



STELLENBOSCH
STELLENBOSCH • PNIEL • FRANSCHHOEK

MUNICIPALITY • UMASIPALA • MUNISIPALITEIT

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

2026-06-03

**NOTICE OF A
PARKS, OPEN SPACES AND ENVIRONMENT
COMMITTEE MEETING
WEDNESDAY: 2026-06-03**

TO Cllr J Williams [Chairperson]

COUNCILLORS I De Taillefer
M Nkopane

Ex officio Executive Mayor, Ald J Fasser

Notice is hereby given that a Parks, Open Spaces and Environment Committee meeting will be held on **Wednesday, 2026-06-03 at 15:00** via **MS TEAMS** to consider the items on the Agenda.

CLLR J WILLIAMS
CHAIRPERSON

A G E N D A
PARKS, OPEN SPACES AND ENVIRONMENT
COMMITTEE MEETING
2026-06-03

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	NONE	
10.	CONSIDERATION OF URGENT MATTERS	
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	NONE	

1.	OPENING AND WELCOME
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2.	COMMUNICATION BY THE CHAIRPERSON (3/4/3/6)
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3.	DISCLOSURE OF INTERESTS (3/6/2/2)
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4.	APPLICATION FOR LEAVE OF ABSENCE
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5.	CONFIRMATION OF THE MINUTES (3/4/3/5/2/4)
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The minutes of the Parks and Open Spaces Committee Meeting held on 2026-02-04 is attached as **APPENDIX 1**.

FOR CONFIRMATION

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

APPENDIX 1



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

2026-02-04

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MINUTES

PARKS AND OPEN SPACES COMMITTEE MEETING

2026-02-04 AT 15:00

MINUTES
PARKS, OPEN SPACES AND ENVIRONMENT
COMMITTEE MEETING
2026-02-04

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	NONE	
9.	NOTICES OF MOTIONS AND NOTICES OF QUESTIONS RECEIVED BY THE MUNICIPAL MANAGER	
	NONE	
10.	CONSIDERATION OF URGENT MATTERS	
	NONE	
11.	MATTERS TO BE CONSIDERED IN-COMMITTEE	
	NONE	

MINUTES

PARKS, OPEN SPACES AND ENVIRONMENT
COMMITTEE MEETING

2026-02-04

PRESENT Cllr J Williams [Chairperson]**COUNCILLORS** Cllr I De Taillefer (from 15:10)
Cllr M Nkopane
Cllr E Vermeulen**ALSO PRESENT** Cllr JC Macfarlane

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

1.	OPENING AND WELCOME
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The Chairperson, Cllr J Williams welcomed all present at the meeting and requested that a moment of silent reflection be observed.

2.	COMMUNICATION BY THE CHAIRPERSON	(3/4/3/6)
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- The Chairperson thanked the department (Team) for the beautification of the town, grass cutting and all duties performed within the WCO24 and requested the Director and Managers to convey the message to the staff.
- Employee of the month: The Chairperson requested that the Director, in future, send invites to the Portfolio Councillors.
- Tenders – On a question around the status of tenders, the Senior Manager: Community Services, Mr Van der Merwe responded that the Department experience challenges with the tender of alien clearing at the moment, but they are addressing this. The Manager: Parks and Cemeteries, Ms Nazeema Mohammed informed the Committee that the mowing tender was terminated last year.

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

4.	APPLICATION FOR LEAVE OF ABSENCE
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NONE

5.	CONFIRMATION OF THE MINUTES (3/4/3/5/2/4)
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The minutes of the Parks and Open Spaces Committee Meeting held on 2025-10-01 **were confirmed as correct without any changes.**

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

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

7.2	DELEGATED MATTERS
7.2.1	QUARTERLY REPORT: PARKS AND CEMETERIES (OCTOBER 2025 - DECEMBER 2025)

Collaborator No: 800168
 IDP KPA Ref No: Good Governance and Compliance
 Meeting Date: 4 February 2026

1. SUBJECT: QUARTERLY REPORT: PARKS, AND CEMETERIES (OCTOBER 2025 - DECEMBER 2025)

2. PURPOSE

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

3. DELEGATED AUTHORITY

For notification by the Portfolio Committee

4. EXECUTIVE SUMMARY

To present the monthly report of the Sections Parks, and Cemeteries for the month of October 2025 - December 2025 to the Committee for notification.

**PARKS, OPEN SPACES AND ENVIRONMENT SERVICES COMMITTEE: 2026-02-04:
ITEM 7.2.1**

NOTED

the Quarterly Report: Parks and Cemeteries: October 2025 - December 2025.

FOR FURTHER DETAILS CONTACT:

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

7.2.2	QUARTERLY REPORT: ENVIRONMENTAL MANAGEMENT (OCTOBER 2025 - DECEMBER 2025)
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Collaborator No:

IDP KPA Ref No:

Good Governance and Compliance

Meeting Date:

2 February 2026

**1. SUBJECT: QUARTERLY REPORT: ENVIRONMENTAL MANAGEMENT
(OCTOBER 2025 - DECEMBER 2025)**

2. PURPOSE

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

3. DELEGATED AUTHORITY

For notification by the Portfolio Committee.

4. EXECUTIVE SUMMARY

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

**PARKS, OPEN SPACES AND ENVIRONMENT SERVICES COMMITTEE: 2026-02-04:
ITEM 7.2.2**

NOTED

the Quarterly Report: Environmental Management (October 2025 - December 2025).

FOR FURTHER DETAILS CONTACT:

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

8.	REPORTS SUBMITTED BY THE MUNICIPAL MANAGER
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NONE

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

10.	URGENT MATTERS
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NONE

11.	MATTERS TO BE CONSIDERED IN-COMMITTEE
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NONE

The meeting adjourned at 15:15.

CHAIRPERSON:

DATE:

Confirmed on: with / without amendments

7.	PARKS, OPEN SPACES AND ENVIRONMENT COMMITTEE: [PC: CLLR J WILLIAMS]
7.1	NON-DELEGATED MATTERS
7.1.1	RECOGNITION AWARD FOR STELLENBOSCH INITIATION FORUM

Collaborator No:

IDP KPA Ref No:

Meeting Date: 3 June 2026

1. SUBJECT: RECOGNITION AWARD FOR STELLENBOSCH INITIATION FORUM

2. PURPOSE

To provide an overview of the 2025 Summer Initiation School season conducted within the jurisdiction of Stellenbosch Municipality.

3. DELEGATED AUTHORITY

Council

4. RECOMMENDATIONS

It is recommended that:

- (a) the formal demarcation of the Calcutta Initiation Site within Calcutta Memorial Park be prioritised to support improved spatial planning and long-term sustainability;
- (b) all future site utilisation approvals continue to be processed through an inter-departmental municipal approach, ensuring:
 - (i) Regulatory compliance;
 - (ii) Effective monitoring and oversight; and
 - (iii) Enhanced health, safety, and environmental management.

The positive outcomes of the 2025 season demonstrate the value of structured planning, coordinated governance, and clear institutional roles.

5. DISCUSSION / CONTENTS

The Stellenbosch Initiation Forum represents both the AmaXhosa and Basotho/Hlubi cultural groups. However, during the 2025 season, only the AmaXhosa initiation program was conducted.

A structured and participatory consultation process was undertaken with relevant government stakeholders to support an inclusive and coordinated decision-making approach. The Western Cape Department of Cultural Affairs and Sport (DCAS), as the mandated provincial authority, provided oversight and ensured compliance with the **Customary Initiation Act (Act 2 of 2021)**.

In terms of Section 18 of the Act, municipalities may, upon request, make provisions for suitable land for initiation practices and may enter into agreements for the provision of municipal services.

Intergovernmental collaboration was effectively facilitated at provincial level, ensuring that all processes complied with legislative requirements. This collaborative approach contributed to a successful initiation season, with no fatalities reported.

5.1 Initiation Sites

5.1.1 Calcutta Initiation Site

In alignment with Section 18(2)(a) of the Customary Initiation Act, Stellenbosch Municipality made provision for the temporary use of municipal land for initiation purposes. Furthermore, in terms of Section 18(2)(b), the Municipality supported the site through the provision of essential municipal services.

The Calcutta initiation site was appropriately prepared in consultation with the Stellenbosch Initiation Forum. Municipal support included:

- 5.1.1.1 Installation of screened netting to ensure privacy;
- 5.1.1.2 Provision of JoJo water tanks;
- 5.1.1.3 Supply of firewood;
- 5.1.1.4 Assistance from the Fire Department with the controlled burning of structures upon completion.

These interventions ensured a well-managed and compliant environment. The season at this site concluded successfully with no reported challenges.

5.2 Recognition Award

The Stellenbosch Initiation Forum was awarded a Certificate of Appreciation by the Western Cape Provincial Coordinating Committee in recognition of its outstanding contribution to the 2025 Summer Initiation Season.

The award was presented at the Initiation Summer Season Feedback Session hosted by DCAS. This platform brings together key stakeholders to reflect on performance, challenges, and opportunities for improvement across the province.

This recognition highlights:

- 5.2.1 The Forum's commitment to safe and dignified initiation practices;
- 5.2.2 Strong collaboration between the Municipality and stakeholders;
- 5.2.3 A high standard of cultural governance and community engagement.

The award further reinforces the longstanding and constructive partnership between Stellenbosch Municipality and the Initiation Forum.

6. FINANCIAL IMPLICATIONS

Not applicable.

7. LEGAL IMPLICATIONS

Not Applicable.

8. STAFF IMPLICATIONS

This report has no staff implications to the Municipality.

9. RISK IMPLICATIONS

Not Applicable.

10. CONCLUSION

The successful completion of the 2025 Summer Initiation Season represents a significant achievement for Stellenbosch Municipality, DCAS, and the Stellenbosch Initiation Forum.

Key highlights include:

- 10.1 Zero fatalities;
- 10.2 Strong intergovernmental coordination;
- 10.3 Effective service delivery and site management;
- 10.4 Recognition at provincial level.

These outcomes reflect the benefits of proactive planning and collaborative governance. The lessons learned will inform continuous improvement in future initiation seasons.

The Environmental Management Department remains committed to:

- 10.5 Supporting sustainable and well-managed initiation sites;
- 10.6 Strengthening partnerships with DCAS and the Initiation Forum;
- 10.7 Ensuring compliance with environmental, safety, and cultural standards.

This commitment aims to uphold the dignity and integrity of initiation practices while promoting responsible land use and environmental stewardship.

ANNEXURES

Photo: Certificate of Recognition Award

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	18 March 2026

ANNEXURE



AGENDA**PARKS, OPEN SPACES AND ENVIRONMENT
COMMITTEE MEETING****2026-06-03**

7.2	DELEGATED MATTERS
7.2.1	QUARTERLY REPORT: PARKS AND CEMETERIES (JANUARY 2026 - MARCH 2026)

Collaborator No:

IDP KPA Ref No:

Good Governance and Compliance

Meeting Date:

3 June 2026

1. SUBJECT: QUARTERLY REPORT: PARKS, AND CEMETERIES (JANUARY 2026 - MARCH 2026)**2. PURPOSE**

To notify the Committee of the monthly activities (**Annexure A**) that was conducted by the Sections: Parks and Cemeteries for January 2026 - March 2026.

3. DELEGATED AUTHORITY

For notification by the Portfolio Committee

4. EXECUTIVE SUMMARY

To present the monthly report of the Sections Parks and Cemeteries for the month of January 2026 - March 2026 to the Committee for notification.

5. RECOMMENDATION

that the Quarterly Report: Parks and Cemeteries: January 2026 - March 2026, be noted.

6. DISCUSSION / CONTENTS**6.1 Background**

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

6.2 Discussion

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

6.3 Financial Implications

As per the approved budget.

6.4 Legal Implications

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

6.5 Staff Implications

This report has no staff implications to the Municipality.

6.6 Previous / Relevant Council Resolutions

None

6.7 Risk Implications

This report has no risk implications for the Municipality.

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

No comments

6.8.2 Director: Planning and Economic Development

No comments

6.8.3 Director: Protection and Community Services

No comments

6.8.4 Director: Corporate Services

No comments

6.8.5 Chief Financial Officer

No comments

6.8.6 Municipal Manager

No comments

ANNEXURES

Annexure A: Quarterly Report: Parks, and Cemeteries (January 2026 - March 2026)

FOR FURTHER DETAILS CONTACT:

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

ANNEXURE A



**QUARTERLY REPORT
FOR JANUARY 2026-
MARCH 2026**

Parks & Cemeteries
Section

Community Services

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PARKS, ORNAMENTAL HORTICULTURE AND CEMETERIES

1. STAFF MATTERS

1.1 Staff Component: Parks Franschhoek, Dwarsrivier, Klapmuts

	Description	Totals	Comments
a	No of permanent staff	7	
b	No of vacancies	2	Operator and General Worker
c	No of EPWP staff	11	
d	No of staff on suspension	0	
e	No of staff on Standby	6	
f	No of staff working Overtime	5	
g	No of staff IOD's	0	
h	No of Long Service awards	0	
i	No of staff resigned / retired	0	

1.2 Staff Component: Parks Stellenbosch

	Description	Totals	Comments
a	No of permanent staff	32	
b	No of vacancies	6	Foreperson x 1, Driver Supervisor x 1, Operator x 2, General worker x 2(the approved notice for advertising has been sent to the HR Department).
c	No of EPWP staff	26	
d	No of staff on suspension	0	
e	No of staff on Standby	19	
f	No of staff working Overtime	32	
g	No of staff IOD's	1	
h	No of Long Service awards	0	
i	No of staff resigned / retired	0	

1.3 Staff Component: Cemeteries

	Description	Totals	Comments
a	No of permanent staff	14	
b	No of vacancies	1	Supervisor: Mr L. Williams is the acting Supervisor.
c	No of EPWP staff	9	
d	No of staff on suspension	0	

e	No of staff on Standby	2	Weekly
f	No of staff working Overtime		
g	No of staff IOD's	1	A General Worker got stung by bees and is currently receiving treatment.
h	No of Long Service awards	0	
i	No of staff resigned / retired	0	

1.4 Staff Component: Ornamental Horticulture

	Description	Totals	Comments
a	No of permanent staff	20	
b	No of vacancies	1	General Worker
c	No of EPWP staff	16	
d	No of staff on suspension	0	
e	No of staff on Standby	5	
f	No of staff working Overtime	20	
g	No of staff IOD's	0	Snake was removed from Nursery vehicle.
h	No of Long Service awards	0	
i	No of staff resigned / retired	0	

2. OPERATIONAL MATTERS

2.1 Facilities upgraded from 1 January 2026 – 31 March 2026

Section	Description	Comments
Ornamental Horticulture	Nursery	<p>Areas including tunnels and terraces have been cleaned.</p> <p>Plants in containers have been weeded. Decoration plants have been weeded. New stock arrived for Golf tournament; these were cared for, pruned and fertilized.</p> <p>Mulch was received from contractor this will be used to mulch beds on highways to assist with water</p>

		preservations. Decoration plants have been weeded. New stock arrived for Montreux Jazz festival; Plants were cleaned and pruned in preparation for the festival.
Ornamental Horticulture	Eerste River Gardens	All beds were cleaned.
Ornamental Horticulture	Flowering Pots	All pots received foliar feed.
Ornamental Horticulture	Machinery	No machinery at the workshop.
Ornamental Horticulture	Vehicles	All vehicles were inspected. Vehicle CL 94105 was involved in a minor accident; all forms were completed and sent to the insurance department.
Parks Stellenbosch	BSM 118/25 Tree Pruning Tender	Received order number 58151 for stump grinding, corner of R44 & Fir Street. The work is completed.
Parks Stellenbosch	BSM 118/25 Tree Pruning Tender	Received order number 29012 for pruning and felling of non-oak trees in a POS behind William Street in Cloetesville. Supplier is on site.
Parks Stellenbosch	BSM 118/25 Tree Pruning Tender	Received order number 29010 for felling of oak trees in a POS Le Seur Street in Brandwhact.
Parks Stellenbosch	BSM 118/25 Tree Pruning Tender	Loaded requisition number 53807 for pruning and felling of pine trees in Onderpapegaaiberg.

Parks Stellenbosch	BSM 118/25 Tree Pruning Tender	Received order number 28630, 28646 & 28647 for the repairs of gym equipment in Longlands Park, Sering Park & Waboom Park. Supplier is on site.
Cemeteries	Maintenance at all cemeteries	All operational tasks continue as normal.
Cemeteries	Groendal	Illegal dumping remains a challenge.
Cemeteries	Franschhoek	Filled up collapsed graves.
Cemeteries	Pniel	The walls were painted for the festive season.
Cemeteries	Jamestown	Vandalism took place on the 19 th of January 2026 – geyser pipes were cut off. Toilet taps and stopcocks were stolen as well as the wash basins were damaged on the 22 nd of January 2026.
Cemeteries	Calcutta	Phase2 commenced. Buildings Landscaping and ICT tender.
Cemeteries	Kylemore	None.

3. CAPITAL PROJECTS

Section	Tenders	Comments
Cemeteries	BSM/Clear vu fencing. BSM 06/25	Entrance gate was installed. Jamestown Cemetery order received on 13 th March 2026 (R 211 971.84).
Cemeteries	BSM 17/26	Construction of Calcutta memorial Park (R 10 792 715.82)
Cemeteries	BSM/Clear vu fencing. BSM 06/25	Calcutta memorial fencing (R 2 269 702.05).
Ornamental Horticulture	BSM:88/24: Supply and Installation of Artificial Grass	Artificial grass ocess to rephas been installed on the

		R44. Beautification pots have been placed; all capital projects are completed.
Ornamental Horticulture	BSM 106/25: Supply and Deliver indoor and outdoor plants and horticulture essentials.	Active
Ornamental Horticulture	BSM 91/20: Garden Maintenance	Active
Parks Franschhoek	BSM 6/25: Supply and construction of various types of fences as and when needed till 30 June 2027.	Clear Vu installed at Parks Depot FHK. Fence projects in Garage-, Duthie -and Abie Parks will start in February 2026.
Parks Franshhoek	FQ 15/26: Supply and installation of Steel Play Equipment in Parks.	Installed and paid (2 items in Abie Park (Groendal W 1) and 1 Item in Kastaiing Park (Pniel W 3).
Parks Franschhoek	BSM 87/24 Supply, installation and repair of Outdoor Gym equipment in Parks	Repaired all the outdoor Gym equipment.
Parks Stellenbosch	FQ 96/26 Supply and Delivery of Blower Mowers.	Received order number 30635 and it is sent the Supplier to arrange delivery.
Parks Stellenbosch	BSM 103/24: Construction of a pathway in Longlands Park.	Received order 27544 (R122 282,28). Supplier is on site. Work completed and invoice sent for payment.
Parks Stellenbosch	FQ 16/26 Supply and Delivery 500L Watercart Trailer.	Received order number 29488 R170 269.00 for 4 water trailers. The supplier is busy with the registration of the trailers.

3.1 CAPITAL EXPENDITURE REPORT

Projects	Fund	Original Budget 2025/2026	Adjustments Budget	Virements	Amended Budget	Planned Expenditure	Actual Expenditure	Shadows (Orders)	Provisional Cost	Actuals + Shadows & Provisional	Balance R	Actual Exp %	Commited %	Universal Key (Ukey)	OV Code	Project Code
Cemeteries		48 820 550	8 000 000	-	56 820 551	41 097 429	31 929 650	15 468 975	5 594	47 404 219	9 416 332	66,19%	83,43%			
Calcutta Memorial Park	CRR	38 020 072	8 000 000	-	46 020 073	30 296 951	21 129 172	15 468 975	5 594	36 603 741	9 416 332	45,91%	79,54%	20220630077660	O\000000 4000401	PC_0252
Calcutta Memorial Park	IUDG	10 800 478	-	-	10 800 478	10 800 478	10 800 478	-	-	10 800 478	-	100,00%	100,00%	20220630077663	O\000000 4000401	PC_0252
Parks and Cemeteries		4 031 963	443 912	-898 174,00	3 577 701	1 175 982	2 874 313	419 113	-	3 293 426	284 275	80,34%	92,05%			
Beautification of Parks and Cemeteries	IUDG	782 609	-	-	782 609	-	780 509	-	-	780 509	2 100	99,73%	99,73%	20250701027640	O\000000 4000104	PC_0256
Beautification of Parks and Cemeteries	CRR	117 391	-	-	117 391	-	116 952	-	-	116 952	439	99,83%	99,83%	20250701027631	O\000000 4000104	PC_0256
Fencing Parks and Gardens	IUDG	869 585	-	-649 859,00	219 706	219 706	219 706	-	-	219 706	0	100,00%	100,00%	20250701027114	O\000000 4000104	PC_0257
Fencing Parks and Gardens	CRR	130 435	-	-130 435,00	-	-	-	-	-	-	-	-	-	20250701027141	O\000000 4000104	PC_0257
Fencing Parks and Gardens	IUDG	-	-	-649 859,00	649 859	433 236	476 431	152 290	-	628 721	21 138	73,31%	96,75%	20251010022714	O\000000 4000104	PC_0257
Fencing Parks and Gardens	CRR	-	-	-130 435,00	130 435	88 952	-	32 033	-	32 033	98 402	0,00%	24,56%	20251010022842	O\000000 4000104	PC_0257
Upgrading of Parks	CRR	1 031 963	-	-	1 031 963	100 000	944 712	86 730	-	1 031 442	521	91,55%	99,95%	20250701027643	O\000000 4000104	PC_0265
Vehicle Fleet Parks & Cemeteries	CRR	1 000 000	443 912	-898 174,00	545 738	236 088	236 088	148 060	-	384 148	161 590	43,26%	70,39%	20250701027117	O\000000 4000104	PC_0266
Urban Greening Beautification Main Routes and Tourist Routes	CRR	100 000	-	-	100 000	100 000	99 915	-	-	99 915	85	99,92%	99,92%	20250701027637	O\000000 4000104	PC_0362
TOTAL - Capital		642 490 175	-41 135 054	-	594 994 274	376 744 094	251 481 411	177 477 160	8 716 474			42,27%	0,00%			

4. EVENTS

Section	Events	Comments
Ornamental Horticulture	SA Open golf championship	SA Open golf championship took place on 26 March 2026 – 1 April 2026. 300 + plants were used during the event, including indoor and outdoor displays, terrariums, animal décor, bamboo braided pots and purpose-built artificial grass pots for large palms. The team watered the plants daily from 05:00 up until 07:00; as this was the only time they were allowed on the course before playing commenced.
Ornamental Horticulture	Montreux Jazz festival	The Jazz Festival in Franschoek 27 th – 29 th March 2026. Set up was completed and a great event was delivered. Title deeds hand over in Idasvalley 19 th March 2026. The Disability Awareness Workshop took place at the Townhall on 5 th March 2026.

5. TRAINING AND EDUCATION

Section	Description	Comments
Ornamental Horticulture	Xhosa Training	Superintendent is attending this training.
Parks & Cemeteries	Xhosa Training	Parks and Cemeteries Manager is attending this training.
Parks Stellenbosch	Supervisor Training	One General Worker is attending this training.
Parks Stellenbosch	Refresher Digger Loader Training	Four Operators attended this training.
Parks Stellenbosch	Digger Loader Training	Two EPWP workers attended this training.

6. COMPLAINTS

Section	No of Complaints Received	Complaints Completed	No of complaints Open
Parks Franschhoek	3	3	0
Parks Stellenbosch	27	18	9
Cemeteries	1	1	0
Ornamental Horticulture	1	1	0
Overall Total	32	23	9

7. MEETINGS

Section	Meetings attended	Date	Comments
All	Section Superintendent meeting	27 th and 28 th January 2026	
Parks Stellenbosch	Play Items Tender		Via Teams
Parks Stellenbosch	Site Meeting for Fencing		This meeting was held at Jamestown Cemetery.
Cemeteries	Calcutta	13 th of January 2026	Surveillance cameras meeting: Calcutta Memorial Park as well as

			Jamestown & Onder-Papegaaiberg Cemetery.
All	OHS	3 rd March 2026	OHS meeting took place at Devon Valley Landfill site.
All	OHS	19 th March 2026	Directorate Central OHS meeting.
Ornamental Horticulture	Tender and FQ		Concrete Pots and Ornamental Maintenance and Mowing.

8. TOTAL BURIALS

2025	31 Jan	28 Feb	31 Mar	30 Apr	31 May	30 Jun	31 Jul	31 Aug	30 Sept	30 Oct	30 Nov	31 Dec	Total	Average
Jamestown	36	27	25										88	29,3
Jamestown Children	2	0	1										3	1
Jamestown Self -digging	1	0	2										3	1
Onder Papegaaiberg	3	0	6										9	3
Onder Papegaaiberg Self-digging	0	3	0										3	1
Wemmershoek	0	0	2										2	0,6
Pniel	0	0	0										0	0
Pniel Self -digging	0	1	3										4	1,3
Franschhoek	1	2	0										3	1
Franschhoek North self -digging	2	1	4										7	2,3
Franschhoek South self-digging	10	7	4										21	7
Pauper Burials	1	0	3										4	1,3
Covid -19 Burials	0	0	0										0	0
Total burials/Internments	56	41	50										147	49

9. INCOME

CEMETERIES REVENUE

9.1. Cemeteries

2025	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total	Average
Jamestown	R121731,00	R82666,50	R71776,66										R276174,16	R92058,05
Jamestown Children	R2934,00	R0,00	R1467,00										R4401,00	R1467,00
Jamestown Self -digging	R0,00	R0,00	R1348,50										R1348,50	R449,50
OnderPapegaalberg	R6517,50	R6558,00	R7966,00										R21041,50	R7013,83
Wemmershoek	R0,00	R0,00	R807,50										R807,50	R269,16
Pniel	R0,00	R0,00	R0,00										R0,00	R0,00
Pniel Self -digging	R0,00	R313,50	R0,00										R313,50	R104,50
66.10Franschhoek Self	R8856,00	R4608,00	R0,00										R13464,00	R4488,00
Franschhoek North	R627,00	R313,50	R1434,50										R2375,00	R791,66
Franschhoek South	R15784,00	R10815,50	R3424,00										R30023,50	R10007,83
Covid-19 Burials	R0,00	R0,00	R0,00										R0,00	R0,00
Total Amount	R156449,50	R105275,00	R88224,16										R349948,66	R116649,55

10. KPI (KEY PERFORMANCE): DEPARTMENT COMMUNITY SERVICES

Ref	Internal Ref / Indicator Code	Responsible Department	KPI	Unit of Measurement	Jan-26						Feb-26						Mar-26						Overall Performance for January 2026 to March 2026		
					Target	Target Description	Actual	R	Performance Comment	Corrective Measures	Target	Target Description	Actual	R	Performance Comment	Corrective Measures	Target	Target Description	Actual	R	Performance Comment	Corrective Measures	Target	Actual	R
D4944	D3666	Community and Protection Services - Parks and Cemeteries	Submission of quarterly reports of play parks to be developed and or upgraded to the Senior Manager: Community Services	Number of quarterly reports submitted to the Senior Manager: Community Services of play parks to be developed and or upgraded by 31 May	1		1	G	KPI achieved		0		0	N/A			0		0	N/A			1	1	G
D5616	D3667	Community and Protection Services - Parks and Cemeteries	Submission of MSA Section 80 quarterly reports to the Senior Manager: Community Services	Number of quarterly MSA Section 80 reports to the Senior Manager: Community Services	1		1	G	KPI met	N/A	0		0	N/A			0		0	N/A			1	1	G
D5623	D3668	Community and Protection Services - Parks and Cemeteries	Submission of comments on the monthly MFMA Section 71 reports to the Senior Manager: Financial Management Services	Number of comments on the monthly MFMA Section 71 reports submitted to the Senior Manager: Financial Management Services	1		1	G	KPI achieved	N/A	1		1	G	KPI achieved	N/A	1		1	G	Comments have been provided		3	3	G
D5725	D3669	Community and Protection Services - Parks and Cemeteries	Submission of signed municipal fleet and inspection logbooks within ten working days after the previous month to Fleet Management	Percentage of signed municipal fleet and inspection logbooks submitted to the Fleet Management within ten working days after the previous month	100%		100%	G	KPI achieved	N/A	100%		100%	G	KPI achieved	N/A	100%		100%	G	See attached		100%	100%	G
D5727	D3672	Community and Protection Services - Parks and Cemeteries	Conduct mid-year performance evaluations with all identified personnel	Number of mid-year performance evaluations conducted with all identified personnel by 31 January	4		4	G	KPI achieved	N/A	0		0	N/A			0		0	N/A			4	4	G

Overall Summary of Results

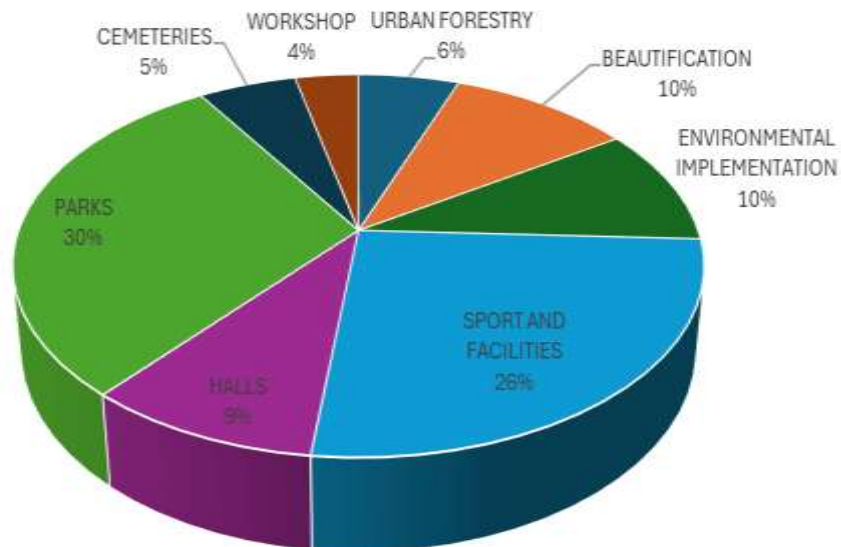
N/A	KPI Not Yet Applicable	KPIs with no targets or actuals in the selected period.	4
R	KPI Not Met	0% <= Actual/Target <= 74.999%	0
O	KPI Almost Met	75.000% <= Actual/Target <= 99.999%	1
G	KPI Met	Actual meets Target (Actual/Target = 100%)	8
G2	KPI Well Met	100.001% <= Actual/Target <= 149.999%	1
B	KPI Extremely Well Met	150.000% <= Actual/Target	1
N/A	KPI Did Not Occur	KPIs with a target which did not materialise	0
Total KPIs:			15

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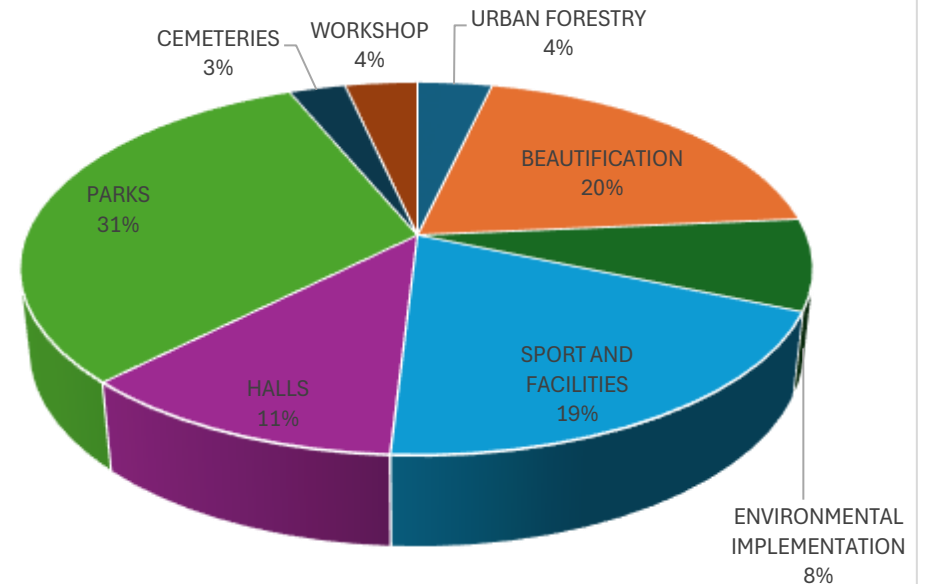
11. OVERTIME STATISTICS

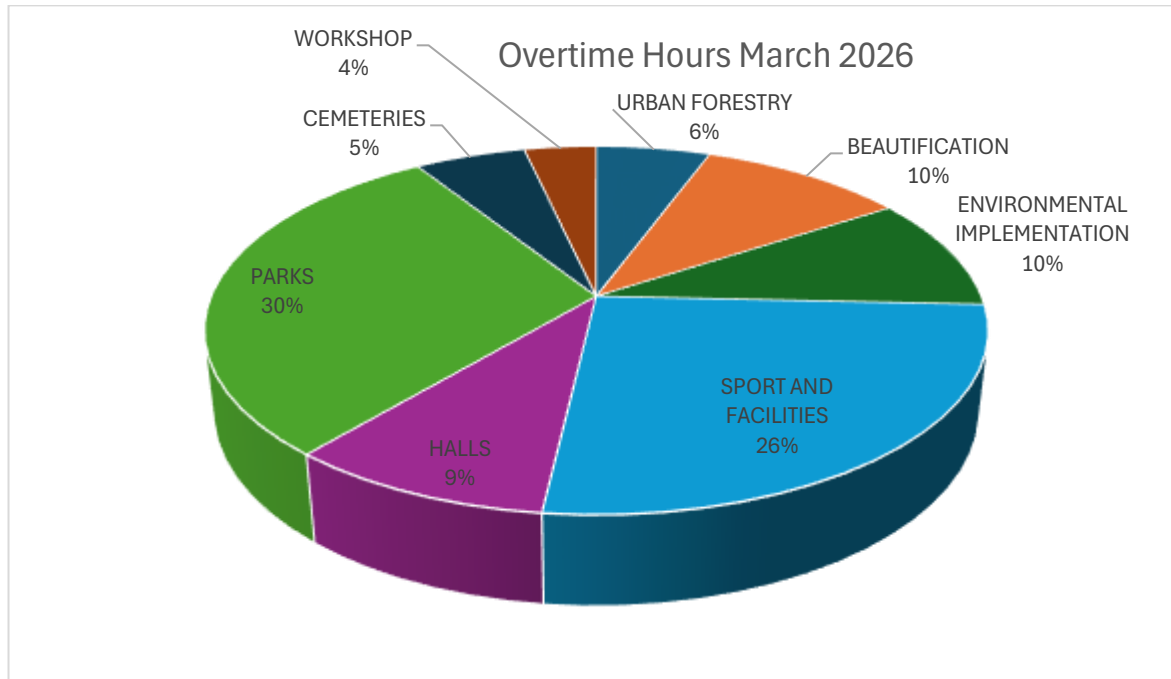
OVERTIME & STANDBY HOURS WORKED	JAN	FEB	MAR	APRIL	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
URBAN FORESTRY	184	138	203									
BEAUTIFICATION	333	765	1110									
ENVIRONMENTAL IMPLEMENTATION	325	303	257									
SPORT AND FACILITIES	854,4	744,5	1235									
HALLS	305,5	439	746,75									
PARKS	976	1203	1194									
CEMETERIES	179	104,5	136,5									
WORKSHOP	116	134	130									
TOTAL	3273	3831	5012,25									

Overtime Hours for January 2026



Overtime Hours February 2026





7.2.2	QUARTERLY REPORT: ENVIRONMENTAL MANAGEMENT (JANUARY 2026 - MARCH 2026)
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Collaborator No:

IDP KPA Ref No:

Good Governance and Compliance

Meeting Date:

3 June 2026

**1. SUBJECT: QUARTERLY REPORT: ENVIRONMENTAL MANAGEMENT
(JANUARY 2026 - MARCH 2026)**

2. PURPOSE

To notify the Committee of the monthly activities (**Annexure A**) that was conducted by the Sections: Environmental Management for January 2026 - March 2026.

3. DELEGATED AUTHORITY

For notification by the Portfolio Committee.

4. EXECUTIVE SUMMARY

To present the monthly activity report of the Sections Environmental Management, for the month of January 2026 - March 2026 to the Committee for notification.

5. RECOMMENDATION

that the Quarterly Report: Environmental Management (October 2025 - December 2025), be noted.

6. DISCUSSION / CONTENTS

6.1 Background

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

6.2 Discussion

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

6.3 Financial Implications

As per the approved budget.

6.4 Legal Implications

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

6.5 Staff Implications

This report has no staff implications to the Municipality.

6.6 Previous / Relevant Council Resolutions

None

6.7 Risk Implications

This report has no risk implications for the Municipality.

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

No comments

6.8.2 Director: Planning and Economic Development

No comments

6.8.3 Director: Protection and Community Services

No comments

6.8.4 Director: Corporate Services

No comments

6.8.5 Chief Financial Officer

No comments

6.8.6 Municipal Manager

No comments

ANNEXURES

Annexure A: Quarterly Report: Environmental Management (January 2026 - March 2026)

FOR FURTHER DETAILS CONTACT:

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

ANNEXURE A



**QUARTERLY REPORT
FOR
JANUARY, FEBRUARY,
MARCH 2026**

**ENVIRONMENTAL
MANAGEMENT
SECTION**

**DEPARTMENT
COMMUNITY
SERVICES**

TABLE OF CONTENT**1. URBAN FORESTRY**

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

2. ENVIRONMENTAL IMPLEMENTATION

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

3. ENVIRONMENTAL PLANNING

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

3.9 Work Groups/ Standing Meetings

4. SMALL PLANT MAINTENANCE WORKSHOP

4.1 General

4.2 Highlights and Achievements

4.3 Small Plant Maintenance workshop operations

5. OVERTIME WORKED FOR JULY-SEPTEMBER 2025: COMMUNITY SERVICES

6. CAPITAL EXPENDITURE : ENVIRONMENTAL MANAGEMENT JULY- SEPTMBER 2025

7. KPI'S FOR JULY-SEPTEMBER 2025: ENVIRONMENTAL MANAGEMENT

8. HUMAN RESOURCES: ENVIRONMENTAL MANAGEMENT

1. URBAN FORESTRY SUB-SECTION

1.1 General

Trees are managed according to the guiding principles of the Tree Management Policy to ensure they remain a vital part of Stellenbosch's asset base. Trees provide important social, economic, and environmental benefits. These benefits contribute to a healthy and enriching environment.

The core principles guiding tree management are sustainability and preservation. Through these practices, the Town aims to achieve zero net loss of tree canopy cover. Strategic planting initiatives will also be used to significantly increase urban forest cover.

All activities will align with established best practices in urban forest management and maintenance. Strong emphasis is placed on building the skills and competencies of municipal staff and service providers involved in tree care and urban greening.

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

For strategic effectiveness, planning operations also consider IDP requests. Community priorities are used to guide and prioritise planned work.

1.2 Highlights and Achievements

The tree pruning, felling and stump-grinding and root-cutting tender has been successfully applied to meet service delivery standards in quarter 3.

The Municipality has entered into Public, Private Partnership with interest stakeholders from Stellenbosch who generously donate funds to purchase a tree, select a spot and Plant an Oak to replace the dead and dying Oaks in Town. Thus far 9 trees has been planted and our aim is to plant 40 trees by May 2026.



1.3 Urban Forestry Operations

1.3.1 Maintenance of Trees

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

Complaints	Number of complaints for Quarter 3
Total:	67
Completed	25
Outstanding	6
Service request allocated to Contractor	2
Service request allocated to Internal Team	4
Informal settlements	3
Parks section	5
Sports section	0
Inspection to be conducted	11
Private Property	6
Cape Winelands District	3
Housing	2
Owner to submit tree felling application	0
Tree felling application under verification	0

1.3.2 Watering Programme

1.3.1.1 Watering Programme Constraints and Implementation

The implementation of the tree watering programme in Stellenbosch has been significantly constrained due to ongoing water restrictions. These restrictions have limited the ability to execute the programme as planned. In addition, challenges were encountered in accessing operational municipal boreholes, further impacting water availability.

Consequently, the watering of trees was adversely affected during the period from late January through February and March 2026. This interruption posed a risk to the successful establishment and survival of newly planted trees.

1.3.1.2. Watering Programme Structure

In order to mitigate these challenges and support effective tree establishment, the watering programme has been structured into two sub-programmes based on tree age.

1.3.1.3. Trees Younger than Years

A seasonal watering schedule has been developed for trees younger than three years, with a focus on the summer and autumn months when water demand is highest. Each tree will receive approximately 100 liters of water per week to ensure adequate soil moisture for root establishment and growth.

A detailed watering schedule will be implemented and may be adjusted as required, taking into account prevailing weather conditions, soil moisture levels, and water availability.

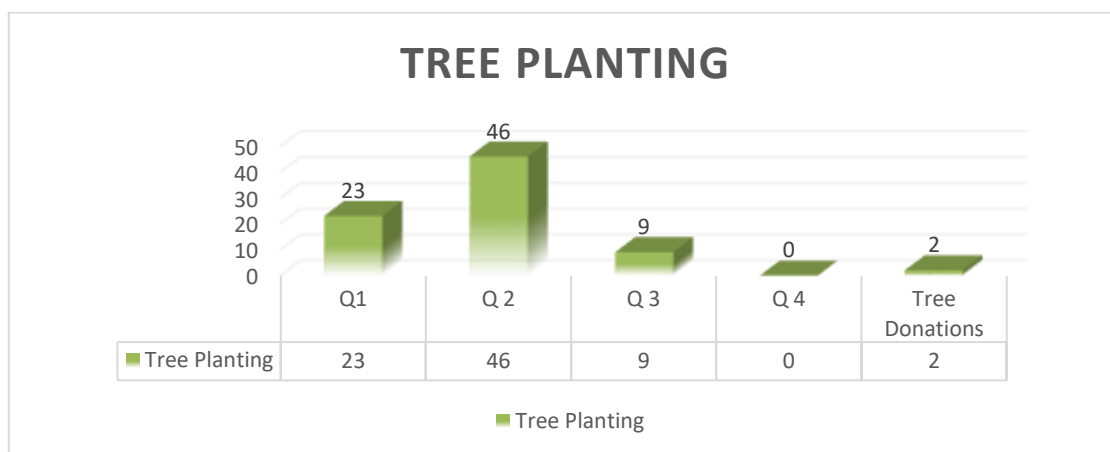
1.3.1.4. Trees Older Than Three Years

Trees older than three years will be watered on an as-needed basis. This approach is based on the understanding that more established trees have greater resilience to variable moisture conditions.

Watering will therefore be dependent on prevailing climatic conditions and will only be undertaken when necessary to prevent undue stress to the trees.

1.3.3 Integrated Greening and Tree Planting Programmes

Stellenbosch's integrated greening and tree planting programmes support the planting of new trees through both replacement planting and blanking. This programme is now sphere headed with a PPP project called Plant an Oak. Tree replacements are dependant on the wayleave application outcomes to protect underground services.



Wayleave Applications in relation to tree planting

There were 12 wayleave applications in January, February, and March.

Locations	Approval	Refusal	Pending
Ryneveldt street	0		2
Plein Street	0		2
Church street	0	1	5
Andringa street	0		3
TOTAL:	0	1	12

1.4 Public, Private Partnerships (PPP)

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

1.5 Occupational Health and Safety

1.5.1 Injury On Duty

None reported.

1.6 Extended Public Works Programme (EPWP)

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

LOCATION	NUMBER OF EPWP'S
Kayamandi	6
Vlottenburg	1
Idas Vally	1
Cloetesville	1

2. ENVIRONMENTAL IMPLEMENTATION

2.1 General

The sub-section is responsible for the management of nature reserves and other natural areas. The implementation of operational activities is guided by the approved management plans of the respective nature reserves and conservation areas.

Execution of these activities is dependent on the availability of budgetary resources. It is therefore imperative to consider the financial context within which these plans are implemented, as this directly influences the scope, timing, and extent of operational interventions.

2.2 Highlights and Achievements

The Assistant Superintendent post for Rivers and Municipal Properties was advertised, and appointment was made to the applicant.

The Stellenbosch Initiation Forum was awarded a Certificate of Appreciation by the Western Cape Provincial Coordinating Committee in recognition of its outstanding contribution to the 2025 Summer Initiation Season. The award was presented at the Initiation Summer Season Feedback Session hosted by DCAS. This platform brings together key stakeholders to reflect on performance, challenges, and opportunities for improvement across the province.

This recognition highlights:

- The Forum's commitment to safe and dignified initiation practices
- Strong collaboration between the Municipality and stakeholders
- A high standard of cultural governance and community engagement

The award further reinforces the longstanding and constructive partnership between Stellenbosch Municipality and the Initiation Forum.

2.3 Environmental Implementation operations

The sub-section functions according to operational plans in relation to the following Key Performance Areas (KPI's):

a) Alien Invasive Species Clearing (De-bushing)

Alien invasive species clearing was undertaken across various natural areas as part of ongoing ecological management efforts. The work was executed by both internal teams and an appointed external service provider contracted under Tender BSM: 35/25.

A total area of 42.3 hectares was cleared in Louwsbos, while 25.8 hectares was cleared in Brandwacht. These interventions contribute to the restoration of natural ecosystems and the reduction of invasive species proliferation within the managed areas.

b) Biodiversity and River Maintenance

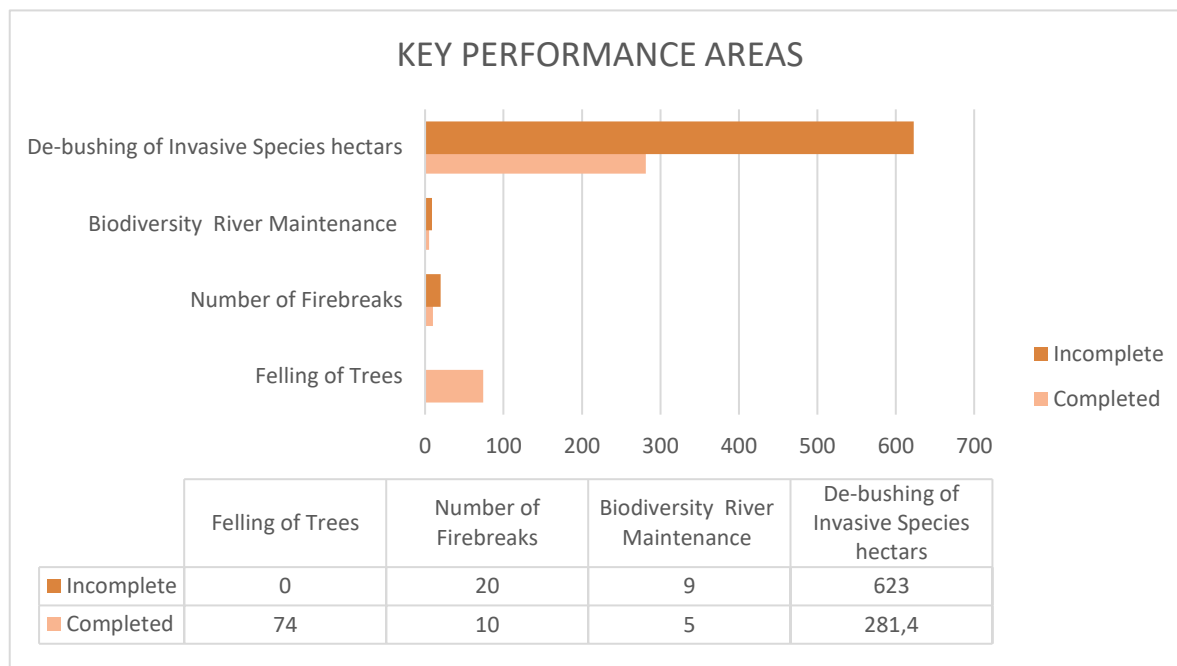
Biodiversity and river maintenance is conducted as and when required across all municipal wards.

c) Initiation Schools

Monthly meetings are held with the Stellenbosch Initiation forum to ensure effective communication.

e) Firebreak Maintenance

Firebreak maintenance is conducted before and during the summer season to mitigate the risk of wildfires.

**2.4 Capital and Operational Expenditure for FY 25/26**

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

CAPITAL PROJECT	ALLOCATION COMMENT	EXPENDITURE %
Furniture Tools & Equipment: Environmental Management	Tools were procured for the operations to be conducted	81,24%

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

OPERATIONAL PROJECT	ALLOCATION COMMENT	EXPENDITURE %
TENDER BSM 35/25 and 118/25	De-bushing of invasive species and trees	98%

2.5 Public, Private Partnerships (PPP)

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

2.6 Occupational Health and Safety

None reported in the Q3.

2.7 Educational and Awareness

No educational and awareness training was conducted.

2.8 Extended Public Works Project (EPWP)

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

WARDS	NUMBER OF EPWP's
Ward18	2
Ward 13,14 & 15	6
Ward 20	1

3. ENVIRONMENTAL PLANNING

3.1 Status of Management Plans / Policy Documents / By-Laws

Project	Progress	Date of Completion
Management Plans	Jan Marais NR EMP being revised.	End of June 2026

	SEMF being revised.		End of December 2026
Title	Approval Date	Status	
Stell. Environmental Man. Framework	Council Jun 2019	Revision in 2026.	Dec 2026
Stell. Municipality Invasive Alien Plant Man. Plan	Council Jul 2017 (Rev. 1). Council Nov 2022 (Rev. 2/ update)	Reviewed (5-year) document approved by Council. Next action required in 2026.	Dec 2027
Stell. Municipality Air Quality Man. Plan	Council Aug 2018 Council Nov 2022	Reviewed (5-year) document approved by Council. Next action required in 2026.	Dec 2026
Nature Areas By-Law	Promulgated Jul 2025	No action required.	
Stell. Municipality Air Quality By-Law	Promulgated Feb 2019	No action required.	
Stell. Municipality Integrated Fire Man. Plan	Council Sept 2019	No action required. Revision in 2029.	Dec 2029
Noise Control Policy	Council Mar 2018	No action required.	
Papegaaiberg Nature Reserve EMP	Council 2026	Reviewed (5-year) document approved by Council. Next action required in 2031.	Feb 2031
Jan Marais Park EMP		Draft	June 2026
Paradyskloof Nature Area EMP	Council May 2019	No action required. Revision in 2029.	Dec 2029
Mont Rochelle Nature Reserve EMP	Council Feb 2022	No action required. Revision in 2026.	Dec 2027
Idas Valley / Botmaskop Nature Area EMP		No action required. Revision in 2028.	Dec 2028

3.3 Land Use / Building Control Submissions

Planning Official	Application_Land Use	Application_Building Control	Date	Number
Monray Lourens		BP8090/2025 – Klein Champagne	6 January	1
Monray Lourens		BP8268/2025 – De Balke Hotel	8 January	1
Monray Lourens		BP8196/2025 – Storage Structure	9 January	1
Alicia Ncanywa		BP8192/2025 – Botmaskop Estate	9 January	1
Abdullah Julius		BP8194/2025 – Botmaskop Estate	9 January	1
Abdullah Julius		BP8190/2025 – Botmaskop Estate	9 January	1
Abdullah Julius		BP8181/2025 – Botmaskop Estate	9 January	1

Abdullah Julius		BP8173/2025 – Botmaskop Estate	9 January	1
Abdullah Julius		BP8188/2025 – Botmaskop Estate	9 January	1
Abdullah Julius		BP8185/2025 – Botmaskop Estate	9 January	1
Abdullah Julius		BP8183/2025 – Botmaskop Estate	9 January	1
Hilton Daniels		BP6543/2025 - Storage	12 January	1
Donnadene Nicolas		BP6186/2025 – Welgev. Clubhouse	13 January	1
Babalwa Nkonzo		BP7842/2025 - Store	15 January	1
Monray Lourens		BP8196/2025	15 January	1
Monray Lourens		BP8139/2025 – Shed/Various	21 January	1
Monray Lourens		BP8166/2025 – Dwelling	21 January	1
Hilton Daniels		BP6543/2025 - Storage	21 January	1
Hilton Daniels		BP8002/2025 - Stables	27 January	1
Monray Lourens		BP8131/2025 - Cellar	27 January	1
Total:				20

Planning Official	Application_Land Use	Application_Building Control	Date	Number
Hilton Daniels		BP8187/2025 – Botmaskop Estate	4 February	1
Nicole Katts	Farm 1541 - Zorgvliet Padel Courts		5 February	1
Dillon Williams		Farm 2/513 – Blaauwklippen Rd	11 February	1
Bulelwa Mdoda	Farm 1411 – La Ferme		12 February	1
Hilton Daniels		BP7688/2025	13 February	1
Nolusindiso Momoti	Erf 72, Kylemore		18 February	1
Alicia Ncanywa		BP7842/2025	19 February	1
Monray Lourens		BP8314/2026 – Redwood estate	24 February	1
Monray Lourens		BP8482/2026	26 February	1
Total:				9

Planning Official	Application_Land Use	Application_Building Control	Date	Number
Hilton Daniels		BP8285/2026 – Cell Tower	10 March	1

	Consent Use Farm 1730 - Solar		10 March	1
Hilton Daniels		BP8181/2025 – Botmaskop Dwelling	10 March	1
Nolusindiso Momoti	Consent Use Farm 1565		10 March	1
Hilton Daniels		BP8385/2026 – Boundary Fence	12 March	1
Hilton Daniels		BP7784/2025	17 March	1
Hilton Daniels		BP8660/2026	25 March	1
Total:				7

3.4 GIS Assistance Provided

Official Assisted	Matter	Date	Number
Tammy Leibrandt	River Park Firebreak Management	5 January	1
Wendi Mhlauli	Louwsbos Alien Clearing	8 January	1
Albert vd Merwe	Idas Valley Erven	26 January	1
Dione Swarts	Cemetery Sizes for Grass Catting	28 January	1
Total:			4

Official Assisted	Matter	Date	Number
Tammy Leibrandt	Mentoor Estate, Pniel, ownership	4 February	1
Albert vd Merwe	Erf 721, Pniel	9 February	1
Tammy Leibrandt	Brandwacht Fence	10 February	1
Total:			3

Official Assisted	Matter	Date	Number
Fire Services	Louwsbos Controlled Burn	17 March	1
Tammy Leibrandt	Johannesdal Location	25 March	1
Total:			2

3.5 Noise Control:**January 2026**

Area	Number
Stellenbosch	7
Franschhoek	1
Klapmuts	0
Jamestown	0
Pniel	0
Groot Drakenstein	1
Kylemore	0
Farms	0
Total:	8

February 2026

Area	Number
Stellenbosch	8
Franschhoek	1
Klapmuts	2
Jamestown	0
Pniel	1
Groot Drakenstein	3
Kylemore	0
Farms	0
Total:	15

March 2026

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

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

January 2026

Complaint	Progress	Date of Completion	Comments
Limberlost Strawberry farm, air cannon noise.	Various inspections were carried out in the vicinity of the strawberry farm and adjacent properties and smallholdings. X 5 "air cannons" are installed at Limberlost strawberry farm	On-going	<ul style="list-style-type: none"> 2nd Court appearance was on 3rd November 2025. High Court Order was issued to discontinue the use of the "air cannons" until land use approval is obtained. Matter therefore postponed to 23 February 2026 for plea and trial.

	scarring bird and other pets from eating or damaging strawberries.		
Extractor fan noise: Terra Restaurant, 107 Dorp Street Hotel, Stellenbosch. <u>Complainant:</u> Sonia Fourie a tenant inside the hotel	Noise level inspection carried out on 21 October 2025 at 19h30 revealed that a disturbing noise is caused.	On-going	<ul style="list-style-type: none"> - Modifications were installed to the extractor fan. - Compliance inspection pending.
Music Noise complaint emanating from Station Pub Franschoek over weekends. <u>Complainant:</u> Mr. Michael McNaught	Issued written warning to owner, Mr Bruce Bradfort. Request for an updated Noise Management Plan and to have the sound limiter re-set so as to comply with the requirements and noise control measures installed previously.	On-going	<ul style="list-style-type: none"> - No further complaints received. - Considered closed.
Religious Noise complaints Loud music and amplified singing by the church and other tenants using the church premises taking place during the week every Sunday and some Saturday's. <u>Allege Offender:</u> VGK Church, Idasvalley Stellenbosch	Issued noise nuisance notice to the VGK Church on 20 November 2025. Awaiting feedback from the church to discuss the way forward.	On-going	<p>Matter discussed with Adv Tammy Lendore, Public Prosecutor at the Stellenbosch Municipal Court.</p> <p>Adv Lendore have taken the matter up with district leaders of the VGK Congregation in Cape Town.</p> <p>Awaiting the outcome of such meeting.</p>
Loud music and singing complaint emanating from a registered music studio in Jan Fiskaal Road, Onder Pappagaaiberg, Stellenbosch, Erf No. 3718SB.	Matter referred to land use to ascertain if land use rights are in place.	On-going	<ul style="list-style-type: none"> - Follow-up inspection pending.
Generator noise complaints received on 17 Dec 25. <u>Medic Clinic De Boord:</u>	Complaint was addressed to Noise Control Regulations PN200/2013	On-going	<ul style="list-style-type: none"> - Abatement notice served. - Cease Order Notice served.

Complaints about loud music and anti-social behaviour from neighbours living at 2 Jooste Street, Kylemore, Stellenbosch	Issued noise nuisance warning notice.	On-going	<ul style="list-style-type: none"> - The anti-social element of the complaint was forwarded to Law Enforcement to address.
Harvesting noise complaints: Rustenburg Farm 294, Raithby, Stellenbosch	Contacted the farm manager at Rustenburg farm to have the Noise Impact Assessment completed as agreed upon.	On-going	<ul style="list-style-type: none"> - Awaiting feedback from Mr Werner Geldenhuys concerning the request.
Industrial noise complaints as a result of activities at Cabrico, Devonbosch Stellenbosch. Complainants: Business owners inside the Devonbosch Development	Have met with a few business owners at the Devonbosch Development site. Owners requested information about the EIA that was done and conditions ito noise, dust etc.	On-going	<ul style="list-style-type: none"> - Dust related complaints are to be addressed ito the Western Cape Noise Control Regulations 2013 and Dust related complaints ito the Stellenbosch Municipality Air Quality Legislation. - Further inspections pending.

February 2026

Complaint	Progress	Date of Completion	Comments
Limberlost Strawberry farm, air cannon noise.	<p>The matter is currently in front of the Courts. The 1st Court appearance date scheduled for 16 Feb 26 was postponed.</p> <p>Currently awaiting new dates after consultation with the defending Council, the PP & the Magistrate at the Stellenbosch Municipal Court.</p>	On-going	<ul style="list-style-type: none"> - Awaiting the new court appearance dates.
Religious Noise complaints emanating from the VGK Church, Idasvalley Stellenbosch, every Sunday as well as during mid-week activities.	Case docket has been submitted to court for possible prosecution.	On-going	Adv Tammy Lendore, Public Prosecutor convened with the Elders of the Church. The PP allow them time (one month) to address the concerns and provide a report on the way forward.

Loud music and singing complaint emanating from a registered music studio in Jan Fiskaal Road, Onder Pappagaaiberg, Stellenbosch, Erf No. 3718SB.	Matter referred to land use to ascertain if land use rights are in place.	On-going	<ul style="list-style-type: none"> - Follow-up inspection pending.
Generator noise complaints received on 17 Dec 25. <u>Medic Clinic De Boord:</u>	Complaint was addressed to Noise Control Regulations PN200/2013	On-going	<ul style="list-style-type: none"> - Requested complainant to submit an affidavit. - Complainants refuse to adhere to such order. - Medi-clinic undertook and is busy installing additional sound proofing. - Follow-up inspections pending.
Harvesting noise complaints: Rustenburg Farm 294, Raithby, Stellenbosch	Contacted the farm manager at Rustenburg farm to have the Noise Impact Assessment completed as agreed upon.	On-going	<ul style="list-style-type: none"> - Awaiting feedback from Mr Werner Geldenhuys concerning the request. - Request a new Noise Impact Study to be done – not yet finalised.
Industrial noise complaints as a result of activities at Cabrico, Devonbosch Stellenbosch. Complainants: Business owners inside the Devonbosch Development	Have met with a few business owners at the Devonbosch Development site. Owners requested information about the EIA that was done and conditions to noise, dust etc.	On-going	<ul style="list-style-type: none"> - Dust related complaints are to be addressed to the Western Cape Noise Control Regulations 2013 and Dust related complaints to the Stellenbosch Municipality Air Quality Legislation. - Provided relevant information and possible enforcement mechanism that are to be taken. No further complaints or enquiries, matter is considered closed.
Complaints concerning or during public open air music festivals that are being held at Morgenhof Wine Estate, Stellenbosch	Feedback was provided to the various affected residents. Noise mitigations measures were put in place during all open-air festivals and noise measurements were carried out every time complaints were registered.	26 Feb 26	<ul style="list-style-type: none"> - Affected residents were satisfied with the intervention and that their complaints were attended to satisfactorily. - Considered closed.
Complaints concerning loud music emanating from the Klappmuts Hotel.	Noise inspection carried out on Saturday, 07 Feb 2026 between 23h00 revealed the following:	26 Feb 26	<ul style="list-style-type: none"> - No further complaints received. - Instructed the manager to keep entrance doors closed when music is played inside. - Considered closed.

	Music was not audible from outside complainants' home ±100 meters from the Hotel.		
Complaints concerning loud music and people noise emanating from Nu-Bar, Plein Street, Stellenbosch.	Noise inspection was carried out on Friday, 13 Feb at 22h30. Requested the owner to reduced music volumes and closed entrance doors as well as the emergency escape doors leading the back facing the complainants.	26 Feb 26	<ul style="list-style-type: none"> - No further complaints received. - Considered closed.
Complaints from the Two Rivers Property Owners Association (POA) concerning the Love Island Film Shoot taking place on Portion 9 of the Two Rivers Farm, Wemmershoek. Complaints relates to: <u>Loud music</u> during film activities, noise caused by <u>drones</u> during filming, noise caused by <u>taxis</u> transporting staff to and from the venue, <u>dust</u> <u>nuisance</u> and <u>illumination</u> caused by lighting on the set.	Noise level inspections were carried out on Monday, 23 Feb during the grand finale shoot of the Love Island series. The inspection took place around the parameters of the film activities from 22h00 till 00h30.	On-going	<ul style="list-style-type: none"> - Data gathered during the inspection will be processed and a noise level report will be generated. - The land use and zoning component of the complaint was forwarded to the Land Use Inspector Mr Gregory De Vries. - Feedback and way forward will be provided asap.

March 2026

Complaint	Progress	Date of Completion	Comments
Limberlost Strawberry farm, air cannon noise.	<p>The matter is currently in front of the Courts. The 1st Court appearance date scheduled for 16 Feb 26 was postponed.</p> <p>Currently awaiting new dates after consultation with the defending Council, the PP & the Magistrate at</p>	On-going	Awaiting the new court appearance dates.

	the Stellenbosch Municipal Court.		
Religious Noise complaints emanating from the VGK Church, Idasvalley Stellenbosch, every Sunday as well as during mid-week activities.	Case docket has been submitted to court for possible prosecution.	On-going	Renewed complaints received and discussed with the PP. Matter will now be placed on a Court Role for possible prosecution.
Loud music and singing complaint emanating from a registered music studio in Jan Fiskaal Road, Onder Pappagaaiberg, Stellenbosch, Erf No. 3718SB.	Matter referred to land use to ascertain if land use rights are in place.	On-going	<ul style="list-style-type: none"> - Noise level inspections were conducted. - The therapeutic classes were found to be a disturbing noise. - Compliance notice was issued. Follow-up inspection pending.
Generator noise complaints received on 17 Dec 25. <u>Medic Clinic De Boord:</u>	Complaint was addressed to Noise Control Regulations PN200/2013	On-going	<ul style="list-style-type: none"> - Requested complainant to submit an affidavit. - Complainants refuse to adhere to such order. - Medi-clinic undertook and is busy installing additional sound proofing. - Follow-up inspections pending.
Complaints from the Two Rivers Property Owners Association (POA) concerning the Love Island Film Shoot taking place on Portion 9 of the Two Rivers Farm, Wemmershoek. Complaints relates to: <u>Loud music</u> during film activities, noise caused by <u>drones</u> during filming, noise caused by <u>taxis</u> transporting staff to and from the venue, <u>dust</u> <u>nuisance</u> and <u>illumination</u> caused by lighting on the set.	Noise level inspections were carried out on Monday, 23 Feb during the grand finale shoot of the Love Island series. The inspection took place around the parameters of the film activities from 22h00 till 00h30.	On-going	<ul style="list-style-type: none"> - Data gathered during the inspection will be processed and a noise level report will be generated. - Result of the inspection revealed that no nuisance nor a disturbing noise were caused during the extreme filming event. - Considered closed.
Complaint about loud music emanating from Lanzerac Hotel, Stellenbosch.	Matter were investigated thoroughly. According to the events manager a wedding celebration was held in the garden area of the hotel. A live band were performing.	27 March 26	<ul style="list-style-type: none"> - Issued a firm warning to refrain from hosting live bands outside the approved function venue. - Lanzerac Hotel undertook to comply. Matter closed

Mechanical ventilation equipment noise emanating from the IPIC Shopping Centre in Die Boord Stellenbosch.	Noise inspections were carried out during the night from 23:00 to 01:00 on Thursday, 10 March 2026. The mechanical ventilation equipment was found to be causing a disturbing noise.	On-going	<ul style="list-style-type: none"> - Issued a Compliance notice. - IPIC Centre management were given 14-days to respond on the notice issued. - Follow-up inspections to be conducted when the 14-day notice period ended.
Mechanical ventilation equipment noise emanating from the Valerieda Shopping Centre, Kriegerville, Stellenbosch.	Noise inspections were carried out during the night from 23:00 to 01:00 on Thursday, 19 March 2026. The mechanical ventilation equipment was found to be causing a disturbing noise.	On-going	<ul style="list-style-type: none"> - Issued a Compliance notice. - The Valerieda Centre management were given 14-days to respond on the notice issued. - Follow-up inspections to be conducted when the 14-day notice period ended.
Complaints about loud music emanating from D`Treka during weekends.	Inspection were carried out on Friday 13 March 2026. Premises re-opened under new management recently.	On-going	<ul style="list-style-type: none"> - No land use approval is in place. - No entertainment business license is in place. - Manager were issued a notice to NCR 2013. - Matter referred to land use for possible land use contraventions. - Follow-up inspections pending.
Complaints reported via Law Enforcement command centre about nighttime delivery noise at Mediclinic Die Boord, Stellenbosch.	Matter discussed with the hospital manager, Mr Regardo Scholtz. Mr Scholtz reported that the matter were handled internally. Internal disciplinary procedures were engaged into with the identified guilty staff members.	27 March 26	<ul style="list-style-type: none"> - Provided feedback to the complainant via the Law Enforcement command centre. - Considered closed.

3.6 Air Quality Control:

January 2026

Complaints	Progress		
Dust nuisance complaints as a result of the dam filling by trucks at the Nature reserve in Omega Street, Stellenbosch.	Request for suitable dust control measures be implemented. To be monitored as the project developed.	19 Dec 25	<ul style="list-style-type: none"> - Directive for unauthorised activity issued by Department of Environmental Affairs & Development Planning. - Considered closed.

February 2026

Complaints	Progress		
Dust nuisance complaints registered because of vehicle movement on Two Rivers Farm where the "Love Island" film shoot are taking place.	Inspection carried out during the day on Monday, 23 Feb 26 revealed the following: No dust nuisance exist because vehicles are using a tar road in and out of the farm.	26 Feb 26	<ul style="list-style-type: none"> - Considered closed.
Smoke related complaints received emanating from the chimney of the Terra Restaurant, Dorp Street, Stellenbosch.	An inspection was carried at Terra Restaurant on Friday, 13 Feb during the day. Terra Restaurant are using a wood fired oven to prepare meat and pizzas resulting in smoke being discharge through the extraction system that discharges smoke at back where residents stays.	26 Feb 26	<ul style="list-style-type: none"> - Smoke is only visible for ≤2minutes when wood is being lightened up. - Instructed the owner to terminate the exhaust outlet of the extraction system toward the side of their building. - Follow-up inspection pending.
Complaint about dark smoke emanating from an open peace of land in next to Johannesdal close to Pniel.	Matter was investigated. Vagrants were burning tyres and other debris to get hold of the copper wires.	26 Feb 26	<ul style="list-style-type: none"> - Matter reported to fire department (Yoland Scholtz) and Law Enforcement (PI Barnies) who attended and address the activity. - Considered closed.

March 2026

Complaints	Progress		
<p>A request from National DFFE (Mr Mabasa) to investigate CHEMVULC.</p> <p>CHEMVULC is a lead manufacturing plant located in Linton Street, Blankenburg, Stellenbosch that operates illegally without an Atmospheric Emissions License (AEL).</p>	<p>AEL is a district a function and responsibility under the Air Quality Act</p> <p>Matter as therefore discussed and referred to Mr Marius Engelbrecht District Air Quality Officer Cape Winelands District Municipality.</p>	27 March 26	Considered closed.
<p>Complaint about food odours emanating from Fantastic Food Court, 134 Bird Street, Stellenbosch.</p>	<p>An inspection on Thursday 26 March 2026 revealed the following:</p> <ul style="list-style-type: none"> - The filters of the kitchen extractor fan are clogged with grease and not in full working condition. 	On-going	<p>Issued an instruction to clean the extract fan filters and use the extractor fan every time when cooking and frying is taking place.</p> <p>Follow-up inspection pending.</p>

3.7 Noise Exemptions

Date	Type of Event	Location
23 January 2026	Prestige Champions Cup	Rhenish Girls High, Stellenbosch
24 January 2026	Prestige Champions Cup	Rhenish Girls High, Stellenbosch
25 January 2026	Prestige Champions Cup	Rhenish Girls High, Stellenbosch
23 January 2026	Stellenbosch Primary Athletics	Markotter Sport Complex
24 January 2026	Trail fun Bellevue	Bellevue Wine Estate, Stellenbosch
22 January 2026	Eikestad Interhouse Athletics	Markotter Sport Complex
25 January 2026	Dorp Street Sunday Market	Dorp Street, Stellenbosch
22 January 2026	AF Louw Interhouse Athletics	Cloetesville Sports Grounds, Stellenbosch
26 January 2026	SU Registration	Coetzenberg Centre, Stellenbosch
31 January 2026	Stellenbosch Primary Schools Athletics	Coetzenburg Athletic Stadium
Date	Type of Event	Location

03 February 2026	Stellenbosch Traditional High Schools Athletics	Coetzenburg Stadium, Stellenbosch
02 February 2026	Winelands Senior League Gala	Coetzenburg Outdoor Pool, Stellenbosch
08 February 2026	Dorp Street, Sunday Market	Dorp Street, Stellenbosch
06 February 2026	Kusasa Fund Raiser 2026	Bridge House School Theatre
05 February 2026	Newcomers Athletics 2026	Coetzenburg Athletics Stadium, Stellenbosch
06 February 2026	Pniel Sevens	Pniel Sports Grounds, Stellenbosch
07 February 2026	Pniel Sevens	Pniel Sports Grounds, Stellenbosch
07 February 2026	Vensters 2026	Coetzenburg Stellenbosch
07 February 2026	Trailfun Middelvie	Middelvie Wine Estate, Stellenbosch
07 February 2026	Zoid Psalms Music Concert	NG Church Franschoek
09 February 2026	The Art Department	Stellenbosch Town Hall
11 February 2026	The Art Department	Stellenbosch Town Hall
12 February 2026	Franschoek Chamber Music Festival	NG Church Franschoek
13 February 2026	Franschoek Chamber Music Festival	NG Church Franschoek
14 February 2026	Franschoek Chamber Music Festival	NG Church Franschoek
14 February 2026	Titan OCR	Avontuur Wine Estate, R44 Somerset West
12 February 2026	Top 5 Athletics	Coetzenburg Stadium, Stellenbosch
13 February 2026	Simonsig Met 2026	Simonsig Men's Residence
18 February 2026	Bethway Premiership Stellenbosch	Danie Craven Stadium, Stellenbosch
20 February 2026	Ohar – a Family Picnic and Concert	Somerset College, Somerset West
20 February 2026	Franschoek Tribute Evening	Bridge House School. Stellenbosch
21 February 2026	Devonbosch Mile 2026	Devonbosch, Stellenbosch
21 February 2026	Versus 21km Road Run Party	Welgevallen Road, Coetzenburg, Stellenbosch
21 February 2026	Trailfun Kanu	Kanu Wine Estate, Stellenbosch
22 February 2026	Dorp Street, Sunday Market	Dorp Street, Stellenbosch
23 February 2026	FNB Varsity Cup	Danie Craven Stadium Stellenbosch
26 February 2026	115 th Investec SA Open Championship	Stellenbosch Golf Club
Date	Type of Event	Location
01 March 2026	Sunshine Harvest Market	Helderberg Male Residence, Piet Retief Street, Stellenbosch
01 March 2026	WC DH #2 AND National DH#2	Jonkershoek, Kyle Gifford, Stellenbosch
06 March 2026	Varsity Women's Cup	Coetzenburg, Stellenbosch
07 March 2026	Traifun Neethling Hof	Neethling Hof Wine Estate, Stellenbosch
07 March 2026	Carry6Packer Music Festival	Wilgerhof Men's Residence Quad
07 March 2026	HMSB Lang Tafel	HMS Sport Centre and School Grounds
07 March 2026	Western Cape Championship	Coetzenburg Athletics
05-07 March 2026	Small Wedding at La Cle Villas	La Cle Villas, Franschoek
09 March 2026	FNB Varsity Cup	Danie Craven Stadium, Stellenbosch
11 March 2026	Songo Info Champions Race	Khayamandi Sports Centre
12 March 2026	Campus Rugby League	Danie Craven Coetzenburg, Stellenbosch
13 March 2026	PRG VS HT Dros day Rugby Day	Markotter
13 March 2026	Betway Premiership Stell FC vs TS Galaxy FC	Danie Craven Stadium, Stellenbosch

18 March 2026	Eikestad Rugby Day	Markotter Sports Grounds
20-22 March 2026	Absa Cape Epic	Coetzenburg, Stellenbosch
23 March 2026	FNB Varsity Cup	Danie Craven Stadium, Stellenbosch
28-30 March 2026	Boschendal Trail Run Event	R310 Main Road, Pniel and Groot Drakenstein
21 March 2026	Classic Kaleidoscope	Stellenbosch Town Hall
28 March 2026	Colour Run and Mini Market	P.C. Petersen Primary * & Old Bethlehem Farm, Kylemore
23-26 March 2026	Stellenbosch University Graduation Ceremony	Stellenbosch University; Coetzenburg Centre
22 March 2026	Harvest Trail run	Knorhoek Wine Estate
28-29 March 2026	Horse Riding Show	Stellenbosch District Riding Club
20 March 2026	PRG VS Affie's Hockey Day	Coetzenburg Hockey Astro
21 March 2026	Meet The Makers – Wine & Chill Festival	Banhoek Chilli Farm, Groot Drakenstein
21 March 2026	Darkfest Mountain View Farm	Mountain View Farm
21 March 2026	Darkfest	Mountain View Farm
21 March 2026	Traifun Devonbosch	Devonbosch Wine Estate, Stellenbosch
21 March 2026	Tussen Boom en Bosch	Farm No 487
27 March 2026	Montreux Jazz Festival Franschoek	Franschoek Monument, Franschoek
28 March 2026	Church Bazaar	Pniel Church Grounds
28 March 2026	Titan OCR	Cape Joy Uitspan Farm, Route 44, Klappmuts

WORKGROUPS / STANDING MEETINGS:

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

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

4. Small Plant Maintenance Workshop

4.1 General

The Workshop supports all sections under the Department of Community Services by ensuring the wellbeing and operational readiness of fleet vehicles, machinery, and equipment. This is achieved through routine servicing, prompt response to breakdowns, and conducting vehicle monthly inspections to maintain safety, reliability, and efficiency of assets.

4.2 Highlights and Achievements

- 4.2.1 Successfully procured vehicles to support all sections within the Department of Community Services, enhancing service delivery and operational efficiency.
- 4.2.2 Coordinated the hiring out of the digger loader and chipper within the department to ensure all sections have access to essential equipment for their daily operations.
- 4.2.3 Assisted Manager in facilitating inter-departmental training sessions on the use of the grab truck, improving staff competency and equipment handling.

4.2.4 Workshop is branching interdepartmental. We are also doing vehicle inspection and maintenance for Community Development Department led by Manager Michelle Aalbers.

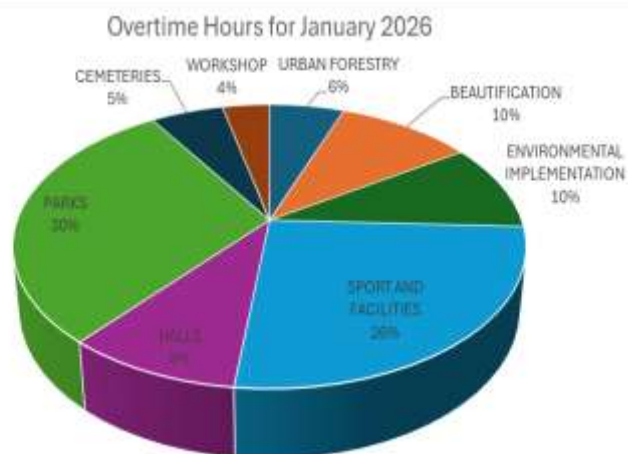
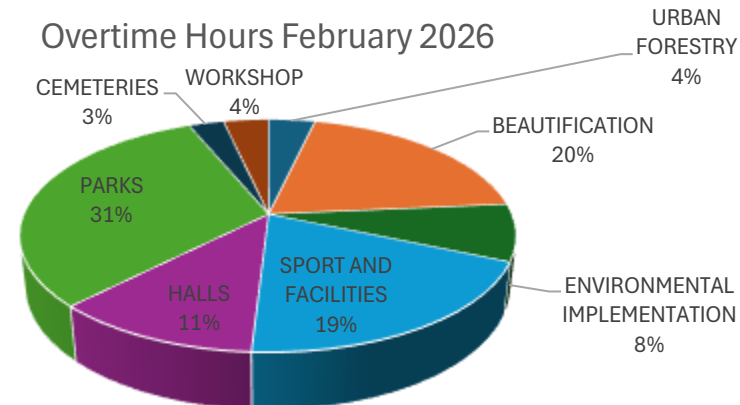
4.3 Small Plant Maintenance workshop operations

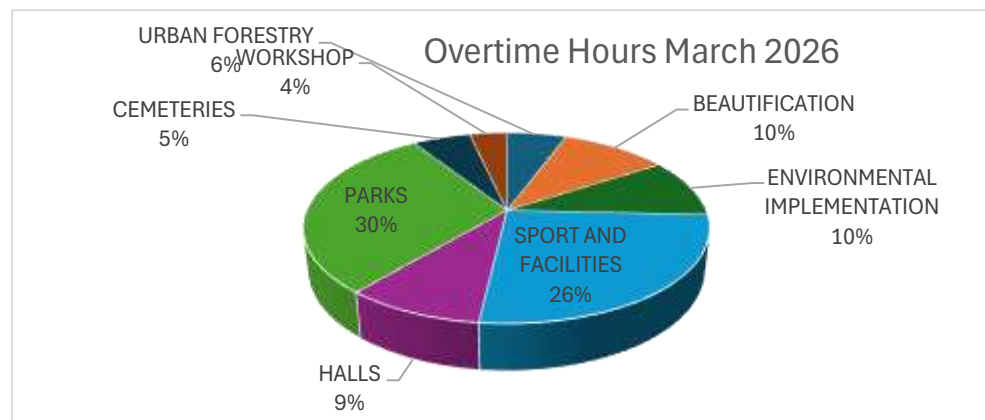
The sub-section functions according to operational plans in relation to the following key performance areas:

- 4.3.1 Attending to maintenance and repairs,
- 4.3.2 Diagnosing and resolving plant/machinery issues,
- 4.3.3 Projecting vehicle maintenance schedules with the use of RT46 WesBank tender

5. Overtime Statistics for Community Services

OVERTIME & STANDBY HOURS WORKED	JAN	FEB	MAR	APRIL	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
URBAN FORESTRY	184	138	203									
BEAUTIFICATION	333	765	1110									
ENVIRONMENTAL IMPLEMENTATION	325	303	257									
SPORT AND FACILITIES	854,4	744,5	1235									
HALLS	305,5	439	746,75									
PARKS	976	1203	1194									
CEMETERIES	179	104,5	136,5									
WORKSHOP	116	134	130									
TOTAL	3273	3831	5012,25									





6. Capital Expenditure : Environmental Management : January, February and March 202

Environmental Management: Implementation		1 250 000	500 000	-	1 750 000	250 000	202 764	901 778	13 391	1 117 933	632 067	11.59%	63.88%	
Furniture, Tools & Equipment: Environmental Management	CRR	150 000	-	-	150 000	150 000	143 957	3 208	-	147 165	2 835	95.97%	98.11%	20230621063328
Furniture, Tools & Equipment: Air and Noise Control	CRR	100 000	-	-	100 000	100 000	56 109	-	13 391	69 500	30 500	56.11%	69.50%	20250701027449
Fencing : Urban Forestry	CRR	1 000 000	500 000	-	1 500 000	-	2 698	898 570	-	901 268	598 732	0.18%	60.08%	20250701027634

7. KPI'S for January, February and March 2026: Environmental Management

Ignite

Assist

Stellenbosch Municipality

SDBIP Assist: Manage Report

View

Update

Edit

Create

Approve

RAG Review

Assurance

Departmental SDBIP

The Lower SDBIP

Projects

Finance

VTD Graphs

2025/26 >> Manage >> View >> Departmental SDBIP

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Filter: SDBIP: 2025/26 Who: Manager - Environmental Management What: All When: March 2026 Display: List Columns

Ref	Internal Ref / Indicator Code	Responsible Department	Responsible Owner	KPI	Unit of Measurement	Source of Evidence	Top Layer KPI	Target Type	Calculation Type	Original Annual Target	Revised Annual Target	Performance KPA	Performance Standard	February 2026				March 2026*				April 2026			
														Target	Actual	R	Status	Target	Actual	R	Status	Target	Actual	R	Status
D4829	D3523	Community and Protection Services - Environmental Management	Manager - Environmental Management	Spend the Environmental Management approved Capital Budget	Percentage of approved Capital Budget of the Environmental Management actually spent by 30 June	Report from Finance System		Percentage	Carry Over	90 %	90 %	Environmental Management - 2 - Financial Duties	90% of the approved Capital Budget of the Environmental Management actually spent by 30 June	0 %	0 %	NA	⊙	60 %	11.33 %	R	⊙	0 %	0 %	NA	⊙
D4830	D3524	Community and Protection Services - Environmental Management	Manager - Environmental Management	Capital spending committed on the financial management system	Percentage the approved Capital Budget committed by on the financial system by 31 March (30% by September, 65% by December and 90% by March)	Report from Finance System		Percentage	Carry Over	90 %	90 %	Environmental Planning - 2 - Financial Management	90% of the approved Capital Budget committed by on the financial system by 31 March (30% by September, 60% by December and 90% by March)	0 %	0 %	NA	⊙	90 %	63.12 %	R	⊙	0 %	0 %	NA	⊙
D4831	D3526	Community and Protection Services - Environmental Management	Manager - Environmental Management	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 start of the quarter	Detailed procurement needs for operational projects submitted to the SCM Department		Number	Accumulative	4	4	Environmental Management - 7 - Management	Quarterly detailed procurement needs submitted to SCM 10 days before start of the quarter	0	0	NA	⊙	1	1	C	⊙	0	0	NA	⊙
D4832	D3527	Community and Protection Services - Environmental Management	Manager - Environmental Management	Attendance of Quarterly Occupational Health and Safety meetings	Number of quarterly OHS meetings attended by the Manager or seconded	Attendance register		Number	Accumulative	4	4	Environmental Management - 5 - Occupational Health and Safety (OHS)	Quarterly OHS meetings attended by the Manager or seconded	0	0	NA	⊙	1	1	C	⊙	0	0	NA	⊙
D4939	D3639	Community and Protection Services - Environmental Management	Manager - Environmental Management	Submission of signed municipal fleet and inspection logbooks within ten working days after the previous month to Fleet Management	Percentage of signed municipal fleet and inspection logbooks submitted to the Fleet Management within ten working days after the previous month	Proof of submission to the Fleet Management		Percentage	Stand-Alone	100 %	100 %	Environmental Management - 1 - Asset Management	100% signed municipal fleet and inspections logbooks submitted to the Fleet Management within ten working days after the previous month	100 %	0 %	R	⊙	100 %	100 %	C	⊙	100 %	100 %	C	⊙
D4940	D3660	Community and Protection Services - Environmental Management	Manager - Environmental Management	Clearing of alien vegetation	Number of hectares of alien vegetation cleared by 30 June	Inspection reports/maps		Number	Accumulative	200	200	Environmental Management - 6 - Functional Duties	200 Hectares of alien vegetation cleared by 30 June	0	0	NA	⊙	0	0	NA	⊙	0	0	NA	⊙
D4943	D3665	Community and Protection Services - Environmental Management	Manager - Environmental Management	Maintenance of fire breaks	Number of fire breaks maintained by 30 June	Inspection reports / maps		Number	Carry Over	5	9	Environmental Management - 8 - Functional Duties	9 Fire breaks maintained by 30 June	0	0	NA	⊙	0	0	NA	⊙	0	0	NA	⊙
D5221	D3111	Community and Protection Services - Environmental Management	Manager - Environmental Management	Submit a list of SOPs to be developed or reviewed to the Senior Manager: Community Services	Number lists of SOPs to be developed or review submitted to the Senior Manager: Community Services by 31 July	Proof of submission to the Senior Manager: Community Services		Number	Carry Over	1	1	Environmental Planning - 1 - Management	1 list of SOPs to be developed or review submitted to the Senior Manager: Community Services by 31 July	0	0	NA	⊙	0	0	NA	⊙	0	0	NA	⊙

8.	REPORTS SUBMITTED BY THE MUNICIPAL MANAGER
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NONE

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

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