APPENDIX 1

STELLENBOSCH

STELLENBOSCH • PNIEL • FRANSCHHOEK

MUNICIPALITY • UMASIPALA • MUNISIPALITEIT

Ref no.3/4/2/5

2026-08-25

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MINUTES

43RD MEETING OF THE COUNCIL OF STELLENBOSCH MUNICIPALITY 2026-08-25 AT 10:00

&

CONTINUATION OF THE 43RD MEETING OF THE COUNCIL OF STELLENBOSCH MUNICIPALITY 2026-08-28 AT 10:00

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43RD MEETING OF COUNCIL

OF STELLENBOSCH MUNICIPALITY

2026-08-25

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MINUTES **43RD MEETING OF THE COUNCIL OF STELLENBOSCH MUNICIPALITY** **2026-08-25**

TO

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

COUNCILLORS

RA Adams
J Andrews
Ald JC Anthony
R Cupido
MM Danana
JA Davids
I De Taillerfer
R Du Toit
A Ferns
E Groenewald
AJ Hanekom
RB Hendrikse
SC Heneke
J Joon
TO Kumm
N Mananga-Gugushe
C Manuel
XL Mdemka
L Nkamisa
M Nkopane
N Ntsunguzi
GA Petersen
RO Pheiffer
WF Pietersen
Ald JP Serdyn
SR Schäfer
A Tomose
RB Van Rooyen
M Van Stade
E Vermeulen
J Williams

****

OFFICIALS

Municipal Manager (G Mettler)
Chief Financial Officer (K Carolus)
Director: Community and Protection Services (G Boshoff)
Director: Infrastructure (S Chandaka)
Acting Director: Corporate Services (Dr. L Kaywood)
Chief Audit Executive (L Mvandedwa)
Manager: Secretariat/Committee Services (M Julius)
Senior Administration Officer (T Samuels)

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1.	**OPENING AND WELCOME**

- The Speaker welcomed all present at the 43rd Council meeting that was held in the Council Chamber. He extended a special welcome to some of the pupils from Makupula Secondary School who joined the Council meeting.

- The Speaker informed Council that Stellenbosch Municipality had recently hosted a schools' poetry competition under the theme "Environmental Sustainability and the Effects of Pollution, Waste Generated by Human Activity and Recycling." Ten schools were shortlisted to participate in the final, with Iviwe Peter, a Grade 9 learner from Makupula Secondary School, emerging as the overall winner with her poem, *"Earth is Crying."* The Speaker congratulated Iviwe on her outstanding achievement and noted that her school received a prize of R5,000. Iviwe was thereafter invited to present her winning poem to Council.

  The Speaker acknowledged Councillor Pheiffer, Director Chandaka and the Municipal Manager for their commitment to promoting waste management, recycling and environmental sustainability. He further informed Council that the Municipality had received an award for its Waste Awareness Initiatives as part of the 2025 Waste Management Recognition Programme. The Speaker congratulated all those involved in the Municipality's waste awareness and recycling initiatives on this achievement.

2.	MAYORAL ADDRESS

"Good morning Deputy Mayor,
Honourable Speaker,
Council
Chief Whip
Members from my Mayoral Committee,
MPAC Chair,
Councillors
Municipal Manager,
Directors
Officials and
Members from the public joining us this morning for our Council meeting.

A special welcome from our learners from Makapula High school being present in our Gallery as well as all other speakers.

As we come closer to the end of this term it is important to pause, and appreciate what we have achieved as a Municipality despite many challenges we had to overcome- both on an administrative and political spectrum.

It is also important that we take a moment to acknowledge some positive recognition that we have achieved as an Institution, despite challenges, false narratives on social media and even some of our councillors, who forgot that there is an important lesson to learn in life- always verify information, because as elected representatives of our communities, they must be presented with dignity and trustworthiness. Therefore our actions matter.

And as you all are aware Stellenbosch Municipality has recently been recognised by the Western Cape Government for our Waste Awareness Initiatives. This is a great acknowledgement of the work being done across our communities to promote a cleaner, healthier and more sustainable valley.

We were also recently ranked third in the country for governance and performance by the FW de Klerk Foundation. This is significant recognition and speaks to the hard work of our Councillors and officials as well as our ongoing commitment to good governance, responsible management and effective service delivery. We were recently nominated for the CESA Awards 2026 - proof that we will always look at innovative ways on how we can collectively work towards a greater Stellenbosch for all.

August was a very busy month of school sport and derbies across the Municipality and I want to say congratulations to all our schools that participated. From Kylemore to Paul Roos, and from Cloetesville to Groendal, it has been wonderful to see schools, families and communities coming together. There has been fantastic community spirit, with thousands of people and parents travelling across the valley to support their schools and young people.

Sport remains an important part of building communities, and I want to congratulate all the schools, players, coaches, educators, parents and supporters who have contributed to what has been a wonderful period of school sport. And of course – as old Alumni of Cloetesville High School - I want to say congrats to Luchoff, we will be back next year to retain our Cup. Honourable Speaker, looking ahead, our Festival of Lights is also approaching, and our call for vendors to apply for stalls is currently open. I encourage local businesses, entrepreneurs and vendors to take advantage of this opportunity and apply. More information is available through LED, and details have also been shared across the Municipality's social media platforms.

I also want to reiterate an important message regarding the quality of our municipal drinking water. Our tap water is safe to drink. The Municipality confirms that our municipal drinking water is safe for consumption and complies with the SANS 241 standards for drinking water. The quality of our drinking water is routinely monitored through regular water quality checks and comprehensive laboratory testing.

As an additional safety measure, water samples are also independently tested by the CSIR laboratories, including bacteriological and microscopic analyses. The results have been satisfactory, with no cause for concern identified.

Some residents may notice a slight colour tint in the water, particularly during and after the winter rainfall season. This is a seasonal occurrence caused by naturally occurring tannins released from plant material, particularly fynbos, into our water sources.

We also recently officially opened the new Kayamandi Bridge Exchange Hub – an important investment in the community and in the broader economic potential of Kayamandi. This is a R7.9 million facility providing a modern, enclosed and secure space for commuters, informal traders and businesses.

It includes lock-up facilities and improved infrastructure designed to support economic activity in one of Kayamandi's busiest areas. This is exactly the kind of investment we want to see: infrastructure that not only improves the environment and experience for residents, but also creates opportunities for local economic activity and entrepreneurship.

During September we celebrate Spring, Heritage Month and Tourism Month, together with a packed calendar of community, cultural, sporting and university activities. This is an important period for our municipality. It brings visitors, students, businesses and communities together and gives us another opportunity to showcase Stellenbosch as the Valley of Opportunity and Innovation. Let us continue working together, staying focused on service delivery and ensuring that our communities remain at the centre of everything we do.

Thank you, Colleagues.

3.	**COMMUNICATIONS BY THE SPEAKER**

- An urgent compliance item was added to the Agenda under Item 15.1.
- Items 10.3.2 and 12.3 on the Agenda have been withdrawn.
- There is one amendment for item 12.1.
- The closing date for the call for nominations for Civic Honours Awards is 11 September 2026.
- The application for Aldermanship is 11 September 2026.
- The IDP open days are from 08 September – 15 September 2026 and all Ward Councillors must attend these meetings.
- Councillors were requested to check their inboxes for the collection of their IDP social media posters.
- The following Councillors celebrated their birthdays during August:
  - Cllr N Ntsunguzi – 08 August
  - Cllr O Jooste – 11 August
  - Cllr M Nkopane – 11 August
  - Executive Mayor, J Fasser – 13 August

- Recess will be from 1 September 2026 until 20 October 2026 and is specifically for Electioneering/Campaigning as requested by the political parties. The Executive Mayor, Speaker or Municipal Manager may convene a Special Council Meeting during the recess period should urgent matters arise, which will require the attendance of all Councillors to ensure that the meeting is quorate.
- There will be no Section 80 Committee meetings and the last official Council meeting will take place on 21 October 2026 in the Council Chamber.
- The Local Government Elections will take place on 4 November 2026.
- After the elections on 4 November 2026, the IEC will announce the newly elected Councillors.
- As the Municipality approaches the elections, the period would likely be characterised by increased electioneering, campaigning and complaints. All parties are urged to "play the ball and not the man", and to refrain from spreading misinformation or false information about the Municipality, Councillors or other political parties for political gain. Should a Councillor be alleged to have spread misinformation to the public, a formal complaint should be lodged with the South African Police Service (SAPS), supported by an affidavit, which should thereafter be submitted to the Speaker's Office for record purposes. Such complaints would remain on file until the election of the new Council after 4 November 2026, whereafter the newly appointed Disciplinary Committee would be able to consider and deal with the charges. Councillors should refrain from using social media to disseminate misinformation and encouraged all political parties and Councillors to conduct their electioneering responsibly.

4.	COMMUNICATIONS BY THE MUNICIPAL MANAGER

- The Municipal Manager requested Ward Councillors and Councillors to encourage community members to attend the IDP public participation sessions scheduled to take place from 8 to 15 September 2026, emphasising the importance of community participation and ensuring that their views and concerns are heard.
- She noted that August is Women's Month, with the theme "Empowering Women, Empower a Nation." It was further noted that the Municipality will commemorate Women's Day on 28 August 2026. All female Councillors have been invited to attend, and the Municipal Manager expressed the hope that all would be in attendance.
- The Municipal Manager as Chairperson of the Municipal Party Liaison Committee (MPLC) informed Council that the closing date for candidate nominations is 28 August 2026. It was further noted that additional MPLC meetings would be convened, with MPLC members requesting to attend such meetings on a party basis. The Chairperson indicated that, as the Municipality approaches the elections, MPLC meetings would be held more frequently, during which important information would be shared.
- The Municipal Manager shared the sad news of the passing of Mr Clayton Rispel, a 35-year-old employee in the Finance Department who had collapsed at work and was subsequently hospitalised. He passed away two weeks ago. The Municipal Manager noted that Mr Rispel was a young husband and father as well as a son, sibling and colleague. On behalf of Council and the Administration, she conveyed her sincere condolences to his family, friends and colleagues.
- She informed Council that the Auditor-General (AG) audit team, comprising approximately 13 to 15 members, is currently on site conducting the annual audit. The Administration is endeavouring to submit the Annual Financial Statements (AFS) by Friday, 28 August 2026.

- A detailed workshop was held on 20 August 2026 and was attended by the MPAC Chairperson and members of the APAC Committee, during which the Annual Financial Statements, among other matters, were discussed. The final Audit Committee Meeting is scheduled for Friday, 28 August 2026, to finalise the Annual Financial Statements (AFS) prior to their submission.
- The Municipal Manager advised that the necessary protocols had been activated in respect of the victims of the Klapmuts fire. She requested that any donations from members of the community be delivered to the Fire Services for appropriate distribution to the affected families.
- The Municipal Manager further noted that, should an urgent need arise for a Special Council Meeting during the recess period, the Municipality would endeavour, where possible, to convene the meeting virtually. The revised date of the Council meeting in October 2026 would be advertised on the Municipality's website.
- The Municipal Manager informed Council that the Municipality was experiencing technical difficulties with its website, particularly when downloading Council agendas, and that the ICT Division was attending to the matter. She requested Councillors' patience while the issue was being resolved.

5.	**DISCLOSURE OF INTERESTS**

NONE

6.	**APPLICATION FOR LEAVE OF ABSENCE**

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

Cllr JC Macfarlane	-	25 August 2026
Cllr EP Masimini	-	25 August 2026
Cllr NE Mcombring	-	25 August 2026
Cllr NM Mkhontwana	-	25 August 2026
Cllr NR Ndalasi	-	25 August 2026
Cllr N Olayi	-	25 August 2026
Cllr WC Petersen	-	25 August 2026

6.2 ABSENT

Cllr O Jooste	-	25 August 2026
Cllr MG Rataza	-	25 August 2026

7.	**CONFIRMATION OF THE MINUTES OF PREVIOUS MEETING/S**

7.1	**42ND COUNCIL MEETING: 2026-07-29**

The minutes of the 42nd Council meeting: 2026-07-29 **were confirmed as correct without any changes.**

7.2	**SPECIAL COUNCIL MEETING: 2026-08-05**

The minutes of a Special Council meeting: 2026-08-05 **were confirmed as correct without any changes.**

8.	STATUTORY MATTERS

8.1	SDF / IDP / BUDGET TIME SCHEDULE / PROCESS PLAN FOR 2027/28

Collaborator No: 810483
IDP KPA Ref No: Good Governance and Compliance
Meeting Date: 19 August 2026 and 25 August 2026

1. SUBJECT: SDF / IDP / BUDGET TIME SCHEDULE / PROCESS PLAN FOR 2027/28

2. PURPOSE

To table to the Council for consideration:

(a) The SDF / IDP / Budget Time Schedule / Process Plan for 2027/28, attached as **ANNEXURE A**.

3. DELEGATED AUTHORITY

Council.

4. EXECUTIVE SUMMARY

The Spatial Development Framework (SDF) / Integrated Development Plan (IDP) / Budget Time Schedule for 2027/28 is submitted to the Council for consideration and adoption. The time schedule is an essential planning tool for the Council to promote transparent, accountable, and effective local governance. It outlines the key strategic activities and deadlines for legislative public participation processes, strategic planning, budget preparation and reporting, spatial planning, disaster management and performance management.

The SDF / IDP / Budget Time Schedule for 2027/28 includes the key public participation activities that will guide the planning, drafting, and adoption of the 6th Generation Integrated Development Plan (IDP) 2027 – 2032, as well as the drafting of the Medium-Term Revenue Expenditure Framework (the Budget) for the period 2027/28 – 2029/30.

The SDF / IDP / Budget Time Schedule / Process Plan for 2027/28 is compiled in terms of Section 21(1)(b) of the Local Government: Municipal Finance Management Act, 2003 (Act No. 56 of 2003) (MFMA), which states that "the mayor of a municipality must – at least 10 months before the start of the budget year, table in the municipal council a time schedule outlining key deadlines for the preparation, tabling and approval of the annual budget. Following this, Section 29 of the Local Government: Municipal Systems Act, 2000 (Act No. 32 of 2000) (MSA) specifies the process followed by a municipality to draft its integrated plan, including its consideration and adoption of the draft plan.

The public participation process for the needs analysis phase in the drafting of the 6th Generation IDP 2027 - 2032 will commence within the period set for 07 September – 15 October 2026. The physical IDP municipal open days have been scheduled from 08 – 15 September 2026 to provide community members, stakeholders and role-players the opportunity to engage with municipal officials from the different departments on their community needs. The community needs solicited during the open days will be presented to the Council to consider in the planning and drafting of the 6th Generation IDP 2027- 2032.

The final IDP open days schedule will be published in the local newspaper, on the municipal website, on the notice boards of libraries, and on social media platforms (Facebook, *X*, WhatsApp, and Email) to notify the community of the dates, venues and transport plan for the open days.

43RD COUNCIL MEETING: 2026-08-25: ITEM 8.1

RESOLVED (majority vote with 1 abstention)

(a) that the Council adopts the SDF / IDP / Budget Time Schedule / Process Plan for 2027/28 for the compilation of the annual budget in terms of Section 21(1) of the MFMA and Section 29 of the MSA to guide the planning, drafting, and adoption of the 6th Generation IDP 2027 – 2032, attached as **ANNEXURE A**; and

(b) that an advertisement is placed on the official website of the Municipality and in the local newspaper, notifying the public of the adopted SDF / IDP / Budget Time Schedule/ Process Plan for 2027/28.

FOR FURTHER DETAILS CONTACT:

NAME	***Geraldine Mettler***
POSITION	***Municipal Manager***
DIRECTORATE	***Office of the Municipal Manager***
CONTACT NUMBERS	***021 808 8025***
E-MAIL ADDRESS	***geraldine.mettler@stellenbosch.gov.za***
REPORT DATE	***04 August 2026***

8.2	ADJUSTMENTS BUDGET (ROLL-OVER) 2026/2027

Collaborator No:
IDP KPA Ref No: Good Governance and Compliance
Meeting Date: 19 August 2026 and 25 August 2026

1. SUBJECT: ADJUSTMENTS BUDGET (ROLL-OVER) 2026/2027

2. PURPOSE

To present the adjustments budget roll-over for the 2026/2027 financial year to Council for approval.

3. DELEGATED AUTHORITY

FOR APPROVAL BY MUNICIPAL COUNCIL

4. EXECUTIVE SUMMARY

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

43RD COUNCIL MEETING: 2026-08-25: ITEM 8.2

RESOLVED (majority vote with 3 abstentions)

(a) that the Adjustments Budget for 2026/2027 as set out in **APPENDIX 1-5**, be approved;

(b) that the Adjustments Budget Tables as prescribed by the Budgeting and Reporting Regulations, as set out in **APPENDIX 3**, be approved; and

(c) that the Service Delivery and Budget Implementation Plan be adjusted accordingly inclusive of the non-financial information (performance measurement).

FOR FURTHER DETAILS CONTACT:

NAME	***MONIQUE STEYL***
POSITION	***SENIOR MANAGER: FINANCIAL MANAGEMENT SERVICES***
DIRECTORATE	***FINANCIAL SERVICES***
CONTACT NUMBERS	***021 808 8512***
E-MAIL ADDRESS	***Monique.Steyl@stellenbosch.gov.za***
REPORT DATE	***12 August 2026***

8.3	MONTHLY FINANCIAL STATUTORY REPORTING: DEVIATIONS FOR THE PERIOD 15 JULY 2026 TO 12 AUGUST 2026

Collaborator No:
IDP KPA Ref No: **Good Governance and Compliance**
Meeting Date: **19 August 2026 and 25 August 2026**

1. SUBJECT: MONTHLY FINANCIAL STATUTORY REPORTING: DEVIATIONS FOR THE PERIOD 15 JULY 2026 TO 12 AUGUST 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 15 July 2026 to 12 August 2026.

43RD COUNCIL MEETING: 2026-08-25: ITEM 8.3

NOTED

the deviations approved for the period 15 July 2026 to 12 August 2026.

FOR FURTHER DETAILS CONTACT:

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

9.	ITEMS FOR NOTING

9.1	REPORT/S BY THE EXECUTIVE MAYOR

NONE

9.2	REPORT/S BY THE SPEAKER

NONE

9.3	REPORT/S BY THE MUNICIPAL MANAGER [MS G METTLER]

NONE

10.	**CONSIDERATION OF ITEMS BY THE EXECUTIVE MAYOR: [CLLR J FASSER]**

10.1	**COMMUNITY & PROTECTION SERVICES: (PC: CLLR S HENEKE)**

10.1.1	**DECLARING A DISPUTE UNDER THE INTERGOVERNMENTAL RELATIONS FRAMEWORK ACT 13 OF 2005 (IGRFA) IN THE IMPLEMENTATION OF CERTAIN PROVISIONS OF THE ADMINISTRATIVE ADJUDICATION OF ROAD TRAFFIC OFFENCES ACT 46 OF 1998 AND AMENDMENT ACT 4 OF 2019 (AARTO)**

Collaborator No:
IDP KPA Ref No: **Good Governance and Compliance**
Meeting Date: **19 August 2026 and 25 August 2026**

1. SUBJECT: DECLARING A DISPUTE UNDER THE INTERGOVERNMENTAL RELATIONS FRAMEWORK ACT 13 OF 2005 (IGRFA) IN THE IMPLEMENTATION OF CERTAIN PROVISIONS OF THE ADMINISTRATIVE ADJUDICATION OF ROAD TRAFFIC OFFENCES ACT 46 OF 1998 AND AMENDMENT ACT 4 OF 2019 (AARTO)

2. PURPOSE

To obtain Council's authorisation for the Municipal Manager to formally declare a dispute in terms of Section 41 of the Intergovernmental Relations Framework Act 13 of 2005 (IGRFA) arising from the implementation of the Administrative Adjudication of Road Traffic Offences Act 46 of 1998, as amended by Act 4 of 2019 (AARTO). The declaration is necessitated by the failure of national government organs of state to resolve substantive concerns raised by the Municipality in terms of its cooperative governance obligations under sections 40 and 41 of the Constitution, 1996.

3. DELEGATED AUTHORITY

Council.

4. EXECUTIVE SUMMARY

Stellenbosch Municipality has, since 2021, raised substantive concerns regarding the rollout and implementation of AARTO. Despite multiple formal representations to the President, the Minister of Transport, the Director-General: Department of Transport, the RTMC and the RTIA, these concerns remain wholly unresolved. The Municipality has exhausted all reasonable mechanisms for informal resolution available under the cooperative governance framework established by Chapter 3 of the Constitution and the IGRFA. The unresolved concerns implicate the Municipality's fiscal autonomy under the Intergovernmental Fiscal Relations Act 97 of 1997 (IGFRA), its constitutional status as a sphere of government, and its capacity to fulfil its service delivery mandate. A formal IGRFA dispute declaration is accordingly the next step appropriate and necessary.

43RD COUNCIL MEETING: 2026-08-25: ITEM 10.1.1

RESOLVED (nem con)

that Council supports and authorises the Municipal Manager to declare an IGRFA dispute on behalf of the Municipality.

FOR FURTHER DETAILS CONTACT:

NAME	*Charl Kitching*
POSITION	*Senior Manager Protection Services*
DIRECTORATE	*Community and Protection Services*
CONTACT NUMBERS	*021 808 8815*
E-MAIL ADDRESS	*Charl.kitching@stellenbosch.gov.za*
REPORT DATE	*12 August 2026*

10.1.2	THE ALEX PEACE PROJECT FOCUSING ON SAFETY FOR WOMEN AND CHILDREN

Collaborator No:
IDP KPA Ref No: **Good Governance and Compliance**
Meeting Date: **19 August 2026 and 25 August 2026**

1. SUBJECT: THE ALEX PEACE PROJECT FOCUSING ON SAFETY FOR WOMEN AND CHILDREN

2. PURPOSE

To request Council's approval to implement the Alex Peace Project (TAPP) pilot project.

3. DELEGATED AUTHORITY

Council.

4. EXECUTIVE SUMMARY

Stellenbosch Municipality has been approached by the Alex Peace Project to launch a pilot project focusing on women and children safety within Kayamandi. If successful, the project may also be rolled out in Cloetesville and other areas in future. This intervention stems from the identified area being seen as high crime area and the vulnerability of women and children residing within these areas.

43RD COUNCIL MEETING: 2026-08-25: ITEM 10.1.2

RESOLVED (nem con)

(a) that Council grants in-principle approval for the implementation of the TAPP pilot project in the designated area of Kayamandi; and

(b) that Council mandates the Municipal Manager to finalize the MOA between TAPP and the Stellenbosch Municipality.

FOR FURTHER DETAILS CONTACT:

NAME	Charl Kitching
POSITION	Senior Manager Protection Services
DIRECTORATE	Community and Protection Services
CONTACT NUMBERS	021 808 8815
E-MAIL ADDRESS	Charl.kitching@stellenbosch.gov.za
REPORT DATE	12 August 2026

10.2	SPORT, YOUTH AND CULTURE: (PC: CLLR N OLAYI)

NONE

10.3	CORPORATE SERVICES: (PC: CLLR L NKAMISA)

10.3.1	REVISED AND CONSULTED MICRO-STRUCTURES FOR THE PLANNING AND ECONOMIC DEVELOPMENT - INTEGRATED HUMAN SETTLEMENTS (HOUSING ADMINISTRATION, DEVELOPMENT PLANNING AND DEVELOPMENT MANAGEMENT), COMMUNITY AND PROTECTION SERVICES (HALLS) AND CORPORATE SERVICES (COUNCILLOR SUPPORT)

Collaborator No:
IDP KPA Ref No: **Good Governance**
Meeting Date: **19 August 2026 and 25 August 2026**

1. SUBJECT: REVISED AND CONSULTED MICRO-STRUCTURES FOR THE PLANNING AND ECONOMIC DEVELOPMENT - INTEGRATED HUMAN SETTLEMENTS (HOUSING ADMINISTRATION, DEVELOPMENT PLANNING AND DEVELOPMENT MANAGEMENT), COMMUNITY AND PROTECTION SERVICES (HALLS) AND CORPORATE SERVICES (COUNCILLOR SUPPORT)

2. PURPOSE

REVISED AND CONSULTED MICRO-STRUCTURES FOR THE PLANNING AND ECONOMIC DEVELOPMENT - INTEGRATED HUMAN SETTLEMENTS (HOUSING ADMINISTRATION, DEVELOPMENT PLANNING AND DEVELOPMENT MANAGEMENT), COMMUNITY AND PROTECTION SERVICES (HALLS) AND CORPORATE SERVICES (COUNCILLOR SUPPORT).

3. DELEGATED AUTHORITY

Council, in terms of section 66 of the Local Government: Municipal Systems Act 32 of 2000, read with section 67 thereof and the Local Government: Municipal Staff Regulations, 2021. The approval of a municipal staff establishment is a power reserved to the municipal council.

4. EXECUTIVE SUMMARY

The review of the 2017/2019 micro-structures has been on the Local Labour Forum's agenda since November 2020. Since then, various consultative meetings were held with the directorates, sections, and departments to present and amend the structures. In a meeting on 06 May 2026 and 14 July 2026, the parties, including the Employer, IMATU, and SAMWU, agreed on the presented structures after thorough discussion. The revised structures were developed in terms of section 66 of the Municipal Systems Act, read with the Municipal Staff Regulations, 2021, and the Chief Financial Officer has confirmed that they can be accommodated within the approved budget.

43RD COUNCIL MEETING: 2026-08-25: ITEM 10.3.1

RESOLVED (nem con)

(a) that Council approves the structures for Planning and Economic Development Integrated Human Settlements (Housing Administration, Development Planning, Development Management);

(b) that Council approves the structures for Community and Protection Services (Halls);

(c) that Council approves the structure for Corporate Services - Councillor Support; and

(d) that Council notes the following:

- the revised structures were consulted with organised labour through the Local Labour Forum and agreed on 6 May 2026 and 14 July 2026;
- approval is granted in terms of section 66 of the Municipal Systems Act, read with the Municipal Staff Regulations, 2021;
- the filling of posts will be limited to posts that are funded within the approved budget; and
- the placement of affected staff will be undertaken in accordance with the applicable legislative framework.

FOR FURTHER DETAILS CONTACT:

NAME	***Alexander Kannemeyer***
POSITION	***Senior Manager Human Resource Management***
DIRECTORATE	***Corporate Services***
CONTACT NUMBERS	***021-808 8751***
E-MAIL ADDRESS	***Alexander. Kannemeyer@stellenbosch.gov.za***
REPORT DATE	***11 August 2026***

10.3.2	CONSENT TO SALE AND TRANSFER: ERF 1209 FRANSCHHOEK TO W & HB DANIELS

Collaborator No:
IDP KPA Ref No: Good Governance
Meeting Date: 19 August 2026 and 25 August 2026

1. SUBJECT: CONSENT TO SALE AND TRANSFER: ERF 1209 FRANSCHHOEK TO W & HB DANIELS

2. PURPOSE

For Council to authorise the implementation of the Deed of Sale concluded with W & HB Daniels in respect of Erf 1209 Franschhoek (1 Boonzaaier Road, Groendal), notwithstanding that the purchase price of R44 472.00 reflected in the 2007 Deed of Sale is below current market value, on the basis that:

(a) the Municipality is contractually bound by the agreement;

(b) the delay in effecting transfer is attributable to administrative failures on the part of the Municipality; and

(c) the purchasers have maintained the property at their own cost throughout the period of delay and cannot equitably be penalised for the Municipality's administrative inefficiencies.

3. DELEGATED AUTHORITY

Council.

4. EXECUTIVE SUMMARY

Erf 1209 Franschhoek was allocated to Mr W Daniels as staff housing in 2004. In 2007, Mr and Mrs Daniels signed a Deed of Sale to purchase the property at R44 472.00, consistent with the 1998 Council resolution permitting employees to acquire municipal properties at below market value. Despite the parties having signed the Deed of Sale and the purchaser securing bond approval, the Municipality failed to finalise the transfer. Between 2007 and 2026, the Daniels family made repeated attempts to have the transfer concluded. The Municipality has been unable to provide any explanation for the administrative failures that caused this prolonged delay. Throughout this period, the purchasers have occupied and maintained the property at their own expense. They have acted in good faith at every stage.

The Municipality is contractually bound by the 2007 Deed of Sale. The delay in finalising transfer is attributable to the Municipality's own administrative failures, not to any conduct or omission on the part of the purchasers. It would be unlawful and manifestly unjust to now seek to revisit the agreed purchase price or to withhold transfer on account of the appreciation in market value that occurred during a period of delay for which the Municipality bears sole responsibility. Council is accordingly requested to authorise implementation of the Deed of Sale at the agreed purchase price, and to direct the Municipal Manager to take all necessary steps to effect transfer without further delay.

43RD COUNCIL MEETING: 2026-08-25: ITEM 10.3.2

The Speaker **RULED**

that this matter be withdrawn.

NAME	**Lungelwa Kaywood**
POSITION	***Acting Director***
DIRECTORATE	***Corporate Services***
CONTACT NUMBERS	***021-8088195***
E-MAIL ADDRESS	lungelwa.kaywood@stellenbosch.gov.za
REPORT DATE	***18/05/2026***

10.3.3	**FORMAL MOTIVATION FOR THE REGRADING/RE-CATEGORISATION OF STELLENBOSCH MUNICIPALITY (CURRENTLY GRADED AS A GRADE 4 MUNICIPALITY) TO A GRADE 5 MUNICIPALITY, SUBMITTED IN TERMS OF THE SALGBC CATEGORISATION AND JOB EVALUATION WAGE CURVE COLLECTIVE AGREEMENT, READ WITH GOVERNMENT GAZETTE NO. 53882 (18 DECEMBER 2025)**

Collaborator No:
IDP KPA Ref No: **Good Governance**
Meeting Date: **19 August 2026 and 25 August 2026**

1. SUBJECT: FORMAL MOTIVATION FOR THE REGRADING/ RE-CATEGORISATION OF STELLENBOSCH MUNICIPALITY (CURRENTLY GRADED AS A GRADE 4 MUNICIPALITY) TO A GRADE 5 MUNICIPALITY, SUBMITTED IN TERMS OF THE SALGBC CATEGORISATION AND JOB EVALUATION WAGE CURVE COLLECTIVE AGREEMENT, READ WITH GOVERNMENT GAZETTE NO. 53882 (18 DECEMBER 2025)

2. PURPOSE

For Council to consider the regrading /re- categorisation of Stellenbosch Municipality (currently a Grade 4 municipality) in line with a Grade 5 municipality.

3. DELEGATED AUTHORITY

In terms of the Local Government: Municipal Systems Act 32 of 2000, read with the Municipal Structures Act 117 of 1998 and the applicable delegations framework of Stellenbosch Municipality, the authority to approve the regrading/re-categorisation vests with Council.

4. EXECUTIVE SUMMARY

This document serves as a formal motivation for the re-grading of the Municipality from a Grade 4 municipality to a Grade 5 municipality in accordance with the framework contemplated in Government Gazette No. 53882 issued under the Local Government: Municipal Systems Act and related local government regulatory frameworks.

The Municipality has experienced sustained institutional growth, expanded service delivery obligations, increased governance complexity, population growth, infrastructure expansion, and financial development which now exceed the operational and institutional characteristics ordinarily associated with a Grade 4 municipality.

The Municipality accordingly submits that its current institutional profile is appropriately aligned with the characteristics of a Grade 5 municipality and therefore motivates for formal upward re-grading.

43RD COUNCIL MEETING: 2026-08-25: ITEM 10.3.3

RESOLVED (nem con)

(a) that Council approves the regrading / re-categorisation of the Municipality to a Grade / category 5 municipality, effective from the month following Council's approval;

(b) that Council approves the implementation of the Grade 5 salary scale accordingly for all new appointments, effective from the month following Council's approval;

(c) that Council approves that all currently employed employees be moved to the grade / category 5 T-grades, effective from the month following the approval of these recommendation (s); and

(d) that the Council's resolution be forwarded to the Cape Winelands Job Evaluation Unit (CWJEU) and the Provincial JE Audit Committee for notification.

FOR FURTHER DETAILS CONTACT:

NAME	***Dr Lungelwa Kaywood***
POSITION	***Acting Director: Corporate Services***
DIRECTORATE	***Corporate Services***
CONTACT NUMBERS	***021-8088195***
E-MAIL ADDRESS	***lungelwa.kaywood@stellenbosch.gov.za***
REPORT DATE	***18/05/2026***

10.4	FINANCIAL SERVICES: (PC: ALD JC ANTHONY)

NONE

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

NONE

10.6.1	INFRASTRUCTURE SERVICES : (PC : R PHEIFFER)

10.6.1	STATUS REPORT ON THE ALTERNATIVE ENERGY GENERATION PROGRAMME – AUGUST 2026

Collaborator No: 810362
IDP KPA Ref No: Green & Sustainable Valley
Meeting Date: 19 August 2026 and 25 August 2026

1. SUBJECT: STATUS REPORT ON THE ALTERNATIVE ENERGY GENERATION PROGRAMME – AUGUST 2026

2. PURPOSE

For Council to note the progress of the Municipality as well as Provincial Government's initiatives regarding the Alternative Energy Programme projects which are underway at present.

3. DELEGATED AUTHORITY

Municipal Council.

4. EXECUTIVE SUMMARY

4.1 20 MW Independent Power Producer Contract: The final draft of the Power Purchase Agreement (PPA) was submitted to the bidder on 8 July 2026.

4.2 50 MW Independent Power Producer Tender: The BAC meeting was held on 22 May 2026 and letters to the successful preferred bidders were sent on 3 June 2026.

4.3 SCADA – Phase 3: Phase 3 was completed on 30 June 2026 and Phase 4 commenced in July 2026.

4.4 Fire Station Progress: The project has been completed and has been handed over to the maintenance contractor.

4.5 NPK Building Progress: The BSC meeting was held on 16 July 2026.

4.6 Main Building (Neethling Huis) Progress: Quotations for the Architect, Heritage and Quantity Surveyor sub-consultants and the revised program incorporating the heritage approval process and associated submissions have been received.

4.7 Eskom Hot Water Load Control (HWLC) and RT 29-2024 Contracts for smart meters: The appointment letter was sent to the service provider on 8 June 2026.

The above projects, 4.1 to 4.7, are still being pursued by the Municipality's Alternative Energy Program with the focus on securing cheaper and renewable energy, as well as focus on business continuity during outages and ensuring that critical plants and systems are still operational.

43RD COUNCIL MEETING: 2026-08-25: ITEM 10.6.1

NOTED

the latest progress on the Alternative Energy Generation projects in implementation at present.

FOR FURTHER DETAILS CONTACT:

NAME	***Nombulelo Zwane / Rendani Makungo***
POSITION	***Senior Manager: Electrical Services / AEG Project Manager***
DIRECTORATE	***Infrastructure Services***
CONTACT NUMBERS	***021 808 8335/ 021 808 8334***
E-MAIL ADDRESS	nombulelo.zwane@stellenbosch.gov.za / rendani.makungo@stellenbosch.gov.za
REPORT DATE	***30 July 2026***

10.6.2	CHANGE TO THE REFUSE COLLECTION SYSTEM FOR STELLENBOSCH MUNICIPALITY

Collaborator No: 809862
IDP KPA Ref No: Good Governance and Compliance
Meeting Date: 19 August 2026 and 25 August 2026

1. SUBJECT: CHANGE TO THE REFUSE COLLECTION SYSTEM FOR STELLENBOSCH MUNICIPALITY

2. PURPOSE

To obtain approval to change the refuse collection system for Stellenbosch Municipality.

3. DELEGATED AUTHORITY

Municipal Council, however, the Mayor may request the Portfolio Committee to render assistance in terms of Section 80 of the Local Government Municipal Structures Act, Act 117 of 1998, as amended.

4. EXECUTIVE SUMMARY

In 2006, Council approved the introduction of the wheelie bin refuse collection system to replace refuse bag collection. This initiative introduced the use of 240-litre wheelie bins, offering multiple operational, environmental, and health-and-safety benefits.

The system has since been successfully implemented across all formal residential areas within the WC024 municipal area. While the 240-litre wheelie bin provides sufficient capacity for households to store non-recyclable waste for weekly collection, the Municipality has, over time, also introduced a recyclable waste collection service. Residents are currently provided with clear refuse bags for recyclables, which have a maximum practical capacity of approximately 70 litres.

Despite these measures, the Municipality is facing a looming waste management crisis. It is therefore imperative that all feasible interventions to reduce the volume of waste disposed of at our landfill be implemented.

One of the key interventions identified is to reduce household storage capacity for non-recyclable waste while increasing capacity for recyclable waste. This will be achieved through the introduction of two 140-litre wheelie bins per household—one for non-recyclable waste and one for recyclable waste. The implementation of this system will follow a phased approach, as outlined below.

Years 1–2

a) All new single residential estates will be required to implement the dual 140-litre bin system upon occupation of each household;

b) All newly constructed single residential households will be issued with two 140-litre wheelie bins;

c) Existing households may voluntarily elect to convert to the dual 140-litre bin system upon request.

Year 3 and Ongoing

a) All wheelie bins replaced due to theft or vandalism will be replaced with two 140-litre wheelie bins instead of a single 240-litre bin;

b) Any request for additional 240-litre wheelie bins will be addressed by issuing two 140-litre wheelie bins.

From Year 3 onwards, residents may only apply for additional recyclable waste bins, subject to municipal approval. Requests for additional non-recyclable waste bins will be considered and approved solely at the discretion of the Waste Management Department.

The primary objective of the revised system is to divert recyclable waste away from landfill by encouraging and enabling effective separation of waste at the household level.

43RD COUNCIL MEETING: 2026-08-25: ITEM 10.6.2

NOTED

that Council takes note and supports the change to the refuse collection system.

FOR FURTHER DETAILS CONTACT:

NAME	***Clayton Hendricks***
POSITION	***Senior Manager: Waste Management***
DIRECTORATE	***INFRASTRUCTURE SERVICES***
CONTACT NUMBERS	***021 -808 8228***
E-MAIL ADDRESS	***Clayton.hendricks@stellenbosch.gov.za***
REPORT DATE	***13 May 2026***

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

NONE

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

NONE

10.9	RURAL MANAGEMENT: (PC: CLLR C MANUEL)

NONE

10.10	MUNICIPAL MANAGER (G METTLER)

10.10.1	NETWORK AND EXPERTS MEETING AND KARLSRUHE MUNICIPALITY DELEGATION VISIT

Collaborator No:
IDP KPA Ref No: **Good Governance and Compliance**
Meeting Date: **19 August 2026 and 25 August 2026**

1. SUBJECT: NETWORK AND EXPERTS MEETING AND KARLSRUHE MUNICIPALITY DELEGATION VISIT

2. PURPOSE

To obtain Council's permission to attend the Network and Experts Meeting and a delegation visit hosted by Karlsruhe Municipality.

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 international travel for any official or political bearer.

4. EXECUTIVE SUMMARY

Stellenbosch Municipality strengthened its partnership with the City of Karlsruhe during the 4th Network Meeting of the South African-German P2P Learning Network, which led to a successful joint application for the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH-funded Expert Fund for municipal partnerships. The application, submitted on 31 January 2024 and approved in March 2025, supported the appointment of a Climate Change Expert in the Office of the Municipal Manager. This was in response to extreme weather events, including the September 2023 floods in Franschhoek, which severely impacted municipal infrastructure. The expert's role is aligned with key objectives such as climate vulnerability assessment, adaptation and mitigation planning, emergency preparedness, data collection, and community engagement. A GIZ site visit to Franschhoek in August 2024 affirmed the municipality's

motivations and led to final approval. The recruitment process concluded with the appointment of a local expert, who commenced duties on 1 June 2025 under an initial contract running until 31 December 2026. In July 2026, Stellenbosch Municipality was informed that the Expert appointment could be extended until 30 September 2027, with the extension remaining fully funded by SKEW.

The aim is to inform Council of the progress of the Climate Change Expert appointment to date as well as obtain permission to attend the Network and Expert Meeting and the opportunity for a delegation visit hosted by Karlsruhe Municipality:

4.1 Attendance of the Network and Expert Meetings in Bonn, Germany as well as delegation visit in Karlsruhe, Germany.

4.2 Council to cover cost in terms of travel related costs in Germany for the night stay (daily allowances). See attached as **ANNEXURE 1.**

4.3 Council to note that the flight tickets and accommodation will be booked and paid for by GIZ and SKEW for the period of 21–28 November 2026.

43RD COUNCIL MEETING: 2026-08-25: ITEM 10.10.1

RESOLVED (nem con)

(a) that Council approves the attendance of Nicole Martin to the Network and Experts Meeting (23-25 November 2026) and the attendance of Nicole Martin, Geraldine Mettler and Myra Francis to the delegation visit hosted by Karlsruhe Municipality from 26-27 November 2026 as per the funding agreement; and

(b) that Council approves the travel related costs in Germany for night stay (daily allowances) as per the funding agreement.

NAME	***Nicole Martin***
POSITION	***Climate Change Expert***
DIRECTORATE	***Office of the Municipal Manager***
CONTACT NUMBERS	***021 808 8034***
E-MAIL ADDRESS	***nicole.martin@stellenbosch.gov.za***
REPORT DATE	***12 August 2026***

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

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

NONE

12.	**REPORTS BY THE MUNICIPAL MANAGER (G METTLER)**

12.1	**EXTENSION OF THE PERIOD FOR THE APPLICATION OF A SPECIAL RATING AREA**

Collaborator No: ***8/1***
BUDGET KPA Ref No: **Good Governance and Compliance**
Meeting Date: **25 August 2026**

1. SUBJECT: EXTENSION OF THE PERIOD FOR THE APPLICATION OF A SPECIAL RATING AREA

2. PURPOSE

To inform Council about the application that was received from the Die Boord and BDWK Special Rating Area (SRA) Steering Committees and their request to extend the submission date.

3. DELEGATED AUTHORITY

Council

FOR APPROVAL

FOR DECISION BY MUNICIPAL COUNCIL

In terms of Section 9.2 of the approved Special Rating Area Policy, an application for a special rating area, must be submitted by the end of September of the financial year preceding the establishment of the special rating area.

4. EXECUTIVE SUMMARY

Stellenbosch Municipality's approved Special Rating Area (SRA) Bylaw and Policy allow property owners within a proposed SRA to apply to Council for its establishment. Applications must be supported by a motivation report and a five-year implementation plan (or a shorter period approved by the CFO) and are ordinarily due by 30 September of the financial year preceding implementation. The Municipality received notices and requests for deadline extensions from the Die Boord and BDWK SRA Steering Committees, both indicating they would be unable to submit their formal applications by the required date. To accommodate these requests and allow sufficient time for evaluation and submission to Council, the Finance Department supports extending the application deadline to 31 October 2026. While SRAs offer various benefits to communities, they also result in an additional levy that property owners and residents must pay.

43RD COUNCIL MEETING: 2026-08-25: ITEM 12.1

Amended recommendation

RESOLVED (majority vote with 3 abstentions)

that Council approves the request for extension until 31 October 2026.

FOR FURTHER DETAILS CONTACT:

NAME	Henry Mitchell
POSITION	***SENIOR MANAGER REVENUE & EXPENDITURE***
DIRECTORATE	***Finance***
CONTACT NUMBERS	***021 808 8016***
E-MAIL ADDRESS	***Henry.mitchell@stellenbosch.gov.za***
REPORT DATE	13 August 2026

12.2	RECRUITMENT AND SELECTION PROCESS: MUNICIPAL MANAGER

Collaborator No:
IDP KPA Ref No: **Good governance and Compliance**
Meeting Date: **25 August 2026**

1. SUBJECT: RECRUITMENT AND SELECTION PROCESS: MUNICIPAL MANAGER

2. PURPOSE OF REPORT

To inform Council that the contract of Ms Geraldine Mettler comes to an end on 31 December 2026. The post must be advertised as per the legislative provisions. Council must approve the advertising of the post and appoint a selection panel and a service provider to make recommendations for the appointment of a successful candidate for the Municipal Manager vacancy.

3. DELEGATED AUTHORITY

Municipal Council.

4. EXECUTIVE SUMMARY

The contract period for Ms Geraldine Mettler, Municipal Manager comes to an end on 31 December 2026. It is therefore critical to commence with the recruitment and selection process for a Municipal Manager to ensure the post can be filled timeously.

43RD COUNCIL MEETING: 2026-08-25: ITEM 12.2

RESOLVED (majority vote with 10 abstentions)

(a) that Council approves the advertising of the post of the Municipal Manager;

(b) that a selection panel be appointed as per the Regulations on the Appointment and Conditions of Employment of Senior Managers which provides that the selection panel must consist of at least three but not more than five members comprising of:

- The Executive Mayor, who will be the Chairperson, or his delegate;
- The Deputy Executive Mayor;
- The Municipal Manager of Cape Winelands District Municipality, as the expert in the area, who has expertise and experience in the area of the advertised post, alternatively the Chairperson of the Municipal Managers' Forum in the Western Cape; and
- The Chairperson of the Audit and Performance Audit Committee (APAC) of Stellenbosch Municipality.

(c) that an independent external consultant be appointed to assist with the recruitment and selection process;

(d) that the current employment contract be extended for a period of three months to allow sufficient time for process to be completed; and

(e) that permission be granted to apply to the MEC for Local Government: Western Cape for a further extension should the process not be finalised.

FOR FURTHER DETAILS CONTACT:

NAME	Nomie Tshefu
POSITION	Manager: Office of the Municipal Manager
DIRECTORATE	Office Municipal Manager
CONTACT NUMBERS	021 808 8049
E-MAIL ADDRESS	nomie.tshefu@stellenbosch.gov.za
REPORT DATE	12 August 2026

12.3	**RETURN ITEM: APPROVAL OF THE NEGOTIATED COMMERCIAL TERMS FOR THE 30-YEAR LEASE AND REDEVELOPMENT OF THE TRANSVALIA PRECINCT WITH MIDDLEDORP PROPERTIES (PTY) LTD**

The Speaker **RULED**

that this matter be withdrawn.

12.4	**REPORT ON PUBLIC PARTICIPATION PROCESS - NOTICE IN TERMS OF SECTION 116(3) OF THE LOCAL GOVERNMENT: MUNICIPAL FINANCE MANAGEMENT ACT, 2003 (ACT 56 OF 2003) FOR THE AMENDMENTS TO THE TENDER AWARDED TO IKAMVA ARCHITECTS SA (PTY) LTD - APPOINTMENT OF AN ARCHITECTURAL PROFESSIONAL TO DRAFT BUILDING PLANS, DRAW UP SPECIFICATIONS OF MAINTENANCE OR UPGRADES AND PROJECT MANAGE AS PRINCIPAL AGENT, MILLENIUM HALL ON FARM 14/1674 IN PNIEL, STELLENBOSCH (B/SM 40/24)**

Collaborator No:
IDP KPA Ref No: **Good Governance**
Meeting Date: **26 August 2026**

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1. SUBJECT: REPORT ON PUBLIC PARTICIPATION PROCESS - NOTICE IN TERMS OF SECTION 116(3) OF THE LOCAL GOVERNMENT: MUNICIPAL FINANCE MANAGEMENT ACT, 2003 (ACT 56 OF 2003) FOR THE AMENDMENTS TO THE TENDER AWARDED TO IKAMVA ARCHITECTS SA (PTY) LTD - APPOINTMENT OF AN ARCHITECTURAL PROFESSIONAL TO DRAFT BUILDING PLANS, DRAW UP SPECIFICATIONS OF MAINTENANCE OR UPGRADES AND PROJECT MANAGE AS PRINCIPAL AGENT, MILLENIUM HALL ON FARM 14/1674 IN PNIEL, STELLENBOSCH (B/SM 40/24)

2. PURPOSE

To extend the current contract period to beyond awarded contract amount for the service provider to act as the Principal Agent for the completion of the construction contract. This extension is to ensure continued service delivery in Pniel, Stellenbosch WC024.

Without amending the contract, the construction project will be further delayed, and the work will not be completed as the Principal Agent (Ikamva Architects SA) has stopped their services and the project is on hold.

3. DELEGATED AUTHORITY

Council.

4. EXECUTIVE SUMMARY

An offer of Ikamva Architects SA (PTY) Ltd was awarded for the amount of R246 600.00 (VAT exclusive)/ 283 590.00 (VAT Inclusive) **(ANNEXURE A)**.

The project was initially schedule for completion on 31 July 2025. However, this did not happen, and the contractor requested 10 contract extensions. Only one extension

request was partially approved by the Principal Agent for 5 working days, revising the new completion date to 7 August 2025.

Due to ongoing delays in the completion of the project, the Principal Agent informed the Municipality that their working hours are depleted, and that they will withhold their services. Thus, the Principal Agent informed the Municipality in late January 2026 that they are withholding their services.

Since the Principal Agent was withholding their services, the contractor contacted the Municipality to waive the penalties. However, this was declined by the Municipality's representative since there was no accountability on the part of the contractor on the delays; the penalties would remain in place until practical completion.

Since the Principal Agent withheld their services, the Municipality arranged a site meeting to discuss the project progress and completion which the contractor joined online. The parties could not find each other and, the meeting was terminated without any resolution.

After numerous emails from the contractor, the Municipality engaged both the contractor and Principal Agent during April 2026. During the meeting, the Municipality proposed that an item will be submitted to the BAC for their consideration and approval to expand the Principal Agent's contract for them to resume their services. This was done by the BAC, and additional for a total amount of R 36 990.00 (VAT exclusive)/ R 42 538.50 (VAT inclusive) was approved by the BAC. This is 15% of the contract amount **(ANNEXURE B)**. Once informed of this decision, the Principal Agent was still not satisfied, therefore additional approval via Section 116 process is required for a total amount of **R 50 947.59** (VAT Exclusive)/ **R 58 589.72**, this is inclusive of the 11.25 hours required by the Principal Agent to complete management/ supervision of the contractor's work. Public participation process was followed, and the notice was advertised in the Burger on 4 August 2026 for comments and closed on 18 August 2026 **(ANNEXURE C)**.

43RD COUNCIL MEETING: 2026-08-25: ITEM 12.4

RESOLVED (majority vote)

that this matter be referred back to the Administration for refinement whereafter same be resubmitted for consideration at a Continuation of the 43rd Council meeting to be held on Friday, 28 August 2026 at 09h00 via MS Teams.

FOR FURTHER DETAILS CONTACT:

NAME	Ehrel Maletzky
POSITION	Facility Manager: Beltana
DIRECTORATE	Corporate Services
CONTACT NUMBERS	021 808 8142
E-MAIL ADDRESS	ehrel.maletzky@stellenbosch.gov.za
REPORT DATE	***20 August 2026***

13.	**CONSIDERATION OF NOTICES OF QUESTIONS AND NOTICES OF MOTIONS RECEIVED BY THE SPEAKER**

13.1	**NOTICE OF A QUESTION BY CLLR M VAN STADE OF THE GOOD PARTY: DEMOLITION OF THE EXISTING RUGBY CLUBHOUSE AT IDAS VALLEY SPORT FACILITY**

A Notice of a Question, dated 2026-08-07, was received from Councillor M van Stade regarding demolition of the existing rugby clubhouse at Idas Valley sport facility.

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

43RD COUNCIL MEETING: 2026-08-25: ITEM 13.1

It was noted that Cllr van Stade was satisfied with the written response from the Municipal Manager and would not pose any follow-up questions.

FOR FURTHER DETAILS CONTACT:

NAME	Nomie Tshefu
POSITION	Manager: Office of the Municipal Manager
DIRECTORATE	Office Municipal Manager
CONTACT NUMBERS	021 808 8049
E-MAIL ADDRESS	nomie.tshefu@stellenbosch.gov.za
REPORT DATE	12 August 2026

13.2	NOTICE OF A QUESTION BY CLLR M VAN STADE OF THE GOOD PARTY: CONTRACTOR PERFORMANCE ON LELIE STREET, IDAS VALLEY

A Notice of a Question, dated 2026-08-07, was received from Councillor M van Stade regarding contractor performance on Lelie Street, Idas Valley.

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

43RD COUNCIL MEETING: 2026-08-25: ITEM 13.2

It was noted that Cllr van Stade was satisfied with the written response from the Municipal Manager, but indicated that he would submit a follow-up letter to the Municipal Manager's Office regarding the work undertaken by the contractor.

FOR FURTHER DETAILS CONTACT:

NAME	Nomie Tshefu
POSITION	Manager: Office of the Municipal Manager
DIRECTORATE	Office Municipal Manager
CONTACT NUMBERS	021 808 8049
E-MAIL ADDRESS	nomie.tshefu@stellenbosch.gov.za
REPORT DATE	12 August 2026

14.	CONSIDERATION OF URGENT MOTIONS

NONE

15.	URGENT MATTERS SUBMITTED BY THE MUNICIPAL MANAGER

15.1	REPORT ON COMPLIANCE WITH THE MUNICIPAL MINIMUM COMPETENCY LEVELS REGULATION FOR DESIGNATED PROFILES AND PRESCRIBED UNIT STANDARDS

Collaborator No:
IDP KPA Ref No: Good Governance
Meeting Date: 25 August 2026

1. SUBJECT: REPORT ON COMPLIANCE WITH THE MUNICIPAL REGULATIONS ON MINIMUM COMPETENCY LEVELS FOR DESIGNATED PROFILES AND PRESCRIBED UNIT STANDARDS

2. PURPOSE

To inform Council of the Municipality's compliance with the requirements of the Municipal Regulations on Minimum Competency Levels, 2007, as amended, in respect of officials occupying designated profiles and the prescribed competency requirements applicable to such positions.

The purpose of the report is further to place before Council the progress report received from National Treasury, confirming the competency status of the relevant designated positions and the attainment of the prescribed unit standards, for Council's noting.

3. DELEGATED AUTHORITY

The delegated authority is Council

4. EXECUTIVE SUMMARY

The Municipality has completed the required process to assess and monitor compliance with the prescribed competency requirements for officials occupying designated profiles. This process forms part of National Treasury’s strengthened approach to monitoring municipal compliance with the Municipal Regulations on Minimum Competency Levels.

A progress report received from National Treasury confirms the Municipality’s current compliance status. The report is attached as Annexure A for Council’s noting. The item therefore provides Council with assurance regarding the Municipality’s compliance monitoring and ongoing commitment to maintaining the required competency standards.

Council should further note that this is a directive issued by National Treasury, which requires compliance by the Municipality. The directive was received on 20 August 2026, hence the late submission of the report.

43RD COUNCIL MEETING: 2026-08-25: ITEM 15.1

NOTED

(a) the report on the Municipality's compliance with the Municipal Regulations on Minimum Competency Levels, 2007;

(b) the progress report received from National Treasury confirming the competency status of the relevant designated profiles and the prescribed unit standards, attached as Annexure A; and

(c) that the Municipality will continue to monitor and maintain compliance with the prescribed minimum competency requirements and applicable National Treasury reporting processes.

FOR FURTHER DETAILS CONTACT:

NAME	**Alexander Kannemeyer**
POSITION	**Snr Manager: Human Resource Management Services**
DIRECTORATE	**Corporate Services**
CONTACT NUMBERS	**021 8088056**
E-MAIL ADDRESS	**Alexander.kannemeyer@stellenbosch.gov.za**
REPORT DATE	**24 August 2026**

16.	REPORTS SUBMITTED BY THE SPEAKER

NONE

17.	REPORTS SUBMITTED BY THE EXECUTIVE MAYOR

NONE

18.	MATTERS TO BE CONSIDERED IN–COMMITTEE

(SEE PINK DOCUMENTATION)

The meeting adjourned at 14:15.

CHAIRPERSON: ……

DATE: ……

Confirmed on ……

STELLENBOSCH
STELLENBOSCH • PNIEL • FRANSCHHOEK

MUNICIPALITY • UMASIPALA • MUNISIPALITEIT

Ref no.3/4/2/5

2026-08-28

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MINUTES

CONTINUATION OF THE
43RD COUNCIL MEETING OF THE
COUNCIL OF STELLENBOSCH MUNICIPALITY

2026-08-28 AT 09:00

TO The Speaker, Cllr Q Smit [Chairperson]
The Deputy Executive Mayor, Cllr BR Buys
The Council Whip, Cllr P Crawley

COUNCILLORS

RA Adams	C Manuel
J Andrews	XL Mdemka
Ald JC Anthony	L Nkamisa
R Cupido	M Nkopane
MM Danana	N Ntsunguzi
J Davids (from 09:04)	GA Petersen
I De Taillerfer (from 09:04)	RO Pheiffer
R Du Toit	WF Pietersen
A Ferns	Ald JP Serdyn
E Groenewald	A Tomose
RB Hendrikse	RB Van Rooyen
SC Heneke	M Van Stade
J Joon	E Vermeulen
TO Kumm	J Williams

****

OFFICIALS
Municipal Manager (G Mettler)
Chief Financial Officer (K Carolus)
Director: Community and Protection Services (G Boshoff)
Director: Infrastructure (S Chandaka)
Director: Planning, LED and Tourism (A Barnes)
Acting Director: Corporate Services (Dr. L Kaywood)
Manager: Secretariat/Committee Services (M Julius)
Senior Administration Officer (B Mgcushe)
Senior Administration Officer (T Samuels)

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1. OPENING AND WELCOME

The Speaker welcomed all present at the Continuation of the 43rd Council meeting that was held in the Council Chamber.

The Speaker announced that Cllrs M Slabbert and S Schafer had tendered their resignations as Councillors of Stellenbosch Municipality with effect from 25 August 2026.

2.	APPLICATION FOR LEAVE OF ABSENCE

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

Executive Mayor, Ald J Fasser	-	28 August 2026
Cllr A Hanekom	-	28 August 2026
Cllr JC Macfarlane	-	28 August 2026
Cllr EP Masimini	-	28 August 2026
Cllr NE Mcombring	-	28 August 2026
Cllr NM Mkhontwana	-	28 August 2026
Cllr NR Ndalasi	-	28 August 2026
Cllr N Olayi	-	28 August 2026
Cllr WC Petersen	-	28 August 2026

2.2 ABSENT

Cllr O Jooste	-	28 August 2026
Cllr N Mananga-Gugushe	-	28 August 2026
Cllr MG Rataza	-	28 August 2026

12.4	CONTRACT AMENDMENT: IKAMVA ARCHITECTS SA (PTY) LTD - PRINCIPAL AGENT SERVICES, MILLENIUM HALL RENOVATION, PNIEL (B/SM 40/24)

Collaborator No:
IDP KPA Ref No: **Good Governance**
Meeting Date: **28 August 2026**

1. SUBJECT: CONTRACT AMENDMENT - IKAMVA ARCHITECTS SA (PTY) LTD: SECTION 116(3) MFMA PUBLIC PARTICIPATION REPORT - PRINCIPAL AGENT SERVICES, MILLENIUM HALL RENOVATION, PNIEL (B/SM 40/24)

2. PURPOSE

a) To seek Council's support for the amendment of Tender B/SM 40/24, in terms of Section 116(3) of the Local Government: Municipal Finance Management Act, 2003, to extend the contract value of Ikamva Architects SA (PTY) Ltd so that the Principal Agent can resume and complete its services for the Millenium Hall renovation project in Pniel.

b) To notify Council, the prescribed public participation process under Section 116(3) has been completed with no objections received **(ANNEXURE D)**.

3. DELEGATED AUTHORITY

Council.

4. EXECUTIVE SUMMARY

An offer of Ikamva Architects SA (PTY) Ltd was awarded for the amount of R246 600.00 (VAT exclusive)/ R 283 590.00 (VAT Inclusive) **(ANNEXURE A)**.

The project was initially schedule for completion on 31 July 2025. However, this did not happen, and the contractor requested 10 contract extensions. Only one extension request was partially approved by the Principal Agent for 5 working days, revising the new completion date to 7 August 2025.

Due to ongoing delays in the completion of the project, the Principal Agent informed the Municipality that their working hours are depleted, and that they will withhold their services. Thus, the Principal Agent informed the Municipality in late January 2026 that they are withholding their services.

Since the Principal Agent was withholding their services, the contractor contacted the Municipality to waive the penalties, which the municipality declined. As such, the penalties would remain in force until practical completion. Thereafter, the Municipality arranged a site meeting to discuss the project progress and completion which the contractor joined online. However, parties could not find each other, terminating the meeting without any resolution.

Following the dispute, several attempts were made by the Municipality to engage both the contractor and Principal Agent between April – August 2026. A decision was subsequently made to request an extension to the Bid Adjudication (BAC) for their consideration and approval to expand the Principal Agent's contract for them to resume their services. The request was approved by the BAC and additional for a total amount of R 36 990.00 (VAT exclusive) / R 42 538.50 (VAT inclusive). This amount equates to 15% of the original contract amount **(ANNEXURE B).**

Once informed of this decision, the Principal Agent indicated the amount approved would still not be adequate, prompting Property Management to make an additional request for a Section 116 of the MFMA to accommodate a total amount of **R51 963,91** (VAT Exclusive)/ **R59 758,49** (VAT Inclusive) to conclude the project. This amount is inclusive of the 12.5 hours required by the Principal Agent to complete management/ supervision of the contractor's work. Accordingly, public participation process ensued, and the notice was advertised in the Burger on 4 August 2026 for comments and closed on 18 August 2026 **(ANNEXURE C)**.

CONTINUATION OF THE 43RD COUNCIL MEETING: 2026-08-28: ITEM 12.4

RESOLVED (nem con)

(a) that Council notes in terms of MFMA Section 116(3) the reasons for the amendment of tender BSM 40/24.

(b) that Council notes the prescribed public participation process was followed and that no comments were received.

(c) that Council supports the extension of the contract beyond the awarded contract amount for Tender B/SM 40/24.

FOR FURTHER DETAILS CONTACT:

NAME	**Ehrel Maletzky**
POSITION	**Facility Manager: Beltana**
DIRECTORATE	**Corporate Services**
CONTACT NUMBERS	**021 808 8142**
E-MAIL ADDRESS	**ehrel.maletzky@stellenbosch.gov.za**
REPORT DATE	***20 August 2026***

The meeting adjourned at 09:15.

CHAIRPERSON: ……

DATE: ……

Confirmed on ……