be adhered to.

Only the SAPS National Commissioner can classify an event.

What gives the Events Office the right to classify an application as an event? Based on what knowledge of the Municipality if they do not even understand SASREA?

Again, ALL events are regulated by SASREA.

The Local Authority is limited to processing event permit applications and ensuring compliance with SASREA.

The Local Authority has only administrative classification, i.e., whether an activity requires an activity or not. Not the legal categorisation as per SASREA.

3. Submission of applications for approval to hold or stage events

(a) A formal application to stage an event must be made by the event organizer to the Events Permit Officer and submitted –

(i) by a person who is at least 18 years old;

SASREA specifies 21 years of age. You cannot change National legislation.

4.(8) An event organiser, where such person is a natural person, must -

(a) in respect of a medium-risk or high-risk event -

(i) be at least 21 years of age; and

(ii) have the necessary capacity, resources and event-related experience to organise the event, and

(b) in respect of a low-risk event be at least 21 years of age.

4. Requirements and conditions

(c) The Event Organiser may not advertise/market or sell tickets for the planned event before an application is submitted to the Municipality and the Event Permit Officer has informed the Event Organiser in writing that the application has been approved in terms of section 5(a).

How can an event's ticket only be sold 2 days before the event takes place? That is the normal timeframe from the Municipality which is not acceptable at all.

Again, where are timeframes for the Municipality's Departments in this By-law?

4.1 Safety Officer

The Event Organiser must appoint a safety officer for the event.

It is NOT a Safety Officer but an EVENT SAFETY OFFICER.

4.1 (h) The safety officer is responsible for ensuring that the event-specific written safety and security plan is adhered to.

The Event Safety Officer is responsible for ensuring that the Event-Specific Safety and Security Plan is adhered to only applicable to medium and /or high risk classified events.

5. Decisions on events

(a) The Events Permit Officer must approve or decline an application for an event within a reasonable time in terms of this By-Law.

"Reasonable time" means the period that is fair and adequate for completing a task or duty, considering the specific circumstances, nature of the action, and available resources.

Is it fair and adequate to receive this confirmation 2 days before an event is taking place?

6. Evaluation Criteria

(viii) Previous offences.

Please elaborate as this is extremely vague.

7. Holding of an event

(a) An Event Organizer whose applications have been approved in terms of this By-Law are responsible for the event and must ensure that —

(i) the event is held in compliance with the provisions of this By-Law, the conditions imposed by the Events Permit Officer and does not contravene any other law;

(ii) the conduct of persons attending an event and the activities undertaken or carried out at the event do not negatively impact on affected communities and the environment during such an event;

(iii) any compliance notice issued by the Events Permit Officer in terms of section 8 is complied with.

Compliance notice issued by whom - a SASREA inspector only can do this.

9. Inspections and right of access

(a) The Events Permit Officer, an authorized official or a law enforcement officer may conduct inspections of a venue after the submission of an application as well as during and after the staging or holding of an event to determine compliance with this By-law and the conditions made;

(b) The Events Permit Officer or a law enforcement officer has a right of access to or over any venue for the purposes of —

(i) performing all necessary acts or required to be done by the municipality under this By-Law,

(ii) ascertaining whether there is or has been a contravention of the provisions of this By-Law; and the conditions made subject to the approval of the event application

(iii) enforcing compliance with the provisions of this By-Law.

(c) An Events Permit Officer, an authorized official, or a law enforcement officer may require such owner, event organiser or occupier to provide, at any reasonable date and time access to such property to a person and for a purpose referred to in subsection 9(b).

10. Suspension and revocation of permit

(a) The Event Permit Officer, may, where the Event Organizer fails to comply with a compliance notice issued in terms of section 8, by notice in writing to the Event Organiser —

(i) suspend the permit immediately until the Event Organiser has complied with the compliance notice;

(ii) revoke the permit and take such steps as may be necessary in terms of this By-Law, for which costs incurred by the Municipality, the Event Organiser shall be liable; or

(iii) on receipt of information from a Law Enforcement Officer or an authorised official relating to failure to comply with a compliance notice, suspend or revoke the permit of an Event Organizer.

(b) The Municipality may, where the Events Permit Officer has acted in terms of subsection 10(a), withhold the deposit paid by the Event Organizer for an event as security for the payment of such costs.

The event organiser must be operational compliant VS administrative compliant.

This is again the Municipality taking over the duties of a SASREA Inspector.

According to SASREA:

14. Inspectors and powers of entry and inspection

- (1) A person appointed in writing as an inspector by a local authority may enter a stadium, venue or other business premises of a controlling body, the event organiser or a stadium or venue owner at any reasonable time during the day to conduct an inspection and make such inquiries as may be necessary to ensure compliance with this Act.
- (2) An inspector may be accompanied during an inspection by a police official and any other person reasonably required to assist in conducting the inspection.
- (3) The inspector or police official may -
 - (a) require a person who appears to be in charge of the stadium, venue or premises to produce a safety certificate, record, book or other document, including documentation in electronic format relating to compliance with this Act;
 - (b) examine any document referred to in paragraph (a) and where necessary make a copy of any such document; and
 - (c) direct any person who appears to be in control of such premises to take steps within a reasonable period to ensure compliance with the Act.
- (4) When appointing an inspector under subsection (1), a local authority must ensure that -
 - (a) a person appointed has sufficient qualifications and experience in the field of safety and security;
 - (b) at least one of the appointed persons is registered with the Health Professions Council of South Africa and is registered as an advanced life support paramedic;
 - (c) a person appointed has not at any time been convicted of a criminal offence involving dishonesty or violence; and
 - (d) a person appointed is independent of, and has no direct or indirect financial or other material interest in -
 - (i) a controlling body;
 - (ii) the event organiser;
 - (iii) a stadium or venue owner; and
 - (iv) any other person who is directly or indirectly linked to the persons referred to in subparagraphs (i) to (iii).
- (5) The local authority must issue an inspector appointed in terms of subsection (1) with a certificate of appointment which the inspector must produce if so requested during an inspection.
- (6) A person present at an inspection must cooperate with and furnish such assistance as the inspector or police official may require in the exercise of his or her powers under this Act.

Not one municipality in South Africa has appointed any SASREA Inspector - they are all absorbing this role.

Does Stellenbosch Municipality now want to remove all events taking place in its area by imposing ridiculous time frames? Not even City of Cape Town has these minimum times. In fact, NO other municipality in the country has these ridiculous timelines.

Or is it the fact that the various Departments are not knowledgeable enough about SASREA and SANS 10366:2015?

And then, also the Municipality waits to about 2 days before the event takes place, to issue an Event Permit.

Is it not time to put timeframes on the various Departments too to respond to an event application? Why are only the event organisers taken to task and not the Municipality's employees?

Events do not normally take place on or at a scheduled time – except repeating, annual events.

Events can take place because of an idea, a sudden change in a social arena, an un-foreseen happening, and are public or private.

People organise events to build communities, create memorable experiences, foster relationships, share knowledge, promote brands and celebrate special occasions.

Events serve as powerful tools for engagement, allowing organisations to connect with customers and supporters, while also offering individuals opportunities for social interaction, networking, and personal enjoyment.

An event offers a valuable opportunity for businesses to receive feedback from customers and clients, discuss their needs, and address any challenges they may be facing.

For businesses, events are a key marketing tool to increase brand visibility, showcase services, and build a positive reputation by putting a face to the organisation.

Sometimes, the purpose of an event is simply to bring people together for joy, celebration, and a chance to un-wind from daily routines.

The timeous provision of the complete information will support and assist with the processing of the application, the approval processes by the range of Municipality Departments and compliance with legislative requirements.

SIZE

CATEGORY ATTENDEE / PARTICIPATION SIZE

MINIMUM TIME BEFORE AN EVENT TO SUBMIT A COMPLETE APPLICATION TO THE MUNICIPALITY

Small	200 – 2000	A minimum of 60 working days 20 working days (4 weeks)
Medium	2001 – 5000	A minimum of 65 working days 25 working days (5 weeks)
Large	5001 – 10 000	A minimum of 70 working days 30 working days (6 weeks)
Very large	10 001 above	90 working days (34 months minimum – preferably 6 months)

Anne-Marie Storm Buys

Safety Solution Events (Pty) Ltd (SSE)

082 617 6226

admin@eventhealthandsafety.co.za

Mossel Bay

Joh-ne Jansen

From: admin@eventhealthandsafety.co.za
Sent: Tuesday, 16 September 2025 08:32
To: Joh-ne Jansen
Subject: [EX] Stellenbosch Events By-law 2025

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A few more points:

Stellenbosch Municipality is the richest municipality in South Africa.

If we e-mail an event permit application to the Events Office, questions arises:

Why must Event Organisers/Event Permit Application Persons, provide the Events Office with TWO copies of the event permit application: One for the Events Office and one for SAPS? At our own cost????

Why does an Event Organiser have to pay R 1 300. to lodge an event permit application? What happens to that money? Where is it allocated to?

You, the Municipality, can carry the cost of an Event Permit Application documents at a cost of R 480. per file.

Not one other municipality requires that a copy or copies must be presented after an e-mail or online application was sent to a municipality.

The Events Office can make their own copies of event permit applications or pay for a file if THEY want a copy. For 13 years we all did it, now it is the Municipality's turn to pay for their own event files.

Anne-Marie Storm Buys

Safety Solution Events (Pty) Ltd (SSE)

082 617 6226

admin@eventhealthandsafety.co.za

Mossel Bay



Joh-ne Jansen

From: info@visitstellenbosch.org
Sent: Sunday, 14 September 2025 22:26
To: Joh-ne Jansen
Cc: xeniavdm@spier.co.za
Subject: [EX] FW: Comments reviewed Events By-Law

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Dear Joh-ne

I trust you well, see email below from SPIER. Xenia is also cc'd in this mail.

Regards

The Visit Stellenbosch Team
 Visit Stellenbosch
 T: 021 886 4310
 E: info@visitstellenbosch.org
 W: www.visitstellenbosch.org



From: Xenia Van Der Meulen <xeniavdm@spier.co.za>
Sent: Saturday, 13 September 2025 10:38
To: info@visitstellenbosch.org
Subject: Re: Comments reviewed Events By-Law

Hi,
 Some feedback from our side:

Reviewed SM events By-Law2025

Point 2 E (i) and (ii) are confusing: if you are excluded from this By-Law in respect of events normally held in such venue then why do we still need to submit the programme of events application two months prior to the events taking place?

Schedule 2 – schedule of Events Application Timeframe new amendments

Should include a maximum time for submission (in case wish to apply more than 2 months in advance) as well as a maximum time for the Municipality to respond (so have enough time to know if can go ahead with the event)

The VERY LARGE event schedule is confusing – is it 34 months or 3 or 4 or 6 months ?

Schedule 4 – Events Application Requirements Guideline amended

Suggest including a note of number of safety officers required per event based on numbers?

Thanks
 Xenia

Joh-ne Jansen

From: Yvonne Mndabani
Sent: Tuesday, 16 September 2025 08:33
To: Lesley van Gensen
Cc: Joh-ne Jansen; Jeremy Benjamin; gabriel@theunitedgroup.co.za
Subject: FW: [EX] Public Comment on SCHEDULE 2 Schedule of Events Application Timeframe new amendments

Importance: High

Dear Mrs Van Gensen

Kindly refer to the below comment, which was received yesterday at 16:15.

Regards,
Yvonne Mndabani

From: gabriel@theunitedgroup.co.za <gabriel@theunitedgroup.co.za>
Sent: Monday, 15 September 2025 16:15
To: Yvonne Mndabani <Yvonne.Mndabani@ Stellenbosch.gov.za>
Cc: jesse@theunitedgroup.co.za; cameron@theunitedgroup.co.za
Subject: [EX] Public Comment on SCHEDULE 2 Schedule of Events Application Timeframe new amendments
Importance: High

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Good afternoon Yvonne,

I hope you're well.

I'm writing on behalf of United Event Solutions to raise serious concerns regarding the proposed change requiring event permit applications to be submitted, starting at, 60 working days in advance for small events and 90 working days for very large events.

This proposed change raises some serious concerns for me, including:

- Incompatibility with Industry Practice
 - Many events are necessarily planned on much shorter notice, weeks rather than months. In Stellenbosch's events sector, surprise opportunities, venue availability issues, sponsor responses, artist availability, or funding delays often force timelines that make a 60 working-day minimum prohibitive.
- Economic and Operational Impact
 - This rule would significantly reduce the number of events that can happen at all in Stellenbosch, hurting businesses, vendors, artists, and local economy.
 - It will increase costs (e.g. for bookings, cancellations) where organisers try to comply but lose sponsors or venues due to long lead times.
- Benchmarking Against Other Municipalities
 - Based on documents I have reviewed:

- The City of Cape Town refers to smaller-scale events needing to apply 3 weeks (~15 working days) in advance for smaller events.
- The “Standard Municipal Event Permitting Policy” (George Municipality) requires 60 days only for High-Risk event safety certificates or large events, not for all small events under normal risk.

To my knowledge, no other South African municipality has waiting times as lengthy as the ones proposed, regardless of risk or scale.

I respectfully request the Events Office / Municipality reconsider the proposed changes. It would be very helpful to meet and discuss this further, possibly jointly with other event organisers, to find a more workable timeframe that ensures safety, but also supports the industry and local economy.

Thank you for considering this viewpoint. I believe with thoughtful adjustment, the policy can both protect the public interest and preserve Stellenbosch’s vibrant events scene.

Kind regards,



GABRIEL CUMPSTY

DIRECTOR | GENERAL MANAGER

THE UNITED GROUP (PTY) LTD

UNITED PROTECTION SOLUTIONS (PTY) LTD

UNITED EVENT SOLUTIONS (PTY) LTD



UNITED PROTECTION SOLUTIONS
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UNITED EVENT SOLUTIONS
CIPC: 2013/118864/07

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@ @unitedgroupza

Joh-ne Jansen

From: Yvonne Mndabani
Sent: Monday, 15 September 2025 12:29
To: Lesley van Gensen
Cc: Channing, Catherine [cchanning@sun.ac.za]; Como, BR, Mnr [como@sun.ac.za]; garym@sun.ac.za; Joh-ne Jansen; Jeremy Benjamin
Subject: FW: Stellenbosch Municipality events bylaws

Dear Mrs Van Gensen

Kindly refer to the proposed event bylaw below for your attention.

Regards

Yvonne Mndabani

From: Channing, Catherine [cchanning@sun.ac.za] <cchanning@sun.ac.za>
Sent: Monday, 15 September 2025 11:17
To: Yvonne Mndabani <Yvonne.Mndabani@ Stellenbosch.gov.za>
Cc: Como, BR, Mnr [como@sun.ac.za] <como@sun.ac.za>; Muizenheimer, Gary [garym@sun.ac.za] <garym@sun.ac.za>
Subject: [EX] Re: Stellenbosch Municipality events bylaws

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Dear Yvonne

I hope you are well?

Please see feedback regarding the proposed Events Bylaws below and also linked here:
<https://acrobat.adobe.com/id/urn:aaid:sc:EU:d83a71ef-71df-4daf-a1c2-2a64413cfca0>

- 1(e) If film is no longer considered an event, where does the application management sit, and what does that process look like?
- How are events at schools being addressed with this bylaw?
- 2(e) (ii) what programme do they want to see, only 200 pax or more or all events?
- How does the bylaw ensure consistent application of deployment (Medics & Security specifically)?
- 5(f) how many times will the office tolerate late submissions? What are the consequences for multiple infractions?
- 6(c) XV How is the environmental impact measured? What criteria are used?
- The new timelines are far too long and not feasible/practical. Comparison to other municipal timelines is below
- Coetzenburg precinct is not addressed here, there is a request that only one large event is hosted on the precinct at any one time, but this is not consistently enforced.

Events timelines in comparable second tier city's and nearby municipalities

George:

Size of event over the full event period: (please tick relevant box)

SIZE (tick)	CROWD	MINIMUM TIME BEFORE ADVERTISING OR PUBLICISING AN EVENT TO SUBMIT AN APPLICATION FROM 1 FEBRUARY TO 31 OCTOBER	MINIMUM TIME BEFORE ADVERTISING OR PUBLICISING AN EVENT TO SUBMIT AN APPLICATION FROM 1 NOVEMBER TO 31 JANUARY	APPEAL TO BE LODGED BY APPLICANT WITH CITY WITHIN ¹	APPEAL TO BE DECIDED BY CITY WITHIN
	50 to 500	14 working days	20 working days	24 hours of receipt of written notice	24 hours of receipt of written notice of appeal
	501 - 2000	20 working days	30 working days	24 hours of receipt of written notice	24 hours of receipt of written notice of appeal
	2 001 – 5 000	20 working days	30 working days	48 hours of receipt of written notice	Within 48 hours of receipt of written notice
	5 001 – 10 000	120 working days	120 working days	48 hours of receipt of written notice	Within 3 working days
	10 001 - above	6 months	6 months	48 hours of receipt of written notice	Within 5 working days

Event Application: March 2024

City of Cape Town:

Size	Category Attendee/Participation Size	Minimum Time Before An Event To Submit An Application To The City *
Small	200 - 2000	15 working days [3 weeks] **
Medium	2001 – 5000	20 working days [4 weeks]
Large	5001 – 10 000	25 working days [5 Weeks]
Very Large	10 001– above	60 working days [3 months minimum –preferably 6 months]

Any Event which involves an application for a Liquor Licence.	A minimum of 21 working days
If an event includes food vendors needing to apply for licences and Certificates of Acceptability.	A minimum of 15 working days
Any event requiring a Noise Exemption	A minimum of 15 working days
Any events where a land use planning approval is required	A minimum of 60 working days

Kind Regards / Vriendelike Groete

Catherine Channing

Manager

Central Events & Conferencing office

T: 021 808 2721

Stellenbosch University | South Africa | Suid-Afrika

www.cecoevents.co.za | [Find us on social media](#) | [Vind ons op sosiale media](#)

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

7.10	MUNICIPAL MANAGER
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NONE

8.	REPORTS SUBMITTED BY THE EXECUTIVE MAYOR
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NONE

9.	URGENT MATTERS
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NONE

10.	MATTERS TO BE CONSIDERED IN-COMMITTEE
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NONE