



STELLENBOSCH
STELLENBOSCH • PNIEL • FRANSCHHOEK

MUNICIPALITY • UMASIPALA • MUNISIPALITEIT

Ref no.3/4/2/5

2025-10-13

MAYORAL COMMITTEE MEETING
FRIDAY, 2025-10-17 AT 10:00

TO The Executive Mayor, Ald J Fasser
The Deputy Executive Mayor, Cllr M Slabbert

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

Notice is hereby given that a Mayoral Committee Meeting will be held **in Council Chamber** on **Friday, 2025-10-17 at 10:00** to consider the attached agenda.

EXECUTIVE MAYOR, ALD J FASSER

CHAIRPERSON

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2025-10-17
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APPENDIX 1

**Confirmation of
Minutes: Mayoral
Committee
Meeting: 2025-08-13**



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Ref no.3/4/2/5

2025-08-13

MINUTES

MAYORAL COMMITTEE MEETING:

2025-08-13 AT 10:00

MINUTES
MAYORAL COMMITTEE MEETING
2025-08-13
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PRESENT: Deputy Executive Mayor, M Slabbert (**Chairperson**)

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

Also Present: Councillor P Crawley (Chief Whip)
Councillor W Petersen (MPAC Chairperson)

Officials: Municipal Manager(G Mettler)
Director: Infrastructure Services (S Chandaka)
Director: Community & Protection Services (G Boshoff)
Director : Planning and Economic Development (A Barnes)
Acting Director : Corporate Services (A Kannemeyer)
Chief Financial Officer (K Carolus)
Senior Administration Officer (B Mgcushe)

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

2.	COMMUNICATION BY THE EXECUTIVE MAYOR
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NONE

3.	DISCLOSURE OF INTERESTS
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NONE

4.	APPLICATIONS FOR LEAVE OF ABSENCE
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The following applications for leave of absence were approved in terms of the Rules and Order By-law of Council: -

Executive Mayor, Ald J Fasser

Councillor N Olayi

Councillor Q Smit(Speaker)

5.	CONFIRMATION OF PREVIOUS MINUTES
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5.1 The minutes of the Mayoral Committee Meeting held on 2025-07-22 were **confirmed as correct without any amendments.**

6.	STATUTORY MATTERS
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6.1	SDF / IDP / BUDGET TIME SCHEDULE / PROCESS PLAN FOR 2026/27
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Collaborator No: 790154
 IDP KPA Ref No: Good Governance and Compliance
 Meeting Date: 13 August 2025

1. SUBJECT: SDF / IDP / BUDGET TIME SCHEDULE / PROCESS PLAN FOR 2026/27

2. PURPOSE

To table to the Council for consideration The SDF / IDP / Budget Time Schedule / Process Plan for 2026/27, attached as **ANNEXURE A**.

3. DELEGATED AUTHORITY

Council.

4. EXECUTIVE SUMMARY

The Spatial Development Framework (SDF) / Integrated Development Plan (IDP) / Budget Time Schedule is an essential planning tool to promote transparent, accountable, and effective local governance. Therefore, it is a legislative requirement that a municipality prepare and approve a time schedule stipulating the key strategic activities and deadlines to align the SDF, IDP, Budget and Disaster Management processes.

The SDF / IDP / Budget Time Schedule for 2026/27 delineates the essential strategic activities and public engagement processes that will inform the review, planning, drafting, and adoption of the 4th review of the 5th Generation IDP 2022 – 2027, as well as the Medium-Term Revenue Expenditure Framework (the Budget) for the period 2026/27 – 2028/29. The 4th review of the 5th Generation IDP signals the final review of the 5th Generation IDP for the period 2022 - 2027.

The SDF / IDP / Budget Time Schedule / Process Plan for 2026/27 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 –

- (i) the preparation, tabling and approval of the annual budget;
- (ii) the annual review of-
 - (aa) the integrated development plan in terms of section 34 of the Municipal Systems Act; and
 - (bb) the budget-related policies;
- (iii) the tabling and adoption of any amendments to the integrated development plan and budget-related policies; and
- (iv) any consultative processes forming part of the processes referred to in subparagraphs (i), (ii) and (iii)

The SDF / IDP / Budget Time Schedule / Process Plan for 2026/27 is also compiled in terms of Section 29 of the Local Government: Municipal Systems Act, 2000 (Act No. 32 of 2000) (MSA).

Section 29(1) of the MSA specifies that:

The process followed by a municipality to draft its integrated plan, including its consideration and adoption of the draft plan, must-

- (a) be in accordance with a predetermined programme specifying timeframes for the different steps;
- (b) through appropriate mechanisms, processes and procedures established in terms of Chapter 4, allow for:
 - (i) the local community to be consulted on its development needs and priorities;
 - (ii) the local community to participate in the drafting of the integrated development plan; and
 - (iii) organs of state, including traditional authorities and other role players to be identified and consulted on the drafting of the integrated development plan;
- (c) provide for the identification of all plan and planning requirements binding on the municipality in terms of national and provincial legislation; and
- (d) be consistent with any other matters that may be prescribed by regulation.

In creating platforms for community involvement in the 4th review of the 5th Generation IDP 2022 – 2027, the public participation process will commence in September 2025. The public participation period has been set for 08 - 30 September 2025. In addition, IDP municipal open days have been provisionally scheduled from 08 – 11 September 2025 to provide community members, stakeholders and role-players the opportunity to engage with municipal officials from the different departments and to give their input for the Council to consider in the review process of the IDP.

The 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).

RECOMMENDATIONS FROM THE EXECUTIVE MAYOR, IN CONSULTATION WITH THE EXECUTIVE MAYORAL COMMITTEE, TO COUNCIL: 2025-08-13: ITEM 6.1

- (a) that the Council adopts the SDF / IDP / Budget Time Schedule / Process Plan for 2026/27 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 4th review of the 5th Generation IDP 2022 – 2027, 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 2026/27.

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	13 August 2025

6.2	ADJUSTMENTS BUDGET (ROLL-OVER) 2025/2026
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Collaborator No:

IDP KPA Ref No:

Meeting Date:

Good Governance and Compliance

13 August 2025

1. SUBJECT: ADJUSTMENTS BUDGET (ROLL-OVER) 2025/2026

2. PURPOSE

To present the adjustments budget roll-over for the 2025/2026 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.

RECOMMENDATIONS FROM THE EXECUTIVE MAYOR, IN CONSULTATION WITH THE EXECUTIVE MAYORAL COMMITTEE, TO COUNCIL: 2025-08-13: ITEM 6.2

- (a) that the Adjustments Budget for 2025/2026 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 MANGEMENT SERVICES
DIRECTORATE	FINANCIAL SERVICES
CONTACT NUMBERS	021 808 8512
E-MAIL ADDRESS	Monique.Steyl@ Stellenbosch.gov.za
REPORT DATE	08 August 2025

6.3	MONTHLY FINANCIAL STATUTORY REPORTING: DEVIATIONS FOR THE PERIOD 16 JULY UNTIL 08 AUGUST 2025
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Collaborator No:

IDP KPA Ref No:

Meeting Date:

Good Governance and Compliance

13 August 2025

1. SUBJECT: MONTHLY FINANCIAL STATUTORY REPORTING: DEVIATIONS FOR THE PERIOD 16 JULY UNTIL 08 AUGUST 2025

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 for the period 16 July 2025 until 08 August 2025.

RECOMMENDATIONS FROM THE EXECUTIVE MAYOR, IN CONSULTATION WITH THE EXECUTIVE MAYORAL COMMITTEE, TO COUNCIL: 2025-08-13: ITEM 6.3

that Council notes that there were no deviations approved for the period 16 July 2025 until 08 August 2025.

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	15 July 2025

7.	CONSIDERATION OF ITEMS BY THE EXECUTIVE MAYOR: [CLLR J FASSER]
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7.1	COMMUNITY & PROTECTION SERVICES: (PC: CLLR S HENEKE)
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7.1.1	NANSANA MUNICIPALITY, UGANDA COLLABORATIVE PROGRESS REPORT ON THE IMPLEMENTATION OF NEIGHBOURHOOD WATCH AND COMMUNITY SAFETY PROGRAMS
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Collaborator No: 791539
 IDP KPA Ref No: Good Governance and Compliance
 Meeting Date: 13 August 2025

1. SUBJECT: NANSANA MUNICIPALITY, UGANDA COLLABORATIVE PROGRESS REPORT ON THE IMPLEMENTATION OF NEIGHBOURHOOD WATCH AND COMMUNITY SAFETY PROGRAMS

2. PURPOSE

To provide Council with an updated progress report on the ongoing implementation of Neighbourhood Watches (NHW) and safety initiatives in Nansana Municipality, Uganda, following recent training interventions and stakeholder engagements.

3. DELEGATED AUTHORITY

Council.

4. EXECUTIVE SUMMARY

Stellenbosch Municipality, as a Strong Cities Network (SCN) member since July 2023, continues to contribute towards international safety partnerships. These interventions focused on the practical rollout of the NHW Model across multiple zones in Nansana.

The delegation, comprising of Director Gary Boshoff, Senior Manager Charl Kitching, and Manager Joan Felix, conducted field visits, presented training workshops, and received valuable feedback from NHW members, municipal leadership, and community structures.

Key outcomes included:

- Strengthened municipal partnership and entering a formal twinning agreement in December 2024.
- Affirmed need for further support (training, mentorship, resources) from Stellenbosch.
- Identification of challenges: lack of equipment (vests, torches, gumboots), formal identification, airtime for communication, safety concerns, and volunteer sustainability.
- Community-led solutions proposed, including formation of youth and women inclusion, and community fundraising.

The project demonstrates Stellenbosch's leadership in grassroots safety strategies and its role in shaping international safety frameworks through SCN.

RECOMMENDATIONS FROM THE EXECUTIVE MAYOR, IN CONSULTATION WITH THE EXECUTIVE MAYORAL COMMITTEE, TO COUNCIL: 2025-08-13: ITEM 7.1.1

that Council note the feedback report on the implementation and support of NHW's in Nansana Municipality.

FOR FURTHER DETAILS CONTACT:

NAME	Charl Kitching
POSITION	Senior Manager
DIRECTORATE	Protection Services
CONTACT NUMBERS	021- 808 8815
E-MAIL ADDRESS	Charl.kitching@stellenbosch.gov.za
REPORT DATE	6 August 2025

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

7.3	CORPORATE SERVICES: (PC: CLLR L NKAMISA)
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7.3.1	FUTURE USE OF ERF 454 FRANSCHHOEK (31 PARK STREET, GROENDAL)
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Collaborator No:

IDP KPA Ref No:

Meeting Date:

Good Governance

13 August 2025

1. SUBJECT: FUTURE USE OF ERF 454 FRANSCHHOEK (31 PARK STREET, GROENDAL)

2. PURPOSE

To obtain Council's guidance on the future use of Erf 454 Franschhoek situated at 31 Park Street, Groendal.

3. DELEGATED AUTHORITY

Council.

4. EXECUTIVE SUMMARY

Erf 454 Franschhoek which is situated at 31 Park Street, Groendal was previously used for staff accommodation. The property has been vandalised, and an eviction order was granted and executed against the previous occupants. The property has been attracting many illegal occupants and activities, and the Municipality has now placed security on site which has a monthly cost implication to the Municipality.

The property has been vandalised to the extent that a large sum of money will be needed to reinstate the property to be used for municipal purposes or for staff housing. The Infrastructure Department has indicated a need for staff housing for an emergency staff member in the area.

Council needs to consider the way forward with the property and if the property should be reinstated for staff housing or if it should be disposed of by way of public auction. Due to the current state of the property Council should also consider if the Municipal valuation can be used as the basis for the sales price if Council resolves to dispose of the property.

RECOMMENDATIONS FROM THE EXECUTIVE MAYOR, IN CONSULTATION WITH THE EXECUTIVE MAYORAL COMMITTEE, TO COUNCIL: 2025-08-13: ITEM 7.3.1

- (a) that erf 454 Franschhoek be identified as land not needed to provide the minimum level of basic municipal services;
- (b) that council approves the disposal of the erf by way of a competitive bidding process.
- (c) that council follow a public participation process;
- (d) that preference shall be given to individuals who are residents of Franschhoek and the surrounding areas, and who have either:
 - (i) lived or worked in the area for a period exceeding ten (10) years; or
 - (ii) are originally from the area;
- (e) that the buyer be responsible for the payment of the costs for the transfer and possible rezoning of the property;
- (f) that the municipal manager be authorised to conclude the sale agreement after the auction process provided that the sale price is not lower than the reserve price;
- (g) that the risk transfers to the buyer on occupation or on registration, whichever one is first; and
- (h) the successful bidder shall be required to take occupation of and effect transfer of the property within six (6) months from the date of conclusion of the sale agreement.

FOR FURTHER DETAILS CONTACT:

NAME	Yolande van den Berg
POSITION	<i>Head: Contract Management</i>
DIRECTORATE	<i>Corporate Services</i>
CONTACT NUMBERS	021-8088073
E-MAIL ADDRESS	Yolande.vandenberg@stellenbosch.gov.za
REPORT DATE	23/06/2025

7.3.2	APPLICATION FOR LEASE AGREEMENT: U-TURN HOMELESS MINISTRIES: A PORTION OF ERF 235 STELLENBOSCH
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Collaborator No:

IDP KPA Ref No:

Meeting Date:

Good Governance

13 August 2025

1. SUBJECT: APPLICATION FOR LEASE AGREEMENT: U-TURN HOMELESS MINISTRIES: A PORTION OF ERF 235 STELLENBOSCH

2. PURPOSE

To consider an application from U-Turn Homeless Ministries to lease a portion of Erf 235 Stellenbosch with the intention of providing day services to the homeless.

3. DELEGATED AUTHORITY

In terms of the approved System of Delegations the Executive Mayor, in consultation with the Executive Mayoral Committee, has the delegated authority to consider applications for Lease agreements, up to a contract value not exceeding R5M and not exceeding a period of 10 years.

The Municipal Manager has the delegated authority to sign lease agreements on behalf of the Municipality.

4. EXECUTIVE SUMMARY

An application for lease of municipal land has been received from U-Turn Homeless Ministries for the use of a portion of Erf 235 Stellenbosch with the intention of providing day services to the homeless. Erf 235 Stellenbosch is a large property consisting of *inter alia*, the van der Stel sports complex, the taxi rank, Bergzicht Training Academy and the bowls club. The area they are interested in is situated between the bowls club, Bergzicht Training Academy and the taxi rank. They have indicated that the area required is roughly 500 square metres.

The applicant is a registered non-profit organisation and therefore qualify for a discounted monthly rental.

As all other cities and towns across the world, Stellenbosch is experiencing an increase in the number of homeless persons since Covid-19. The rise in the number of persons living off our streets has the following impact:

- a. Increased begging impacting on the economy and tourism;
- b. Increased use of public spaces to overnight and use as toilets;
- c. Increased crime as syndicates operates under the guise of homelessness.

Recurring thematic problems have been identified through the IDP Ward Priority process, the Community Safety Forum and Stellenbosch Homeless Forum affecting homeless persons:

- a. Street children in the CBD causing nuisance and contributing to crime;

- b. The need for services for homeless persons in the CBD including accommodation and skills development; and
- c. The need to promote the Give Responsibly Campaign further to address the cash economy on the streets of Stellenbosch.

The suggestion from the Department is that the application be considered for an initial period of three years and that at this stage only day services be provided.

5. RECOMMENDATIONS

- (a) that the portion of Erf 235 Stellenbosch as indicated on the diagram in the item be identified as land not needed to provide the minimum level of municipal services;
- (b) that a lease agreement be approved, in principle, for a period of three years;
- (c) that the valuator be appointed to determine a fair monthly market rental value;
- (d) that the applicant pays 10% of the monthly market rental due to them being a registered non-profit organisation; and
- (e) that Council's intention to enter into the lease agreement be advertised and the item to return to the Executive Mayoral Committee for a final decision after the public participation process.

6. DISCUSSION / CONTENT

6.1 Background

6.1.1 Homelessness in Stellenbosch

Stellenbosch Municipality hosted conversations around Homelessness in 2022 which led to the establishment of a Stellenbosch Homelessness Forum. For the past three years the forum focused on the following:

- b. Service identification and mapping for homeless persons;
- c. Research to start building a picture of what the current situation is in terms of homelessness and the services that they need.
- d. Awareness raising on the issue of Give Responsibly;
- e. Spaces where homeless persons can access services.

From these discussions the following became evident:

- a. There is only one local organisation designated to render services to homeless persons, namely the Stellenbosch Night Shelter in Cloetesville. Other available services not just aimed at homeless persons include church groups providing spiritual guidance and the odd meal and Stellenbosch Feeding in Action who provides meals at the Bergzicht Taxi Rank from Monday to Friday;

- b. The Stellenbosch Night Shelter see themselves as a compassionate response to persons without a place to sleep provided that they abide by the rules of the organisation. It is an overnight facility and individuals using this service has to leave the premises during the day. In Stellenbosch there are no structured services during the day where homeless persons can access skills and personal development programmes.
- c. Many persons on the street prefer not to make use of the Stellenbosch Night Shelter as they are still able to access money through begging late during summer evenings and when sleeping rough, they are not bound by the rules of the shelter;
- d. Public ablution facilities are limited to 4 toilets at the Bergzicht Taxi rank. There are no places where homeless persons can wash themselves if they choose not to go to the Stellenbosch Night Shelter.

Ward 23 specifically has prioritised the following needs:

- 1. Establishment of a homeless shelter in Stellenbosch Central;
- 2. Collaborate with homeless civil society organisations in Stellenbosch Central;
- 3. Promote the Give Responsibly Campaign and encourage people to stop giving cash in WC024; and
- 4. Provision of funding assistance ton homeless NGO's in Ward 23.

From the above it is evident that there is a big need in Stellenbosch CBD to provide access to toilets and showers, as well as other services to the homeless. For this reason, the Municipality have reached out to U-turn Homeless Ministries over two years ago to identify suitable locations for them to possibly start rendering services in the Stellenbosch CBD. An item was before the Executive Mayoral Committee in April 2024 for the organisation to make use of a building in Andringa street, however the application was not approved. After a further presentation to the Executive Mayoral Committee in 2025, the portion of Erf 235 Stellenbosch has been identified as a possible area for these purposes. To financially support operational cost towards the delivery of the day services, U Turn has submitted a Grant in Aid application which was approved by council.

6.1.2 Application for lease

U-Turn Homeless Ministries has filed an application for the lease of a portion of Erf 235 Stellenbosch with the intention of running day services for the homeless. A copy of the application is attached hereto as **APPENDIX 1**. They have also filed a proposed services report which is attached hereto as **APPENDIX 2**. As the application under consideration is only for an initial period of 1 year, it is understandable that the minimum capital outlay is feasible for the organisation. Rendering the 5-day service will require additional staff which they will have to contract which must also be considered. A longer-term approval will allow for planning approvals and additional fundraising to enable the establishment of more permanent services.

The applicant is a registered non-profit organisation and their registration certificate is attached as **APPENDIX 3**. In terms of legislation and our internal policies the applicant is therefore entitled to pay only a percentage of the monthly market related rental.

The Department suggests that a period of one year be approved as a pilot project. There will be no permanent structures, and the applicant will provide a bus with the shower facilities. If the pilot project is successful then it can be investigated that a longer-term lease be approved and permanent for which planning approvals will be submitted be erected in the form of containers that are linked to services.

6.1.3 Services to be provided by U-Turn

The following services will be delivered by the applicant:

1. **Preparing homeless persons for change.** This initial component is the most important phase of engaging with homeless persons as it lays the foundation for sustainable change. This service includes:
 - a. Access to daily meals (breakfast and lunch) and clothing;
 - b. Soft skill development through group sessions, discussions, motivational interviewing and games;
 - c. Development of individual development plans towards change;
 - d. Screening and enrolment for drug and alcohol rehabilitation.
2. The availability of a **personal development team** consisting of a Social Worker, Occupational Therapist, Counsellor and Life Coach who will run different development programmes including access to rehab services, job readiness and mentoring. This team will also be available to train municipal Law Enforcement officials on how to engage and motivate homeless persons to make use of the services.
3. **Responsible Giving.** The organisation will negotiate a single voucher/coupon system of responsible giving in collaboration with the Stellenbosch Night Shelter and local businesses. U-turn has a system called the Mi Change Voucher which they already implement across geographical regions (CoCT, Strand, Norther suburbs) and NGO's (U-turn, Mess and Somerset West Homeless Shelter). A universal voucher system will be valid to use in any of the above areas irrespective of where the voucher was earned or received.
4. **Voucher earning.** A programme in partnership with local communities and organisations where homeless persons can work for vouchers under supervision similar to that currently implemented at Animal Welfare Society Stellenbosch.
5. Provision of hygiene facilities inclusive of showers. The possibility of providing a place to wash clothes and bedding is being investigated. Toilet facilities additional to the facilities available at the Bergzicht taxi rank can only be considered once access to the sewer line is available. This service is in partnership with a specialist organisation who will set up temporary facilities. Viva con Agua is an NGO working towards the human right to access water and sanitation. Their Nina Manzi programme provides for shower toilet and laundry facilities. U-Turn and Viva Con Agua are familiar partners and has experience in rendering services in collaboration. Viva Con Agua also intend to do water and hygiene awareness training programmes in local schools and ECD's as part of their service offering.

The above services will deliver the following benefits:

- Meaningful engagement of homeless persons during the day;
- Enabling responsible giving thereby reducing the need for begging through availability of services;
- Providing pathways off the streets;
- Collaboration with other community organisations (churches, night shelter, homelessness forum);
- Tracking and reporting on results emanating from the services

The facility will be operational during the day, Monday to Friday from 08:00 to 17:00 and will be closed overnight as it does not include an overnight facility at this stage. The applicant will also provide their own security guards for the premises. U Turn indicated that they can be operational within three months of being granted approval by council. Their request is however that as this is only a 1-year pilot project, they only be evaluated once they are operational.

6.1.4 Services

- Due to the temporary nature of the lease, the applicant has stated that they will provide solar energy for the facility and thus will not connect to the Municipality's electrical grid.
- The applicant will also provide its own potable water for the facility and thus will not connect to the Municipal water lines.
- A connection point will be provided by the Municipality where the applicant will connect to the sewer line.
- A Roads and access layout has been provided to the Community Services Department for heavy and normal vehicles access points.
- Pedestrian access to the facility can be accommodated through the Taxi Rank during the day.
- The applicant must make use of a refuse collection service offered by the Municipality or an accredited service provider. The applicant is encouraged to explore skills development in waste management.
- The surface area of the site will be prepared by the Roads Department with a suitable milling material.
- Fencing will be procured and implemented by the Community Services Department budget.

6.2 DISCUSSION

6.2.1 Location and context

Erf 235 Stellenbosch is situated on the corner of Merriman and Bird Street, as indicated on Fig 1 and 2 below.

Erf 235 Stellenbosch is a large property that includes, *inter alia*, the van der Stel Sport Complex, the Bergzicht Taxi rank, the Bergzicht training academy, the bowls club, the tennis club and parking areas. There are many tenants on this property and the different departments within the administration are in discussions with all the affected tenants.

The zoning of the property is Community Zone, and the zoning certificate is attached hereto as **APPENDIX 4**.

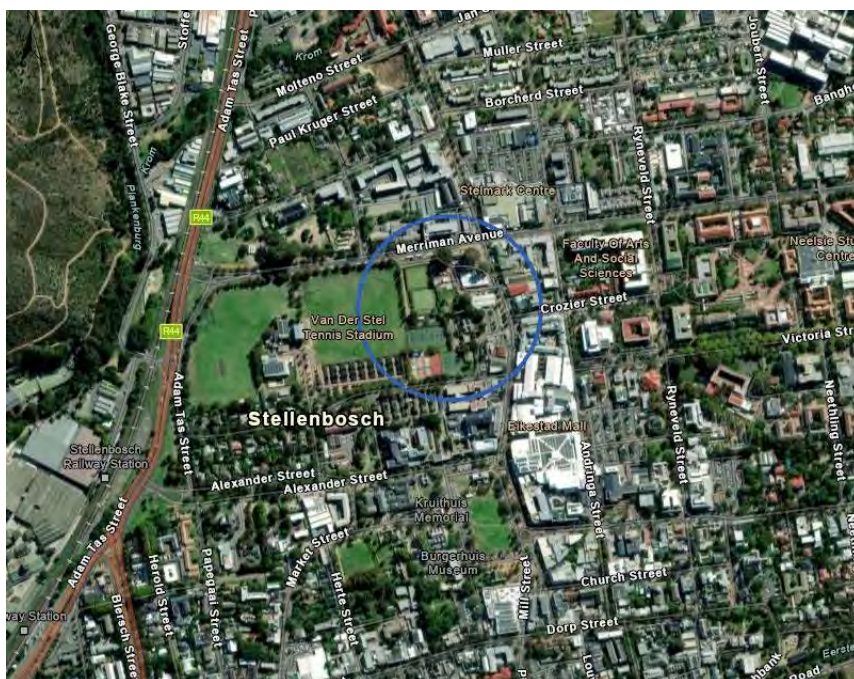


Fig 1: Location and context



Fig 2: Extent of property

6.3 Financial Implications

A valuator will be appointed to determine the market related monthly rental and the costs of the valuator will be paid by the Municipality. As the applicant is a registered non-profit organisation they qualify to pay a certain percentage of the market related rental.

The Municipality will bear the cost of the preparation of the site (platform) within its operational budget.

6.4 Legal Implications

6.4.1 Asset Transfer Regulation

In terms of Section 34 (1) of the ATR a Municipality may grant a right to use, control or manage a capital asset only after-

- a) The Accounting officer has concluded a public participation process*; and
- b) The municipal council has approved in principle that the right may be granted.

*Sub regulation (1) (a) (public participation process), however, must be complied with only if-

- The capital asset in respect of which the right is to be granted has a value in excess of R10M*; and
- A long-term right is proposed to be granted (i.e. longer than 10 years).

*This property's value is not in excess of R10M and the proposed term is less than 10 years. For this reason the prescribed public participations process is not required in terms of the Regulations, however the Property Management Policy does require same.

In terms of Regulation 36, the municipal council must, when considering such approval, take into account:

- a) whether such asset may be required for the municipality's own use during the period for which such right is to be granted;
- b) the extent to which any compensation to be received will result in a significant economic or financial benefit to the municipality;
- c) the risks and rewards associated with such right to use; and
- d) the interest of the local community

In terms of Regulation 41, if an approval in principle has been given in terms of regulation 34 (1)(b), the municipality (read Mayco) may grant the right only in accordance with the disposal management system* of the municipality, irrespective of:-

- a) the value of the asset; or
- b) the period for which the right is granted

*The policy on the Management of Council owned property is deemed to be Stellenbosch Municipality's disposal management System.

6.4.2.1. Policy on the Management of Council owned property

In terms of paragraph 9.2.2 of the Policy, the Municipal Council may dispense with the prescribed, competitive process, and may enter into a private treaty agreement through any convenient process, which may include direct negotiations, but only in specific circumstances, and only after having advertised Council's intention so to act.

Further, in terms of paragraph 9.2.2.2, the reasons for any such deviation from the competitive process must be recorded.

In terms of paragraph 22.1.4 the fair market rentals will be determined by the average of the valuations sourced from two (2) service providers, unless determined otherwise by the Municipal Manager, taking into account the estimated rental(s) *vis-à-vis* the cost of obtaining such valuations. Under the circumstances it is suggested that one (1) valuer be appointed to determine a fair market rental.

6.5 Staff Implications

No additional staff implications.

6.6 Previous / Relevant Council Resolutions

There are several resolutions on the property however there are no relevant resolutions pertaining to this specific portion of land.

6.7 Risk Implications

The portion of land is currently vacant and is therefore available for illegal occupation and use. If the homeless issues are not addressed in Stellenbosch, it will only get worse for this vulnerable group of people as well as the community as a whole.

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

Comments included in the Item. Infrastructure Services does not have an objection to the proposed Lease.

6.8.2 Director: Planning and Economic Development

The indicated portion of land, being part of the property on which the Van Der Stel complex is located, is zoned for Community Use. Community Zone makes provision for a Community Building accordingly from a land use management perspective, The Directorate: Planning and Economic Development has no objection to the lease of the land for the intended purpose. A site development plan and associated building plan application will need to be submitted for any new structures.

6.8.3 Director: Community and Protection Services

Supports the item.

6.8.4 Municipal Manager

Supports the recommendations.

RECOMMENDATIONS FROM THE EXECUTIVE MAYOR, IN CONSULTATION WITH THE EXECUTIVE MAYORAL COMMITTEE, TO COUNCIL: 2025-08-13: ITEM 7.3.2

- (a) that the portion of Erf 235 Stellenbosch as indicated on the diagram in the item be identified as land not needed to provide the minimum level of municipal services;
- (b) that a lease agreement be approved, in principle, for a period of three years;
- (c) that the valuator be appointed to determine a fair monthly market rental value;
- (d) that the applicant pays 10% of the monthly market rental due to them being a registered non-profit organisation;
- (e) that Council's intention to enter into the lease agreement be advertised and the item to return to the Executive Mayoral Committee for a final decision after the public participation process.

NAME	Yolande van den Berg
POSITION	Head: Contract Management
DIRECTORATE	Corporate Services
CONTACT NUMBERS	021-8088073
E-MAIL ADDRESS	Yolande.vandenberg@ Stellenbosch.gov.za
REPORT DATE	03/08/2025

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

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

7.6	INFRASTRUCTURE SERVICES : (PC : R PHEIFFER)
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7.6.1	STATUS REPORT ON THE ALTERNATIVE ENERGY GENERATION PROGRAMME – AUGUST 2025
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Collaborator No: 791567
 IDP KPA Ref No: Good Governance and Compliance
 Meeting Date: 13 August 2025

1. SUBJECT: STATUS REPORT ON THE ALTERNATIVE ENERGY GENERATION PROGRAMME – AUGUST 2025

2. PURPOSE

For Council to note the progress of the Municipality's as well as Provincial Government 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: Tender conditionally awarded to successful bidder. A Legal Firm has been appointed by the Municipality and has interrogated the draft Power Purchase Agreement. Once the draft Power Purchase Agreement is finalised and signed off by both parties, development rights will commence.
- 4.2 50 MW Independent Power Producer Tender: The closing date for the Request for Proposals is 30 September 2025.
- 4.3 The installation of the 66kV switchgear at Main and University substations was completed on 30 June 2025.
- 4.4 SCADA - Phase 2 was completed on 30 June 2025 except for Main and University substations due to 66kV switchgear replacement projects which were underway. The two substations will be completed in Phase 3. Phase 3 kick-off meeting was held on 25 July 2025.
- 4.5 Fire Station Progress: The Stellenbosch Fire Station Battery Energy Storage System (BESS) was completed in April 2025.
- 4.6 NPK Building Progress: The original scope included battery storage for business continuity. The consultant has revised the project scope considering the current reduction in load shedding compared to at the time the project was initiated. The revised scope will be presented to the AEG Committee to enable a decision aligned with the Municipality's current priorities. Of the two proposed options on the revised scope, one priorities business continuity

through a backup system, while the other focuses on cost savings via a grid-tied configuration.

- 4.7 Main Building (Neethling Huis) Progress: The department is currently processing new purchase orders following the Section 116 (3) scope amendment process before the consultant can proceed with work.
- 4.8 Energy Performance Certification: The certificates have been installed in all buildings with a floor area of 1000m² and above.
- 4.9 Municipal Community Buildings Progress: Tender B/SM 34/25 Turnkey – Engineering, Procurement and Construction (EPC) of Hybrid Inverter with Battery Storage Systems at fourteen Stellenbosch Municipality Community Buildings. The project was completed on 30 June 2025 except for two sites, Jamestown Library and Law Enforcement and Events Offices which could not be completed due to construction currently underway at these sites.
- 4.10 Eskom Hot Water Load Control (HWLC) and RT 29-2024 Contracts for smart meters: The tender was advertised on 20 June 2025 and closed on 21 July 2025.
- 4.11 The Municipality's load curtailment application: Eskom responded formally to the Municipality's, outlining the reasons for their decision to deny the municipality to be a load curtailment customer. The Municipality will still pursue this option but mitigating measures are in place should Eskom not allow it.

The above projects, 4.1 to 4.10, are still being pursued by the Municipality's Alternative Energy Program with the focus on securing cheaper and renewable energy, as well as the focus on business continuity during outages and ensuring that critical plants and systems are still operational.

RECOMMENDATIONS FROM THE EXECUTIVE MAYOR, IN CONSULTATION WITH THE EXECUTIVE MAYORAL COMMITTEE, TO COUNCIL: 2025-08-13: ITEM 7.6.1

that Council notes the latest progress with the Alternative Energy Generation projects in implementation at present.

FOR FURTHER DETAILS CONTACT:

NAME	<i>Nombulelo Zwane / Rendani Makungo</i>
POSITION	<i>Senior Manager: Electrical Services / AEG Project Manager</i>
DIRECTORATE	<i>Infrastructure Services</i>
CONTACT NUMBERS	<i>021 808 8770/ 021 808 8333</i>
E-MAIL ADDRESS	nombulelo.zwane@ Stellenbosch.gov.za / rendani.makungo@ Stellenbosch.gov.za
REPORT DATE	<i>04 August 2025</i>

7.7	PARKS, OPEN SPACES AND ENVIRONMENT: (PC: CLLR J WILLIAMS)
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7.7.1	PAPEGAAIBERG NATURE RESERVE: ENVIRONMENTAL MANAGEMENT PLAN – REVIEW
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Collaborator No: 791560
 IDP KPA Ref No: Good Governance and Compliance
 Meeting Date: 13 August 2025

1. SUBJECT: PAPEGAAIBERG NATURE RESERVE: ENVIRONMENTAL MANAGEMENT PLAN – REVIEW

2. PURPOSE

The Papegaaiberg Nature Reserve's Environmental Management Plan (EMP) was drafted and approved prior to the area's declaration in terms of the National Environmental Management: Protected Areas Act (57 of 2003) in 2016. As required by the existing EMP the document has been reviewed (Annexure A). The purpose of this Item is to acquire Council's approval to advertise the reviewed EMP (June 2025) for public input.

3. DELEGATED AUTHORITY

For decision by the Council of Stellenbosch Municipality.

4. EXECUTIVE SUMMARY

A portion of Stellenbosch Municipality owned property located on Papegaaiberg, Stellenbosch, was declared a nature reserve (NR) in terms of the National Environmental Management: Protected Areas Act (NEM:PA) in June 2016.

As part of the declaration an EMP was adopted by Council and approved by the Minister (Local Government, Environmental Affairs and Development Planning). This EMP has now been reviewed with assistance of Cape Nature.

The purpose of the Papegaaiberg NR EMP is to provide a strategic tool for management of Papegaaiberg NR, informing the need for specific programs and operational procedures. It provides for capacity building, future thinking and continuity of management of Papegaaiberg NR and enables Stellenbosch Municipality to manage Papegaaiberg NR in such a way that its values and the purpose for which it has been established are protected.

RECOMMENDATIONS FROM THE EXECUTIVE MAYOR, IN CONSULTATION WITH THE EXECUTIVE MAYORAL COMMITTEE, TO COUNCIL: 2025-08-13: ITEM 7.7.1

- (a) that Council approves the advertisement of reviewed Papagaaiberg Nature Reserve Environmental Management Plan (June 2025) as Papagaaiberg Nature Reserve's 2nd generation environmental management plan for public input; and
- (b) that the inputs received during the above public participation process be worked into a final Papagaaiberg Nature Reserve Environmental Management Plan to be presented to Council for approval.

FOR FURTHER DETAILS CONTACT:

NAME	Schalk van der Merwe
POSITION	Environmental Planner
DIRECTORATE	Community and Protection Services
CONTACT NUMBERS	021 808 8679
E-MAIL ADDRESS	schalk.vandermerwe@stellenbosch.gov.za
REPORT DATE	28 July 2025

7.8	PLANNING AND LOCAL ECONOMIC DEVELOPMENT AND TOURISM :(PC: CLLR T KUMM)
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NONE

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

7.10	MUNICIPAL MANAGER
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NONE

8.	REPORTS SUBMITTED BY THE EXECUTIVE MAYOR
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NONE

9.	URGENT MATTERS
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NONE

10.	MATTERS TO BE CONSIDERED IN-COMMITTEE
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NONE

Meeting adjourned at 10:40

CHAIRPERSON:

DATE:

Confirmed on

6.	STATUTORY MATTERS
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6.1	MONTHLY FINANCIAL STATUTORY REPORTING: DEVIATIONS FOR THE PERIOD 09 AUGUST 2025 UNTIL 10 SEPTEMBER 2025
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Collaborator No:

IDP KPA Ref No:

Meeting Date:

Good Governance and Compliance

17 October 2025

1. SUBJECT:MONTHLY FINANCIAL STATUTORY REPORTING: DEVIATIONS FOR THE PERIOD 09 AUGUST 2025 UNTIL 10 SEPTEMBER 2025

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 deviations be reported to the Council. In compliance thereto, this report presents to the Council the Supply Chain Management deviations that were approved for the period 09 August 2025 until 10 September 2025.

5. RECOMMENDATION

that Council notes the deviations approved for the period 09 August 2025 until 10 September 2025.

6. DISCUSSION / CONTENTS

6.1 Background/Legislative Framework

The regulation applicable is as follows:

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

Deviation from and ratification of minor breaches of, procurement processes

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

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

(i) in an emergency.

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

(iii) for the acquisition of special works of art or historical objects where specifications are difficult to compile.
 (iv) acquisition of animals for zoos; or
 (v) in any other exceptional case where it is impractical or impossible to follow the official procurement processes; and
 (b) to ratify any minor breaches of the procurement processes by an official or committee acting in terms of delegated powers or duties which are purely of a technical nature.

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

6.2 Discussion

Reporting the deviations as approved by the Accounting Officer for 09 August 2025 until 10 September 2025

The following deviations were approved as indicated below:

DEVIATION NUMBER	CONTRACT DATE	NAME OF CONTRACTOR	CONTRACT DESCRIPTION	REASON	SUBSTANTIATION WHY SCM PROCESS COULD NOT BE FOLLOWED	TOTAL CONTRACT PRICE R
D/SM 2/26	2025/08/27	Enderstein Malumbete Attorneys	Legal service – Review of arbitration award in the matter of PB JOUBERT / Stellenbosch Municipality – WCP 012509	Exceptional case and it is impractical or impossible to follow the official procurement processes	The legal tender that normally caters for issues such as the current request has not yet been finalized. Currently tender B/SM 111/25 is under evaluation, and it is expected that it will be awarded towards the end of August alternatively beginning September 2025. The Municipality has 6 weeks to institute review proceedings against the arbitration award since date of issuing of the arbitration award (25 July 2025). Legal tender B/SM111/25 will not be in place before the lapsing of the 6-week period.	R 77 165,00 (Incl. VAT)
D/SM 3/26	2025/09/01	Visit Stellenbosch & Franschhoek Wine Valley	To render tourism functions and implement destination marketing services and campaign on behalf of Stellenbosch Municipality for a period ending 30	Exceptional case and it is impractical or impossible to follow the official procurement processes	The Municipality was unable to finalize Tender B/SM 126/25 through the standard Supply Chain Management (SCM) process due to regulatory requirements relating to tender value thresholds and the compliance National Treasury MBD documents that were not attached. The tender was advertised for a period of 14 days, during which three bids were	R9 774 425.00 (Incl. VAT)

			<p>June 20262025/08/27</p>	<p>received. Two of the three bids received were found to be responsive. However, the value of the two responsive submissions exceeded the value of R10 million. In terms of the SCM Regulations and National Treasury guidelines, any bid with an estimated value exceeding R10 million must be advertised for a minimum of 30 days and National Treasury, Municipal Bidding Document (MBD 5), the availability of funding as per Circular 62 of National Treasury must be approved and signed off by the Chief Financial Officer before any bids above the estimated value of R10 million can be advertised . Since the tender was only advertised for 14 days, the process could not be concluded and was therefore rendered non-compliant. As this was the first time the department issued a tender of this nature, the process also served as a market test. The bids received confirmed that the required services would indeed cost more than R10 million. The Bid Evaluation Committee (BEC) recommended that the tender be cancelled on this basis, and the Bid Adjudication Committee (BAC) subsequently approved this recommendation. Tender B/SM 126/25 was therefore formally cancelled on 29 August 2025. Given the urgency and strategic importance of the required tourism services to Stellenbosch Municipality, and considering that the two responsive bidders have demonstrated compliance and the capacity to deliver the scope of work as set out in the tender document, the department requests approval for a deviation from normal procurement processes in order to appoint a suitable service provider for Stellenbosch</p>	
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					<p>(Category A – Visit Stellenbosch) and Franschhoek (Category B – Franschhoek Valley).</p> <p>The Bid Adjudication Committee discussed the merits of following a deviation process for procuring tourism-related services and resolved that there are merits in doing so.</p> <p>The Municipal Manager took note of the recommendation and confirmed with the budget office that VAT is exclusive and that the quoted amounts are within the Budget. Furthermore, it is important to note that another competitive bidding process would have been impractical as the market was tested already and that we are already in the tourism season and any further delays will have a negative impact on the town. The department needs to manage the deliverables very strictly as the tourism activation has already started. Tourism is key to job creation and it's an economic injection into the town and contributes to the GDP and economic spin-offs of the town. The towns of Franschhoek and Stellenbosch are recognized internationally as tourism destinations and tourist activation becomes key to unlock economic activities and empowerment. Through the initial tender process, the market was tested and the current quotations received are within market related prizes and we anticipate that the municipality will receive value for money. This is an important municipal function that is delivered by the service providers, and further delays to the implementation of the municipal function which leads to the non-delivery of services.</p>	
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6.3 Legal Implications

The regulation applicable is:

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

6.4 Staff Implications:

No staff implications.

6.5 Previous / Relevant Council Resolutions:

None.

6.6 Risk Implications

That the market may not be tested.

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

6.7 Comments from Senior Management:

The item was not circulated for comment except to Municipal Manager

6.7.1 Municipal Manager

Supports the recommendations.

FOR FURTHER DETAILS CONTACT:

NAME	<i>Dalleel Jacobs</i>
POSITION	<i>Senior Manager SCM</i>
DIRECTORATE	<i>Finance</i>
CONTACT NUMBERS	<i>021 808 8137</i>
E-MAIL ADDRESS	<i>Dalleel.Jacobs@ Stellenbosch.gov.za</i>
REPORT DATE	<i>05 September 2025</i>

7.	CONSIDERATION OF ITEMS BY THE EXECUTIVE MAYOR: [CLLR J FASSER]
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7.1	COMMUNITY&PROTECTION SERVICES: (PC: CLLR S HENEKE)
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7.1.1	INJURY ON DUTY COVER FOR FIRE SERVICES RESERVISTS
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Collaborator No:

IDP KPA Ref No:

Meeting Date:

Good Governance and Compliance

17 October 2025

1. SUBJECT: INJURY ON DUTY COVER FOR FIRE SERVICES RESERVISTS

2. PURPOSE

To request the approval of Council to cover the Fire Services reservist for injury on duty

3. DELEGATED AUTHORITY

Council

4. EXECUTIVE SUMMARY

A controlling authority may establish a fire brigade reserve force for its area of jurisdiction. Stellenbosch fire services, mandated by the Fire Services Act, act 99 of 1987, have been operating an effective and efficient reserve force for past seven years. This has healed many benefits for the section and for the municipality, as it does not alone uplift and upskill the youth, but also healed financial benefits to council in terms of savings on overtime payment. This program ended abruptly after a reservist got injured whilst on duty and rendering a service to the public in need.

5. RECOMMENDATION

that Council approves the coverage of injury on duty for the Fire Services reservists.

6. DISCUSSION / CONTENTS

6.1 Background

An instruction was given by the erstwhile director, Gerald Esau, via email on 13 August 2018 to implement the reservist policy in accordance with Council resolution of the 18th Council meeting: 2018/07/25: item 7.8.1. The establishment of a reservist force was in terms of section 6 A of the Fire Services Act, stating.

(1) A controlling authority may establish a fire brigade reserve force for its area of jurisdiction.

(2) A chief fire officer may, on the prescribed conditions, appoint a person who applies therefor as a member of a fire brigade reserve force.

(3) A member of the fire brigade reserve force shall be a temporary member of the service and shall perform the functions entrusted to him by the chief fire officer, or a member of the service acting on behalf of the chief fire officer: Provided that a member of a fire brigade reserve force may, as far as possible, only be employed for the performance of those functions for which he, in the opinion of the chief fire officer, has received adequate training.

(4) A chief fire officer may at any time discharge a member of a fire brigade reserve force.

(5) A member of a fire brigade reserve force shall have the same powers as a member of the service and shall, in the performance of his functions, be regarded as a member of the service.

6.2 Discussion

Since the approval of this policy many from the youth fraternity from all over the WC024 area was recruited. A total of 29 of these recruited reservists, who have shown interest, were trained to the level of Firefighter 1 (3 months) and some to Firefighter 2 (3 months) level at the Cape Winelands Academy of training, at no cost to Council. Three are currently on course.

We have maintained a steady reservist corps of forty (40) members during the last couple of years. These professionally trained reservists have proved invaluable for effective firefighting and for service delivery and their absence the past while has really left a void. Their value and the advantage to Council is that the department could always fall back on them when personnel shortage was experienced on shifts - where they seamlessly fitted in and contributed selflessly to business continuity. Without them, there is constant shortages, less productivity, and increased costs to Council to remunerate overtime for staff.

The duties and functions that the trained reservists assist with:

- Combat several types of fires such as structures, formal and informal, bush and grass fires, vehicle fires and other special types of fires.
- Attend to motor vehicle accident scenes and patient extrication.
- Confined space rescue and other types of rescues.
- Partakes in drills, lectures and fire and life safety education.
- Assist in disaster response.
- General vehicle and equipment maintenance and checks.

Stellenbosch fire services pride itself of being one of the few services in the province to have a professional reservist force. We regard it as a youth upliftment project that aims to give a sense of purpose to the youth and young adults of Stellenbosch – and in return also benefits the municipality and the community.

Recently, we have had a reservist firefighter who was injured on duty while performing firefighter functions and could not be covered through the IOD process. The member had to privately pay for medical attention. Due to this incident, the department requests that the municipality could consider if these reservists could be covered through the municipal insurance against these unforeseen instances. If this would not be possible, consideration for an allocation of budget to cover instances of IOD.

As eluded earlier in this report, these members are unselfishly committed to supporting the municipality to assist the fire department and serve the community, and it would be welcomed and show appreciation to assist with covering this cost related to injuries that occur during their execution of the duties they are required to perform.

6.3 Financial Implications

R11 283.29 per year for 40 trained reservists, increasing by 6% per year.

6.4 Legal Implications

All actions and functions performed in line with applicable legislation.

6.5 Staff Implications

This report has no additional staff implications to the municipality.

6.6 Previous / Relevant Council Resolutions:

Council resolution of the 18th Council meeting: 2018/07/25: item 7.8.1.

6.7 Risk Implications

The risks are addressed through the contents of the report.

6.8 Comments from Senior Management:

No comments requested.

6.8.1 Director: Infrastructure Services

No comments requested.

6.8.2 Director: Planning and Economic Development

No comments requested.

6.8.3 Director: Protection and Community Services:

No comments requested.

6.8.4 Director: Corporate Services:

No comments requested.

6.8.5 Chief Financial Officer:

No comments requested.

6.8.6 Municipal Manager:

No comments requested.

NAME	Wayne Smith
POSITION	Manager: Fire Services and Disaster Management
DIRECTORATE	Community and Protection Services
CONTACT NUMBERS	Ext 8771
E-MAIL ADDRESS	wayne.smith@ Stellenbosch.gov.za
REPORT DATE	10 October 2025

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

7.3	CORPORATE SERVICES: (PC: CLLR L NKAMISA)
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7.3.1	POSSIBLE REMOVAL OF RESTRICTIVE CONDITIONS AND FALLBACK CLAUSE: ERF 6128 STELLENBOSCH
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Collaborator No:

IDP KPA Ref No:

Meeting Date:

Good Governance and Compliance

17 October 2025

1. SUBJECT: POSSIBLE REMOVAL OF RESTRICTIVE CONDITIONS AND FALLBACK CLAUSE: ERF 6128 STELLENBOSCH

2. PURPOSE

The purpose of this report is:

2.1 To inform Council of the steps taken and progress made in the negotiations with the registered owner of Erf 6128 Stellenbosch; and

2.2 To request a way forward from Council in terms of the request for a possible removal of restrictive conditions and fallback clause registered against the Title Deed.

3. DELEGATED AUTHORITY

Council.

4. EXECUTIVE SUMMARY

Erf 6128 Stellenbosch was purchased by the current owner in 2013, and registration was finalised on 3 March 2014. The buildings on the property were demolished with the intention of re-developing the site for retail shops and offices.

On submission of the building plans the owner was informed that the property must be rezoned from Light Industrial to General Business Zone to accommodate the proposed development. They subsequently submitted a rezoning application, together with an application for the relaxation of the restrictive title deed conditions B.1 and 2, which indicates that the property may only be used for industrial purposes, failing which the property will revert to the Municipality, subject to certain conditions.

In September 2021 Council mandated the Municipal Manager to enter into discussions with the landowner to facilitate an amicable solution given the buy-back clause registered against the Title Deed. After several meetings, an agreement, subject to Council approval, was reached that an item will be re-submitted to Council to request Council to approve that the restrictive conditions as set out in the Title Deed be

removed, subject thereto that the necessary processes set out in Section 33(4) of the Stellenbosch Land-Use Planning by-law be followed.

Council resolved on 25 May 2022 that:

- (a) Council agrees not to invoke the fallback condition provided that a written agreement is reached that the development applied for is completed within a period of 24 months and in accordance with the prevailing planning provisions; and
- (b) Should the property be sold prior to the development, the fallback clause will be invoked, and the property will fall back to the municipality as per the existing restrictive condition in the title deed.

Several attempts were made to reach an agreement with the owners; however, these attempts were unsuccessful. The owners withdrew the application for rezoning on 18 March 2024 and indicated that they will retain the Light Industrial Zoning. The property remains undeveloped. A letter was distributed to the owner indicating that they have not adhered to the Council resolution of May 2022 and that an item will be submitted to Council for their reconsideration. The item served before Council on 27 November 2024, and it was resolved, inter alia, that:

- (a) All previous Council decisions pertaining to the rezoning and land use applications be rescinded;
- (b) The Municipal Manager be mandated by Council to instruct the owners to repair and restore the property pertaining to all safety and health concerns as directed by the Municipal Manager; and
- (c) The Municipal Manager be mandated by Council to invoke the stipulations of the Problem Property By-Law, and all other statutory instruments available to ensure that the property be repaired as per the Municipal Managers' instructions within the timeframe as per the Municipal Managers' instructions.

During the last six months there have been negotiations between the Municipality as well as the entity who now wishes to purchase the property from the current owner. The design for the possible dualling of Bird Street municipal project also has a significant impact on this property and should be taken into consideration when Council decides on a way forward with this property.

The potential purchaser has further lodged an application for Council to consider consenting to the removal of the restrictive conditions as well as the fallback clause as registered against the Title Deed. The potential new owners will have to rezone the property in order to proceed with their intended development. They have indicated that they are able to proceed with their intended development even if the dualling of Bird street continues on the current design.

Council needs to consider the request from the purchaser to remove these conditions taking into consideration the portion of the property which is required for the dualling of Bird Street.

5. RECOMMENDATIONS

- (a) that Council mandates the Municipal Manager to enter into an agreement with the applicant whereby a portion of the Erf 6128 Stellenbosch is to be used for the dualling of Bird Street; and
- (b) that after this agreement is concluded, that Council consents to the removal of the restrictive conditions contained in the Title Deed.

6. DISCUSSION**6.1.1 Background**

Erf 6128 Stellenbosch was purchased by the current owner in 2013 and registration was finalised on 3 March 2014. The buildings on the property were demolished during 2018 with the intention of re-developing the site for retail shops and offices.

On submission of their building plans the owner was informed that the property must be rezoned from Light Industrial to General Business Zone to accommodate the proposed development. They subsequently submitted a rezoning application in 2019, together with an application for the relaxation of the restrictive title deed conditions B.1 and 2, which indicates that the property may only be used for industrial purposes, failing which the property will revert to the Municipality, subject to certain conditions.

6.1.2 Restrictive conditions

The Title Deed for the property has the following two relevant restrictions:

"2.B.1 That the said land shall be solely used for industrial purposes, provided that the Transferee and his successors in title shall have the right to erect one dwelling house on a portion thereof as a residence for the present and future owners, his manager or representative.

2.B.2 In the event of the land being no longer used by the Transferee or his successor in title for industrial purpose and such transferee fails to dispose of land to some Company, person or persons for industrial purposes within six months thereafter, then the said land shall revert to the said Municipality, who shall have the right to dispose of same against payment to the then registered owner of the value of the buildings erected thereon, such value to be fixed by two independent Sworn Appraisers, who shall have due regard to the state of the market at the same time of making appraisal, the purpose for which the intending purchaser requires such buildings, also any other circumstance which may detrimentally affect the value thereof."

A copy of the Title Deed is attached hereto as **APPENDIX 1**.

6.1.3 Previous Negotiations and Council resolutions

In September 2021 Council mandated the Municipal Manager to enter into discussions with the landowner to facilitate an amicable solution given the buy-back clause registered against the Title Deed. After several meetings an agreement, subject to Council approval, was reached that an item will be re-submitted to Council to request Council to approve that the restrictive conditions as set out in the Title Deed be removed, subject thereto that the necessary processes set out in Section 33(4) of the Stellenbosch Land-Use Planning by-law be followed.

Council resolved on 25 May 2022 that:

- (a) Council agrees not to invoke the fallback condition provided that a written agreement is reached that the development applied for is completed within a period of 24 months and in accordance with the prevailing planning provisions; and
- (b) Should the property be sold prior to the development the fallback clause will be invoked and the property will fall back to the municipality as per the existing restrictive condition in the title deed.

Several attempts were made to reach an agreement with the owners, however these attempts were unsuccessful. The owners withdrew the application for rezoning on 18 March 2024 and indicated that they will retain the Light Industrial Zoning. The property remains undeveloped. A letter was distributed to the owner indicating that they have not adhered to the Council resolution of May 2022 and that an item will be submitted to Council for their reconsideration. A copy of the letter is attached hereto as **APPENDIX 2**.

The item served before Council on 27 November 2024 and it was resolved, *inter alia*, that:

- (a) All previous Council decisions pertaining to the rezoning and land use applications be rescinded;
- (b) The Municipal Manager be mandated by Council to instruct the owners to repair and restore the property pertaining to all safety and health concerns as directed by the Municipal Manager; and
- (c) The Municipal Manager be mandated by Council to invoke the stipulations of the Problem Property By-Law, and all other statutory instruments available to ensure that the property be repaired as per the Municipal Managers' instructions within the timeframe as per the Municipal Managers' instructions.

During the last six months there has been negotiations between the Municipality as well as the entity who now wishes to purchase the property from the current owner. The design for the possible dualling of Bird Street also has a significant impact on this property and should be taken into consideration when Council decides on a way forward.

6.2 Discussion

6.2.1 Dualling of Bird Street

The Infrastructure Department is currently in the planning and design phase of the possible dualling of Bird Street. The current design has a significant impact on Erf 6128 Stellenbosch as a portion of the property will be required for the widening of the road. A copy of the current design of the road is attached hereto as **APPENDIX 3**. The area indicated in blue indicates the portion required from Erf 6128.

Under normal circumstances there would be negotiations with the landowner for the possible purchasing of land in order to attend to the widening of the road. However, taking into consideration the history of the property as well as the restrictive conditions in the title deed and the fact that the current landowner has not complied with the

restrictive conditions, the Municipality is entitled to enforce the restrictive conditions. In terms of these conditions the property will fall back to the Municipality and the only compensation the landowner is entitled to will be for the buildings erected on the property. As all buildings have been demolished there is no compensation payable to the landowner.

6.2.2 Ownership

The property is registered in the name of Lorax Property Investments (Pty) Ltd. The owner is currently in negotiations with a possible purchaser to sell the property to them.

6.2.3 Request for removal of restrictive conditions from possible new owner and planned development

In April 2025 the Municipality was approached by a company who is interested in purchasing the property from the current owner. They have had several engagements with the Planning Department as well as the Property Management Department. They have also been provided with the design for the dualling of Bird Street and indicated that even if Council approves the design as is, they are still interested in purchasing the property from the owner and proceeding with their proposed development.

In order for them to proceed with the proposed development they are however requesting that Council consents to the removal of the restrictive conditions as they will have to bring an application for rezoning of the property. They have provided a concept idea of what they are planning on the property and same is attached hereto as **APPENDIX 4**.

It is important to note that this property falls within the Adam Tas Corridor and is situated on one of the main entrance points to town. The property is currently considered a problem property, and the current state of the property has a very negative impact on the area and surrounding property owners.

Council therefore needs to consider consenting to the removal of the restrictive conditions as contained in the Title Deed.

6.2.4 Location and context

The property is situated in Bird Street, Stellenbosch as per Fig. 1 and Fig. 2 below.



Fig. 1 Location



Fig. 2 Site

6.3 Financial Implications

In terms of the Title Deed the only compensation payable to the property owner is in respect of the buildings on the property. As there are no buildings on the property there is no compensation payable to the landowner.

6.4 Legal Implications

In terms of Section 33 of the Stellenbosch Municipal Land-use By-law:

- “33. (1) *The Municipality may, on its own initiative or on application in terms of section 15(2), remove, suspend or amend a restrictive condition.*
- (2) *the Municipality may remove, suspend or amend a restrictive condition—*
- (a) *permanently;*

- (b) for a period specified in the approval; or*
 - (c) subject to conditions of approval.*
- (3) In addition to the procedures set out in Chapter IV, the owner must*
 - (a) submit a copy of the relevant title deed to the Municipality; and*
 - (b) where applicable, submit the bondholder's consent to the application.*
- (4) The Municipality must cause a notice of an application in terms of subsection (1) to be served on*
 - (a) all organs of state that may have an interest in the restrictive condition;*
 - (b) a person whose rights or legitimate expectations will be affected by the approval of the application; and*
 - (c) all persons mentioned in the title deed for whose benefit the restrictive condition applies.*
- (5) When the Municipality considers the removal, suspension or amendment of a restrictive condition, the Municipality must have regard to the following:*
 - (a) the financial or other value of the rights in terms of the restrictive condition enjoyed by a person or entity, irrespective of whether these rights are personal or vest in the person as the owner of a dominant tenement;*
 - (b) the personal benefits which accrue to the holder of rights in terms of the restrictive condition;*
 - (c) the personal benefits which will accrue to the person seeking the removal, suspension or amendment of the restrictive condition if it is amended, suspended or removed;*
 - (d) the social benefit of the restrictive condition remaining in place in its existing form;*
 - (e) the social benefit of the removal, suspension or amendment of the restrictive condition; and*
 - (f) whether the removal, suspension or amendment of the restrictive condition will completely remove all rights enjoyed by the beneficiary or only some of those rights.*
- (6) An approval to remove, suspend or amend a restrictive condition comes into operation—*
 - (a) if no appeal has been lodged, after the expiry of the period contemplated in section 79(2) within which an appeal must be lodged; or*

(b) *if an appeal has been lodged, when the Appeal Authority has decided on the appeal.*

(7) *The Municipality must cause a notice of the decision to remove, suspend or amend a restrictive condition to be published in the Provincial Gazette after the decision comes into operation as contemplated in subsection (6) and notify the Registrar of the decision."*

6.5 Staff Implications

None.

6.6 Previous / Relevant Council Resolutions

In-Committee meeting of Special meeting of Council: 2021-09-29 item 12.4.2.

Mayoral Committee: 2022-04-19 item 7.2.2.

EXECUTIVE MAYORAL COMMITTEE: 2022-04-19: ITEM 7.2.2

RESOLVED

that the item be referred back for input from Infrastructure Services and then be referred to Council.

4TH COUNCIL MEETING: 2022-04-26: ITEM 10.2.1

RESOLVED

that this matter be referred back to the Administration for further discussions.

5th COUNCIL MEETING: 2022-05-25: ITEM 11.11.1

RESOLVED (majority vote)

- (a) that Council notes the feedback from the Municipal Manager;
- (b) that Council agrees not to invoke the fallback condition provided that a written agreement is reached that: the development applied for (APPENDIX 2) is completed within a period of 24 months and in accordance with the prevailing planning provisions; and
- (c) that should the property be sold prior to the development as per (b) above the fallback clause will be invoked and the property will fall back to the municipality as per the existing restrictive condition in the title deed.

The following Councillors requested that their votes of dissent be minuted:

Cllrs MM Danana; EP Masimini; RS Nalumango (Ms); M Nkopane (Ms); N Ntsunguzi(Ms); MG Rataza; and A Tomose.

27TH COUNCIL MEETING: 2024-11-27: ITEM 10.3.4 RESOLVED (majority vote with 1 abstention)

Amended recommendations:

that Council notes:

(1) As the owners have withdrawn their rezoning and subsequent appeal,

Council resolves as follows:

(2) As the property is currently in a state of disrepair, due to vandalism:

(a) that all previous Council decisions pertaining to the rezoning and land use applications be rescinded, and

(b) that the Municipal Manager be mandated by Council to instruct the owners to repair and restore the property pertaining to all safety and health concerns as directed by the Municipal Manager, and

(c) that the Municipal Manager be mandated by Council to invoke the stipulations of Problem Property By-Law, and all other statutory instruments available to ensure that the property be repaired as per the Municipal Managers' instructions within the timeframe as per the Municipal Managers' instructions.

6.7 Risk Implications

6.7.1 Delay risk of finalising the Duelling of the Municipal R304 Road Project designs which may then not align with the Provincial Department of Infrastructure's construction timing of their portion of the duelling of the R304.

6.7.2 The remainder of risks are addressed through the item.

6.8 Comments from Senior Management**6.8.1 Director: Planning and Economic Development**

Taking cognisance of the spatial context of the subject property, being located within the Adam Tas Corridor, the Directorate: Planning and Economic Development has on face value no objection to the development of the subject property insofar as it promotes, supports and is in compliance with the relevant provisions of the Adam Tas Corridor Local Spatial Development Plan, and which should also take the necessary planned road widening needs of Bird street into account.

6.8.2 Director: Infrastructure

The Directorate's comments and proposed R304 road design have been taken into account in the Item.

ANNEXURES:

Appendix 1: Title Deed

Appendix 2: Letter to Owner

Appendix 3: Design for Dualling of Bird Street

Appendix 4: Concept design of applicant

FOR FURTHER DETAILS CONTACT:

NAME	Yolande van den Berg
POSITION	Head: Contract Management
DIRECTORATE	Corporate Services
CONTACT NUMBERS	021-8088073
E-MAIL ADDRESS	Yolande.vandenberg@ Stellenbosch.gov.za
REPORT DATE	16 September 2025

APPENDIX 1

C&A Friedlander Inc
3rd Floor 42 Keerom Street
Cape Town 8001

Prepared by me

Fee endorsement		
	Amount	Office fee
Purchase price/Value	R. 12 000 000,00	R. 2 500,00
Mortgage capital Amount		R.
Reason for exemption	Exempt i.t.o.	
Cat.	section	Act.

CONVEYANCER
CATHERINE LOUIE VAN SCHALKWYK

VERBIND	MORTGAGED
VIR FOR R. 10 125 000,00	
B 000021768 / 2014	
2014 -07- 30	REGISTRATEUR/REGISTRAR

B 000063551 / 2017
GEKANSELLEER CANCELLED
REGISTRATEUR/REGISTRAR
17 NOV 2017

T 000010083 / 2014

DEED OF TRANSFER

BE IT HEREBY MADE KNOWN THAT

CATHERINE LOUIE VAN SCHALKWYK

appeared before me, REGISTRAR OF DEEDS at Cape Town, the said appearer being duly authorised thereto by a Power of Attorney which said Power of Attorney was signed at CAPE TOWN on 9TH December 2013 granted to him by

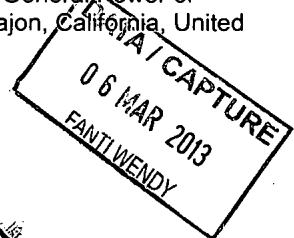
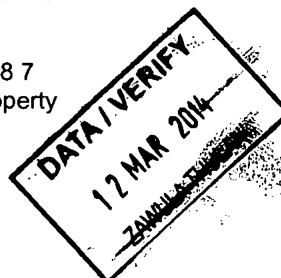
1. ALBERT WILLEM VAN VLAANDEREN, acting under General Power of Attorney (PA755/2004) executed in his favour at El Cajon, California, United States of America, on 21st April 2004, by

NEIL GELB

Identity number 411212 5011 00 6
Married out of community of property

2. **RICHARD ALAN GELB**

Identity Number 360828 5066 08 7
Married out of community of property



And the appearer declared that his said principal had, on 31 October 2013, truly and legally sold by Private Treaty, and that he, the said Appearer, in his capacity aforesaid, did, by virtue of these presents, cede and transfer to and on behalf of:

LORAX PROPERTY INVESTMENTS PROPRIETARY LIMITED

Registration Number 2012/040080/07

or its Successors in Title or assigns,

ERF 6128 STELLENBOSCH, in the Municipality and
Division of Stellenbosch, Province Western Cape

IN EXTENT 4144 (FOUR THOUSAND ONE HUNDRED AND FORTY FOUR)
Square Metres;

FIRST TRANSFERRED and STILL HELD by Certificate of Consolidated Title
Number T27537/1977 with Diagram SG Number 3298/74;

1. AS REGARDS the figure AfDE on the attached Diagram Number 3298/74

A. SUBJECT to the conditions referred to in Deed of Transfer Number
T7558 dated 25 June 1943;

B. SUBJECT FURTHER to the following condition mentioned in the
aforesaid Deed of Transfer Number T7558/1943, namely:

"Dat bogemelde vaste eiendom nie geregtig sal wees nie tot enige
water uit die Kromme Rivier."

C. SUBJECT FURTHER to the servitude referred to in the following
endorsement dated 10 September 1937 on Deed of Transfer number
7492 dated 10 December 1932, namely:

"Registrasie van Serwituut. Restant Para. 1 Kragtens Akte Transport
No. 9611 gedateer 10 September 1937 is 'n reg van weg oor die
restant van die grond gehou onder Para 1 hiervan langs die 9,45 meter
pad gemerk e m op die kaart daaraan geheg gegee aan die eienaar en
sy opgevolgers in titel van die grond daaronder gehou soos meer
breedvoerig blyk uit die gesegde Akte."

D. ENTITLED to the benefits of the reservation of certain rights that
relates to the conducting of certain businesses and the sale of alcohol
referred to in the following endorsement dated 2 June 1939 on the
aforesaid Deed of Transfer Number 492 dated 10 December 1932
namely:

"Registrasie van Serwituut. Restant van Paras 1,2,3 en 4. Deur die ondergenoemde Aktes van Transport van erwe in die Kromme Rivier C Dorp is deur die eienaar en sy opvolgers in titel van die restant van die eiendomme paras 1,2,3 and 4 van hierdie akte al sy bestaande regte as oewereienaar uitgehou en die grond deur die gesegde Aktes oorgedra is onderhewig ten gunste van die gemelde eiendomme hieronder gehou aan sekere regte wat betref die bedryf van sekere besighede en verkoop van sterk drank: soos meer volledig sal blyk uit Transporte Nos. 5594 ged. 2/6/1939, 9842 ged. 8/9/1939, 536 ged. 25/1/1940, No. 4379 ged. 9/5/1940, No. 9997 ged. 10/10/1940, 10520 ged. 24/10/1940, 11365 ged. 19/11/1940, 1656 dd 1/3/1941, maar sonder die voordele van die voorbehoud van waterregte vanweë die voorbehoud in paragraaf B hierbo."

- E. ENTITLED to be benefits of the reservation of certain rights relating to the conducting of certain businesses referred to in the following endorsement dated 5 June 1939 on the said Deed of Transfer Number 7492/1932, namely:

Registrasie van Serwituut. Restant van Parras. 1,2,3, en 4 Deur die ondergenoemde Aktes van Transport is deur die eienaar en sy opgevolgers in titel van die restant van die eiendomme paras 1,2,3 en 4 van hierdie Akte al sy bestaande regte as oewereienaar uitgehou, en die grond duer die gesegde Aktes oorgedra is onderhewig, ten gunste van die gemelde eiendomme hieronder gehou, aan sekere regte wat betref die bedryf van sekere besighede soos meer volledig sal blyk uit Transporte Nos 5668 ged. 5/6/1939, No. 4379 ged. 9/5/1940.

- F. SUBJECT FURTHER to the following conditions imposed by the Administrator in terms of Section of Ordinance Number 33 of 1934 as contained in Deed of Transfer Number T27533/1977, namely:

- (a) die eienaar van hierdie erf is verplig om sonder betaling van vergoeding, toe te laat dat elektrisiteitskabels en/of -drade, hoof- en ander waterpype en die rioolvuil en dreinerings, insluitende stormwater van enige ander erf of erwe, oor hierdie erf gevoer word indien dit deur die plaaslike owerheid nodig geag word, en wel op die wyse en plek wat van tyd tot tyd redelikerwys vereis word. Dit sluit die reg op toegang te alle redelike tye tot die eiendom in met die doel om enige werke met betrekking tot bogenoemde aan te lê te wysig, te verwyder of te inspekteer.
- (b) Die eienaar van hierdie erf is verplig om sonder vergoeding op die erf die materiaal te ontvang of uitgrawings op die erf toe te laat al na vereis word, sodat die volle breedte van die straat gebruik kan word en die wal veilig en behoorlik skuins gemaak kan word weens die verskil tussen die hoogte van die straat soos finaal aangelê en die erf tensy hy verkies om steunmure te bou tot genoeë van en binne 'n tydperk wat die plaaslike owerheid bepaal.

2 AS REGARDS the figure fBCD on the attached Diagram Number 3298/74

- A. SUBJECT to such conditions as contained in Deed of Transfer Number T5999 dated 5th June 1942.

- B. SUBJECT and ENTITLED to the benefit of the following special conditions as stated in Deed of Transfer Number 247 dated 26th January 1933, imposed by and in favour of the Council of the Municipality of Stellenbosch, which conditions shall be binding on the transferee and his successors in title:
1. "That the said land shall be solely used for industrial purposes, provided that the Transferee and his successors in title shall have the right to erect one dwelling house on a portion thereof as a residence for the present and future owner, his manager or representative.
 2. In the event of the above land being no longer used by the Transferee or his successors in title for industrial purpose, and such transferee fails to dispose of the land to some Company, person or persons for industrial purposes within six months thereafter, then the said land shall revert to the said Municipality, who shall have the right to dispose of the same against payment to the then registered owner of the value of the buildings erected thereon, such value to be fixed by two independent Sworn Appraisers, who shall have due regard to the state of the market at the time of making the appraisalment, the purpose for which the intending purchaser requires such buildings, as also any other circumstances which may detrimentally affect the value thereof."

WHEREFORE the said Appearer, renouncing all right and title which the said

1. NEIL GELB, Married as aforesaid
2. RICHARD ALAN GELB, Married as aforesaid

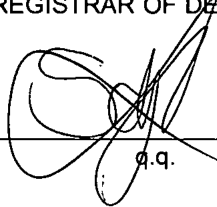
heretofore had to the premises, did in consequence also acknowledge them to be entirely dispossessed of, and disentitled to the same, and that by virtue of these presents, the said

LORAX PROPERTY INVESTMENTS PROPRIETARY LIMITED
Registration Number 2012/040080/07

or assigns, now is and henceforth shall be entitled thereto, conformably to local custom, the State, however reserving its rights, and finally acknowledging the purchase price to be the sum of R12 000 000,00 (TWELVE MILLION RAND).

IN WITNESS WHEREOF, I the said Registrar, together with the Appearer, have subscribed to these presents, and have caused the Seal of Office to be affixed thereto.

THUS DONE and EXECUTED at the Office of the REGISTRAR OF DEEDS at Cape Town on 3 March 2014.

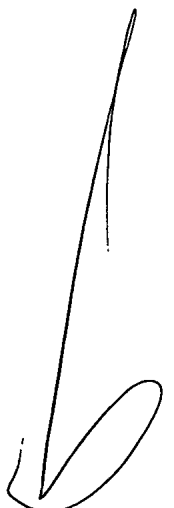


q.q.

In my presence



REGISTRAR OF DEEDS



APPENDIX 2



OFFICE OF THE MUNICIPAL MANAGER

Email: municipal.manager@stellenbosch.gov.za

Contact no.: 021 808 8025

1 November 2024

LORAX PROPERTY INVESTMENTS (PTY) LTD

BY EMAIL: rose@bartinney.co.za

michael@montegray.com

Dear Sir / Madam

**NOTICE TO INVOKE FALLBACK CLAUSE AND RESTRICTIVE CONDITIONS: ERF
6128 STELLENBOSCH**

We refer to the abovementioned matter as well as your Land Use application for Rezoning and subsequent Appeal.

Your company acquired said property during 2013 and same was registered in your name on 3 March 2014. During 2018 you demolished the buildings on the property and submitted building plans to the Stellenbosch Municipality indicating the intention to redevelop the site for retail shops and offices.

With the submission of your building plans, you were informed that the property must first be rezoned from Light Industrial to General Business Zone in order to accommodate the proposed development.

We wish to note the following conditions as set out in the Deed of Transfer for Erf 6128 Stellenbosch:

“2.B.1 That the said land shall be solely used for industrial purposes, provided that the Transferee and his successors in title shall have the right to erect one dwelling house on a portion thereof as a residence for the present and future owner, his manager or representative.

2.B.2 In the event of the land being no longer used by the Transferee or his successor in title for industrial purpose and such transferee fails to dispose of land to some Company, person or persons for industrial purposes within six months thereafter, then the said land shall revert to the said Municipality, who shall have the right to dispose of same against payment to the then registered owner of the value of the buildings erected thereon, such value to be fixed by two independent Sworn Appraisers, who shall have due regard to the state of the market at the same time of making the appraisal, the purpose for which the intending purchaser requires such buildings, also any other circumstances which may detrimentally affect the value thereof.”

As a result, your company submitted a Land Use application with the Municipality for the rezoning of the property as well as a letter requesting that the restrictive conditions in the Title Deed be removed. It is important to note that what your company has deemed restrictive conditions in the Title Deed, is in actual fact a fallback clause by which the property shall revert to the Municipality, subject to certain conditions if no longer used or sold for light industry purposes.

An item was prepared for consideration by Council on whether or not Council should invoke the fallback condition.

We confirm that on 25 May 2022 Council resolved as follows:

- “(a) that Council notes the feedback from the Municipal Manager;*
- (b) that Council agrees not to invoke the fallback condition provided that a written agreement is reached that the development applied for (APPENDIX*

2) is completed within a period of 24 months and in accordance with the prevailing provisions; and

- (c) that should the property be sold prior to the development as per (b) above the fallback clause will be invoked and the property will fall back to the municipality as per the existing restrictive condition in the title deed.”*

We place on record that it has now been over two years since the Council resolution and no written agreement has been reached between you and the Municipality to complete the development within two years. Although there has been a rezoning application which resulted in an appeal, we have not been able to reach a final agreement.

On 18 March 2024 we received a letter from Viridus Works, acting on your behalf, indicating that your company no longer intends pursuing the rezoning of the property for purposes of a retail development with a Local Business or Mixed-Use Zone. The letter further states that the existing development rights in terms of the industrial zoning of the property will instead be retained.

We therefore write this letter to you to give notice of our intention to take the matter back to Council in November, with the intention to invoke the fallback conditions contained in the Title Deed, wherein the property should have been used for industrial purposes within six months after the property is registered in your name. Although the property has been registered in your name for several years there has been no development and therefore no use of the land for industrial purposes. The suspensive condition as per the Council resolution of 25 May 2022 has also not been complied with.

Yours faithfully,



Geraldine Mettler

MUNICIPAL MANAGER

APPENDIX 3



LEGEND:	
DESCRIPTION	NEW
New road widening	
Fence line	
Boundary wall	
NMT Facility	
Median Island	
Land required for road building purposes	

LEGEND:	
DESCRIPTION	EXISTING
Fence line	
Boundary wall	
Cadastral boundary	
Gate	
Affected property boundary line	

APPENDIX 4

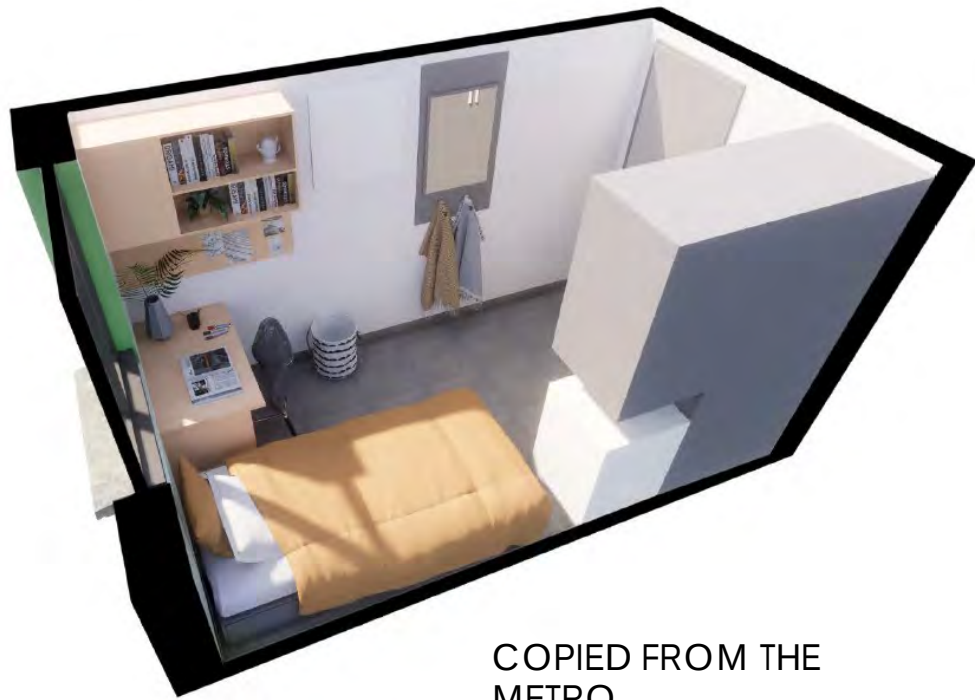


ROELOF RABE
ARGITEKTE

PRESENTS

2025/03/20

APARTMENT LAYOUT OPTIONS



COPIED FROM THE METRO

Add A Bookshelf Above The Desk And Build A Desk Light Underneath

Pinterest Pic – Just For Ideas. Potentially too Fancy



An Example Of One Side Of A Double Room From One Of Our Other Properties That Works Well.



COPIED FROM THE METRO



Nice Kitchen Lay-Out That Can Work For These Apartments. One Sink Only. Then, Maybe On The Left, We Can Have Six Lockable Cupboards Above The Counter. If There Is Space For A Broom Cupboard, That Would Also Be Great. This Way, I Can Put In A Couch And Counter Chairs Instead Of A Table And Chairs.

SUMMARY FROM SHIFA



BED + MATTRESS



PEDESTAL



TABLE



CHAIR



STUDY LAMP (WELDED TO NOT BE REMOVED BY STUDENTS)



PINBOARD



BOOKSHELF



MIRROR



TOWEL RAIL



FRIDGE



MICROWAVE



STOVE



OVEN



PLATES



GROCERY CUPBOARD



LOCKABLE CUPBOARD - 1/STUDENT



DRY RACK



BROOM MOP / DUSTPAN

KEY LEGEND FOR REQUIRED APPLIANCES / FURNITURE

NOTE:

- Socket at each bed & desk
- Plumbing point for WM / DW



PINBOARD , STUDY TABLE / CHAIR + LAMP



BED + MATTRESS
PEDESTAL



TOWEL RAIL / BATHROOM SHELVES / MIRROR



BOOKSHELVES



MOP / BROOM / DUSTPAN



GROCERY CUPBOARD
LOCKABLE CUPBOARD – 1 PER
STUDENT



FRIDGE



MICROWAVE / STOVE
/ OVEN



PLATES + DRY RACK

NB: GLASS SHOWER PARTITION TO BE
USED. (NO CURTAIN)

UNIT TYPE 01

- NOTE:
- Socket at each bed & desk
 - Plumbing point for WM / DW



PINBOARD , STUDY TABLE / CHAIR + LAMP



BED + MATTRESS
PEDESTAL



TOWEL RAIL / BATHROOM SHELVES / MIRROR



BOOKSHELVES



MOP / BROOM / DUSTPAN



GROCERY CUPBOARD
LOCKABLE CUPBOARD – 1 PER
STUDENT



FRIDGE



MICROWAVE / STOVE / OVEN



PLATES + DRY RACK

NB: GLASS SHOWER PARTITION TO BE
USED. (NO CURTAIN)

UNIT TYPE 01

NOTE:

- Socket at each bed & desk
- Plumbing point for WM / DW

MIRROR INSIDE CUPBOARD



STUDY TABLE LAMP



MOP / BROOM / DUSTPAN



BATHROOM SHELVES / MIRROR & TOWEL RAIL



BED + MATTRESS



NB: GLASS SHOWER PARTITION TO BE USED. (NO CURTAIN)

BED 6

BED 5

BED 4

BED 2

BED 3

BED 1



STUDY TABLE / CHAIR + PINBOARD



BOOKSHELVES



GROCERY CUPBOARD
LOCKABLE CUPBOARD – 1 PER STUDENT



FRIDGE



OVEN / STOVE
MICROWAVE

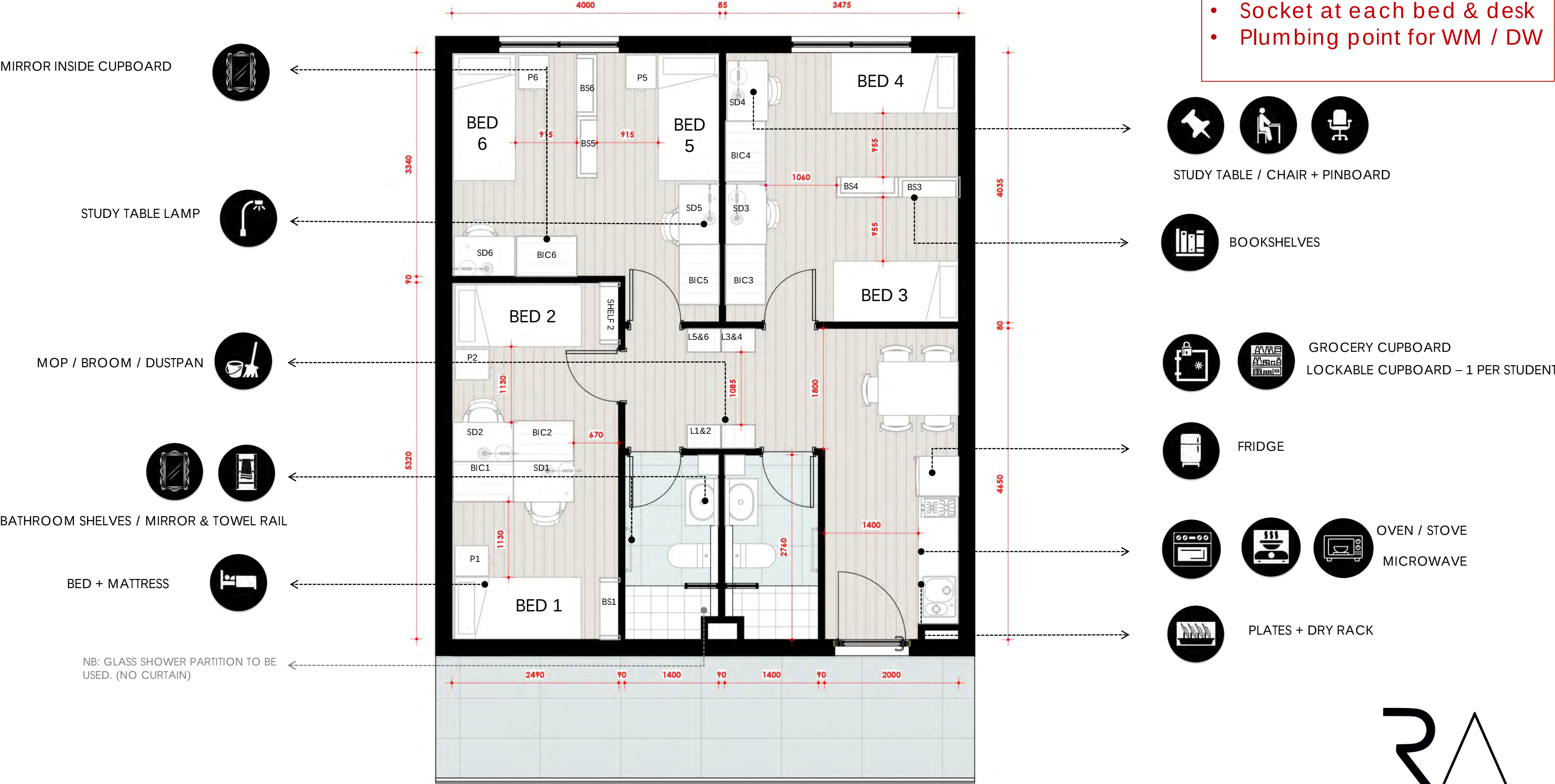


PLATES + DRY RACK

UNIT TYPE 03 (REWORKED BASED ON UNIT 01 AND 02)

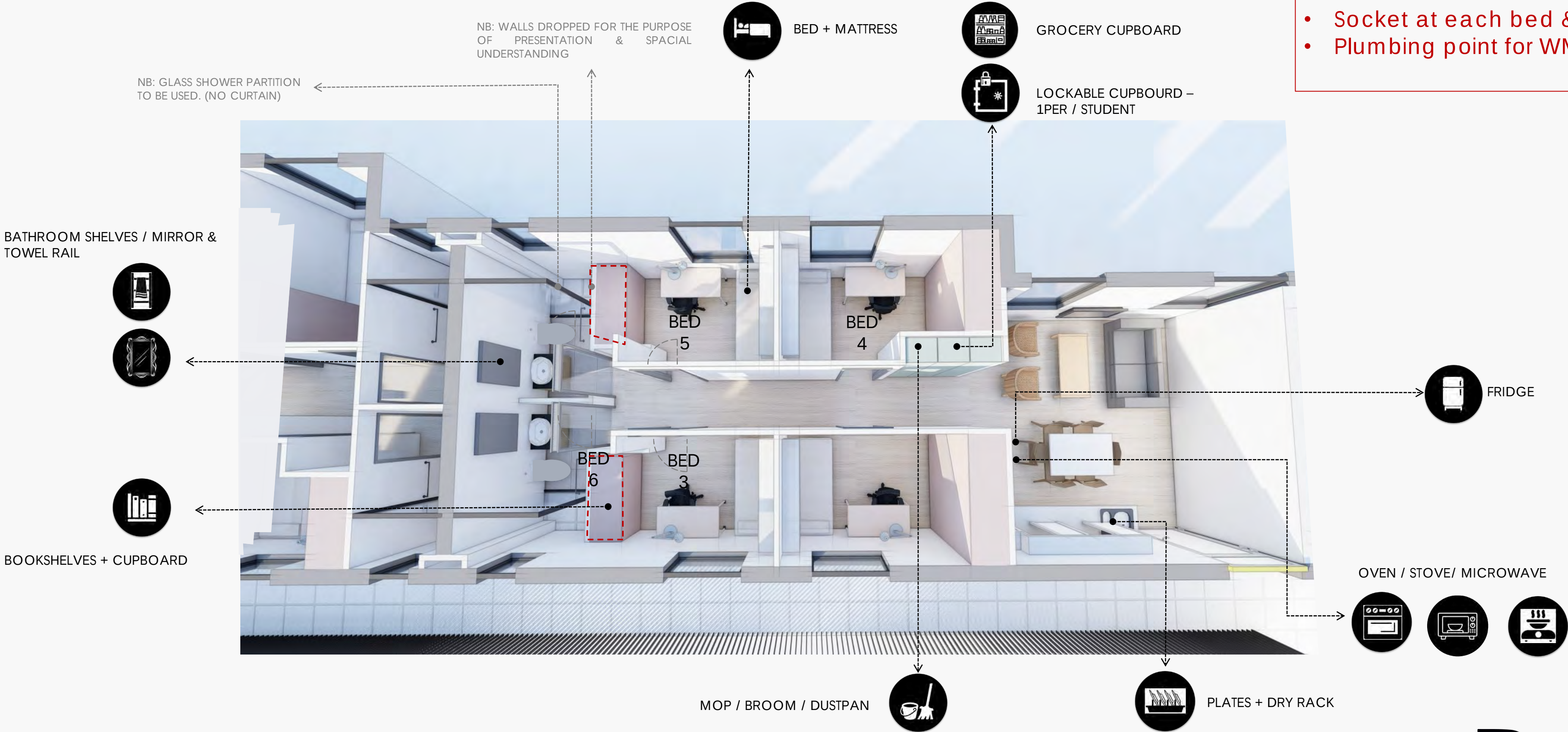
NOTE:

- Socket at each bed & desk
- Plumbing point for WM / DW



UNIT TYPE 03 (REWORKED BASED ON UNIT 01 AND 02)

- NOTE:
- Socket at each bed & desk
 - Plumbing point for WM / DW

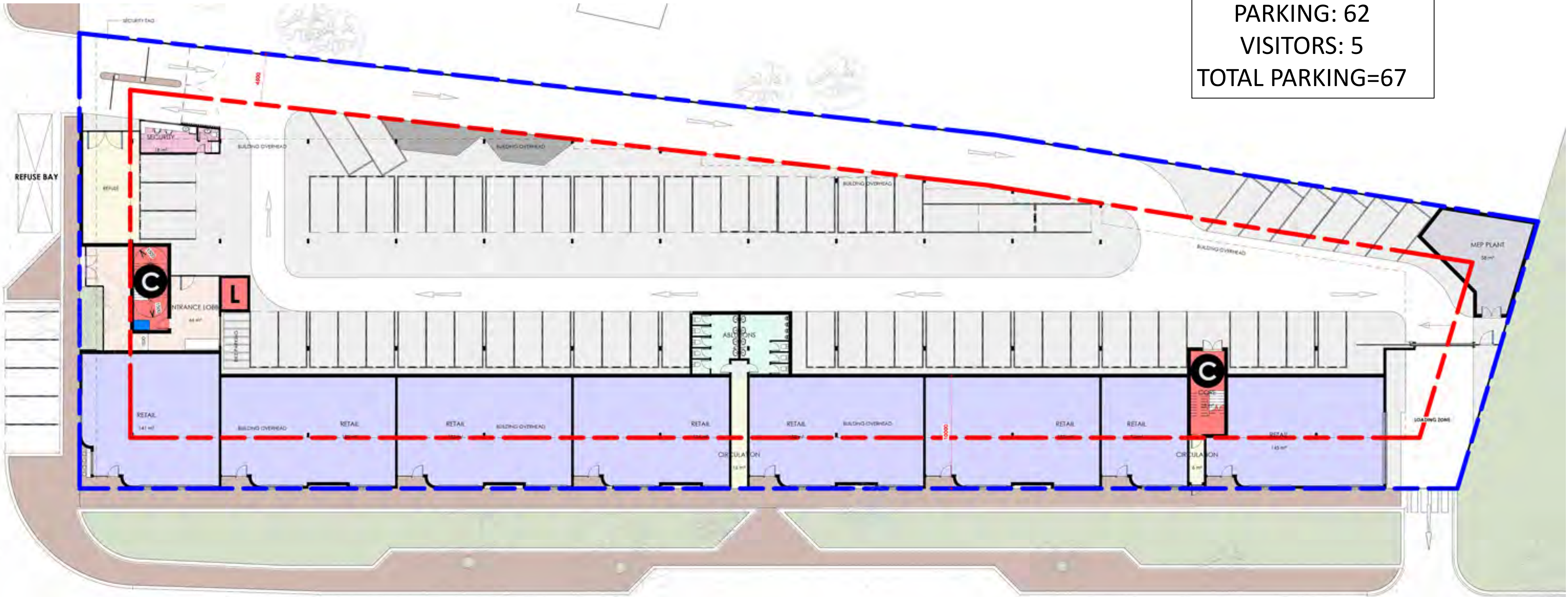


4 BEDROOM SINGLE ROOM UNIT



COMMUNAL AREA | REFERENCE IMAGES

TOTAL PARKING
PARKING: 62
VISITORS: 5
TOTAL PARKING=67



251 BIRD STREET

LEVEL 0 : GROUND FLOOR RETAIL



251 BIRD STREET

LEVEL 1 : APARTMENTS

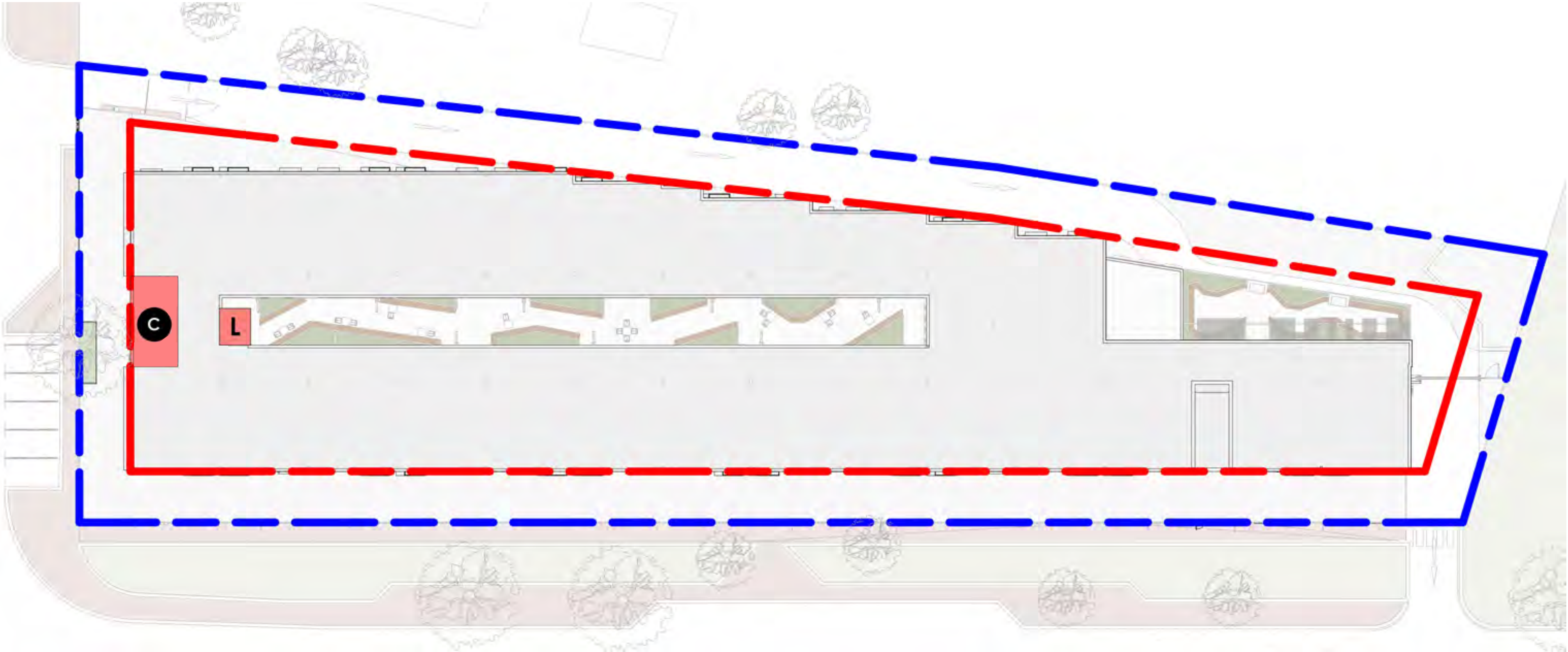




251 BIRD STREET

LEVEL 2-5 : APARTMENTS





251 BIRD STREET

LEVEL 6 : ROOF LEVEL





BUILDING RENDER 1



BUILDING RENDER 2



BUILDING RENDER 3



BUILDING RENDER 4



AVIAN square

BUILDING RENDER 5



BUILDING RENDER 6



BUILDING RENDER 7



BUILDING RENDER 8



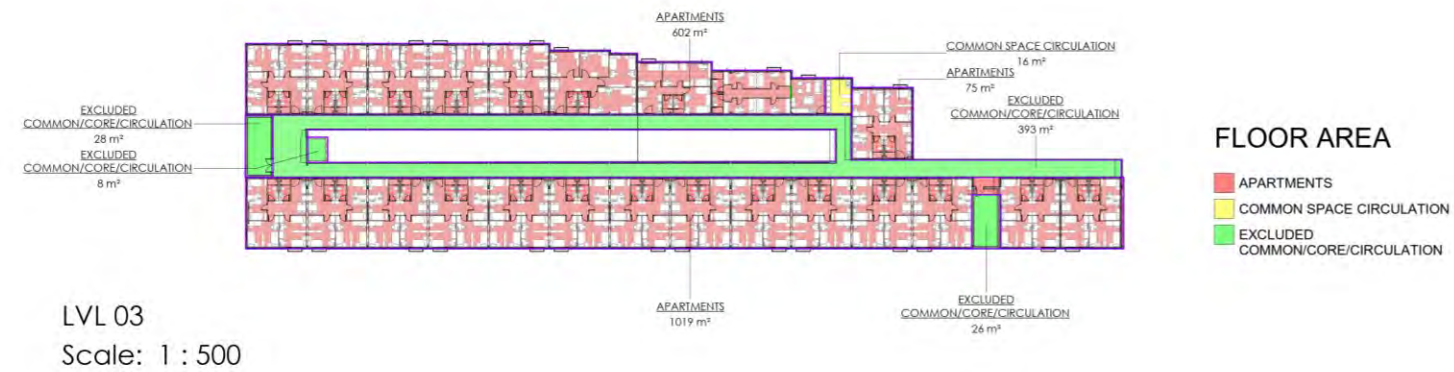
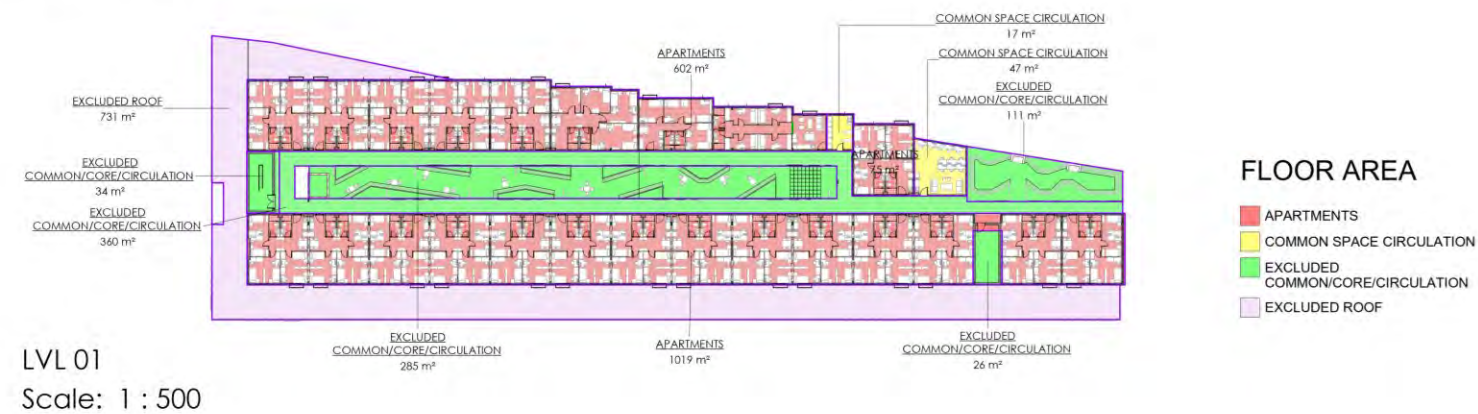
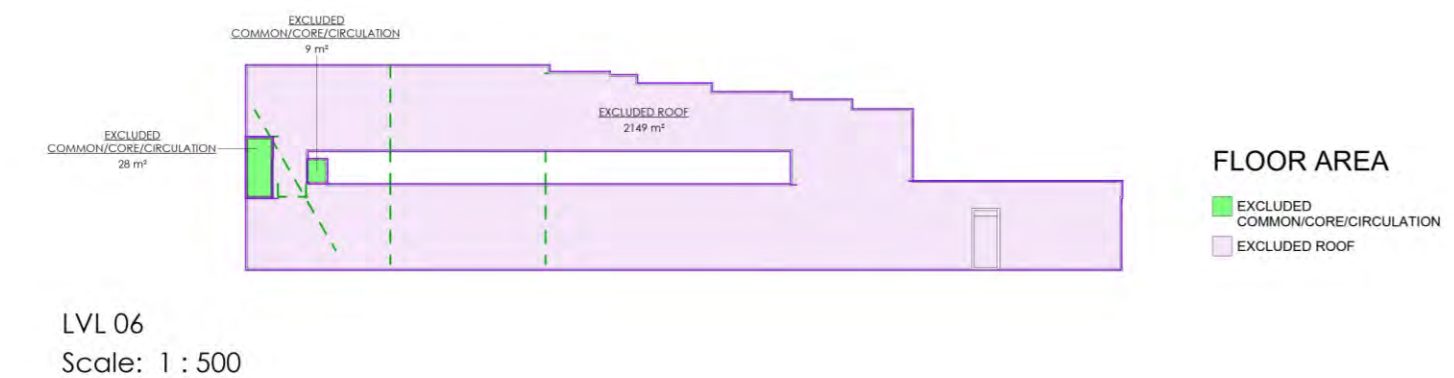
BUILDING RENDER 9

<div>Document: AREA DEVELOPMENT TABLE</div> <div>Project: WCB Stellenbosch</div> <div>Project No: 23-026</div> <div>Rev no: 1</div> <div>ERF AREA: 4143.6</div> <div>Date: 2025 03 20</div>																					
FLOOR SPACE CALCULATION										PARKING											
LEVEL	TOC to TOC	GBA (CONSTRUCTION AREA)	RETAIL	6 BEDS TYPE 1	4 BEDS TYPE 2	5 BEDS TYPE 3	6 BEDS TYPE 4	RESIDENTIAL	CIRCULATION & COMMON SPACES	BALCONIES EXCLUDED	MEP/REFUSE EXCLUDED	CIRCULATION & CORE EXCLUDED		REQUIRED PER FLAT		REQUIRED VISITORS PER FLAT		ACHIEVED	PARKING AREA EXCLUDED	ROOF AREA EXCLUDED	COMMENT
	m	m²	m²	6 BEDS TYPE 1	4 BEDS TYPE 2	5 BEDS TYPE 3	6 BEDS TYPE 4	m²	m²	m²		m²		BAYS				BAYS	m²		
LEVEL 00 (GROUND)	4,5	4090	1128	0	0	0	0	0	128	0	110	87	0,00	Parkings per 100m² GLA	0			67	2622		5 Off site parking
LEVEL 01	2,8	2585	0	20	1	1	1	1695	64	0		824	0,00	Parkings per Unit	0	0,35 Parkings per Unit	0	0		731	
LEVEL 02	2,8	2218	0	20	1	1	1	1695	16	0		500	0,00	Parkings per Unit	0	0,35 Parkings per Unit	0	0			
LEVEL 03	2,8	2168	0	20	1	1	1	1695	16	0		455	0,00	Parkings per Unit	0	0,35 Parkings per Unit	0	0			
LEVEL 04	2,8	2168	0	20	1	1	1	1695	16	0		450	0,00	Parkings per Unit	0	0,35 Parkings per Unit	0	0			
LEVEL 05	2,8	2168	0	20	1	1	1	1695	16	0		450	0,00	Parkings per Unit	0	0,35 Parkings per Unit	0	0			
ROOF - LEVEL 06	0	2192	0	0	0	0	0	0	0	0	0	37	0		0	0	0	0	0	2149	
														Total per flat	0	Total visitors per flat	8				
TOTAL	18,5	17589	1128	100	5	5	5	8475	256	0	110	2803		0				67	2622		
				115		APARTMENTS															
TOTAL FLOOR SPACE ("BULK")		9859																			
TOTAL APARTMENT		8475																			
TOTAL PARKING		2622																			



Page 91

Area Schedule (Floor Space) EXCLUDED		
Level	Name	Area
LVL 00 (GROUND)	EXCLUDED COMMON/CORE/CIRCULATION	87 m²
LVL 00 (GROUND)	EXCLUDED MEP/REFUSE	110 m²
LVL 00 (GROUND)	PARKING EXCLUDED	2619 m²
LVL 01	EXCLUDED COMMON/CORE/CIRCULATION	816 m²
LVL 01	EXCLUDED ROOF	731 m²
LVL 02	EXCLUDED COMMON/CORE/CIRCULATION	500 m²
LVL 03	EXCLUDED COMMON/CORE/CIRCULATION	455 m²
LVL 04	EXCLUDED COMMON/CORE/CIRCULATION	450 m²
LVL 05	EXCLUDED COMMON/CORE/CIRCULATION	450 m²
LVL 06	EXCLUDED COMMON/CORE/CIRCULATION	37 m²
LVL 06	EXCLUDED ROOF	2149 m²
Grand total		8404 m²



Area Schedule (GBA)		
Level	Name	Area
LVL 00 (GROUND)	GBA	4090 m²
LVL 01	GBA	2585 m²
LVL 02	GBA	2218 m²
LVL 03	GBA	2168 m²
LVL 04	GBA	2168 m²
LVL 05	GBA	2168 m²
LVL 06	GBA	2192 m²
Grand total		17589 m²



LVL 00 (GROUND)
Scale: 1 : 500



LVL 01
Scale: 1 : 500



LVL 02
Scale: 1 : 500



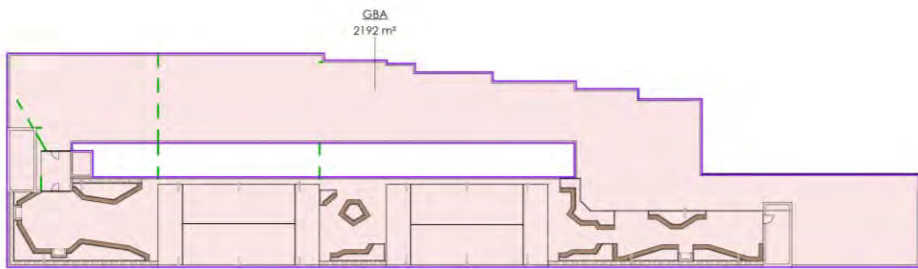
LVL 03
Scale: 1 : 500



LVL 04
Scale: 1 : 500



LVL 05
Scale: 1 : 500



LVL 06
Scale: 1 : 500



ROELOF RABE
ARGITEKTE

Contact details

☎ 021 914 1690

✉ admin@roelofrabe.co.za

🌐 www.roelofrabe.co.za

📍 The Cliffs, Office Block 1
Unit 115, Niagara Way
Tyger Falls, Bellville
7530

Follow Us



7.3.2	APPLICATION FOR LEASE OF A PORTION OF ERF 17030 STELLENBOSCH (IDA'S VALLEY) BY CALVYN HEYNES FOR PARKING OF COMBIS, SPRINTERS AND OTHER MOTOR VEHICLES
-------	---

Collaborator No:

IDP KPA Ref No:

Meeting Date:

Good Governance

17 October 2025

1. SUBJECT: APPLICATION FOR LEASE OF A PORTION OF ERF 17030 STELLENBOSCH (IDA'S VALLEY) BY CALVYN HEYNES FOR PARKING OF COMBIS, SPRINTERS AND OTHER MOTOR VEHICLES

2. PURPOSE

To consider the request from Calvyn Heynes to lease a portion of Erf 17030 Stellenbosch (Ida's Valley) for the purposes of parking Combis, Sprinters and other motor vehicles used for a transport company as well as community upliftment.

3. DELEGATED AUTHORITY

In terms of the approved System of Delegations the Executive Mayor, in consultation with the Executive Mayoral Committee, has the delegated authority to consider applications for Lease agreements, up to a contract value not exceeding R5M and not exceeding a period of 10 years.

The Municipal Manager has the delegated authority to sign lease agreements on behalf of the Municipality.

4. EXECUTIVE SUMMARY

An application has been received from Mr. Calvyn Heynes to lease a portion of Erf 17030 Stellenbosch, which is situated in Oak Tree Village, Ida's Valley. The application is for parking purposes for combis, sprinters and other motor vehicles which is being used in his transport company as well as for community upliftment.

Mr. Heynes has been using this portion of land for parking purposes for almost 20 years. He is a resident of the area since 2000 and started his transport company in 2003. Oak Tree Village is a new development and residence started moving in in 2023.

The applicant indicates that he uses the vehicles not only in his business but also to assist the local community. He often takes the local school children on field trips free of charge as well as taking the children from Lindida and Hillside Village to church on Sundays. He also offers his transport free of charge to the church for any trips they take the local community on.

From the income from his business, he feeds several school children daily and ensures that they have school uniforms and stationery.

Mr. Heynes indicates that he does not have enough parking available on his premises and therefore started using this portion of land. Lately, there has been complaints from some of the other locals and Mr. Heynes therefore wishes to formalise an agreement with the Municipality for the lease of the land.

The application does not indicate the period of lease he is interests in and the current zoning of the property is Public Open Space.

The matter was before the Executive Mayoral Committee in March 2025 however it was referred back to the administration.

5. RECOMMENDATION

For consideration.

6. DISCUSSION / CONTENT

6.1 Background

6.1.1 Erf 17030 Stellenbosch

Erf 17030 Stellenbosch is situated in the Oak Tree Village Development in Ida's Valley. It was previously registered as Erf 16853 but after registration of the erven in the development it was registered as Erf 17030 and is currently the mother erf of the development. The zoning of the property is Public Open Space.

6.2 DISCUSSION

6.2.1 Application by Mr. Calvyn Heynes:

Mr Heynes has filed an application for lease of a portion of this property for parking purposes. He states that he has been using this portion of land for parking purposes since 2005. The vehicles that are currently parked on the property are two combis, two sprinters and two motor vehicles. The vehicles are used for his private transport business however he also uses the vehicles for community upliftment. He offers free transportation to the local schools for field trips, takes the children from Lindida and Oak Tree Village to church on Sundays as well as taking the church members on field trips when required. From the income of this business, he feeds several school children in the area on a daily basis as well as ensuring that they have school uniforms and stationery.

A copy of his application is attached hereto as **APPENDIX 1**. Although all the information listed above is not in the application, the Property Management Department had a meeting with the applicant and discussed same.

6.2.2 Location and context

The property is situated in the Oak Tree Village development in Ida's Valley. The property is registered in the name of Stellenbosch Municipality, and the zoning is Public Open Space.



Fig 1: Location and context

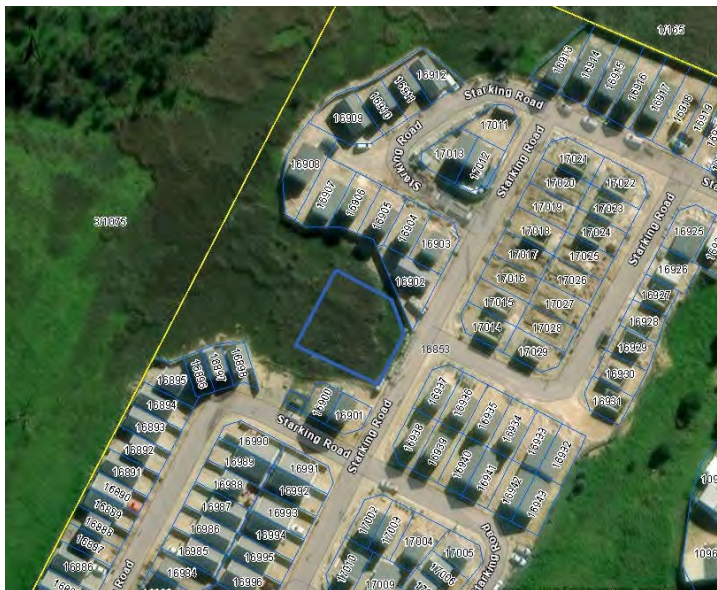


Fig 2: The site

6.2.3 Legal requirements

6.2.3.1 Municipal Asset Transfer Regulations

In terms of Section 36 of the Municipal Asset Transfer Regulation, when considering an application for an approval of a right to use municipal property, the following needs to be taken into account, *inter alia*:-

- a) whether the capital asset may be required for the municipality's own use during the period for which the right is to be granted;

- b) the extent to which any compensation to be received for the right, together with the estimated value of improvements or enhancements to the asset, will result in a significant financial benefit to the municipality;
- c) the (possible) risks and rewards associated with the use in relation to the municipality's interests;
- d) Any comments received from the local community, and
- e) Compliance with the legislative regime applicable to the proposed granting of the right.

6.2.3.2 Property Management Policy

In terms of paragraph 9.2.2 of the Policy, the Municipal Council may dispense with the prescribed, competitive process, and may enter into a private treaty agreement through any convenient process, which may include direct negotiations, but only in specific circumstances, and only after having advertised Council's intention so to act.

6.3 Financial implications

A valuator will have to be appointed to ascertain a market related rental for the property, should the application be favoured. The municipality will have to pay the costs of the valuator. The full financial implications will only be available after the valuation report has been obtained.

6.4 Legal Implications

The legal implications are discussed above under 6.2. It must be noted that this is a residential area, and the zoning of the land is public open space.

6.5 Staff Implications

No additional staff implications.

6.6 Previous / Relevant Council Resolutions

EXECUTIVE MAYORAL COMMITTEE: 2025-03-24: ITEM 7.3.7

RESOLVED

that the item be referred back for further information.

6.7 Risk Implications

The risk of not leasing out the property is possible illegal and unauthorised use of the property. The applicant has indicated that there are some illegal activities happening in the open space and he has been protecting the area. It must further be noted that this is a residential area, and the zoning of the land is public open space.

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

The electrical network is underground and, in some areas, paved and tarred protecting the network. If entry driveways to that erf is made care must be taken.

Herewith comment from the roads department:

Application not supported.

- Proposed area for leasing (Erf 17030) is a protected wetland area.
- The applicant is currently utilizing part of erf 17032 for parking – possibly without council permission, see image below (centre of image)

**6.8.2 Director: Planning and Economic Development**

No comments received.

6.8.3 Director: Community Services

No comments received.

6.8.4 CFO

No comments received.

6.8.5 Municipal Manager (Acting)

The area is currently illegally used.

ANNEXURES: **APPENDIX 1: Application**

FOR FURTHER DETAILS CONTACT:

NAME	<i>Yolande van den Berg</i>
POSITION	<i>Head: Contract Management</i>
DIRECTORATE	<i>Corporate Services</i>
CONTACT NUMBERS	<i>021-8088073</i>
E-MAIL ADDRESS	<i>Yolande.vandenberg@ Stellenbosch.gov.za</i>
REPORT DATE	<i>13/10/2025</i>

APPENDIX 1



STELLENBOSCH
STELLENBOSCH • PNIEL • FRANSCHHOEK

MUNICIPALITY • UMASIPALA • MUNISIPALITEIT

APPLICATION FOR LEASE OF MUNICIPAL LAND APPLICATION FORM

A: APPLICANT'S DETAILS

Name :

Calryn Heynes

Physical address:

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

Postal code:

[REDACTED]

Mailing address:

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

Postal code:

[REDACTED]

E-mail address:

[REDACTED]

Telephone:

[REDACTED]

Cell phone:

[REDACTED]

B: PROPERTY DETAILS OF APPLICANT

Erf/farm number :

[REDACTED]

Suburb:

LINDIDA - Tdas Valley

Town: Stellenbosch

C: PROPERTY DETAILS OF LEASE AREA APPLYING FOR

Erf/farm number :

Suburb: Starkingstr. & Indida

Town: Stellenbosch

Area applying form²

* To be supplemented with a sketch-plan with dimension in m²

D: TYPE OF APPLICATION:

Please mark the appropriate block

For commercial purposes, other than for parking

☐

For commercial parking purposes

☒

For residential parking purposes

☐

For non-commercial purposes

☐

For projecting structures onto street reserves

☐

For projecting structures onto other council-owned land

☐

Other: please provide description:

☐

Brief description of application: Ek is woonagtig in Starkingstr sedert 2000. en bestuur my eie vervoer besighede sedert 2003. Weens uitbreiding het ek in te kort

Motivation: aan parkering op my eie erf en gebruik juis die bestaande spasie vir die laaste 20 jaar -jare voor die bplanning van die nuwe Oak Tree village.

Uit hierdie besigheid bedien ek ons plaaslike
skole en gemeenskaps. Selfs vanuit hierdie
inkomste word selfs talke kinders in my
nabye omgewing gevoed op 'n daaglikse
basis.

E: LIST OF ATTACHEMENTS AND SUPPORTING DOCUMENTS

Please mark the appropriate box

Special Power of Attorney, where Applicant is not the owner

☐

Diagram of proposed area of the lease area

☐

Letters of consent (affected neighbours)

☐

Application fee (non-refundable)

☐

I hereby certify that the information supplied in this application form is correct
and that I am properly authorized to make this application.

Applicant's signature: 

Date: 24/01/2025

Full name: Calvyn Heynes

7.4	FINANCIAL SERVICES: (PC: CLLR JC ANTHONY)
-----	---

NONE

7.5	HUMAN SETTLEMENTS: (PC: CLLR R DU TOIT)
-----	---

NONE

7.6	INFRASTRUCTURE SERVICES : (PC : R PHEIFFER)
------------	--

7.6.1	RETURN ITEM: WASTE AWARENESS STRATEGY
--------------	--

Collaborator No: 790604
 IDP KPA Ref No: Greenest Municipality
 Meeting Date: 17 October 2025

1. SUBJECT: RETURN ITEM: WASTE AWARENESS STRATEGY

2. PURPOSE

Is to seek approval for the Waste Awareness Strategy which aims to educate and engage the community on waste reduction, recycling and proper waste management practices.

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

Aquila Environmental (Pty) Ltd was appointed by Stellenbosch Municipality to compile a waste awareness strategy. The Waste Awareness Strategy aims to guide the Municipality on how community education and awareness should be done with regards to waste reduction, recycling and responsible waste management practices. The strategy promotes sustainable waste management, minimise waste to landfill and foster a sense of community pride and environmental stewardship.

The overarching goal of this waste awareness strategy is to shift public perception, instil a sense of urgency, and drive long-term behavioural change in managing waste at the household, business, institutional, and industry levels.

The waste awareness strategy has three objectives, namely:

- To inform residents that waste is a critical issue that affects everyone in Stellenbosch Municipality.
- To help people understand that waste is not just a municipal problem but a shared responsibility.
- To influence and engage different sectors effectively through the application of the RANAS (Risk, Attitude, Norms, Ability, and Self-regulation) behaviour model to raise awareness, shift perceptions, and promote responsible waste practices throughout the municipal area.

The above three objectives are the mechanisms that assist to:

- o Reduce illegal dumping and littering by making these behaviours socially unacceptable.

- o Increase participation in recycling and waste separation by showing the benefits and providing easy-to-follow guidance.
- o Encourage waste minimisation and responsible consumption to reduce overall waste generation.
- o Support policy enforcement and compliance through clear, consistent messaging about waste management and regulations.

5. RECOMMENDATIONS

- (a) that the Section 80 Committee take note of the recommendation and recommend to Mayco;
- (b) that Council notes the draft Waste Awareness Strategy;
- (c) that Council adopts the draft Waste Awareness Strategy; and
- (d) that Council recommends that the Department implements the Final Waste Awareness Strategy when conducting any waste awareness and/or education.

6. DISCUSSION / CONTENTS

6.1 Background

Aquila Environmental (Pty) Ltd was appointed by Stellenbosch Municipality to develop a waste awareness strategy for Stellenbosch Municipality's Waste Management Department. This document aims to foster behaviour change across all community sectors by applying the evidence-based RANAS (Risk, Attitude, Norms, Ability, and Self-regulation) behaviour model to raise awareness, shift perceptions, and promote responsible waste practices throughout the municipal area.

The awareness strategy aligns the Stellenbosch Municipality Integrated Development Plan (IDP), the Integrated Waste Management Plan (IWMP) and the Organic Waste Diversion Plan (OWDP). It supports key goals such as increasing participation in waste separation at source, reducing waste to landfill, and promoting recycling and composting. This document presents a structured communication framework tailored to different audience groups, offering targeted messaging and visual tools to influence and support sustainable behaviour change.

6.2 Financial Implications

Aquila Environmental Consultant was appointed to develop the strategy. Resources will be required for Waste Minimisation Section to implement the Waste Awareness Strategy. EPWP will also be used during the implementation of the strategy.

6.3 Legal Implications

In terms of the National Environmental Management: Waste Act (Act No. 59 of 2008).

- Section 6 (1)(a) Promotes the waste management hierarchy: avoidance, minimisation, reuse, recycling, and recovery, treatment, disposal, use, control, and management of waste.
- Section 6 (1)(d) Guidance on raising awareness regarding the impact of waste on health and the environment.

- Section 17 Emphasises waste separation at source and encourages reduction, re-use, recycling, or recovery of waste before disposal.

This waste awareness strategy supports the objectives of NEM: WA (Act 59 of 2008), which promotes waste avoidance, minimisation, reuse, recycling, and recovery. Through awareness initiatives, the municipality can encourage behaviour change that aligns with the Act's emphasis on the waste hierarchy and sustainable waste practices.

6.4 Staff Implications

Waste Minimisation section will implement the awareness strategy.

6.5 Previous / Relevant Council Resolutions:

None

6.6 Risk implications

None

6.7 Comments from Management:

6.7.1 Director: Infrastructure Services

Agree with the recommendations.

RECOMMENDATIONS FROM THE INFRASTRUCTURE SERVICES COMMITTEE MEETING TO THE MAYORAL COMMITTEE:2025-09-04:ITEM 5.1.1

- that the Section 80 Committee noted the recommendations and recommend to Mayco;
- that Council notes the draft Waste Awareness Strategy;
- that Council adopts the draft Waste Awareness Strategy; and
- that Council recommends that the Department implements the Final Waste Awareness Strategy when conducting any waste awareness and/or education.

Annexure A: Waste Awareness Strategy

NAME	<i>Clayton Hendricks</i>
POSITION	<i>Senior Manager: Waste Management</i>
DIRECTORATE	<i>INFRASTRUCTURE SERVICES</i>
CONTACT NUMBERS	<i>021 -808 8228</i>
E-MAIL ADDRESS	<i>Clayton.hendricks@ Stellenbosch.gov.za</i>
REPORT DATE	<i>11 July 2025</i>

ANNEXURE A



WASTE AWARENESS STRATEGY

June 2025

FINAL



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Waste awareness strategy

FOR

Stellenbosch Municipality

1 Introduction

Aquila Environmental (Pty) Ltd was appointed by Stellenbosch Municipality to develop a waste awareness strategy for Stellenbosch Municipality's Waste Management Department. This document aims to foster behaviour change across all community sectors by applying the evidence-based RANAS (Risk, Attitude, Norms, Ability, and Self-regulation) behaviour model to raise awareness, shift perceptions, and promote responsible waste practices throughout the municipal area.

The awareness strategy aligns the Stellenbosch Municipality Integrated Development Plan (IDP), the Integrated Waste Management Plan (IWMP) and the Organic Waste Diversion Plan (OWDP). It supports key goals such as increasing participation in waste separation at source, reducing waste to landfill, and promoting recycling and composting. This document presents a structured communication framework tailored to different audience groups, offering targeted messaging and visual tools to influence and support sustainable behaviour change.

Section 1 introduces the context and background of the project, detailing Stellenbosch Municipality's demographics and strategic drivers for the strategy. Section 2 presents the legal and policy framework, showing how the strategy aligns with NEM: WA, the municipality's IDP, IWMP, and the OWDP. Section 3 introduces the awareness strategy's thematic messages and Section 4 outlines key objectives of the awareness strategy, including the goals of raising awareness, shifting public perceptions, and promoting behaviour change. Section 5 explains the RANAS behavioural change model and how it informs the development of targeted interventions for each audience. Section 6 provides detailed audience segmentation, breaking down the awareness strategy for various groups, and Section 7 provides a monitoring and evaluation framework. The awareness strategy is concluded in Section 8.

1.1 Stellenbosch Municipality's solid waste management services

Stellenbosch Municipality (SM) is situated within the Western Cape Province and encompasses approximately 900km², which includes urban, rural, and agricultural zones. The population was approximately 196,036 in 2021 and is projected to grow to 209,854 by 2025 (Stellenbosch Municipality, 2022). In 2021, the age distribution was as follows: 43,660 children (ages 0-14), 141,601 individuals of working age (15-64), and around 10,775 individuals aged 65 and older. Based on 2020 data, there were approximately 50,328 households in the municipality, with an average number of 3.7 people per household (Stellenbosch Municipality, 2022).

Stellenbosch Municipality's jurisdiction includes the major towns of Stellenbosch and Franschhoek, as well as several smaller rural communities such as Wemmershoek, La Motte, De Novo, Kylemore, Pniël, Johannesburg, Languedoc, Groot Drakenstein, Muldersvlei, Klappmuts, Elsenburg, Raithby, Jamestown, Koelenhof, and Vloottenburg (Stellenbosch Municipality, n.d).

Stellenbosch was established in 1679 and is the second oldest town in South Africa. The town has grown into a vibrant region known for its wine farms, extraordinary wine, fruit, scenic landscapes, and rich cultural heritage of Dutch, Georgian, and Victorian backgrounds. The town's zoning area is divided into formal suburbs, informal settlements, agriculture, student

housing, and a strong business sector. Stellenbosch University, Boland College and several prestigious primary- and high schools attract a large student population to the area. Tourism also plays a significant role in the local economy, with attractions such as restaurants, cultural events, and annual festivals drawing visitors throughout the year. There is also a variety of sports facilities available, such as the Coetzenburg athletics and rugby stadium and the Danie Craven Stadium, which is home to the largest rugby club in the world (Stellenbosch Municipality, n.d.).

Known for its high quality of life and geographical area, Stellenbosch is a highly sought after area, with ongoing development in expanding zones like Koelenhof and Vlothenburg. As the municipality continues to grow, it faces increasing pressure on its waste management systems due to rising population numbers, urban expansion, growing tourism, and higher levels of consumption. The area's mixed land use results in a wide range of waste being generated. Ongoing development generates builder's rubble; agricultural activities produce large quantities of organic waste; the tourism sector adds to consumption-related waste generation; and the local community produces high volumes of domestic waste.

Currently, the municipality provides solid waste management services to formal, informal, and farm/rural areas (Stellenbosch Municipality, 2022), servicing around 38,500 households across 22 Wards (in the 5th Generation Integrated Development Plan 2023-2027 there are 23 wards (Stellenbosch Municipality, 2022)). The Municipality services 28,751 collection points from Monday to Friday with a team of 60 crew members and 11 refuse trucks. In addition, over 400 EPWP workers are appointed on a 6-month contract (Stellenbosch Municipality, 2024a).

Middle to high income areas use a two-bag collection system to encourage waste separation at source. In this system, general waste is collected in black bags while recyclables are placed in clear bags (Stellenbosch Municipality, 2024b). The Municipality also collaborates with Producer Responsibility Organisations (PROs) to promote awareness and education around integrated waste management through ongoing training programmes, workshops, and other related initiatives.

1.2 Development of a waste awareness strategy to communicate about solid waste management in Stellenbosch Municipality

Waste is a growing crisis in Stellenbosch Municipality. The perception that waste is not a significant issue is a major barrier to sustainable waste management. However, waste is an issue, and its increase is rapidly depleting limited landfill space. Poor usage of the waste system, lack of awareness, and littering leads to pollution, consumption of finite resources, and illegal dumping. If awareness is not created to minimise and properly manage waste, waste will increasingly impact the environment, public health, and municipal finances.

Management of waste, however, does not reside with Stellenbosch Municipality alone. Collaboration between various public, private and civic actors are required to adequately address challenges emanating from this complex issue. As such, a message needs to be communicated that "*Waste management is everyone's responsibility*". This slogan forms the backbone of the proposed waste awareness strategy set forth in this document.

The waste awareness strategy is influenced by two important existing strategic documents developed by Stellenbosch Municipality's Solid Waste Management Department:

Stellenbosch Municipality's Integrated Waste Management Plan (IWMP) (4th Generation)

Stellenbosch Municipality's waste awareness strategy is framed by its 4th Generation Integrated Waste Management Plan (IWMP), which emphasizes the importance of sustainable waste management practices to ensure long-term environmental health.

As outlined in Objective 1.2 of the Stellenbosch Municipality's IWMP Implementation Plan, the municipality aims to collaborate with Producer Responsibility Organisations (PROs) and other relevant industry bodies to promote and ensure public education and awareness around integrated waste management. This is set to be achieved through training programmes, workshops, and other community-focused initiatives.

The IWMP highlights education and awareness as key components in achieving effective and sustainable waste management. It emphasises the need for ongoing public engagement and encourages responsible waste behaviour through communication campaigns designed for the needs of different communities, such as schools, businesses, and households. The plan also emphasises that building a culture of environmental responsibility is essential to improve participation in recycling, reducing illegal dumping, and making the municipal waste system work more effectively.

The IWMP outlines the municipality's strategy for sustainable waste management. The Stellenbosch Municipality's Organic Waste Diversion Plan was developed as part of the municipality's broader effort to meet national and provincial waste management targets and is mentioned in the IWMP. The plan was created in response to policy changes introduced by the Western Cape Government's Department of Environmental Affairs and Development Planning (DEA&DP), which mandated a 50% reduction in organic waste sent to landfills by 2022, followed by a full ban by 2027. This was driven by the recognition that organic waste, which includes food and garden waste, constitutes approximately 30% of the waste stream in the Western Cape and significantly contributes to greenhouse gas emissions when sent to landfill.

The IWMP highlights strategies to reduce the amount of organic waste being disposed of in landfills, with the aim of preserving landfill airspace, reducing methane emissions, and promoting the recovery of valuable resources through composting and other treatment methods. This includes the rollout of a three-bag separation at source system, the establishment of organic waste treatment facilities, and public education on the importance of proper organic waste management. Other initiatives such as composting, separation at source, community awareness campaigns, and partnerships with private sector entities is also suggested.

Alongside the municipality's efforts to divert recyclable and organic waste from landfills, managing hazardous waste - particularly household hazardous waste (HHW) - is essential to safeguarding both public health and the environment. Hazardous waste, which includes materials such as chemicals, batteries, paint, cleaning agents, and electronic waste, poses significant risks if not handled and disposed of correctly. In Stellenbosch Municipality, safe disposal of hazardous waste is critical to preventing pollution of water sources, soil contamination, and health risks to both residents and waste management workers.

The improper disposal of hazardous waste - such as dumping it in general waste bins or landfills - can lead to severe environmental consequences and health risks, such as toxic emissions, groundwater contamination, and harmful exposure to chemicals. Therefore, it is essential that the waste awareness strategy is used to educate residents and businesses on the importance of safe hazardous waste disposal, the dangers of improper handling, and the services available to support safe disposal.

Stellenbosch Municipality's Organic Waste Diversion Plan

Stellenbosch Municipality's Organic Waste Diversion Plan was developed in November 2021 as part of the municipality's broader effort to meet national and provincial waste management targets. The plan was created in response to policy changes introduced by the Western Cape Government's Department of Environmental Affairs and Development Planning (DEA&DP), which mandated a 50% reduction in organic waste sent to landfills by 2022, followed by a full ban by 2027. This was driven by the recognition that organic waste, which includes food and garden waste, constitutes approximately 30% of the waste stream in the Western Cape and significantly contributes to greenhouse gas emissions when sent to landfill.

The Organic Waste Diversion Plan outlines strategies to reduce the amount of organic waste being disposed of in landfills, with the aim of preserving landfill space, reducing methane emissions, and promoting the recovery of valuable resources through composting and other treatment methods. Key components of the plan include the rollout of a three-bag separation at source system, the establishment of organic waste treatment facilities, and public education on the importance of proper organic waste management. This includes promoting home composting and garden waste drop-off points, and helping residents understand their role in meeting the waste diversion targets.

The plan emphasises the need to shift public attitudes on how they view waste, with education and awareness the cornerstone to building this new mindset. The challenge is to communicate this plan effectively to the public and relevant stakeholders, ensuring that they understand the importance of separating organic waste and participate in the diversion efforts. This waste awareness strategy aims to engage various segments of the community, including households, businesses, educational institutions, and the agricultural sector, in order to drive widespread behavioural change and ensure the success of the organic waste diversion initiatives.

2 Legal framework

The waste awareness strategy has been developed to closely align with national, provincial, and municipal legislation and planning frameworks. These include the National Environmental Management: Waste Act (NEM: WA) - including the waste management hierarchy - the Stellenbosch Municipality Integrated Development Plan (IDP) the Stellenbosch Municipality Integrated Waste Management Plan (IWMP) and the Stellenbosch Municipality's Organic Waste Diversion Plan. This section outlines how the awareness strategy supports the goals and obligations set out in the frameworks.

2.1 National Environmental Management: Waste Act (NEM: WA)

This waste awareness strategy supports the objectives of NEM: WA (Act 59 of 2008), which promotes waste avoidance, minimisation, reuse, recycling, and recovery. Through awareness initiatives, the municipality can encourage behaviour change that aligns with the Act's emphasis on the waste hierarchy and sustainable waste practices. Table 1 below provides an overview of the relevant clauses or sections from NEM: WA that relate to the awareness strategy. It outlines the clause or section number, summarises its content, identifies existing gaps in current implementation, and explains how the waste awareness strategy addresses these gaps.

Table 1: Overview of relevant clauses from NEM: WA in relation to the waste awareness strategy, as well as identified gaps, and strategic responses.

Clause/Section number	Details	Gap identified	How this is addressed in this strategy
Section 6 (1)(a)	Promotes the waste management hierarchy: avoidance, minimisation, reuse, recycling, and recovery, treatment, disposal, use, control, and management of waste.	Low public awareness and participation in implementing the waste management hierarchy across communities.	This strategy is grounded in the principles of the waste hierarchy, prioritising waste prevention and minimisation over disposal. This strategy promotes waste separation at source, reuse, and recycling through targeted campaigns and educational materials.
Section 6 (1)(d)	Guidance on raising awareness regarding the impact of waste on health and the environment.		
Section 17	Emphasises waste separation at source and encourages reduction, re-use, recycling, or recovery of waste before disposal.	Opportunity for separation at source participation rates to be increased.	This strategy supports separation at source and provides public communication, education, and awareness campaigns to improve participation.

2.2 Stellenbosch Municipality IDP

The IDP is Stellenbosch Municipality's five-year strategic plan that addresses the most critical development needs within the municipal area, as well as the key governance priorities of the organisation. The current IDP (2022-2027), now in its third review, emphasises sustainability, service delivery, and community wellbeing.

Specific objectives in the IDP relevant to this waste awareness strategy include:

- 1) enhancing waste minimisation and recycling programs,
- 2) improving waste collection and disposal infrastructure, and
- 3) promoting public awareness and education on waste-related issues.

Table 2 below provides an overview of the relevant clauses or sections from the IDP that relate to the awareness strategy. It outlines the clause or section number, summarises its content, identifies existing gaps in current implementation, and explains how the waste awareness strategy addresses these gaps.

Table 2: Overview of relevant clauses from Stellenbosch Municipality's IDP in relation to the waste awareness strategy, as well as identified gaps, and strategic responses.

Clause/Section number	Details	Gap identified	How this is addressed in this strategy
6.3.8.1.4	Communication participation programmes regarding risk reduction strategies.	There is currently no communication participation programmes regarding risk reduction strategies.	Risk reduction is expected to be a natural outcome of implementing the awareness strategy. This is an unintended

			but beneficial consequence of improved awareness, education, and behavioural change.
6.3.4.4 Goal 1	Promote and ensure awareness and education of integrated waste management.	The plan sets a broad framework for awareness and education but lacks specific strategies to reach different audience groups.	This strategy details awareness actions, including separation at source education, organic waste reduction, and promotes recycling.
6.3.4.4 Goal 2	Improved Integrated Waste Management Planning and implementation for efficient waste services and infrastructure.	Opportunity for the implementation of effective waste services and waste infrastructure to increase current waste management efforts.	This strategy outlines how various industries and sectors can be engaged in efforts to reduce waste generation.

2.3 Stellenbosch Municipality Integrated Waste Management Plan (IWMP)

The waste awareness strategy is aligned with Stellenbosch Municipality's IWMP, which outlines the municipality's goals and interventions for effective waste management.

The waste awareness strategy supports the IWMP by:

- 1) educating the public about the importance of waste separation and reduction,
- 2) promoting participation in recycling and diversion programmes, and
- 3) strengthening public understanding of their roles in supporting municipal waste systems.

Table 3 below provides an overview of the relevant clauses or sections from the IWMP that relate to the awareness strategy. It outlines the clause or section number, summarises its content, identifies existing gaps in current implementation, and explains how the awareness strategy addresses these gaps.

Table 3: Overview of relevant clauses from Stellenbosch Municipality's IWMP in relation to the waste awareness strategy, as well as identified gaps, and strategic responses.

Clause/Section number	Details	Gap identified	How this is addressed in this awareness strategy
Section 2.5	Education and awareness initiatives. Public education initiatives include school recycling programmes, distributing flyers and brochures, open day events at the MRF, Swop Shop initiatives, waste education and awareness, and training sessions.	Little awareness and education campaigns or training taking place.	This strategy introduces new school-specific waste education and awareness campaigns, along with structured implementation plans and content designed to reach all audience groups within the Municipality.

Section 4.3 Goal 3.3 and Goal 5.1	Increase waste diversion through reuse, recycling, and recovery.	Low public participation in diverting waste to landfill through reuse, recycling, and recovery across communities.	This strategy provides a framework for the expansion of separation at source programmes and recycling participation.
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2.4 Stellenbosch Municipality Organic Waste Diversion Plan

The Western Cape Government, through DEA&DP, set targets to divert 50% of organic waste from landfill by 2022 and aims to achieve a complete ban on organic waste to landfill by 2027. Stellenbosch Municipality's Organic Waste Diversion Plan (OWDP) outlines a multi-disciplinary approach to meet these targets, including chipping and composting of garden waste at the Stellenbosch Landfill Facility, separation at source through a proposed three-bag household waste system (recyclables, organics, non-recyclables), and targeted drop-off and garden waste collection systems within the municipality. This awareness strategy directly supports these interventions by:

- 1) educating residents and businesses on the importance and methods of source separation,
- 2) encouraging adoption of composting and garden waste drop-offs, and
- 3) reinforcing the urgency of reducing landfill-bound organic waste through community campaigns and stakeholder engagement.

Table 4 below provides an overview of the relevant clauses or sections from the ODWP that relate to the awareness strategy. It outlines the clause or section number, summarises its content, identifies existing gaps in current implementation, and explains how the awareness strategy addresses these gaps.

Table 4: Overview of relevant clauses from Stellenbosch Municipality's OWDP in relation to the awareness strategy, identified gaps, and strategic responses.

Clause/Section number	Details	Gap identified	How this is addressed in this awareness strategy
Chapter 1 and Chapter 5.1	DEA&DP mandates 50% diversion by 2022 and a complete ban by 2027.	Full compliance with 2027 target requires large scale education and awareness, behaviour change, infrastructure support, and enforcement.	This strategy supports long term awareness, community engagement, behavioural change, and phased implementation to ensure readiness for the 2027 ban.
Chapter 7.6	Training, education, and awareness campaign. Emphasis on staff training, communication and awareness campaigns, and public communication.	Little awareness and education campaigns or training taking place.	This strategy outlines a detailed communication plan for waste awareness.

3 Thematic message for the waste awareness strategy

“Waste management is everyone’s responsibility!”

To unify the communication efforts, the strategy will centre around the core message:

Waste management is everyone’s responsibility
and
What we do about it today shapes our tomorrow

Key messages:

- There is no ‘away’.
Waste does not disappear when it leaves your bin. It goes somewhere - often to a rapidly-filling landfill, an illegal dumping site, or into our rivers and streets.
- There is no more space.
Stellenbosch’s landfill capacity is running out, and without change, managing waste will become more costly and difficult.
- Litter and illegal dumping destroy our town.
It pollutes our environment, affect tourism, and reduce property values.
- Waste costs money.
The more we waste, the more residents will pay in service fees and environmental clean-ups.
- Waste is a resource.
Through recycling, composting, and circular economy practices, we can transform waste into new materials, jobs, and a cleaner town.

These messages can be repeated across all communication channels using various formats, from social media posts to community meetings and school curriculums.

4 Objectives of the waste awareness strategy

The overarching goal of this waste awareness strategy is to shift public perception, instil a sense of urgency, and drive real, long-term behavioural change in how waste is managed at the household, business, institutional, and industry levels.

The waste awareness strategy has three objectives, namely to:

1.	2.	3.
Create awareness	Shift perceptions	Change behaviour
Inform residents that waste is a critical issue that affects everyone in Stellenbosch Municipality.	Help people understand that waste is not just a municipal problem but a shared responsibility.	Influence and engage different sectors effectively through application of the RANAS approach.

These three objectives are the mechanisms that assist to:

- Reduce illegal dumping and littering by making these behaviours socially unacceptable.
- Increase participation in recycling and waste separation by showing the benefits and providing easy-to-follow guidance.
- Encourage waste minimisation and responsible consumption to reduce overall waste generation.
- Support policy enforcement and compliance through clear, consistent messaging about waste management and regulations.

5 Behavioural change approach: RANAS

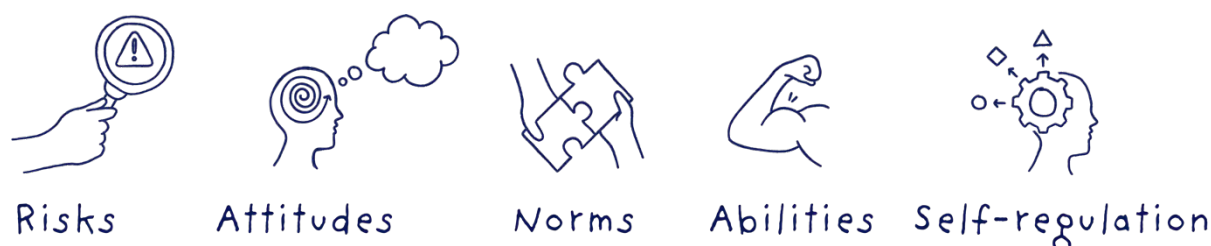
This strategy is based on the “RANAS approach” (Ranas, 2023).

The RANAS approach is designed to achieve behaviour change by addressing five key psychological and social drivers: Risk, Attitude, Norms, Abilities, and Self-regulation. Each of these factors represents a key driver influencing human behaviour. Focusing on these five factors can ensure positive behaviour change and waste awareness.		
	Risks	This refers to the perceived risks associated with a particular behaviour or the lack of it. (e.g. “If I don’t separate waste; it could attract pests and harm my health.”).
	Attitudes	This encompasses a person’s beliefs and feelings about a behaviour. (e.g. “Sorting recyclables makes me feel like I’m doing something good.”).
	Norms	This refers to the social expectations and pressures that influence a behaviour. (e.g. “Everyone around me is separating their waste, so I should too.”).
	Abilities	This includes the skills, resources, and opportunities a person must have to perform a particular behaviour. (e.g. “I know how to sort waste and have the bins to do it easily.”).
	Self-regulation	This refers to a person’s ability to plan, monitor, and control their own behaviour. (e.g. “I’ve set a reminder to take out recyclables every Wednesday.”).

The approach is necessary because awareness alone is not enough. People need the motivation, skills, and social reinforcement to consistently reduce, separate, and dispose of waste correctly. By targeting different audience groups with tailored messages, we seek to drive long-term behaviour change in waste avoidance, reduction, separation, and recycling.

This strategy outlines key audience segments and provides specific communication methods, media, visual elements, and planning considerations. It leverages a variety of tools to ensure the message is effective, engaging, and future-proof, with Stellenbosch's unique characteristics and future growth in mind.

By implementing a structured waste awareness strategy over the next 5-10 years, Stellenbosch Municipality will create a lasting impact, ensuring that waste management becomes embedded in everyday practices.



RANAS (Risk, Attitude, Norm, Ability, and Self-regulation) is a behavioural change approach that has been developed to address environmental and social issues through structured interventions. It is grounded in psychology and focuses on understanding and modifying the key factors that influence individual behaviour, such as risk perception, attitudes, social norms, ability, and self-regulation. The RANAS model is based on research that shows how people's behaviour can be influenced by targeting these specific psychological and social factors. The approach has been used successfully in various sectors, including health, water, sanitation, and waste management, to cultivate lasting changes in individual and community behaviour.

RANAS is an ideal tool for the Stellenbosch Municipality's waste awareness strategy because it provides a systematic, evidence-based framework for promoting sustainable waste practices among residents. By addressing the psychological drivers of waste behaviours (such as how individuals perceive waste risks, their attitudes towards waste management, the social norms around disposal practices, and their ability to act in more sustainable ways), RANAS can effectively guide interventions that resonate with the community. This approach not only ensures that waste education efforts are more targeted and impactful but also encourages lasting behaviour change, making it a valuable framework for fostering a culture of waste reduction and responsible disposal in the municipality.

6 Audience segmentation

Audience segmentation is crucial to ensure that the waste awareness strategy effectively addresses the unique needs and behaviours of different groups within Stellenbosch Municipality. By tailoring messages and approaches to each audience - households, businesses, educational institutions, tourism industry, waste reclaimers, and internal staff - the municipality can encourage more meaningful engagement and drive positive behaviour change in waste management (see Figure 1). By identifying these different audience groups, the communication strategy can deliver relevant information, incentives, and support mechanisms that will encourage each group to actively participate in waste management initiatives. This approach also helps the municipality to focus its resources more effectively, ensuring that the communication efforts have the greatest possible impact on reducing waste and achieving long-term behavioural change. The segmentation is based on the roles each group plays in the generation and management of waste. Through audience-specific messaging, the municipality can foster a shared responsibility for waste management across all sectors, driving collective action towards sustainable waste reduction.

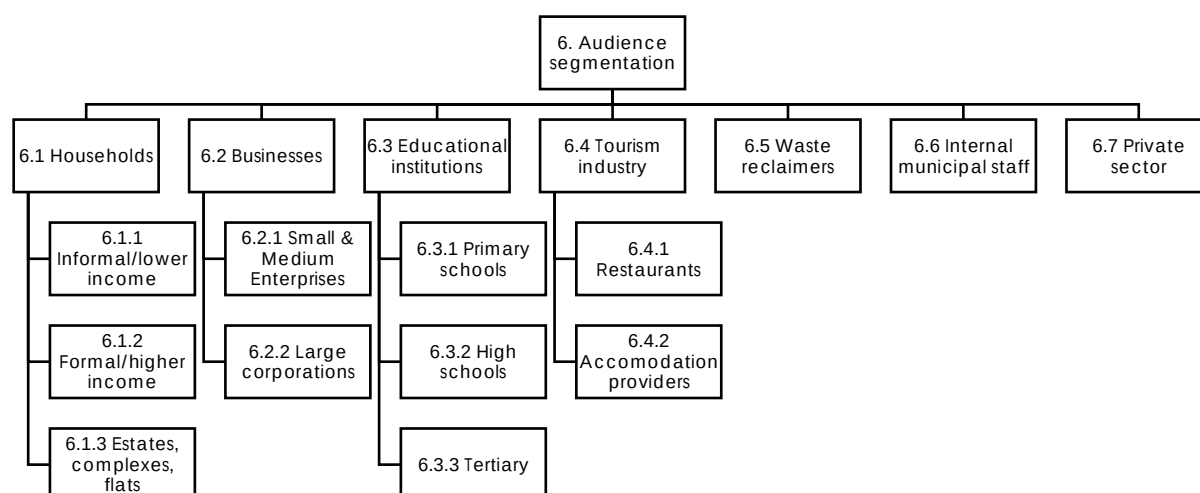


Figure 1: Overview of the various audiences targeted within the waste awareness strategy

This section outlines how the RANAS approach will be applied to each audience segment, highlighting specific communication methods, channels, visual elements, and strategies to promote sustainable waste practices. Various examples are also provided, per waste type, showing how this approach can be implemented.

To ensure a comprehensive waste awareness strategy, in-depth actions are provided across the waste types, including general waste awareness, as well as focused awareness on organic waste and hazardous waste for each audience segment. The RANAS approach has been defined per waste type, allowing the municipality to easily address the needs as they arise.

6.1 Households

6.1.1 Informal / lower income households

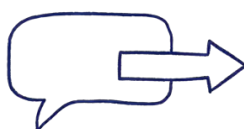
General waste awareness	Organic waste awareness	Hazardous waste awareness
<div style="text-align: center;"> RISKS  </div>		
Make people aware of the risks of improper waste disposal, including the health and environmental impacts that can affect the community.	Highlight that waste is associated with the improper disposal of food and garden waste, leading to issues such as attracting pests and creating unclean environments. These risks can directly affect personal and community health, leading to poor living environments.	Lower-income households face risks related to hazardous waste disposal, such as the exposure of children to chemicals, contamination of household water supplies, and the potential for fire hazards from improperly discarded materials like batteries and electronic waste.

ATTITUDES 		
To shift attitudes, messages should highlight personal and community benefits such as cleaner environments and improved health.	Attitudes may be influenced by highlighting the personal and community benefits of composting organic waste, such as a cleaner environment and food gardening opportunities.	Communication should focus on creating an understanding that handling hazardous materials safely is part of responsible waste management and a key component and benefit of maintaining a healthy household environment.
NORMS 		
Reinforcing social norms through community leaders and peer examples is crucial. Highlight waste issues in large gatherings to normalise the conversation.	Social norms could be supported by involving community leaders to endorse proper organic waste management practices.	The municipality can partner with community leaders to act as advocates for proper hazardous waste disposal, promoting safe practices as the social norm.
ABILITIES 		
Abilities can be supported by providing information about waste minimisation initiatives like swap shop with simple, clear instructions on how to participate in such initiatives.	Abilities could be enhanced by providing accessible compost bins and clear instructions on how to separate and compost organic waste.	Provide residents with information about hazardous waste drop-off sites, mobile collection services, and how to safely store hazardous waste at home until disposal.
SELF-REGULATION 		
To encourage self-regulation, the municipality could promote and support the establishment of Citizen Scientists who make it their mission to track the volumes of waste dumped and littered and determine whether waste minimisation interventions are successful.	Self-regulation might be encouraged through household waste logs or visual tracking systems, such as community progress charts focusing on food waste reduction.	Encourage residents to create a system at home for separating hazardous waste, such as setting aside a specific container for batteries, chemicals, and electronics.



Media

Local radio, community WhatsApp groups, door-to-door campaigns, word-of-mouth via community leaders and Ward Councillors.



Approach

Use clear, simple language that focuses on practical benefits and ease of proper waste disposal.



Visual elements

Infographics illustrating the waste cycle, colourful images depicting a healthy vs an unhealthy environment.

Examples for general waste awareness:

<p>Provide visual comparisons, such as posters showing clean vs. littered communities, leading to different futures (healthy community vs. sickness and pollution).</p> 	<p>Create minimalistic posters to convey the dangers of littering and illegal dumping using strong graphics and illustrations. Some ideas can include a child playing next to a pile of waste with a rat nearby with the message: “where there’s litter, there’s disease. Protect your family – dispose of waste properly.”</p>
<p>Visually depict a small child mimicking an adult – one poster shows them littering while another shows them using a bin. Targets parents and emphasise the message that focuses on “what children see, children do”.</p>	<p>Use local radio stations or WhatsApp groups to encourage positive storytelling about families benefitting from proper waste disposal, or to share stories about unfortunate effects families suffered due to improper waste management.</p>
<p>Swop shop initiatives where people can exchange recyclables for food, school supplies, or small cash incentives (as has already started in the municipality).</p>	<p>Arrange neighbourhood DIY upcycling workshops using common waste materials to make usable, household products reusable shopping bags from old clothes.</p> 
<p>Collaborate with local artists or residents to create art installations using discarded materials, such as plastic bottle tops.</p>	<p>Engage with religious organisations. Religious organisations are important leaders who can help drive behavioural change through shared values and community leadership.</p>

	<p>Connect with local leaders. Community leaders are important voices in the community and will ensure the message is shared to all (e.g. ward councillors).</p> 
<p>Gamify waste collection by having 'neighbourhood clean-up battles'; reward the cleanest street with prizes such as grocery vouchers.</p>	<p>Together with identified leaders, conduct door-to-door awareness, informing the communities about the systems in place and why waste is an issue. These activities can also be used to gather information from residents, through questionnaires, about why they are having challenges, providing insight that can be used for future planning.</p>

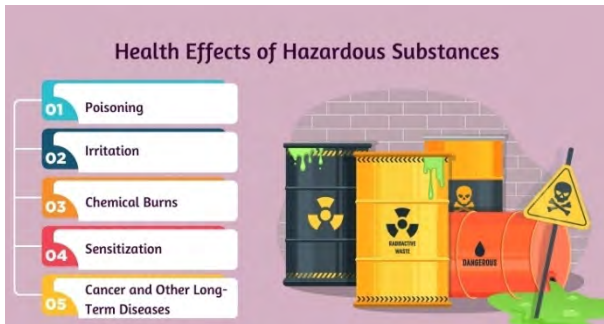
Examples for organic waste awareness:

<p>Provide visual communication through infographics to illustrate the organic waste cycle.</p> 	<p>Create minimalistic posters to convey the repercussions of organic waste in landfill sites using strong graphics and illustrations. Some ideas can include a child playing next to a pile of food waste with a rat nearby with the message: "where there's litter, there's disease. Protect your family – dispose of organic waste properly."</p>
<p>Visually depict organic waste in the landfill vs organic waste in a compost heap and then garden.</p>	<p>Use local radio stations or WhatsApp groups to encourage positive storytelling about families benefitting from composting their organic waste.</p>
<p>Provide clear, simple communication focusing on the benefits of separating and composting organic waste.</p>	<p>Establish neighbourhood gardens and green spaces to motivate the local community to compost their organic waste and see the benefits of waste turned into growth.</p>

	
Collaborate with local influencers to create short social media clips on how to compost your organic waste properly. These clips can then be circulated via social media or community WhatsApp channels.	Together with identified leaders, conduct door-to-door awareness, informing the communities about the organic waste systems in place and why separating your organic waste matters. These activities can also be used to gather information from residents, through questionnaires, about why they are having challenges, providing insight that can be used for future planning.

Examples for hazardous waste awareness:

<p>Provide clear diagrams illustrating the types of hazardous waste and how to dispose of hazardous waste safely.</p> 	<p>Create minimalistic posters to convey the repercussions of household hazardous waste on health and safety if not stored or handled properly.</p>
<p>Provide clear, simple communication focusing on the benefits of separating household hazardous waste.</p>	<p>Use local radio stations or WhatsApp groups to circulate household hazardous waste content and information, such as weekly tips, photos of what counts as hazardous waste, and reminder of collection dates.</p>
<p>Incentivise community participation in mobile drop-off or community collection days.</p>	<p>Together with identified leaders, conduct door-to-door awareness, informing the communities about the household hazardous waste systems in place and why separating your hazardous waste from other waste matters. These activities can also be used to gather information from residents, through questionnaires, about why they are having challenges, providing insight that can be used for future planning.</p>

<p>Use real life risks and highlight the health risks for children if hazardous waste isn't handled properly.</p> 	<p>Place signs and visual posters in areas where many people pass by daily.</p>

6.1.2 Formal / higher-income households

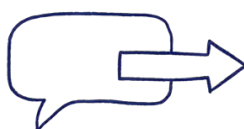
General waste awareness	Organic waste awareness	Hazardous waste awareness
<p>RISKS</p> 		
<p>Make people aware of the long-term environmental impact of improper waste disposal, including pollution and biodiversity loss.</p>	<p>The primary risk for higher-income households is the long-term environmental impact, such as greenhouse gas emissions and biodiversity loss, caused by improper disposal of food and garden waste. Failing to separate organic waste contributes to climate change and increases landfill use, which will ultimately affect local ecosystems and communities.</p>	<p>These households often generate more e-waste, batteries, and chemical waste from home renovations, gardening, or home office-use. Highlight that improper disposal can lead to fire hazards, environmental damage, or contamination of private waste systems.</p>
<p>ATTITUDES</p> 		
<p>Attitudes can be influenced by highlighting the importance of individual responsibility and the environmental benefits of waste separation.</p>	<p>Attitudes can be shaped by promoting individual responsibility for environmental preservation, through organic waste diversion, and the usefulness</p>	<p>Communication should focus on highlighting environmental and social responsibility, as well as potential long-term impacts on health and environmental degradation.</p>

	of creating compost from waste.	Also focus on creating an understanding that handling hazardous materials safely is part of responsible waste management and a key component of maintaining a healthy household's environment.
<p style="text-align: center;">NORMS</p> 		
Social norms can be shaped through community-based waste initiatives or the appointment of “local champions” who set an example for their neighbours.	Social norms could be reinforced by encouraging neighbourhood contests or “Green Ambassadors” to set an example for proper organic waste management.	Social norms can be shaped through community-based waste initiatives such as hazardous waste drop-off/ collection days and areas. The municipality can partner with community leaders to act as advocates for proper hazardous waste disposal, promoting safe practices as the social norm.
<p style="text-align: center;">ABILITIES</p> 		
Abilities can be enhanced through workshops on waste reduction techniques such as waste avoidance, home composting, upcycling and refurbishment/repair.	Abilities may be supported through workshops on composting and the provision of garden waste collection services.	Provide residents with digital resources such as online guidelines on how to manage hazardous materials and dispose of it effectively. Encourage the use of municipal collection points, such as the drop-off area at the MRF.
<p style="text-align: center;">SELF-REGULATION</p> 		
Encouraging self-regulation could involve digital tracking tools, like a waste management app that provides tips and feedback based on individual household waste generation.	Self-regulation can be encouraged using apps that track household composting and organic waste reduction efforts.	Encourage residents to create a system at home for separating hazardous waste, such as setting aside a specific container for batteries, chemicals, and electronics.



Media

Social media platforms (WhatsApp, Instagram, Facebook), neighbourhood newsletters, municipal website, local newspapers such as Eikestad Nuus, local radio.



Approach

Personalised messages that engage residents in challenges and encourage participation in eco-friendly initiatives.



Visual elements

Graphs showing waste reduction impacts, comparison charts highlighting environmental benefits.

Examples for general waste awareness:

<p>Providing fridge magnets showing what can/can't be recycled or with an easy-to-follow checklist of good waste management practices (e.g. "Before I throw it away, can this item be reused/repurposed?")</p>	<p>Encourage neighbourhood organised zero waste markets selling upcycled goods (e.g. local manufacturer, Lily Loompa).</p> 
<p>Encourage neighbourhood organised plogging events (jogging + picking up litter, promotes health and environmental action simultaneously).</p>	<p>Utilise the municipal website as a core digital portal for all waste-related queries (e.g. show recycling points and green waste drop-offs, recycling do's/don'ts).</p>
<p>Encourage composting and use of biodegradable waste bags by making short videos and circulating it on social media and WhatsApp groups.</p>	<p>Billboards next to the road with a clear message or nudge (e.g. Let's keep Stellenbosch clean! / Waste IS an issue!).</p>
<p>Providing clear instructions for waste separation (use images rather than words to reach a wider audience and overcome language barriers).</p> 	<p>Provide updates through signage boards at the MRF (such as percentage waste recycled each month).</p> 

<p>Create a digital campaign where residents can scan QR codes on single-use items (e.g. coffee cups, food packaging) to see how long it takes to decompose; where it will end up if not recycled; the potential monetary value if it is recycled properly.</p>	<p>Create short videos showing people what happens when they recycle (e.g. what happens at the MRF).</p> <p>This could be in addition to invitations for landfill and MRF site tours.</p>
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Examples for organic waste awareness:

<p>Create monthly newsletter articles that provide tips for composting and reducing food waste, and feedback organic waste separation participation statistics (e.g. x-kg of garden waste was diverted this month).</p>	<p>Short aesthetic videos illustrating home composting (e.g. home composters, countertop bins, garden piles).</p> 
<p>Place QR codes on municipal bins or bags linked to home composting tutorials or local compost bin providers and municipal services.</p>	<p>Utilise the municipal website as a core digital portal for all organic waste-related queries (e.g. show organic waste drop-off points and green waste drop-offs, organic waste do's/don'ts).</p>
<p>Host composting workshops at local nurseries, wine estates, or schools.</p> 	<p>Use billboards to advertise home composting and the benefits of home composting.</p> 

Examples for hazardous waste awareness:

<p>Provide clear diagrams illustrating the types of hazardous waste and how to dispose of hazardous waste safely.</p> 	<p>Use social media platforms like Instagram and Facebook to share content such as short videos or infographics on hazardous waste.</p> 
<p>Community WhatsApp groups can be used to send timely reminders about mobile collection days, drop-off site changes, or tips for storing hazardous waste items.</p>	<p>Pair messages with existing waste campaigns: “Just like you separate food for compost, separate harmful things like paint and batteries”.</p>
<p>Use billboards or noticeboards to advertise the dangers of hazardous materials and how to manage and discard of it properly.</p>	<p>Utilise the municipal website as a core digital portal for all hazardous waste-related queries (e.g. show hazardous waste drop-off points, hazardous waste do's/don'ts, and the risks associated with improper disposal of hazardous waste).</p>

6.1.3 Estates, complexes, flats

General waste awareness	Organic waste awareness	Hazardous waste awareness
<p style="text-align: center;">RISKS</p> 		
<p>Communication should focus on the hidden consequences of improper waste disposal, particularly in shared waste areas. Residents often do not see where their waste ends up, leading to the perception that waste is not a problem. However, overflowing communal bins, bad odours, pest infestations, and increased maintenance costs are direct</p>	<p>Organic waste that is not separated or disposed of properly can quickly lead to overflowing bins, bad odours, pest infestations (such as flies, cockroaches, and rats), and unsanitary conditions in shared waste areas.</p>	<p>Residents in estates, complexes, and flats often share communal spaces such as storage rooms, bins, and utility areas. making improper disposal of hazardous waste a collective risk. Flammable or toxic substances like batteries, gas canisters, pesticides, and e-waste stored or discarded improperly can lead to fires, chemical exposure, or leakage that affects multiple units.</p>

consequences of poor waste management in multi-unit housing.		
<p style="text-align: center;">ATTITUDES </p>		
Attitudes can be influenced by highlighting how small actions - such as separating waste at home - can contribute to cleaner living spaces, reduced levies (by reducing the total shared bins), and a healthier environment.	Many residents may not see organic waste separation as a priority or may assume that their small volume doesn't make a difference. Some might also feel disgust or resistance toward handling food waste separately. Communication should highlight how small changes in daily habits like using a compostable bag or setting aside food scraps can have a collective positive impact.	Residents may not see themselves as directly responsible for the safe disposal of hazardous waste and might assume that body corporates or waste management providers will handle it. Therefore, communication should focus on clarifying personal accountability, emphasising that each resident's actions contribute to the health and safety of the entire complex.
<p style="text-align: center;">NORMS </p>		
Social norms can be shaped by establishing visible recycling systems within complexes, encouraging waste-conscious behaviour through estate-wide competitions, and encouraging a culture of responsibility through waste ambassadors.	Establishing waste separation as part of responsible community living is essential. When residents see that others are separating food waste correctly, they are more likely to start doing it as well. Body corporates, estate managers, and active residents should lead by example, with clear support from cleaning teams and security. Community-wide efforts such as composting bins or green garden projects can further normalise the practice.	In these settings, behaviours are often influenced by what neighbours and management do or encourage. Waste behaviour campaigns should involve body corporates, building managers, and estate security teams to set the tone. Promoting waste separation and correct disposal as part of the "rules of good residency" can help normalise responsible actions.
<p style="text-align: center;">ABILITIES </p>		
Abilities can be enhanced by ensuring that every complex has clear signage at waste collection points, accessible recycling bins, and simple guides on how to	Residents might be unsure how to separate organic waste, what counts as compostable, or where to dispose of it. Providing access to countertop	Many residents do not know where or how to dispose of hazardous waste properly and need to be provided with information such as A5 fridge magnets, which could form

separate waste correctly in small living spaces.	caddies, compostable liners, and a clearly marked organic waste bin in the shared waste area can make it easier. The municipality can assist estates in providing printed and digital guides on what can go into organic waste and consider regular communication around bin collection schedules.	part of the welcome pack when new tenants or owners arrive.
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SELF-REGULATION

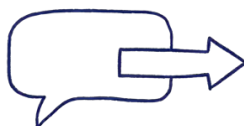


Encouraging self-regulation could involve estate-wide waste tracking, digital reminders, and reward-based initiatives that recognise complexes with high participation in recycling efforts.	Encouraging self-regulation by helping residents set up an easy at-home system for organic waste, such as keeping a small bin under the sink with compostable liners.	Encourage residents to create small systems within their homes to store hazardous items safely until collection day. Visual prompts (e.g., fridge magnets, bin stickers, or mobile reminders) can help keep the issue top of mind.
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Media

Estate/complex/block WhatsApp groups, digital estate newsletters, social media platforms (Facebook groups, Instagram), notices in communal bin areas, interactive recycling apps.



Approach

Community-focused messaging that highlights the collective benefits of waste reduction, supported by interactive reminders and small incentives to encourage participation.



Visual elements

Infographics on small-space waste separation, comparison charts on estate-wide waste reduction progress, stickers or labels for in-unit waste bins, QR codes linking to interactive waste guides.

Examples for general waste awareness:

Provide QR codes near waste bins that link to simple guides on how to separate waste. Include resources, tips and services		Use social media to promote a "Trash Tag" challenge where residents take photos of cleaned-up areas within the estate or complex, tagging the community to encourage others to participate and earn rewards.
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Regular newsletters sent via email or placed in common areas of buildings, detailing tips on waste reduction, updates on local waste management initiatives, or the results of recycling efforts.	Organise workshops in the community centre or building lobby that teach residents about recycling, upcycling, and composting. For example, how to make DIY compost bins for small flat blocks.
Partner with PROs to offer residents convenient drop-off points for hard-to-recycle items, such as batteries or electronics, within the estate.	

Examples for organic waste awareness:

Estate WhatsApp groups can share weekly “Green tips” with reminders about food waste disposal and composting dos and don’ts.	<p>Body corporate newsletters or bulletins can feature articles on how separating food waste keeps pets away and how it can be turned into composting material.</p> 
Launch a “Clean and Green Community” campaign that links organic waste separation to estate pride and clean living.	Host a “Compost Day” or garden workshop, showing residents how their organic waste is turned into compost for communal or home gardens.
<p>Collaborate with nearby farms that use compostable materials by organising a weekly organic waste drop-off at the farm.</p> 	Utilise the municipality’s official website, Facebook, and Instagram pages to share social media posts such as weekly tips on composting, what to do with your organic waste, etc.

Examples for hazardous waste awareness:

<p>Digital noticeboards in common areas (e.g., lifts, lobbies, laundries) can feature weekly or monthly hazardous waste education visuals and reminders.</p>	 <p>Estate and community WhatsApp groups are effective for real-time communication of hazardous waste drop-off points (e.g. shopping centres) and safety tips.</p>
<p>Make hazardous disposal information part of move-in welcome packs and starter kits, where new residents get information on hazardous waste and how to manage and dispose of it properly. This sets expectations from an early stage and reduces future non-compliance.</p>	<p>Infographics tailored to estates, flats and complex buildings, showing typical hazardous waste items found in homes (e.g. lightbulbs, aerosols, cleaning chemicals) and how to store and dispose of it properly.</p>
<p>Emails from body corporates or estate management can share hazardous infographics, disposal protocols, and sign-up links for updates and notifications.</p>	<p>Posters near bin areas provide immediate, contextual instructions and serve as weekly reminders for residents to dispose of hazardous waste correctly.</p>
<p>Partner with PROs or municipal services to set up convenient hazardous waste collection points within the estate, allowing residents to safely dispose of times like cleaning chemicals, paint or used oil without needing to travel offsite.</p>	

6.2 Businesses

6.2.1 Small and Medium Enterprises (SMEs)

General waste awareness	Organic waste awareness	Hazardous waste awareness
RISKS 		
Risks of poor waste management include potential legal and financial penalties, which should be clearly communicated.	Communication could emphasise the risks of not complying with organic waste regulations, such as potential financial penalties for improper disposal of food and garden waste. The key risk for SMEs is the potential for legal and financial penalties if they fail to comply with organic waste management regulations.	SMEs may handle larger volumes of hazardous materials, such as solvents, paints, and industrial cleaners. Improper disposal can result in fines, health hazards for employees, and environmental pollution.
ATTITUDES 		
Attitudes can be shifted by showing the cost savings and increased efficiency that come with proper waste management practices.	Attitudes could be shifted by showing the cost savings and operational benefits of diverting organic waste or partnering with composting services.	Promote the financial and legal benefits of proper hazardous waste management, such as avoiding penalties and building a reputation as an eco-conscious business.
NORMS 		
Social norms can be influenced by showcasing case studies of local businesses that have successfully implemented effective waste reduction strategies.	Social norms could be reinforced by showcasing local businesses that have successfully implemented organic waste reduction practices.	Showcase local businesses that have adopted best practices in hazardous waste disposal, establishing a culture of sustainability.
ABILITIES 		
To improve abilities, the municipality can offer workshops or provide toolkits that help businesses optimise their waste processes.	Abilities can be enhanced through toolkits and workshops aimed at helping businesses optimise their organic waste management processes.	Provide SMEs with practical tools, such as hazardous waste audits and templates for tracking hazardous materials and encourage practices to minimise the generation of hazardous waste.

SELF-REGULATION



Self-regulation can be encouraged by providing templates for waste audits or by introducing recognition schemes for businesses that achieve their waste management goals.

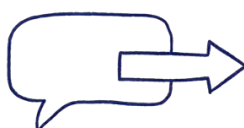
Self-regulation could be encouraged by providing templates for conducting organic waste audits and offering recognition schemes for businesses that achieve their waste management goals.

Encourage businesses to integrate hazardous waste disposal protocols into their standard operations, providing checklists and self-audit tools.



Media

Email campaigns, workshops, local business networking events.



Approach

Provide practical, cost-effective solutions and highlight local examples of success in waste management.



Visual elements

Case studies, charts illustrating cost savings from waste reduction efforts.

Examples for general waste awareness:

<p>Easy waste separation system in office space for common office waste (paper/plastic/tin).</p> 	<p>Develop a free SME Waste Toolkit can be delivered to businesses. Some things to include in the toolkit can be a step-by-step waste audit guide; cost-saving waste management strategies, local recycling directory (drop-off points, collection services); and eco-friendly suppliers for sustainable packaging.</p>
<p>Establish a recognition scheme in similar fashion to Booking.com ratings and rewards, where the businesses receive a 'Green SME Champion' for businesses that hit waste reduction targets. The badge can be displayed on their website, which they can print out and use in their offices as well.</p>	<p>Provide businesses with an easy-to-use waste tracking sheet (simple waste audit template) to track what's being thrown away most, where waste comes from, and how it can be minimised.</p>

<p>Create awareness about separating and recycling business waste, including from spaza shops. Ensure they understand the need for their own bins.</p>	<p>Encourage monthly contests or ‘Green Challenges’ for employees (such as Plastic Free July or ‘Clean up your digital waste’ Month).</p> 
<p>Encourage SMEs to repair and reuse office supplies, packaging materials, and electronics rather than discarding them. Emphasize the cost savings.</p>	<p>Create an online email campaign where quick recycling tips and tricks can be shared together with case studies and invitations to upcoming events. The email can also include free waste audit templates.</p>
<p>Have a “green business of the month” section on the municipal website where you showcase a business who has implemented good waste reduction techniques.</p>	<p>Create an online platform where local businesses post what they have to give away or need. SMEs can swap or donate materials to the platform. Partner with nonprofits or schools that can repurpose materials.</p>

Examples for organic waste awareness:

<p>Offer a free organic waste audit template that help businesses calculate current waste volumes and potential savings.</p> 	<p>Create infographics showing cost comparisons between mixed waste and separated organic waste disposal.</p> 
<p>Use business networking events and platforms to host short presentations or information booths on organic waste compliance and opportunities.</p>	<p>Workshops and webinars with industry experts on how to set up affordable composting systems and meet regulatory requirements.</p>
<p>Highlight regulatory risks and make businesses aware of fines in cases of non-compliance. Be sure to balance it with</p>	<p>Targeted email campaigns to SMEs in hospitality, food service, and landscaping sectors with clear steps on food reduction</p>

positive reinforcement through incentives or success stories.	techniques and how to dispose of organic waste correctly.
Use before and after visuals to show efficiency gains (e.g. smaller bins, lower disposal costs, greener brand reputation).	<p>Implement an easy waste separation system in office space for organic waste.</p> 
Implement a “Green Business Champions” programme where the business with the best practices in organic waste diversion gets a reward. Offer listings on a municipal green directory or feature the business on a website or newsletter.	

Examples for hazardous waste awareness:

Send out monthly newsletters featuring tips on hazardous waste handling, recent regulation updates, and stories on local SMEs successfully managing their waste.	Develop downloadable guides like “5 common hazardous waste mistakes SMEs make” and add a checklist for safe disposal.
Host quarterly hazardous waste compliance sessions with municipal officers and environmental consultants.	<p>Partner with local business networks to host lunch events with the focus on sustainable business practices.</p> 
Share short hazardous waste awareness videos/posts/fun facts via WhatsApp business group or LinkedIn profiles.	Emphasise that proper hazardous waste disposal helps businesses stay compliant with environmental laws and avoid costly penalties, inspections, or shutdowns.
Develop free hazardous waste tracking templates or a downloadable hazardous waste management toolkit for SMEs.	Promote municipal or PRO support services by scheduling hazardous waste collections, audits, or pick-up points.

6.2.2 Large corporations

General waste awareness	Organic waste awareness	Hazardous waste awareness
RISKS 		
Risk communication should focus on the reputational damage and loss of customer trust that can result from poor waste management practices.	Large businesses face the risk of reputational damage and loss of customer trust if they do not meet sustainability and corporate social responsibility (CSR) standards related to organic waste reduction. Poor organic waste management could also result in financial penalties and negatively impact their competitive edge in the market.	For large corporations, mishandling hazardous waste can lead to significant legal, environmental, and reputational risks. Corporations face potential backlash from consumers and regulatory bodies for failing to comply with hazardous waste regulations.
ATTITUDES 		
Attitudes can be shifted by aligning waste reduction with corporate social responsibility (CSR) goals, showing how sustainability is integral to a company's public image.	Attitudes could be shaped by aligning food and garden waste reduction with sustainability initiatives that benefit both the company's image and the environment.	Shift attitudes by aligning hazardous waste management with corporate sustainability goals and highlight the long-term benefits of a comprehensive waste management strategy.
NORMS 		
Social norms can be reinforced by demonstrating how industry leaders in Stellenbosch are setting high standards for waste management.	Social norms might be reinforced by featuring industry leaders in the area who are already excelling in organic waste reduction.	Highlight leading corporations that exemplify best practices in hazardous waste management.
ABILITIES 		
Abilities can be improved by recommending consultancy specialists who can help corporations streamline their waste management processes.	Abilities could be enhanced by offering tailored consultancy services to help streamline large-scale organic waste diversion.	Offer consultancy services or partnerships with hazardous waste disposal experts to help corporations develop effective waste management systems.

SELF-REGULATION



To encourage self-regulation, internal reporting systems can be promoted, enabling businesses to track their waste reduction progress.

Self-regulation could be encouraged through internal reporting systems that track and report on food and garden waste reduction.

Encourage corporations to regularly audit their hazardous waste streams and report on their disposal practices in sustainability reports.



Media

Corporate newsletters, CSR reports, sustainability conferences.



Approach

Highlight the importance of waste reduction in corporate leadership and public perception. Emphasize the provisions of the waste bylaw and its relevance to large corporations.



Visual elements

Graphs showing waste diversion rates and circular economy models to illustrate the broader impact of corporate waste reduction.

Examples for general waste awareness:

Highlight industry leaders in Stellenbosch (e.g. wineries, technology firms, and retail chains) that have committed to waste reduction.	Organise or sponsor industry-wide sustainability conferences, bringing businesses together to discuss best practices and innovations in waste management. Use conferences as platforms to showcase successful waste reduction case studies.
Encourage corporations to obtain certifications like ISO 14001 to publicly affirm waste reduction commitments.	Encourage these corporations to appoint Sustainability Officers to oversee waste reduction and report on corporate sustainability progress.
Create engaging social media campaigns featuring industry leaders and their sustainability efforts.	Write newspaper articles sharing how waste reduction efforts can save money (e.g. long-term impact of buying in bulk).



Encourage company-wide waste education programs, including interactive workshops and waste-free office days.	Request companies to sponsor or host local clean-up campaigns, waste education programs, and recycling initiative to reinforce their role as a responsible corporate citizen.
Use influencers or company ambassadors to amplify the message, reinforcing waste reduction as an expected corporate norm.	<p>Promote training workshops offered by experts (such as via the IWMSA) in waste management to train staff on best practices.</p>  <p>Institute of Waste Management of Southern Africa</p>
Launch a monthly or quarterly sustainability newsletter that updates businesses, employees, stakeholders, and customers on corporate waste reduction efforts.	Engage workplaces to form part of recycling initiatives by encouraging corporate sustainability challenges.

Examples for organic waste awareness:

<p>Encourage corporate newsletters including interviews with facility managers or procurement teams highlighting shifts to three-bin systems or food waste reduction in company cafeterias.</p> 	<p>Design infographic that visually explain how the circular economy applies to organic waste within businesses. Include the journey of food / garden waste from generation, reuse in community gardens or local farms, to reintegration into ecosystems.</p> 
Have articles or blog posts on LinkedIn discussing large corporations' journey from landfill-heavy operations to circular waste strategies.	Highlight the importance of organic waste reduction in improving corporate sustainability and public perception.
Highlight CSR driven collaborations with composting service providers or food donation initiatives that contribute to community and environmental enrichment schemes.	Create sustainability graphs that clearly illustrates the company's progress in diverting food and garden waste from landfill over time.

Examples for hazardous waste awareness:

Highlight the importance of hazardous waste management in maintaining compliance and protecting the corporate brand.	Corporate newsletters can share updates on regulatory compliance efforts, reinforcing internal awareness and responsibility regarding hazardous waste.
Create large corporation-focused guide detailing safe storage and safe disposal options for hazardous waste.	Corporate newsletters can include a dedicated compliance and sustainability section highlighting recent improvements in hazardous waste handling procedures
Industry forums and conferences are effective platforms to present company case studies showcasing hazardous waste reduction strategies or innovations. 	Promote partnering with certified hazardous waste disposal service providers or safe recycling initiatives for electronic and chemical waste. 
Have sustainability reports featuring hazardous waste management achievements at large corporations.	Infographics on the circular economy can demonstrate how hazardous waste contributes to a closed-loop system when properly managed.

6.3 Educational institutions

6.3.1 Primary schools

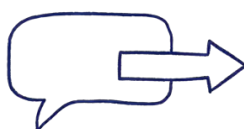
General waste awareness	Organic waste awareness	Hazardous waste awareness
<p style="text-align: center;">RISKS</p> 		
For young children, the risk of poor waste management should be framed in ways they can understand, such as how litter harms animals or damages the environment.	The risk lies in harming local environments and wildlife through improper disposal of food waste. If schools fail to implement organic waste separation and composting, students may miss the opportunity to develop sustainable habits that are critical for future	Exposure to hazardous materials can pose serious health risks to children. Share this risks through rhymes, song and dance.

	environmental stewardship.	
ATTITUDES 		
Attitudes can be influenced through fun, engaging activities, such as eco-hero characters who teach kids about recycling and waste reduction.	Attitudes could be shaped through engaging activities, such as using eco-hero characters who show children how composting helps plants grow and keeps the environment clean.	Teach children the importance of safely disposing of hazardous waste, making it part of their overall education on environmental responsibility.
NORMS 		
Social norms can be created by integrating waste separation into school activities, with competitions between classes to see who can recycle the most.	Social norms might be created by integrating organic waste separation into classroom activities, with competitions between classes to see who can compost the most food waste.	Implement school-wide hazardous waste collection days to normalise responsible disposal.
ABILITIES 		
Abilities can be improved by providing easy-to-understand, labelled recycling bins in classrooms.	Abilities can be supported by providing labelled compost bins in classrooms	Provide schools with hazardous waste bins and clear guidance on what can be disposed of.
SELF-REGULATION 		
Self-regulation can be encouraged through projects where children track their recycling progress and get rewarded for their efforts.	Self-regulation could be encouraged through tracking projects where students are rewarded for their composting progress.	This can be encouraged through simple rhymes reminding them to keep safe and teaching them to take responsibility.



Media

Interactive learning platforms, school assemblies, puppet shows.



Approach

Create engaging, child-friendly content that promotes simple waste separation habits.



Visual elements

Cartoons and eco-hero characters, posters, games, and stickers for tracking progress.

Examples for general waste awareness:

<p>Art competitions: environmental-related colouring-in imagery to create awareness.</p> 	<p>Organise a field trip where the children are taken to an education centre such as the Jan Marais Nature Reserve, where kids learn first-hand how litter affects the environment and wildlife.</p> 
<p>Ensure schools have easy waste separation system on school grounds with colourful bins.</p>	<p>Organise a field trip where learners are taken to places in need of cleaning. This could be inside their own school grounds. Make it a fun 'competition' to see who can pick up the most litter in a certain amount of time.</p>
<p>Show children before and after pictures of clean vs. littered areas, then let kids draw their ideal school and community environment.</p>	<p>Implement interactive science experiments and show kids how fast waste breaks down (or doesn't) in nature.</p>
<p>Get schools to set up Green Clubs (storytelling, puppet shows, composting and gardening club, 'Green Games' or 'Trash Treasure Hunts' such as school ground clean ups/ waste sorting).</p>	<p>Use bottle caps, plastic bags, and paper waste or art projects, teaching children how materials can be repurposed instead of throwing it away.</p> 

Use stories and visual aids to educate children about the harmful nature of litter to animals and the environment.	Encourage schools to start food gardens, where they can turn food waste into compost for gardens, teaching students about composting and sustainability.
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Examples for organic waste awareness:

Puppet shows can be used to act out relatable scenarios to make learning about composting fun and enjoyable.	Use repetition and rewards during lessons, assemblies, and class discussions to reinforce the message.
Interactive school assemblies showcasing quizzes where learners earn points by completing composting challenges or answering questions about organic waste.	Roll-out school gardens at schools and show children how composting is used in the gardens.
Place posters of organic waste separation in classrooms, hallways, and close to bins. 	Stickers with friendly composting characters can be given out as incentives or used on bins to indicate proper usage. 
Utilise school assemblies to teach learners about organic waste. This can include guest speakers from local farms, environmental educators providing demonstrations on composting, or teaching them songs about composting.	Characters such as mascots can appear in lessons and videos, as well as during school assemblies to create a fun and enjoyable atmosphere around organic waste and composting.

Examples for hazardous waste awareness:

Utilise school newsletters to feature monthly hazardous waste sections where parents learn about one type of hazardous waste and how to handle it.	Focus on integrating hazardous waste management into environmental education and school initiatives.
Encourage parental involvement by sending infographics or checklists home with	Invite guest speakers such as environmental educators providing demonstrations on

learners to help reinforce awareness beyond the classroom.	hazardous waste and how to properly expose of it.
<p>Introduce basic student-led projects such as class presentations or speeches on why hazardous waste matters. These can be showcasing simple drawings of what items are hazardous.</p>	



6.3.2 High schools

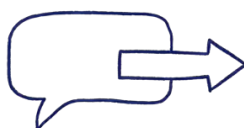
General waste awareness	Organic waste awareness	Hazardous waste awareness
<p>RISKS</p> 		
For high school pupils, risk communication should focus on the broader environmental consequences of improper waste disposal, such as climate change.	High schools face the risk of contributing to broader environmental issues, such as climate change and ecosystem degradation, if they do not manage food and garden waste properly. Furthermore, students may miss out on engaging in impactful sustainability efforts that could shape their environmental behaviours in the long term.	Improper disposal of hazardous waste, such as chemicals from school labs, could lead to serious accidents and should be highlighted.
<p>ATTITUDES</p> 		
Attitudes can be shifted by showing students that their actions can make a significant impact.	Attitudes might be shaped by demonstrating how individual actions, such as separating waste streams for beneficiation, can contribute to global environmental goals.	Shift attitudes by promoting the importance of safe hazardous waste storage and disposal as part of student-led environmental projects, showing that small changes can make a big difference.
<p>NORMS</p> 		
Social norms can be encouraged through school-wide competitions or eco-club activities.	Social norms could be reinforced through school-wide challenges or eco-club initiatives that focus on organic waste reduction.	Create eco-clubs that champion hazardous waste management. These can campaign to normalize proper waste separation and management.

ABILITIES 		
Abilities can be improved by providing students with waste reduction toolkits, including providing separate bins, and opportunities to lead waste management initiatives.	Abilities could be enhanced by providing students with starter kits to lead composting initiatives.	Equip schools with the knowledge and tools to safely handle hazardous materials, especially in science labs by providing specialised containers.
SELF-REGULATION 		
Self-regulation can be encouraged through carrying out student-led waste audits and sustainability projects.	Self-regulation could be encouraged through student-led waste audits and sustainability projects focused on food and garden waste.	Incorporate hazardous waste audits into eco-club activities, allowing the students to identify hazardous waste themselves.



Media

School competitions, social media challenges, eco-club newsletters.



Approach

Encourage friendly competition and promote peer-to-peer engagement on waste reduction.



Visual elements

Leaderboards showing which classes or groups have reduced the most waste, comparison charts on recycling efforts.

Examples for general waste awareness:

Green Clubs (waste debates, composting and gardening club). Waste awareness on big sports days where a lot of waste is produced.	Host a poster contest where students create visuals about the environmental impact of waste, then display the winning posters around the school.
Easy waste separation system on school grounds with clear instructions and insightful recycling information. 	Start a recycling program at school, with bins for paper, plastic, glass, and aluminium, and have students help manage the collection process. Encourage the selection of a "Waste champion" to oversee and ensure recycling is done correctly.

<p>TikTok quarterly challenges (encourage students to create waste awareness content).</p> 	<p>Do a mini-waste characterisation where students (with provided PPE) sort and categorise waste and present the findings to the class with ideas on how to reduce the waste generated.</p>
<p>Encourage students to share on social media how they're reducing waste, using a specific hashtag like #WastelsAnIssue.</p>	<p>Organise a "Waste-Free Day" where students are encouraged to bring reusable items avoiding disposables.</p> 
<p>Host a workshop teaching students how to make or hand sew their own DIY reusable shopping bags as part of an effort to reduce household waste.</p>	<p>Organise a fashion show where students create outfits from recycled materials or second-hand clothes to raise awareness about sustainable fashion.</p>

Examples for organic waste awareness:

<p>Host school competitions between grades or classes for the grade that diverts most food and garden waste through composting.</p>	<p>Social media challenges led by student eco-clubs such as TikTok videos can make waste separation trendy and visible among peers.</p>
<p>Eco-club newsletters, either digital or posted on school noticeboards, can include organic waste facts, winners of class competitions, and updates on school composting.</p> 	<p>Integrate organic waste into existing subjects (e.g. Life Sciences or Geography) to make the topic part of broader learning.</p> 
<p>Invite guest speakers such as environmental educators to provide demonstrations on organic waste and how it can be turned into compost.</p>	<p>Class excursions to local organic farms where learners get the opportunity to experience organic waste and composting first hand.</p>

Utilise assemblies or break periods for organic waste awareness and education sessions with learners. Have fun, interactive session with quizzes and debates.

Examples for hazardous waste awareness:

Utilise school assemblies or science fairs as engaging platforms to raise awareness about chemical safety and proper hazardous waste handling methods.	Integrate hazardous waste topics in classroom lessons to deepen the understanding and relevance of hazardous materials.
<p>Implement learner competitions where grades compete against each other to create “the best safety poster for handling hazardous waste”.</p> 	<p>Host workshops or classroom discussions and demonstrations on safe lab practices and chemical waste handling.</p> 
Integrate hazardous waste disposal responsibilities into science practicals to build habits through active participation.	Posters near science labs or classrooms can depict the “do’s and don’ts” of chemical disposal and lab safety.

6.3.3 Tertiary institutions

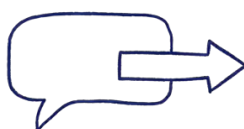
General waste awareness	Organic waste awareness	Hazardous waste awareness
<p style="text-align: center;">RISKS</p> 		
For university students, the risk of poor waste management can be framed in terms of future sustainability challenges and the career relevance of green practices.	Tertiary students are in a learning environment and the risks can focus on the environmental impacts, such as greenhouse gas emissions of organics at landfill and the missed opportunity to utilise organics as a resource.	Universities may handle large amounts of hazardous materials, posing a risk of contamination or accidents if not properly managed.

ATTITUDES 		
Attitudes can be influenced by positioning waste management as a key part of global sustainability efforts.	Attitudes might be influenced by showing how reducing food and garden waste aligns with global sustainability goals.	Influence attitudes by framing hazardous waste disposal as an essential part of sustainability studies. Have visual aids showing how poor management can have serious impacts on living conditions.
NORMS 		
Social norms can be reinforced through campus-wide green initiatives, encouraging students to participate in environmental projects.	Social norms could be reinforced through campus-wide composting initiatives, and dedicated bins in eating areas for food scraps.	Social norms are formed through campus-wide initiatives ensuring all are aware of how to safely dispose of hazardous waste items.
ABILITIES 		
Abilities can be improved by providing research opportunities and tools to help students explore waste management innovations. Dedicated bins are key to allowing students to action their knowledge.	Abilities could be improved by offering research opportunities and tools to explore innovations in organic waste management. Dedicated bins are key to allowing students to action their knowledge.	Provide research opportunities and facilities for studying hazardous waste management innovations. Dedicated bins are key to allowing students to action their knowledge.
SELF-REGULATION 		
Self-regulation can be supported by promoting digital tools like apps that track waste reduction progress on campus.	Self-regulation could be supported by apps that allow students to track their composting efforts and waste reduction.	Encourage institutions to track hazardous waste and publicly report on their disposal practices. Specific signage focused on the individual encourages ownership and responsibility (e.g. What are YOU doing with your hazardous waste?).



Media

Research reports, podcasts, social media platforms.



Approach

Encourage students to engage with sustainability challenges and incorporate waste management into their studies and daily lives. Work closely with the university.



Visual elements

Infographics showing waste reduction statistics, charts that connect waste management to larger global sustainability goals.

Examples for general waste awareness:

<p>Find partners who can provide funding for postgraduate waste-related research topics (e.g. PROs, businesses). Provide opportunities where students can utilise municipal data for research purposes.</p>	<p>Collaborate with Stellenbosch University's Facilities Management Team (responsible for sustainability and waste management) for joint events on awareness.</p> 
<p>Collaboratively organise a "Zero Waste Week" where students commit to reducing waste and track their progress, with support from the campus recycling program.</p>	<p>Encourage students to conduct a waste audit across the campus, analysing the types and volumes of waste, and present findings to university staff.</p>
<p>Waste awareness on big varsity sports days where a lot of waste is produced.</p> 	<p>Host a competition where students design infographics or digital posters showcasing the environmental impact of waste and recycling processes. These can be shared across the campus.</p>
<p>Host a career fair featuring waste management professionals, with opportunities for students to learn about career paths in sustainability and waste reduction.</p>	<p>Organise a sustainable fashion event where students present upcycled or second-hand clothing, highlighting the wastefulness of fast fashion.</p>

Examples for organic waste awareness:

<p>Encourage student societies and academic departments to host workshops or innovation challenges on food waste solutions.</p>	<p>Student-run podcasts can feature interviews with environmental science students or faculty members discussing organic waste and how to divert it from landfill.</p>
<p>University social media platforms can post “Food waste tips of the week” to engage students casually and consistently.</p> 	<p>Collaborate with Stellenbosch University’s Facilities Management Team (responsible for sustainability and waste management) for joint events on organic waste awareness.</p> 
<p>Invite students to write research papers and reports on campus food waste.</p>	<p>Use infographics connecting organic waste reduction to global sustainability goals.</p>
<p>Put up posters with charts, infographics, and flyers on campus notice boards, dining halls, and residences showing how much waste has been diverted from landfill through student efforts and before and after photos of campus gardens. Feedback is key to garner continued participation.</p>	

Examples for hazardous waste awareness:

<p>University newsletters can include short articles or student-written pieces on lab safety, proper disposal of hazardous materials, and the risks of chemical mismanagement.</p>	<p>Faculty-wide announcements or eco-club campaigns can promote safe waste handling workshops, lab clean-out days, or compliance drives.</p> 
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Posters near laboratories and storerooms can illustrate proper storage guidelines, spill response protocols, and disposal procedures for hazardous materials.	Student-led projects such as sustainability expos and thesis presentations can focus on innovative approaches to hazardous waste reduction on campus and in academic labs.
Posters and infographics, co-designed by students, can be displayed in communal spaces and on campus notice boards to raise awareness on hazardous waste.	Host events, seminars, and competitions across campus to encourage student involvement and participation.

6.4 Tourism industry

6.4.1 Restaurants

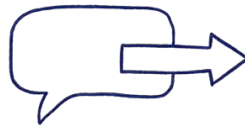
General waste awareness	Organic waste awareness	Hazardous waste awareness
RISKS 		
In the restaurant sector, risk communication should emphasize how poor food waste management could negatively impact the local community and the restaurant's reputation for sustainability.	The hospitality and food industry faces the risk of negative customer perceptions and potential loss of business due to poor sustainability practices, particularly in managing food waste. Additionally, non-compliance with waste regulations could lead to legal penalties and increased disposal costs.	Risk communication should highlight the health hazards of improper hazardous waste disposal (e.g., chemical contamination, fire risk, and pest attraction), as well as potential legal liabilities and brand damage if restaurants are found non-compliant with hazardous waste disposal regulations.
ATTITUDES 		
Attitudes can be shaped by demonstrating how reducing food waste can lead to cost savings, improve operational efficiency, and enhance the overall dining experience for guests.	Attitudes might be influenced by demonstrating how sustainable waste practices can enhance a business's reputation.	Shape attitudes by promoting the benefits of proper hazardous waste handling such as safer working environments, improved brand reputation, and compliance with health and safety standards. Emphasize that managing hazardous waste responsibly can prevent costly incidents or regulatory fines.

NORMS 		
Social norms can be reinforced through partnerships with food waste reduction programs, eco-certification schemes, and industry-wide initiatives that encourage restaurants to adopt sustainable practices.	Social norms could be reinforced through sustainability certification programmes recognising businesses excelling in organic waste, especially food waste, reduction.	Reinforce positive norms by showcasing other local restaurants safely disposing hazardous waste. Encourage public commitments, display of eco-certifications, and participation in industry challenges.
ABILITIES 		
Abilities can be strengthened by offering clear, actionable food waste management guidelines for restaurant staff, from food preparation to guest interactions.	Abilities can be improved by providing guidelines for staff on avoiding and reducing food loss and separating food waste. Update the municipal website with organic waste solution providers.	Improve ability through staff training on identifying and separating hazardous waste, signage in kitchens/storage rooms, and provision of accessible collection containers. Supply a list of certified local drop-off sites and collection services for hazardous waste.
SELF-REGULATION 		
To foster self-regulation, restaurants could be encouraged to track their food waste, set reduction targets, and receive recognition for their sustainable waste management efforts.	Self-regulation could be encouraged by giving businesses tools to track their waste reduction efforts.	Encourage restaurants to schedule regular disposal routines for hazardous waste and set internal reduction goals through green procurement (e.g., minimising use of toxic cleaning supplies).



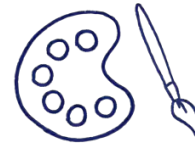
Media

Posters, eco-certification labels, tourism blogs, food waste reduction campaigns.



Approach

Provide clear, actionable steps that help restaurant owners and staff implement effective food waste reduction practices. Engage customers by providing information on how they can contribute to waste reduction.



Visual elements

Step-by-step guides for reducing food and other waste, such as avoiding straws and reusing food scraps creatively. Certification symbols that identify restaurants actively working to minimise food waste. Infographics showing the environmental and financial impact of food waste and the benefits of reducing it.

Examples for general waste awareness:

Collaborate with local food bloggers to encourage reduction of waste and how to use leftovers, skins and other common wasted food items.	Slow food evenings: authentic restaurant experience where sustainability is on the forefront (cooking with scraps/use-it-all initiatives).
Simple signage/ explanations for clients in the restaurant space (QR codes that lead to website explaining restaurants commitments).	Put together zero waste cooking classes – inviting locals to learn how to reduce waste in the kitchen.
Provide posters for restaurant to display showcasing the environmental impact of food waste with tips on how to reduce waste, such as ordering appropriate portions or taking leftovers home.	Start a “Save the Scraps” campaign where the restaurant uses food scraps to create new dishes, raising awareness about the value of reducing food waste.
Instagram post hashtag such as #skipthestrav (or similar): Clients are encouraged to post themselves with their strawless drink and location on their story (simultaneous visibility for the restaurant and communicates commitment to sustainability).	

Examples for organic waste awareness:

<p>Provide guidelines on food waste separation by setting up labelled bins or training kitchen staff. Include posters near the bins as reminders of what is or isn't allowed in each bin.</p>	
<p>Frame organic waste reduction as part of a cost-saving strategy, emphasising lower disposal fees and improved brand image.</p>	<p>Use posters in kitchens or break rooms to educate staff about food waste separation protocols and composting benefits.</p>
<p>Share information on industry blogs to highlight local restaurants or hotels that have successfully reduced organic waste.</p>	<p>Promote collaborations with composting services or food donation organisations.</p>

Examples for hazardous waste awareness:

<p>Use a bin labelling system (e.g. red for hazardous items, yellow for recyclables) to reinforce sorting.</p>	<p>Provide laminated information sheets showing which items are hazardous (e.g. used cooking oil, cleaning chemicals) and how to store them safely.</p>
<p>Promote training courses where staff can be trained on how to use spill kits, label waste containers, and log waste quantities for removal.</p>	<p>Host bi-annual information sessions where risks associated with the improper disposal of hazardous waste is highlighted.</p>



6.4.2 Accommodation providers

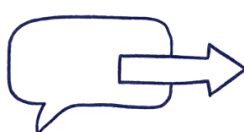
General waste awareness	Organic waste awareness	Hazardous waste awareness
RISKS 		
Risk communication should emphasise how poor waste management could turn away eco-conscious tourists.	Accommodation providers risk losing appeal to eco-conscious tourists and damaging their reputation if they do not manage food and garden waste sustainably. This could result in lower customer satisfaction and missed opportunities to market themselves as eco-friendly.	Emphasize the risks of improper hazardous waste disposal for guest health and safety, environmental contamination (especially in scenic or eco-sensitive areas), and reputational harm if waste is mishandled. Include the risk of negative guest reviews and regulatory penalties.
ATTITUDES 		
Attitudes can be shifted by showing how simple actions, like providing clear recycling instructions, can enhance guests' experiences.	Attitudes could be shaped by showing how composting and organic waste separation contribute to sustainability.	Promote benefits such as improved guest trust, enhanced green tourism credentials, and safer workspaces for cleaning and maintenance staff to shift attitudes.
NORMS 		
Social norms can be encouraged by building a community of eco-friendly accommodation providers who share best practices.	Social norms could be reinforced by building a community of eco-friendly accommodation providers who share best practices.	Reinforce norms by highlighting that leading eco-conscious accommodations already practice responsible hazardous waste disposal. Encourage visible participation in responsible disposal at the municipal facilities.
ABILITIES 		
Abilities can be improved by providing step-by-step guides for staff and guests on how to separate waste.	Abilities might be improved by providing simple instructions for staff and guests on how to compost or separate organic waste.	Increase ability by providing providers with clear protocols for separating and storing hazardous waste (especially in housekeeping and maintenance). Supply visual guides, provide access to nearby hazardous waste drop-

		off points, and suggest eco-friendly product alternatives.
<p style="text-align: center;">SELF-REGULATION </p>		
Self-regulation can be promoted through tracking tools that allow providers to monitor their waste output.	Self-regulation could be promoted through tracking tools that allow providers to monitor their organic waste reduction.	Encourage providers to keep a hazardous waste disposal schedule, maintain inventory logs (e.g., batteries from remotes, expired guest items, cleaning chemicals), and set sustainability goals as part of their operational plan.



Media

Digital guides, in-room placards, online booking platforms.



Approach

Provide simple instructions that make it easy for guests and staff to participate in waste separation. information on how they can contribute to waste reduction.



Visual elements

Infographics explaining waste separation processes, signs in rooms highlighting recycling instructions and suggested waste reduction actions.

Examples for general waste awareness:

Creating a digital poster that can be shared on the establishments website highlighting waste management systems in Stellenbosch Municipality and how guest can contribute to ensuring a cleaner town.	Encourage wedding venues and organisers to host waste free weddings and events. 
Encourage elimination of single-use plastic bottles (e.g. water glasses in rooms instead of bottles, with explanatory note). 	Instagram post hashtag such as #nostrawthanks (or similar): Guests can be encouraged to post themselves with their strawless drink on their story and location (simultaneous visibility for the restaurant and communicates commitment to sustainability).
Educating the establishments about the MRF and participation in recycling and encouraging the start of comprehensive recycling programs.	Encourage establishments to join a "No Single-Use Plastics" initiative where accommodation providers replace plastic toiletries with eco-friendly alternatives like refillable dispensers.

Examples for organic waste awareness:

Include digital guides for organic waste materials on the establishment's website or online booking platform.	Display eco-certification labels on the establishment's website, online booking platform, or entrance.
Share social media content or blog posts that highlight the establishments eco-friendly initiatives.	Provide simple, clear instructions for guests and staff on food and garden waste separation in common areas and kitchens.
Place infographics in shared spaces that outline what goes into composting bins and why it matters.	Host information sessions and workshops in common rooms.
Use in-room placards to explain how guests can participate in composting or separate their food waste from general waste during their stay.	

Examples for hazardous waste awareness:

Develop a housekeeping or facilities checklist that includes hazardous waste procedures (e.g. how to dispose of hazardous materials).	Place welcome booklets in guest rooms with a section that explains how the establishment responsibly manages hazardous materials.
	
Host staff training sessions on safe handling, storage, and labelling of hazardous materials.	Use WhatsApp groups to share weekly/monthly tips, reminders, or changes to hazardous waste collection schedules.
Collaborate with local tourism associations or eco-certification bodies to feature hazardous waste efforts in newsletters or social media.	Develop short, interactive e-learning modules for housekeeping and maintenance staff that include quiz elements and real-world hazard scenarios.

6.5 Waste reclaimers

General waste awareness	Organic waste awareness	Hazardous waste awareness
RISKS 		
Communicate clearly to waste reclaimers that working with waste — including organic and hazardous materials — exposes them to health and injury risks. Emphasize the need for vigilance and safe handling practices to reduce accidents, illness, and contamination.	Communicate that eating or touching organic waste (like discarded food) can be dangerous and unhygienic — it may be rotten, contaminated with chemicals, or carry disease. Also highlight that organic waste in landfills produces toxic gases and attracts pests, which can affect health and safety at dump sites.	Communicate the health dangers of handling hazardous waste without protection — such as burns, poisoning, or long-term exposure effects — and highlight the increased risk of injury or illness when hazardous waste is not handled safely. Use visual materials and testimonies for stronger impact.
ATTITUDES 		
Attitudes can be influenced by reinforcing the value of their work in reducing landfill waste, protecting the environment, and contributing to the circular economy. Attitudes can be enhanced by sharing the challenges the municipality faces and co-developing solutions that work for all.	Promote the view that avoiding unsafe food waste is a smart and protective choice. Reinforce the idea that some organic waste has value — for example, garden waste and clean food scraps can be composted to grow food or enrich soil.	Emphasize how safe hazardous waste handling protects their health, prolongs their ability to continue working, and improves their dignity and recognition in society. Highlight that knowing what not to pick can be just as valuable as knowing what to pick.
NORMS 		
Social norms can be shaped by integrating waste reclaimers into municipal recycling initiatives, promoting respect for their work, and facilitating relationships between reclaimers and residents or businesses to improve waste quality.	Encourage a culture where safe and respectful handling of organic waste is the norm. Use peer communication and support from buy-back centres or community groups to reinforce this behaviour and share best practices.	Establish a culture where safe sorting is the norm among reclaimers. Use existing co-operatives, buy-back centres, and reclaimer networks to share the message that responsible reclaimers only handle hazardous waste if properly trained and equipped.
ABILITIES 		

Abilities can be enhanced through training on safety, material sorting efficiency, and access to better equipment, as well as formal registration systems that provide reclaimers with more stable income opportunities. Continuous checks to ensure PPE is correctly used can increase their ability to be safety.	Host training and include information to understand which organic waste types can be safely handled or composted. Provide visual guides and short training sessions. If possible, introduce or link them to community composting opportunities where they can bring or exchange usable material.	Build ability by training reclaimers to understand risks, relevant symbols (e.g., corrosive, flammable, toxic), and smells. Provide simple sorting guides and information posters in multiple languages. Promote the use of gloves, masks, and appropriate PPE.
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SELF-REGULATION

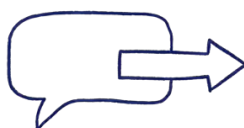


Encouraging self-regulation by introducing pocket guides reminding where sorting is/isn't allowed or setting up meetings where reclaimers can advocate for their needs collectively and in a safe space, and where they can be empowered.	Encourage reclaimers to build daily habits that protect their health and help them make smart decisions around organic waste. E.g. Always use gloves or a tool when handling food waste.	Encourage reclaimers to mentally check for hazards before touching waste. Provide pocket checklists or visual cue cards to help them spot red flags. Support regular "safety habit" reinforcement through peer mentors or briefings at sorting hubs.
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Media

In-person municipal workshops, visual training guides, direct engagement at buy-back centres, and peer-to-peer learning sessions.



Approach

Promote reclaimers as key players in the waste economy by providing education on waste separation, formalising recognition of their contributions, and increasing community collaboration.



Visual elements

Infographics on which materials have the highest value, step-by-step sorting guides, video tutorials on safe waste collection, and posters in high-reclaimer areas explaining municipal recycling initiatives.

Examples for general waste awareness:

Use messaging platforms (SMS, WhatsApp) to send educational tips to waste reclaimers, including reminders to leave areas clean after collecting recyclable materials and to avoid scattering waste around collection zones.	Clearly mark specific zones where reclaimers can work and set expectations for keeping these areas clean. Post signs or visuals showing how to organise and leave spaces clean after working.
Provision of educational posters at BBCs encouraging reclaimers to work neatly and	Organise community events where waste reclaimers participate in local clean-up

not leave mess after they have collected recyclable items.	activities, helping them understand the connection between their work and the cleanliness of the environment and showing residents the important role of reclaimers.
Partner with PROs to provide waste reclaimers with bibs and safety gear for visibility, bags and trolleys for material movement and cleaning tools to help maintain cleanliness in areas where they work.	 A photograph showing three waste reclaimers in a landfill. They are wearing bright green safety gear and yellow hard hats. They are standing on a large pile of discarded plastic and other debris. In the background, a city skyline is visible under a clear sky.

Examples for organic waste awareness:

Connect reclaimers to nearby community composting projects or garden hubs where they can drop off organic waste or even trade them for compost, seedlings, or produce. This turns waste into a community resource, not just a burden.	Design visual posters that communicate the dangers of eating or touching discarded organic waste.
Host regular, short training sessions with reclaimers that focus on helping them understand how to deal with organic waste safely, or sharing opportunities for organic waste diversion.	 A photograph showing three waste reclaimers in a sorting facility. They are wearing yellow safety vests and blue hard hats. They are standing next to large blue bins filled with organic waste, such as food scraps and vegetable peels. They are actively sorting through the waste.

Examples for hazardous waste awareness:

Hand out laminated pocket size cards with photos of hazardous waste items to waste reclaimers.	Partner with PROs to provide waste reclaimers with PPE (personal protective equipment) such as gloves, face masks, safety boots, etc. to minimise contact with hazardous materials.
Provide infographic posters to BBCs to display and share showing the correct use of PPE and general safety messages.	Meet waste reclaimers where they gather (public spaces, BBCs, sorting stations) and host 5–10-minute pop-up education sessions with PPE demonstrations and visuals.
Collaborate with local buyback centres to require or encourage safe handling of hazardous waste before accepting materials.	

6.6 Internal municipal staff

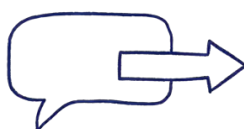
General waste awareness	Organic waste awareness	Hazardous waste awareness
RISKS 		
<p>Risk communication should focus the role that everyone can play, and the example the staff can set. Focus on the operational and financial burden caused by improper waste management, including rising landfill costs, non-compliance penalties, public health risks, and increased complaints from residents. Staff need to understand that waste is not just an external issue - it directly impacts budgets, service efficiency, and community satisfaction. Cleaner areas are also believed to lead to a reduction in the crime rate.</p>	<p>Raise awareness that organic waste in landfills causes methane emissions, contributing to climate change, odours, and pests. Help staff understand the environmental cost of ignoring organic waste separation — even small daily habits (like throwing away food scraps) have long-term consequences.</p>	<p>Reinforce the health, environmental, and legal risks of improper hazardous waste handling — including exposure injuries, fire hazards, pollution, and municipal liability. Staff must clearly understand that incorrect storage or disposal could affect public health and damage the municipality's reputation. Use real examples and case studies.</p>
ATTITUDES 		
<p>Attitudes can be influenced by establishing a sense of ownership and pride in delivering high-quality waste management services. Highlighting success stories from other municipalities or departments that have improved their waste systems can create motivation for change.</p>	<p>Promote a sense of pride and impact — highlight how composting or separating organic waste supports municipal sustainability goals and leads to healthier soil, cleaner streets, and lower landfill pressure. Position it as a smart, forward-thinking behaviour.</p>	<p>Promote the idea that managing hazardous waste properly is a mark of responsible citizenship and professional integrity. For cleaners and ops staff, it protects health and shows skill. For other employees, it reflects their role as public servants and role models in the community.</p>
NORMS 		
<p>Social norms can be shaped by establishing a municipal waste leadership culture, where department heads model best practices and celebrate waste reduction</p>	<p>Reinforce that “we do this here” — whether in office kitchens, staff gardens, or homes. Use signage, staff updates, and campaigns to create visible social</p>	<p>Create a culture where safe handling and disposal of hazardous waste is expected and routine. “Here at the municipality, we all know what’s hazardous and how to</p>

achievements within their teams.	norms around separating organics. Encourage teams to hold each other accountable and celebrate departments that take action.	deal with it — at work and at home.” Use staff newsletters, team talks, and signage to reinforce this. Normalize knowledge-sharing and peer reminders.
<h2 style="text-align: center;">ABILITIES </h2>		
Abilities can be enhanced through ongoing training, clear internal waste policies, and easy-to-access guidelines on how different municipal departments can contribute to better waste management. Provision of bins for all waste types is key to success.	Strengthen abilities by providing clear, practical guidance on how to manage organic waste. Share lists of acceptable organic items, display signage in shared spaces (e.g., kitchens, gardens), and offer staff training or informational emails. Share information about food waste drop-off points or donation drives	Provide clear, practical information to all staff. For cleaners: train on identifying, storing, and reporting hazardous waste at work. For all staff: share resources on what qualifies as hazardous waste at home, where to take it, and how to store it safely (e.g., don't mix chemicals, keep out of reach of kids). Use posters, intranet guides, and briefings.
<h2 style="text-align: center;">SELF-REGULATION </h2>		
Encouraging self-regulation could involve internal waste performance tracking, department-wide sustainability challenges, and incentive-based recognition for teams that achieve waste reduction goals. Track and compare how well different departments use the separate bins and give feedback on level of contamination, prompting all to do better.	Encourage staff to build daily habits around separating and reducing organic waste. Promote small changes like bringing lunch in reusable containers, composting food scraps at home, or setting reminders to use the correct bin. Offer checklists, simple waste tracking templates, or team challenges to help staff monitor their own behaviour and stay consistent. Recognise individuals or departments making progress.	Encourage personal accountability: staff should pause, check, and act safely. Promote self-check habits (e.g., "Is this item hazardous? Is it labelled? Stored correctly?").



Media

Internal email newsletters, municipal intranet, staff workshops and training sessions, internal WhatsApp groups, posters in municipal offices and depots.



Approach

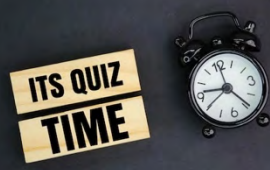
Reinforce the idea that waste management is a municipal priority through leadership-driven messaging, clear departmental roles, and performance tracking.



Visual elements

Progress dashboards showing municipal waste reduction efforts, infographics explaining the municipality's waste goals, workplace posters with simple waste reduction tips, and certificates recognising teams for sustainability achievements.

Examples for general waste awareness:

Email reminders about the recycling systems in place and why it is important to use them, emphasizing each member's personal responsibility to make a change and keep clean.	Start a waste champions group and have dedicated waste champion (volunteers) per floor or office block to monitor and encourage waste minimisation.
Central bin stations (with bins for different waste streams) rather than individual desk bins, to encourage awareness and separation at source.	Plastic Free July competitions like selfies with staff avoiding single-use plastic and providing prizes.
Set up online quizzes to test knowledge of staff about recycling and waste minimisation habits. Share the results with all the staff.	

Examples for organic waste awareness:

Send out weekly emails or newsletters focusing on food waste reduction facts and tips.	Organise internal staff training sessions on the negative impacts of organic waste and the importance of separating organic waste from general and recyclable waste.
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Design step-by-step guidelines and posters and place it near kitchen areas on how to properly separate organic waste or tips for reducing food waste (e.g. freeze bread).	Place clearly labelled, colour-coded organic waste bins in kitchens and offices. 
Organise tours to organic waste disposal facilities and composting gardens for hands-on demonstrations.	Implement monthly challenges or competitions for departments to reduce organic waste.

Examples for hazardous waste awareness:

Offer opportunities like “bring your batteries to work” campaigns.	Host workshops where staff members are trained to identify and handle hazardous waste safely.
Design posters with visuals and descriptions of common hazardous materials.	Place clearly marked hazardous waste containers with secure lids within municipal buildings (e.g. for light bulbs or vapes). Partner with PROs to assist with bins.
Establish dedicated collection points for bigger hazardous waste materials and designate collection days. 	Create hazardous waste management manuals, guidelines, and infographics that can be circulated either in person or online.

6.7 Private sector involvement and PROs

The active involvement of the private sector is essential for building a more sustainable and efficient waste management system in Stellenbosch Municipality. As new regulations emerge and pressure increases to reduce waste to landfill, particularly organic and hazardous waste, there is a growing opportunity and need for private service providers to support and extend municipal waste services.

Private companies can offer innovative solutions, infrastructure, and specialised expertise across various areas of waste management. These services may include composting, garden and food waste collection, hazardous waste collection and treatment, localised recycling facilities, and the development of circular economy initiatives such as bioenergy production. By creating partnerships between the municipality and private service providers, the capacity to manage waste could be significantly expanded, ensuring a more efficient and sustainable waste management system.

Producer Responsibility Organisations (PROs) plays a crucial role in complementing both municipal and private sector efforts. PROs are organisations established to ensure that manufacturers, importers, and retailers of products that generate various types of waste - from packaging waste to electronic waste to used oil and pesticides - take responsibility for the end-of-life management of these products. Their mandate includes funding and facilitating the collection, recycling, and safe disposal of such waste.

The role of the private sector and PROs is to:

- Provide waste-related services such as the collection, separation, treatment, and recycling of identified waste materials.
- Develop infrastructure for recycling, drop-off centres, mobile collection units, and safe storage facilities.
- Support awareness and education by collaborating with the municipality on public campaigns, events, and outreach programmes.
- Promote extended producer responsibility by funding and managing post-consumer waste systems for specific product categories (in the case of PROs).
- Facilitate accessible disposal options through drop-off points, collection days, or subscription-based services for households and businesses.

To ensure collaboration with both the private sector and PROs, the municipality can:

- Communicate regularly with local service providers and all PROs to ensure their seamless integration into the municipal waste management system.
- Promote available services by listing accredited service providers and PRO-supported initiatives on municipal platforms (website, social media, and newsletters).
- Encourage public-private partnerships and collaborations with PROs to align waste management goals.
- Support capacity building through pilot projects, workshops, and community events that connect service providers with the public.
- Ensure system integration by coordinating communication and logistics to support seamless delivery and public access.

The following PROs (Table 5) could assist the municipality, businesses and the public with a various waste streams and are key partners for creating awareness and improving waste management (this list is not exhaustive, but highlights key PROs):

Table 5: List of key PROs in South Africa

PRO	WASTE STREAM SECTOR	WEBSITE
Circular Energy	⇒ Portable batteries ⇒ Lubricant oils ⇒ Electrical and electronic equipment ⇒ Paper and packaging ⇒ Lighting sector	www.circular-energy.org
MetPacSA	⇒ Paper and Packaging (metal)	www.metpacsa.org.za
Polyco	⇒ Paper and Packaging (plastics)	www.polyco.co.za
EWASA	⇒ Lubricant oils ⇒ Portable batteries ⇒ Lighting sector ⇒ Paper and packaging	www.ewasa.org
Petco	⇒ Paper and Packaging (PET and LBP)	www.petco.com
Fibre Circle	⇒ Paper and Packaging	www.fibrecircle.co.za
CroplifeSA	⇒ Pesticides	www.croplife.co.za
The Glass Recycling Company	⇒ Paper and packaging (glass)	www.theglassrecycling-company.co.za

ERA Waste Recycling Authority -NPC	⇒ Electrical and electronic equipment ⇒ Paper and packaging ⇒ Lighting	www.eranpc.co.za
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By fostering a supportive environment for private sector growth and actively collaborating with the private sector and PROs, Stellenbosch Municipality can expand its waste management capacity, improve service delivery, and accelerate progress toward a more sustainable and circular local economy.

7 Monitoring and evaluation framework

The purpose of this section is to propose a monitoring and evaluation (M&E) framework that could be used once the strategy, or various aspects of the strategy, are implemented. The purpose of M&E is to track implementation, evaluate effectiveness, and measure the impact of the waste awareness strategy in promoting behaviour change, increasing participation in waste separation, and supporting the municipality's waste diversion and sustainability goals.

The key evaluation questions that should be asked include:

- Are target audiences being effectively reached by the campaign?
- Has awareness and understanding of waste-related behaviours improved?
- Are behaviour changes (e.g. waste separation, composting) being adopted?
- How are municipal systems and services responding to increased participation?
- Are the communication tools, media, and messages being used effectively?

The following table provides a monitoring and evaluation framework tailored to this waste awareness strategy. It presents possible indicators to use, tools that could be used to collect data, as well as suggested frequency.

Table 6: Proposed monitoring and evaluation framework

Strategic objectives	Indicators	Data collection tools	Frequency
Raise awareness among residents, businesses, schools	- % of target groups who recall campaign messages - Reach and engagement on social media, radio, workshops	- Pre/post campaign surveys - Web and social media analytics - Workshop feedback forms	Quarterly
Improve knowledge of correct waste practices	- % increase in correct answers on waste separation or composting quizzes - Distribution of guides, posters, or toolkits	- Knowledge tests - Event and training feedback - Distribution records	Bi-annually
Encourage waste behaviour change (RANAS)	% of households and businesses practicing waste separation or composting - Number of bins issued and used correctly	- Household /business surveys - Waste audits - Municipal service data	Bi-annually
Support school and youth education	- Number of schools reached - Participation rates in	- Activity reports - Educator feedback	Quarterly

	activities - Feedback from teachers and learners	forms - Pre/post lesson quizzes	
Promote private sector and PRO collaboration	- Number of private providers/PROs actively participating - Types of services introduced or expanded	- Stakeholder interviews - Provider sign-up lists - Website listings	Annually
Monitor internal municipal engagement	Staff trained - Waste separation practices in offices - Feedback from internal departments	- Attendance records - Internal audits - Staff surveys	Annually

8 Conclusion

The waste awareness campaign proposal for Stellenbosch Municipality, enhanced by the RANAS approach, is a comprehensive and strategic initiative that, when implemented, has the potential to drive significant behaviour change across all sectors of the community. This strategy considers the diverse needs of the population and applies the RANAS framework to each audience segment, ensuring that tailored strategies are in place for maximum impact. By breaking down the RANAS approach for each group, the strategy offers clear focus areas that are designed to facilitate effective communication and encourage sustainable behavioural shifts in waste management.

One of the key strengths of this strategy is its emphasis on tailoring messages to resonate with different audience groups, acknowledging the unique characteristics, concerns, and motivations of each sector. The integration of appropriate communication channels, combined with the use of engaging and visually compelling materials, will ensure that the messages are not only heard but also understood and acted upon. By effectively reaching people where they are and in a way that is most relevant to them, the municipality can foster a deeper connection to the cause, ultimately leading to lasting changes in waste management practices.

Moreover, this strategy provides a pathway for Stellenbosch Municipality to manage its waste more efficiently, positioning itself as a leader in sustainable waste practices. The municipality's proactive approach will not only benefit the local community but will also serve as a model for other municipalities across South Africa to follow. As more communities adopt similar approaches to waste management, the collective impact could contribute significantly to the national goal of reducing environmental waste and promoting sustainability. Ultimately, the waste awareness strategy is not just about managing waste more effectively; it is about instilling a cultural shift that will promote long-term environmental responsibility and community engagement throughout Stellenbosch Municipality, and beyond.

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7.6.2	SPECIAL PEDESTRIAN ROUTES PROGRAM
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Collaborator No:	795198
IDP KPA Ref No:	Safest Valley
Meeting Date:	17 October 2025

1. SUBJECT: SPECIAL PEDESTRIAN ROUTES PROGRAM**2. PURPOSE**

For Council to note the requested investigation of the Special Pedestrian Routes Program and if approved to proceed with the pilot site, to allow the Municipality to advertise the plan for public participation.

3. DELEGATED AUTHORITY

Municipal Council.

4. EXECUTIVE SUMMARY

Following the support of the Council in the 27th COUNCIL MEETING in 2024 November 27, on ITEM 10.6.2, the feasibility of the Special Pedestrian Routes Program was investigated by the Infrastructure Directorate as requested.

A report was commissioned by the Roads department on specific aspects of urban design, safety and mobility. Intensive discussions were held with the Community and Protection Services Directorate as well as the University of Stellenbosch.

It was ascertained that the University already has a very similar program in place which was originally called the "Green Route Program" and later renamed to the "Preferred Routes" Initiative.

The University has strongly advised the Municipality against replicating such a safety routes initiative since drawing students away from its "Preferred Routes" initiative could lead to the dilution of public safety. This is based on the principle of safety-in-numbers. It was also recommended that the Municipality rather bolster and support the University's existing programme, via the items which are within the municipal mandate, as well as contribute to the existing Community Safety Forum (CSF) initiatives already in place.

The previous Council Item proposed that a plan be prepared and brought back to Council for approval for public participation. For the reasons mentioned above, this Item proposes a plan only for the Borchard Road, which is where a student's life was taken.

Council should also note the cost implications for the roll out of municipal mandated Items within Borchard Road, before considering the approval of the public participation of the proposed plan.

For Borchard Road, immediate interventions of a proposed plan include vegetation clearance, redistribution of streetlights, extension of the sidewalk formal pavement structure, and minor drainage structures repairs. All can be achieved within current departmental budgets. Medium-term measures would require additional investment,

specifically:

- **CCTV installation:** 3 camera poles, estimated at R626 724.42 (solar-powered option recommended for resilience).
- **Panic buttons (pilot):** 3 units at a first-year cost of R11 550 (excluding monitoring staff and maintenance).
- **Street lighting upgrades:** Estimated at R38 000 per 9.5m pole or R25 000 per 5.5m pole for new or redistributed installations, depending on site conditions.
- **Sidewalk upgrades to universal access standards:** Costs to be determined through detailed design but noted as a medium-term capital requirement.

5. RECOMMENDATIONS

- (a) that Council notes the investigations conducted, comments from the University of Stellenbosch and the proposed plan for the project utilising Borchard Road as a pilot project;
- (b) that Council notes all capital and operational requirements for the project if approved;
- (c) that Council approves the proposed plan for public participation;
- (d) that the public comments will be brought back to Council after advertisement; and
- (e) that, if approved for implementation, only once proven outcomes and sustainability are achieved, further consideration be given to expanding the programme considering the strong view and experience from the University of Stellenbosch that the addition of more routes has proven not to be effective and rather diluted the purpose of ensuring public safety.

6. DISCUSSION / CONTENTS

6.1 Background

Following the Municipality's decision to investigate a Special Pedestrian Routes Program, in the interests of public safety. On 27 November 2024, the Council passed a resolution on this program as follows:

- a) *that Council notes the need for, and roll-out of, the Special Pedestrian Routes Program;*
- b) *that the Council supports the Special Pedestrian Routes Program in principle;*
- c) *that a plan detailing the phased roll-out must be compiled and the feasibility of expanding the Program to other areas in the WC024 be investigated;*
- d) *that Special Pedestrian Routes Program be advertised for public comment; and*

- e) *that upon the completion of the public participation process, together with any comments/objections, the item be resubmitted to Council for final approval and adoption.*

In line with the Council Resolution, the Municipality investigated the feasibility of rolling out this initiative, and the outcomes are discussed below.

6.2 Discussion

The Special Pedestrian Routes Programme has been investigated across five pilot routes, with Borchard Road prioritised as the model for implementation. The discussion below summarises key findings from the assessment, structured under the main themes of the study. Detailed findings, quantities, and cost assumptions are set out in **ANNEXURE A**.

The Municipality conducted various engagements with its internal Departments and externally, with the University of Stellenbosch (US), through its Risk Management and Campus Security Department, which provided clear input based on its long-standing experience with the “Green Route” and which was subsequently called “Preferred Routes” initiatives. The University’s findings emphasise the principle of “safety in numbers”, whereby concentrating resources and security measures along one or a limited number of well and mostly used routes produces far greater safety outcomes than spreading interventions across multiple streets. Attempts to expand the “Preferred Routes” network in the past diluted its effectiveness and inadvertently increased risks. This lesson strongly supports prioritising Borchard Road as a single, replicable pilot route, rather than extending the programme prematurely to other streets.

For Borchard Road, immediate interventions include vegetation clearance, redistribution of streetlights, extension of sidewalk formal pavement structure, and minor drainage structures repairs; all these can be achieved within current departmental budgets. Medium-term measures require additional investment, specifically:

- **CCTV installation:** 3 camera poles, estimated at R626 724.42 (solar-powered option recommended for resilience).
- **Panic buttons (pilot):** 3 units at a first-year cost of R11 550 (excluding monitoring staff and maintenance).
- **Street lighting upgrades:** Estimated at R38 000 per 9.5m pole or R25 000 per 5.5m pole for new or redistributed installations, depending on site conditions.
- **Sidewalk upgrades to universal access standards:** Costs to be determined through detailed design but noted as a medium-term capital requirement.

These high-level budget figures already illustrate that even a single pilot route requires significant capital and operational allocations, including the ongoing costs of monitoring, maintenance, and security personnel. Funding has not yet been secured for these operational requirements.

In line with the University's advice, it is therefore recommended that resources be concentrated on successfully implementing the Borchard Road pilot street first. This targeted approach will allow the Municipality to demonstrate tangible safety improvements, build community confidence, and establish a scalable model before committing scarce resources to additional routes. Expanding prematurely risks diluting both financial and operational capacity, repeating the University's earlier negative experience with the overextended Preferred Routes network.

6.2.1 Pilot Routes

The Municipality identified Borchard Road, Dennesig Street, Merriman Avenue, Andringa Street, and Ryneveld Street as pilot routes (spanning Wards 7, 8, 9, 10, and 23). Borchard Road was selected as the lead route due to its strategic importance, safety concerns, and its suitability for testing interventions before wider rollout. These routes were informed by the Council resolution of 27 November 2024, GIS analysis, and consultations with internal and external stakeholders.

6.2.2 The University's experience with the "Green Route" (1997–2014) and its successor, the "Preferred Routes"

The University's experience with the Green Route (1997–2014) and its successor, the Preferred Routes strategy (2014 onwards), provides valuable lessons. The key principle of "safety in numbers" was validated, showing that concentrating resources along a limited number of well and mostly used pedestrian routes improves safety outcomes. The University currently recommends students to use Victoria Street (north–south axis) and Bosman Street (east–west axis), with onward connections taken as directly as possible. This informed the Municipality's approach of prioritising fewer strategic route(s) rather than diluting the key principle of "safety in numbers" and resources across the town.

6.2.3 Community Safety Forum (CSF) Comments

At the CSF meeting of 20 August 2025, stakeholders reported increased petty crime, intimidation, noise disturbances, drug-related activities, and hotspots for robbery across several wards. Requests included:

- Increased deployment of peace officers and safety monitors.
- Enhanced patrols around identified hotspots.
- Addressing speeding and signage gaps.
- Responses to begging, gambling, and student-related noise and nuisance issues.

The CSF emphasised that municipal interventions must be closely coordinated with community policing forums and local enforcement to address broader safety challenges.

6.2.4 Urban Design and Infrastructure Considerations:

The sidewalk assessment revealed recurring deficiencies across the pilot routes:

- **Sidewalk Pavement Treatment** – Discontinuous and narrow sidewalks, tripping hazards, and vegetation encroachment. Borcherd Road has only a partial sidewalk (± 200 m) that is below universal access standards.
- **Road Furniture** – Obstructions (poles, signage, irrigation) often block pedestrian paths. Borcherd Road has signage obstructing walkways and kerb-engraved road names hidden by vegetation.
- **Stormwater Management** – Damaged kerb inlets, blocked drainage, and protruding covers cause flooding and hazards. Two kerb inlets and one drainage cover require repair on Borcherd Road.
- **Accessibility** – Lack of dropped kerbs and tactile paving makes crossings unsafe for mobility- and vision-impaired users. Borcherd Road has no such features at three crossings.
- **Streetlighting and Visibility** – Uneven distribution of lights, vegetation obstructing luminaires, and inadequate illumination at crossings create dark patches. Four blocked luminaires and three poorly lit crossings were recorded on Borcherd Road.

6.2.5 Community and Protection Services:

Two key safety interventions were assessed:

- **Vegetation Clearance:** Overgrown trees and shrubs obstructed streetlights, narrowed sidewalks, and created blind spots. The Department of Environmental Management has already cleared vegetation along Borcherd Road under its existing budget and maintenance schedule.
- **CCTV Cameras:** No cameras are currently installed along the pilot routes. A feasibility study confirmed viability, with three poles recommended for Borcherd Road at costs ranging from $\pm R511\ 000$ to $R674\ 000$ depending on installation type. Operational costs for monitoring, response, and maintenance remain unfunded.
- **Panic Buttons:** Deployment is technically feasible but carries risks of vandalism and misuse. A pilot of three panic buttons is proposed for Borcherd Road, at a first-year cost of $R11\ 550$ excluding monitoring staff and maintenance. A mobile application alternative could be explored, aligning with the “safety in numbers” philosophy.

6.2.6 Recommendations based on Assessment:

Based on the assessment findings and stakeholder inputs, the following recommendations are made for consideration (see Annexure A for details):

- **Pilot Approach:** Prioritise Borcherd Road as a replicable pilot model, implementing both infrastructure and safety measures before expanding to other routes.
- **Immediate Interventions:**
 - Vegetation clearance and sustained maintenance (already initiated).

- Redistribution and strengthening of streetlighting, particularly at crossings.
- Minor sidewalk and stormwater repairs.
- **Medium-Term Interventions:**
 - Installation of three CCTV cameras on Borchard Road (preferably solar-powered).
 - Pilot deployment of three panic buttons with close monitoring of usage and risks.
 - Sidewalk widening and the addition of dropped kerbs and tactile paving to achieve universal access.
- **Coordination & Community Engagement:** Establish an interdepartmental implementation team and engage with CSF, neighbourhood watches, and community groups to strengthen oversight.
- **Sustainability:** Secure dedicated capital and operational budgets for long-term interventions, including staffing for CCTV monitoring, panic button maintenance, and ongoing infrastructure upkeep.

Ultimately, the Municipality should implement the Special Pedestrian Routes initiative exclusively on Borchard Road as a pilot project, ensuring that all capital and operational requirements are adequately funded and tested. Only once proven outcomes and sustainability are achieved should any consideration be given to expanding the program further and considering the strong view and experience from the University of Stellenbosch that addition of more routes has proven not effective and rather diluting the purpose of ensuring public safety.

6.3. Financial Implications

6.3.1. Financial Implications of the Special Pedestrian Routes Programme

The Special Pedestrian Routes Programme carries significant financial implications for the Municipality, with both capital and operational requirements. While provisional allocations exist under ad-hoc streetlighting (R2 ,262 003) and road reconstruction (R2 391 304), these funds are not fully committed to this programme and will require confirmation with the relevant departments.

The most substantial capital requirement relates to the installation of CCTV infrastructure across all pilot routes. Depending on the configuration selected, costs range from approximately R7.7 million (standard grid poles) to R10.1 million (grid with inverter backup), excluding VAT and ongoing operational expenses such as monitoring, staffing, and maintenance. Panic buttons or fixed emergency call boxes present a relatively low once-off capital cost, but high risks of theft and vandalism, with recurring annual costs for connectivity and subscriptions.

Streetlighting upgrades and sidewalk improvements are also required, with new poles estimated at R25 000 to R38 000 each, though consolidated costs have not

yet been quantified. In addition, ongoing operational and legal liabilities exist should safety hazards not be adequately addressed. For a full breakdown of cost items, refer to the detailed discussion in the **ANNEXURE A**.

6.3.2. Financial Implications Specific to Borchard Road as Priority Pilot Street:

As the designated pilot route, Borchard Road illustrates the scale of investment required. Three CCTV camera poles are recommended, with capital costs ranging between R511 157 and R674 243, depending on installation type, with the solar-powered option preferred for resilience. A limited pilot deployment of three panic buttons is proposed at a once-off cost of R6 750, with an estimated annual operating cost of R4 800, excluding staffing and maintenance.

Streetlighting redistribution and upgrading, sidewalk extensions and widening (approximately 200 m), kerb inlet repairs, and the addition of tactile paving at three crossings represent further costs, with exact figures still to be confirmed by Roads and Stormwater Department. Vegetation clearance has already been completed under the existing maintenance budget.

Overall, Borchard Road is expected to require in excess of R650 000 in immediate capital investment, with recurring operational expenses for CCTV and panic button monitoring presenting the most significant long-term financial risk. Detailed quantities and cost assumptions are set out in the Annexure A.

6.4 Legal Implications

Possible servitude agreements for the CCTV cameras and panic button infrastructure. The Municipality must ensure equity among the neighbourhood watches if stipends are made available to some, and this must be included in the consultation and public participation processes if this becomes necessary.

6.5 Staff Implications

Increased staff members will be required for the Control Room, Emergency and related operations on rotational shifts.

6.6 Previous / Relevant Council Resolutions:

Item 10.6.2. of the 27th Meeting of the Council on 27 November 2024.

- a) that Council notes the need for, and roll-out of, the Special Pedestrian Routes Program;*
- b) that the Council supports the Special Pedestrian Routes Program in principle;*
- c) that a plan detailing the phased roll-out must be compiled and the feasibility of expanding the Program to other areas in the WC024 be investigated;*
- d) that Special Pedestrian Routes Program be advertised for public comment; and*
- e) that upon the completion of the public participation process, together with any comments/objections, the item be resubmitted to Council for final approval and adoption.*

6.7 Risk Implications

The Risk for the Municipality is to overlap with the University's existing safety program. There is also an overlap with the Community Safety Forum initiatives. Some community and University members have expressed concern over the singularity of the street initiative, over other lives which have been lost in all neighbourhoods.

ANNEXURES**ANNEXURE A: Feasibility Assessment and Investigation of Phased Rollout Plan of the Special Pedestrian Routes Program****FOR FURTHER DETAILS CONTACT:**

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Report Date	29 September 2025

ANNEXURE A

DISCUSSION DOCUMENT

Special Pedestrian Routes Program

**Feasibility Assessment and Investigation of Phased Rollout Plan of the Special
Pedestrian Routes Program**

Date: 22 September 2025

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1. EXECUTIVE SUMMARY

This report presents the findings and recommendations of the Special Pedestrian Routes assessment conducted by Stellenbosch Municipality, with a particular focus on Borchard Road as the pilot route. The initiative seeks to enhance pedestrian safety, improve visibility, and promote universal access through targeted interventions in lighting, sidewalk improvements, stormwater management, vegetation clearance, and security measures. The assessment draws on field surveys, stakeholder inputs, and high-level cost estimates to identify key challenges and propose actionable solutions. The outcomes of this report provide a framework for prioritised interventions and lay the foundation for future implementation across other identified pedestrian routes in Stellenbosch.

1.1. KEY FINDINGS

The assessment highlighted several deficiencies, including inadequate lighting, obstructed visibility from overgrown vegetation, discontinuous and narrow sidewalks, damaged stormwater infrastructure, and the lack of universal access features. These conditions compromise safety for pedestrians, particularly students, the elderly, and persons with disabilities.

Input from the University of Stellenbosch's Risk Management and Campus Security Department provided important context. Their experience with the Green Route and later Preferred Routes reinforced the principle of "safety in numbers." Concentrating resources and security measures along limited, well-used routes proved more effective than dispersing interventions across multiple streets. This approach informs the Municipality's strategy of prioritising pilot routes such as Borchard Road.

1.2. HIGH-LEVEL CONCLUSIONS

The assessment shows the need for a coordinated, multi-departmental approach that combines infrastructure upgrades, vegetation management, and targeted safety measures. Short-term interventions are possible within current departmental budgets, but medium- to long-term measures such as CCTV installations, panic buttons, and expanded universal access features will require additional funding.

1.3. RECOMMENDATIONS AND IMPLEMENTATION CONSIDERATIONS

It is recommended that the Municipality prioritise Borchard Road as a replicable pilot model for future routes. Immediate actions should include vegetation clearance, redistribution of existing streetlights, and minor sidewalk repairs. Medium-term actions involve the installation of CCTV cameras, panic buttons, and the upgrading of street lighting and sidewalks to universal access standards.

Implementation should follow a phased plan that balances urgent safety needs with longer-term investments. Interdepartmental coordination will be essential, and funding must be secured for both capital and operational costs. The University's experience highlights the importance of focusing resources on selected routes to maximise safety outcomes and build community confidence before expanding the programme further.

2. INTRODUCTION

2.1. BACKGROUND

The Municipality has decided to embark on a Special Pedestrian Routes program, in the interests of public safety. Taking into account the importance of a safer environment, the municipality is embarking on an investigation to make certain earmarked routes safer for vulnerable pedestrians and cyclists who use key arterial routes and roadways.

The Municipality has consulted its internal departments and the University of Stellenbosch (US), through its Risk Management and Campus Security Department and taken their inputs on board. The earmarked routes may include:

- increased lighting to improve visibility,
- possible camera and closed-circuit television (CCTV) installations,
- the option of panic buttons installed en-route,
- the cutting back of some tree branches in accordance with the applicable Municipal By-Laws, to allow the streetlight to filter through more clearly,
- the deployment of more officials to the Municipality's Control Room to monitor the additional CCTV;
- the possible payment of stipends for additional contract staff and / or neighbourhood watches, to improve responsiveness and oversight. This will boost job creation and skills transfer as well.
- the clear mapping, marking and signage of the routes.
- Cutting back of foliage and grass verges to improve visibility en-route.

The primary strategy is to create an environment for all who live, work in and visit Stellenbosch which has improved visibility, and has a safer look and feel through urban design elements.

The Municipality has proceeded with the identification of routes used by pedestrians and cyclists travelling within Stellenbosch Central area. The Provincial Department has assisted with the use of their GIS system. The identified routes will form the basis of the Special Pedestrian Routes Program.

2.2. PURPOSE OF THE REPORT

The report further seeks to provide a structured framework for interventions that will enhance pedestrian safety, improve visibility, ensure universal access, and support the Municipality's broader objectives of safer and more accessible public spaces. The findings serve as a baseline to inform future planning, budgeting, and implementation of pedestrian-focused infrastructure upgrades.

The purpose of this report is to present the findings and recommendations of the Special Pedestrian Routes assessment conducted within Stellenbosch Municipality. The report aims to evaluate key pedestrian routes, with a particular focus on Borchard Road as a pilot project, to identify safety concerns and urban design challenges that affect pedestrian movement and visibility.

2.3. SCOPE AND LIMITATIONS

Limitations of the report include the exclusion of detailed cost-benefit analyses and full-scale design proposals, as the assessment was limited to condition surveys, stakeholder inputs, and high-level estimates. Furthermore, while indicative costs are presented for specific interventions, these figures are not final and are subject to further technical investigations, budgeting processes, and Council approval.

The scope of this report covers the assessment of selected pedestrian routes in Stellenbosch Central, specifically Borchard Road, Dennesig Street, Merriman Avenue, Andringa Street, and Ryneveld Street. The assessment included evaluations of sidewalk conditions, accessibility, street lighting, visibility, vegetation management, stormwater management, and opportunities for integration of urban design interventions.

3. DISCUSSION

3.1. PILOT ROUTES

In accordance with the background of the initiative as initially submitted and attained Council Resolution on the 27th Council Meeting of 2024-11-27, the municipality identified the following pilot routes of which further assessments and investigations have been conducted and discussed accordingly in this document. The pilot routes are located in Wards 7, 8, 9, 10, and 23 as further clarified in the list below.

1. Borchard Road (Ward 23),
2. Dennesig Street (Ward 23),
3. Merriman Avenue (Ward 7-8-10-23),
4. Andringa Street (Ward 23), and
5. Ryneveld Street (Ward 9-10-23).

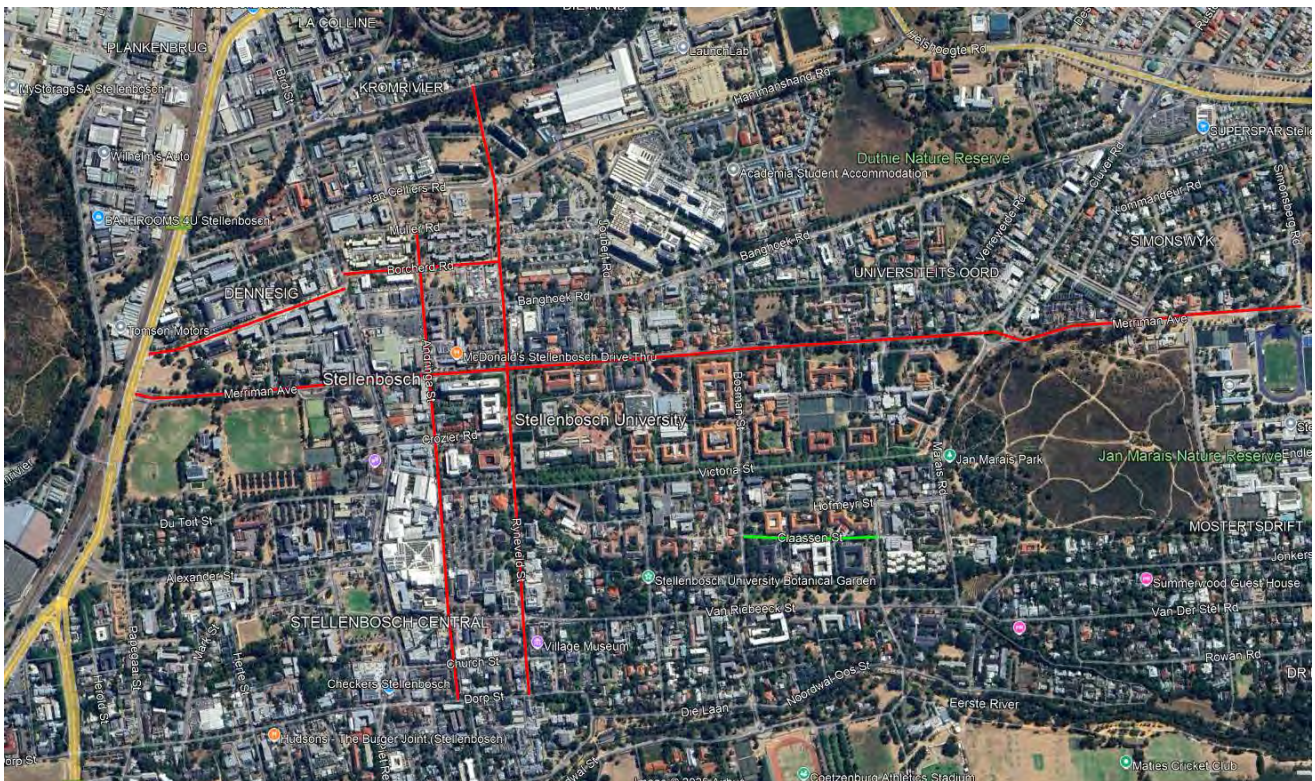


Figure 3-1: Locality Map of the Pilot Routes

3.2. INPUT FROM THE UNIVERSITY OF STELLENBOSCH RISK MANAGEMENT AND CAMPUS SECURITY DEPARTMENT

3.2.1. Background and Origin of the Green Route Initiative

The Green Route concept was first introduced in 1997 as an initiative of the Student Representative Council (SRC). The primary objective was to promote pedestrian safety by encouraging students to use a limited number of designated routes when moving across campus, particularly after hours. The underlying principle was “safety in numbers”, whereby increased pedestrian density along fewer routes would deter potential criminal activity.

In support of this initiative, the University implemented additional foot-patrol security personnel along the designated routes to enhance visibility and responsiveness, thereby reinforcing the safety objective.

3.2.2. Expansion and Dilution of the Concept (1997–2014)

Over the years, particularly up to 2014, more streets were incrementally added to the Green Route network. This eventually led to a situation where virtually all streets across campus were designated as part of the Green Route.

This over-expansion inadvertently diluted the original intent of the initiative. The principle of consolidating foot traffic onto a few safer routes was undermined, as the widespread designation gave a false sense of security across the entire campus, even in less secure or less monitored areas.

3.2.3. Reassessment Following Security Concerns in 2014

In 2014, a noticeable increase in street mugging prompted the University and the SRC to reassess the effectiveness of the existing Green Route framework. A strategic decision was made to revert to the core principle: to prioritise safety through concentrated pedestrian movement on a limited number of routes.

Following this reassessment, the SRC approved a proposal to abandon the term “Green Route” and instead introduce a new approach based on “Preferred Routes”.

3.2.4. Introduction of Preferred Routes

- From 2014 onwards, the University formally adopted the concept of Preferred Routes, identifying two main thoroughfares:
- **Victoria Street** as the designated north-south route, and
- **Bosman Street** as the designated east-west route.

These streets were selected based on their centrality, accessibility, and the feasibility of sustained security presence.

3.2.5. Current Considerations to the Student Community

The current recommendation remains that students should:

- Utilise **Victoria** and **Bosman Streets** as their primary walking routes, particularly during early mornings, late evenings, and other high-risk periods; and
- Divert to their residences or destinations using the shortest and most direct route from the Preferred Routes.

This approach reaffirms the original philosophy of “safety in numbers” and aligns security resources with actual usage patterns to maximise safety impact.

3.3. COMMUNITY SAFETY FORUM (CSF) COMMENTS

The CSF quarterly meeting on 20 August 2025 has highlight that crime rates have increased in some parts of the Stellenbosch Municipality in certain categories. The forum as requested and emphasised that community safety or policing forums must be encouraged to attend the CSF meeting to report on community safety issues and help improve safety in our communities.

In the last CSF quarterly meeting the following issues were report in the affected Wards which some of the pilot routes are within.

Organisation	Challenges	Progress/Feedback
WARD 7 (Cllr Ferns)	Deployment required at Hangbrug dring festive season	Peace officers and safety monitors are being deployed.
	Request vehicles to be searched at Hangbrug	Vehicles are being stop and search at the entry point.
	Need public toilets at Hangbrug over weekends and festive season	
	Speeding in ward (Van Der Stel street, Rhodes street, Jonkershoek Street)	Speed enforcement is done on a going basis
	Only 1 sign up stating 35km/h, request more signs	Signs added as requested
	Security required at Botmanskop and Idasvalley	
	Students at Soeteweide making a noise - owners of property to be held responsible	
	look fo a solution to patrol unruly students	Enforcement are being done by Law enforcement.
	Petty Crimes	
WARD 8 (Cllr Van Wyk)	Petty Crimes - Theft, intimidation of females (evenings)	
	Request programs to empower students and make them vigilant	Information sessions have been attended with other role players.
	Begging & homelessness	Beggars removed and regular patrols.
	Gambling at Flats	Law enforcement responds to reporting of such activities and fines have been issued.
WARD 10 (Cllr Du Toit)	Drug Dealing	
	Hotspot for Robberies - Kromme Rivier / Tennentville / Lackay street / Ryneveldt/ Home Affair / Correctional Services	
	Roaming Cars not form area - Caused recent stabbing & involved with robberies	

3.4. URBAN DESIGN AND INFRASTRUCTURE CONSIDERATION

This section deals with the urban design elements and opportunities that were identified during the sidewalk assessment conducted by the Service Provider appointed by the Stellenbosch Municipality. The findings and recommendations as relevant are summarised below from the report attached in Annexure A1.

3.4.1. Sidewalk Pavement Treatment, Road Furniture, Accessibility, and Stormwater Management

a) Findings

Category	General Findings on the Pilot Routes	Specific Findings for Borchard Road
Sidewalk Pavement Treatment	<ul style="list-style-type: none"> - Lack of formal sidewalks or discontinuity of existing ones. - Narrow and damaged sections below standard. - Tripping hazards from loose paving stones, protruding covers, and damaged kerbs. - Vegetation overgrowth obstructing walkways. 	<ul style="list-style-type: none"> - Sidewalks present only on southern section between Andringa and Ryneveld. - Pavement sections are narrow and below minimum width. - Damaged kerbs and pavement defects creating tripping hazards. - Termination of hard surface paving before the street ends.
Road Furniture	<ul style="list-style-type: none"> - Obstructions such as wooden poles, signage, and irrigation pipes within walkways. - Inadequate pedestrian-oriented furniture. 	<ul style="list-style-type: none"> - Road signage and poles obstruct walking space. - Kerbs with road names obstructed by vegetation.
Stormwater Management	<ul style="list-style-type: none"> - Damaged kerb inlets and stormwater channels. - Flooding at bellmouths due to blocked/failed drainage. - Poor integration of stormwater structures with pedestrian facilities. 	<ul style="list-style-type: none"> - Damaged kerb inlets noted. - Drainage issues causing flooding at bellmouths. - Protruding drainage covers within pedestrian paths.
Accessibility	<ul style="list-style-type: none"> - Lack of dropped kerbs and tactile paving at pedestrian crossings and bellmouths. - Unsafe orientation of dropped kerbs directing pedestrians into traffic. - Narrow pedestrian crossings and obstructions reducing accessibility. 	<ul style="list-style-type: none"> - No dropped kerbs or tactile paving along Borchard Road crossings. - Existing crossings inaccessible for mobility and vision impaired users. - Narrow sidewalks fail universal access standards.

b) Considerations

Category	General Recommendations for the Pilot Routes	Specific Recommendations for Borcherd Road
Sidewalk Pavement Treatment	<ul style="list-style-type: none"> - Construct/extend sidewalks on at least one side of all study roads. - Repair and level uneven surfaces. - Replace loose paving stones and repair damaged kerbs. - Ensure continuity of paved walkways. 	<ul style="list-style-type: none"> - Extend sidewalks along entire length of Borcherd Road. - Widen narrow sidewalks to meet minimum 1.5m standard. - Repair damaged kerbs and paving. - Ensure paved sidewalks extend fully to the street ends.
Road Furniture	<ul style="list-style-type: none"> - Remove obstructions (wooden poles, signage, irrigation pipes) from sidewalks. - Provide pedestrian-oriented furniture without obstructing walkways. 	<ul style="list-style-type: none"> - Remove or relocate poles and signage obstructing sidewalks. - Maintain visibility of kerb-engraved road names. - Introduce pedestrian-supportive furniture (e.g., bollards, benches) where appropriate.
Stormwater Management	<ul style="list-style-type: none"> - Repair damaged kerb inlets and channels. - Level or replace protruding drainage covers. - Clean or upgrade drainage to avoid flooding at bellmouths. 	<ul style="list-style-type: none"> - Repair and replace damaged kerb inlets along Borcherd Road. - Address flooding at bellmouths through drainage cleaning/repairs. - Level protruding drainage covers within pedestrian areas.
Accessibility	<ul style="list-style-type: none"> - Install dropped kerbs and tactile paving at all pedestrian crossings and bellmouths. - Ensure correct alignment of tactile paving to guide pedestrians safely. - Widen pedestrian crossings for universal accessibility. 	<ul style="list-style-type: none"> - Provide dropped kerbs and tactile paving at all Borcherd Road crossings. - Realign kerbs to avoid directing pedestrians into traffic. - Ensure sidewalk widths and crossings comply with universal access standards.

c) Quantities and budgeting assumptions

Borcherd Road

Defect / Observation	Quantity / Measurement	Notes
Sidewalk present only between Andringa & Ryneveld	± 200 m section	No sidewalk on remainder of Borcherd Road.
Narrow sidewalk (<1.5 m)	Entire existing 200 m	Below universal access width requirement.
Termination of paving before street end	1 location (Ryneveld Street end)	Creates unsafe pedestrian transition.
Damaged kerb inlets	2	Require repair/replacement.
Protruding drainage covers	1	Hazard for pedestrians.
Absence of dropped kerbs	All crossings (3 bellmouths)	No universal access provided.
Absence of tactile paving	All crossings (3 bellmouths)	No guidance for visually impaired pedestrians.
Obstructions (sign poles, road name kerbs obstructed by vegetation)	± 3 obstructions	Recorded in Annexure A1 photos.

3.4.2. Streetlighting

a) Findings

The assessment identified street lighting and visibility as recurring issues along the assessed sidewalks. Inconsistencies in lighting provision have resulted in dark patches, particularly at pedestrian crossings and bellmouths. In several locations, streetlights are obstructed by overgrown trees and vegetation, further reducing illumination and creating blind spots that compromise pedestrian safety. These deficiencies affect visibility during evening hours and increase the vulnerability of pedestrians using these sidewalks.

Summary of findings

Category	General Findings on the Pilot Routes	Specific Findings for Borcherd Road
Street Lighting Infrastructure	<ul style="list-style-type: none"> - Existing lighting in some areas are inadequate to ensure safe pedestrian movement at night. - Poor distribution of streetlights along certain stretches. 	<ul style="list-style-type: none"> - Lighting along Borcherd Road not evenly distributed. - Some pedestrian routes poorly lit.
Visibility & Obstructions	<ul style="list-style-type: none"> - Overgrown vegetation blocking light from street poles. - Tree canopies and unmaintained landscaping creating dark blind spots. 	<ul style="list-style-type: none"> - Vegetation along Borcherd Road obstructs light poles. - Reduced visibility in certain stretches due to overhanging branches.
Pedestrian Safety at Night	<ul style="list-style-type: none"> - Dark areas create unsafe conditions, increasing vulnerability of pedestrians. - Visibility challenges at crossings and bellmouths due to poor lighting. 	<ul style="list-style-type: none"> - Inadequate lighting at crossings on Borcherd Road. - Vegetation further reduces visibility, heightening risk for night-time pedestrians.

b) Considerations

The report recommends targeted improvements to lighting and visibility along all study roads, with Borcherd Road identified as a priority pilot. Street lighting should be redistributed and strengthened, particularly at pedestrian crossings, intersections, and poorly lit sections. Vegetation obstructing luminaires should be trimmed to maintain a minimum clearance of 1.5 m laterally from the kerb and 3 m vertically. Regular maintenance of both lighting infrastructure and vegetation is essential to ensure consistent illumination and enhance pedestrian safety.

Summary of Considerations

Category	General Recommendations for the Pilot Routes	Specific Recommendations for Borchard Road
Street Lighting Infrastructure	<ul style="list-style-type: none"> - Upgrade and ensure adequate distribution of street lighting along all pedestrian routes. - Prioritise pedestrian-scale lighting in high pedestrian activity areas. 	<ul style="list-style-type: none"> - Improve and redistribute lighting along Borchard Road. - Install additional pedestrian-focused lighting in poorly lit sections.
Visibility & Obstructions	<ul style="list-style-type: none"> - Trim vegetation and tree canopies around streetlights to ensure unobstructed illumination. - Maintain overhead clearance of 3m and lateral clearance of 1.5m from kerb. 	<ul style="list-style-type: none"> - Clear vegetation obstructing streetlights on Borchard Road. - Maintain regular trimming schedule to sustain visibility.
Pedestrian Safety at Night	<ul style="list-style-type: none"> - Enhance lighting at pedestrian crossings, intersections, and bellmouths. - Address dark blind spots through targeted lighting improvements. 	<ul style="list-style-type: none"> - Install and improve lighting at Borchard Road crossings. - Target identified dark zones for safety-focused illumination.

c) Work Completed to Date

The Department of Electrical Services has confirmed that, in line with the approved budget and regular maintenance schedule, inspections were carried out on the pilot routes and all existing streetlights were confirmed to be functional. The department indicated that it will be providing assistance with implementation of the recommendation considering budget and resources availability.

d) Quantities and budgeting assumptions

Borchard Road – Defect Register

Defect / Observation	Quantity / Measurement	Notes
Uneven streetlight distribution	Entire road length	Some stretches underlit.
Streetlights obstructed by vegetation	± 4 locations	Annexure A1 photos show blocked luminaires.
Crossings with inadequate lighting	3 (all bellmouths)	No dedicated pedestrian-scale lighting.
Vegetation trimming required	Full length	Must achieve 3 m vertical and 1.5 m horizontal clearance.

The replacement or installation of new 9.5m or similar height and 5.5m or similar height streetlight poles are estimated R38 000 and R25 000 per pole and this is a high-level estimate.

3.5. COMMUNITY AND PROTECTION SERVICES

3.5.1. Environmental Management_Clearing of Overgrown Vegetation for Visibility Improvements

a) Findings

The assessment identified overgrown trees and vegetation as a recurring hazard across all study roads. Tree canopies and encroaching landscaping were found to obstruct street lighting, reduce visibility along pedestrian walkways, and create blind spots that heighten safety risks. In several locations, vegetation was observed to physically encroach onto sidewalks, narrowing walking space and further increasing the likelihood of tripping hazards. On Borchard Road, vegetation obstructed luminaires and signage, reducing visibility and contributing to unsafe pedestrian conditions, particularly at night.

b) Considerations

The report recommends systematic trimming and clearance of trees and vegetation along all study roads to improve visibility and pedestrian safety. Trees should be trimmed to provide at least 1.5 m lateral clearance from the kerb and 3 m vertical clearance above the walkway. Regular vegetation management should be incorporated into routine maintenance schedules to prevent obstruction of streetlights, signage, and pedestrian pathways. On Borchard Road specifically, vegetation clearance is required at multiple points along the route to restore illumination and maintain unobstructed pedestrian walkways.

c) Work Completed to Date

In line with the recommendations of the assessment report, the Department of Environmental Management within the Community and Protection Services Directorate has completed pruning and vegetation clearance along Borchard Road. This street was prioritised during the Section 80 Committee meeting. The work was carried out under the department's existing approved budget and maintenance schedule. The department confirmed and noted that maintenance will be conducted regularly continuously on basis of the current maintenance schedule and budget, and this is realised as adequate.

d) Quantities and budgeting assumptions

Borcherd Road

Defect / Observation	Quantity / Measurement	Notes
Streetlights obstructed by vegetation	± 4 locations	Identified in Annexure A1 photos and defect register.
Trees/vegetation encroaching onto sidewalks	Multiple points along road length	Reduces walkway width and accessibility.
Road name kerb obstructed by vegetation	1 location	Annexure A1 note; requires clearing.
Required trimming clearance	1.5 m (horizontal from kerb), 3 m (vertical above walkway)	Standard applied throughout the report.

3.5.2. Law Enforcement_ Security and CCTV Cameras

a) Findings

The Community and Protection Services Directorate confirmed that there is currently no security cameras installed along the identified pilot routes, including Borcherd Road. A feasibility study conducted by an appointed service provider verified that the installation of CCTV cameras is technically viable.

The study provided cost estimates for three installation options: standard grid-connected poles, solar-powered poles for areas without grid access, and grid-connected poles with inverter backup for high-priority sites. For Borcherd Road, three camera poles are required, with costs ranging from R511 157.64 for standard installations to R674 243.25 for grid-connected poles with inverter backup. These figures exclude operational costs such as additional manpower for monitoring, emergency response, and ongoing maintenance. The Law Enforcement Department has indicated that there is currently no budget provision for these operational requirements.

b) Considerations

It is recommended that Borcherd Road be prioritised as the pilot site for CCTV implementation due to its strategic importance and identified safety concerns. The solar-powered option is preferred for resilience and reduced dependency on existing electrical infrastructure. An operational plan should be developed to cover 24/7 monitoring, emergency response protocols, and maintenance schedules.

Integration with municipal emergency systems is essential to ensure rapid response. Furthermore, the municipality will require to secure funding for both capital and operational costs to ensure sustainability of this service.

c) Work Completed to Date

The Special Pedestrian Routes programme meeting department confirmed no related work has been done by the department on the pilot routes other the normal operations of the department.

d) Quantities and budgeting assumptions

No.	Street Name	Estimated Number of Required Camera Poles	Quotation Per Camera Pole Type		
			Pole Type 1 - Standard Installation (R170 385.88 per pole)	Pole Type 2 - Solar Powered (No Grid Access) (R208 908.14 per pole)	Pole Type 3 - Grid + Inverter Backup (High-Priority Sites) (R224 747.75 per pole)
1	Adringa Street	11	R1 874 244.68	R2 297 989.54	R2 472 225.25
2	Dennesig Road	5	R851 929.40	R1 044 540.70	R1 123 738.75
3	Borcherd Street	3	R511 157.64	R626 724.42	R674 243.25
4	Ryneveld Street	13	R2 215 016.44	R2 715 805.82	R2 921 720.75
5	Merriman Avenue	13	R2 215 016.44	R2 715 805.82	R2 921 720.75
		Total excl. VAT	R7 667 364.60	R9 400 866.30	R10 113 648.75
		VAT	R1 150 104.69	R1410129.95	R1 517 047.31
		Total incl. VAT	R8 817 469.29	R10810996.25	R11 630 696.06

3.5.3. Law Enforcement_Panic Buttons or Fixed Emergency Call Boxes

a) Findings

From the research conducted and from the input provided by the Law Enforcement Department, it is noted that the deployment of panic buttons or fixed emergency call boxes along identifies pilot routes is technically feasible, but this service would present significant operational challenges. Successful implementation depends on integration with existing emergency dispatch systems and reliable mobile network connectivity.

However, the risk of theft, vandalism, and misuse is high, as evidenced by similar experiences in other areas. These risks could lead to increased maintenance and replacement costs. Initial quotations indicate a unit price of R2 250 per panic button, with additional annual costs of R700 for SIM cards and R900 for subscription fees. The **alternative** to this would be an implementation of a **cell-phone application (App)** and the approach would be to use it as a tool to encourage pedestrian to view and utilise routes with high pedestrian concentration at that moment. This approach is in line with the University of Stellenbosch's philosophy of "Safety in Numbers",

b) Considerations

A limited pilot project on Borchard Road is recommended to test the feasibility and user behaviour associated with panic buttons. The pilot should include integration with a staffed monitoring centre, public education campaigns to reduce misuse, and the use of tamper-resistant designs with alert systems for vandalism. A comprehensive cost-benefit analysis should be conducted after the pilot phase to determine whether scaling up is justified. The municipality should also plan for recurring operational costs, including monitoring staff, maintenance, and connectivity charges, as these will significantly impact long-term viability.

c) Work Completed to Date

The Special Pedestrian Routes programme meeting department confirmed no related work has been done by the department on the pilot routes other the normal operations of the department.

d) Quantities and budgeting assumptions

- Proposed Units for Pilot: 3 for strategically placed along Borchard Road
- Capital Cost: $R2\,250 \times 3 = R6\,750$
- Annual SIM Fees: $R700 \times 3 = R2\,100$
- Annual Subscription Fees: $R900 \times 3 = R2\,700$
- Total First-Year Cost: R11 550 (*Excludes monitoring staff and maintenance costs*)

4. BUDGET AND FINANCIAL IMPLICATIONS

4.1. AVAILABLE BUDGET

The capital budgets in the table below for Electrical Services and Road & Stormwater are provided for ad-hoc base and not fully committed on specific project. Although these budgets may be considered as available, they will need to be confirmed with the respective department prior for availability

Ad-Hoc Provision of Streetlighting	CRR	2 262 003
Ad-Hoc Reconstruction of Roads (WC024)	CRR	2 391 304

4.2. REQUIRED BUDGET

The installation and provision of the following services will require new funding/ budget. The estimates provided below are only indicative for Borchard Road.

- Once off cost of installation of CCTV Camera at R626 724.42 for total of 3x recommended Pole Type 2
- Running cost of maintenance of CCTV Camera, cost not confirmed.
- Running cost of associated operations of CCTV Camera at, cost not confirmed.

- Cost of installation and running of 3x Panic Buttons is R11 550 per annum.
- Running cost of maintenance of Panic Buttons, cost not confirmed.
- Running cost of associated operations of Panic Buttons, cost not confirmed.

5. LEGAL IMPLICATIONS

Legal implications also extend to potential liability risks for the Municipality should identified hazards, such as poor lighting, obstructed sidewalks, or unsafe crossings, not be adequately addressed. Failure to implement corrective measures could expose the Municipality to claims arising from accidents or security incidents along the identified pedestrian routes. Compliance with procurement regulations for future infrastructure upgrades will also be essential.

The implementation of the Special Pedestrian Routes programme must comply with applicable national and municipal legislative frameworks. These include adherence to the Occupational Health and Safety Act, municipal by-laws relating to vegetation management, road safety, and infrastructure maintenance, as well as relevant accessibility standards as outlined in the South African National Standards (SANS) for universal access.

6. RECOMMENDATIONS

The Special Pedestrian Routes Programme should commence with a focused pilot on Borchard Road, ensuring resources are concentrated rather than diluted across multiple routes. This approach aligns with the University of Stellenbosch's proven "safety in numbers" principle and provides a controlled environment to test interventions before any expansion is considered. Immediate actions should prioritise low-cost, high-impact measures such as vegetation clearance, improved streetlighting, and minor repairs to sidewalks and stormwater infrastructure.

Medium-term interventions should include the installation of three CCTV cameras, pilot deployment of panic buttons, and universal access upgrades through widened sidewalks, dropped kerbs, and tactile paving. To ensure sustainability, the Municipality must secure funding for both capital and operational requirements, particularly for CCTV monitoring, panic button maintenance, and infrastructure upkeep. Interdepartmental coordination, compliance with legal frameworks and standards, and active engagement with community safety forums and residents will be essential to the programme's success.

Ultimately, the Municipality should pilot the Special Pedestrian Routes initiative exclusively on Borchard Road, ensuring that all interventions both capital and operational are adequately funded, maintained, and tested for effectiveness. Expansion to other routes should only be considered once proven outcomes, sustainability, and community confidence are achieved, in line with the University of Stellenbosch's strong view that the addition of multiple routes would bring dilution of the principle of "safety in numbers" and undermines public safety as they have experienced.

7. IMPLEMENTATION PLAN

The implementation plan should be phased to balance immediate safety interventions with longer-term strategic investments. Short-term measures include vegetation clearance, redistribution of streetlights, repair of damaged kerb inlets, and installation of dropped kerbs and tactile paving at key crossings. These actions can be undertaken within existing departmental budgets and maintenance schedules.

Annexures

Annexure A1: Stellenbosch Municipality: Sidewalk Assessment Report



STELLENBOSCH MUNICIPALITY: SIDEWALK ASSESSMENT

July 2025

Draft



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SYNOPSIS					
The report assesses the current state of pedestrian infrastructure along Muller Road, Borchard Road, Andringa Street, Ryneveld Street, and Banghoek Road in Stellenbosch. The safety concerns for non-motorised transport (NMT) are addressed, highlighting potential hazards and possible improvement measures.					
KEY WORDS:					
Non-motorised Transport (NMT), Pedestrians					
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QUALITY VERIFICATION					
This report has been prepared under the controls established by a quality management system that meets the requirements of ISO 9001: 2015 which has been independently certified by DEKRA Certification.					
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STELLENBOSCH MUNICIPALITY - SIDEWALK ASSESSMENT

1. Introduction

Stellenbosch's urban form, as a university town, generally makes walking and cycling easy and convenient modes of transport. The town's compact layout, with a mix of residential, commercial, and educational facilities within close proximity, supports high levels of walking and cycling. The presence of Stellenbosch University further enhances this, as many students and staff prefer walking and cycling (and other forms of non-motorised transport (NMT)) to navigate the campus and nearby areas. However, the safety of NMT users was tragically brought to light on October 16, 2024, when a first-year student at Stellenbosch University was tragically stabbed on Borchard Road while riding his bicycle home in the early hours of the morning.

Critical issues affecting the safety of NMT users include the discontinuation of pedestrian infrastructure such as formalised sidewalks, inadequate universal accessibility, insufficient maintenance of road landscaping, poor lighting, and inadequate surveillance. These factors collectively contribute to the heightened vulnerability of non-motorised transport users in the area.

In response to these concerns, the Stellenbosch Municipality commissioned JG Afrika (Pty)Ltd to assess the current state of pedestrian infrastructure along Muller Road, Borchard Road, Andringa Street, Ryneveld Street, and Banghoek Road. The primary objective of this assessment is to identify potential hazards and areas requiring improvement to promote a safer environment for pedestrians, thereby preventing future tragedies.



Figure 1-1: Aerial View of the Study Area

2. Objectives of the Study

The primary objectives of this sidewalk condition assessment are:

- i. **Identify Hazards:** Identify and document hazards to pedestrians along the study roads.
- ii. **Evaluate Current Infrastructure:** To evaluate the current state of pedestrian facilities, including maintenance and accessibility.
- iii. **Recommend Improvements:** To provide actionable recommendations for improving pedestrian safety, including infrastructure upgrades, enhanced lighting, and increased surveillance.

3. Study Sections

The tables below summarise the characteristics of the study road sections. A map of the existing NMT infrastructure is provided in **Annexure A**.

a) Muller Road

Road Class	Class 5 Residential access road.
Non-motorised Transport (NMT) facilities	There are no existing NMT facilities along Muller Road.
Location of Street lighting	Northern side of the road.
Surrounding land uses	Multi-unit residential developments, industrial zone, utility services, and public open space.

b) Borchard Road

Road Class	Class 5 Residential access road.
Non-motorised Transport (NMT) facilities	Existing sidewalks along the southern side of the Road between Ryneveld Street and Andringa Street.
Location of Street lighting	Northern side of the road.
Surrounding land uses	Multi-unit residential developments, mixed use zone, and public open space.

c) Andringa Street

Road Class	Class 4 Local distributor
Non-motorised Transport (NMT) facilities	Existing sidewalk on both sides of the road.
Location of Street lighting	Eastern side of the road.
Surrounding land uses	Multi-unit residential developments, mixed use zone, public roads and parking zone, and public open space.

d) Ryneveld Street

Road Class	Class 4 Local distributor.
Non-motorised Transport (NMT) facilities	<ul style="list-style-type: none"> ▪ Existing sidewalk on the western side of the road. ▪ Existing Class 3 bicycle lanes (partial or marked separation).
Location of Street lighting	Eastern side of the road.
Surrounding land uses	Multi-unit residential developments, mixed use zone, public roads and parking zone, and public open space.

e) Banghoek Road

Road Class	Class 5 Residential access road
Non-motorised Transport (NMT) facilities	Existing sidewalks on both sides of the road between Bird Street and Bosman Street.
Location of Street lighting	Northern side of the road
Surrounding land uses	Multi-unit residential developments, mixed use zone, public roads and parking sone, and public open space.

4. Policy and Regulatory Framework

This chapter outlines the key policy documents and planning guidelines that inform the recommendations of this pedestrian safety study. Ensuring alignment with the Stellenbosch Municipality's strategic objectives and regulatory directives for non-motorised transport (NMT) is essential for the relevance, feasibility, and long-term sustainability of the proposed interventions.

4.1. Strategic Policy Alignment

To ensure that the study's recommendations are consistent with the municipality's vision for NMT infrastructure, the following core documents were reviewed:

- Stellenbosch Municipality Non-Motorised Transport (NMT) Network Plan (June 2015)
- Comprehensive Integrated Transport Plan (CITP) 2022–2026 (March 2023)

These documents provide the strategic and regulatory foundation for NMT planning in Stellenbosch and were instrumental in shaping the scope and direction of this study.

4.2. Stellenbosch NMT Network Plan (2015)

The 2015 NMT Network Plan emphasizes the importance of planning and designing safe pedestrian and bicycle facilities in accordance with the *Department of Transport's Pedestrian and Bicycle Facility Guidelines (Draft 1.0, 2003)*. These guidelines recommend the provision of NMT infrastructure where there is a reasonable expectation of use, even if current usage levels are low.

The plan acknowledges that a significant portion of the Stellenbosch municipal population relies on walking and public transport. As such, the NMT planning philosophy is centred on:

- Creating a user-friendly pedestrian environment
- Addressing safety, security, accessibility, convenience, comfort, and aesthetics
- Promoting NMT to reduce reliance on private vehicles, with associated benefits such as cost savings, improved road safety, public health, reduced pollution, and more efficient use of road space

The approach to NMT network planning considers existing access and movement patterns, including desire lines and NMT traffic generators in both urban and rural contexts. While pedestrian volumes can be accommodated on current infrastructure, the plan recognizes that some desire lines may lack adequate support due to environmental or physical constraints (e.g., flooded or inaccessible areas). Therefore, while current pedestrian volumes inform NMT planning, each route must be critically assessed for safety and appropriateness.

4.3. Comprehensive Integrated Transport Plan (CITP) 2022–2026

The CITP 2022–2026 provides a broader strategic framework for transport planning in Stellenbosch, with a strong emphasis on the integration of NMT with other transport modes. It aims to guide the development of a balanced, efficient, and sustainable transport system.

A map of the proposed NMT network within the study area is included in **Annexure B**. The CITP identifies several planned NMT interventions relevant to this study, including:

- Sidewalks along Muller Road between Andringa Street and Ryneveld Street
- Class 2 NMT facilities (partial separation) along the full length of Banghoek Road
- Class 2 NMT facilities along Ryneveld Street between Jan Celliers Road and Victoria Street, followed by cycling facilities in the local street (Class 4) along the rest of the road
- Class 2 NMT facilities along Andringa Street between Muller Road and Banghoek Road, followed by cycling facilities in the local street (Class 4) along the rest of the road

4.4. Existing Infrastructure Assessment

Field observations indicate that sidewalks are present along most road sections in the study area, typically on at least one side of the road. However, notable gaps remain:

- Muller Road lacks NMT facilities
- Borchard Road has sidewalks that do not extend along its full length

These findings highlight the need for targeted interventions to close infrastructure gaps and enhance pedestrian safety in line with municipal planning priorities.

5. Assessment of Study Sections

A site visit was conducted to assess the condition of the infrastructure along Muller Road, Borchard Road, Andringa Street, Ryneveld Street, and Banghoek Road (see Annexure C for a map of the study area). Defects and issues related to pedestrian safety were listed, including recommended improvement measures (see applicable Annexures and kmz files).

5.1. Findings

The following general issues were noted as recurring concerns along the following study roads:

- a) Muller Road (see Annexure D)
 - i. There are no formal sidewalks along Muller Road.
 - ii. Dropped kerbing and tactile paving are required at bellmouths and pedestrian crossings.

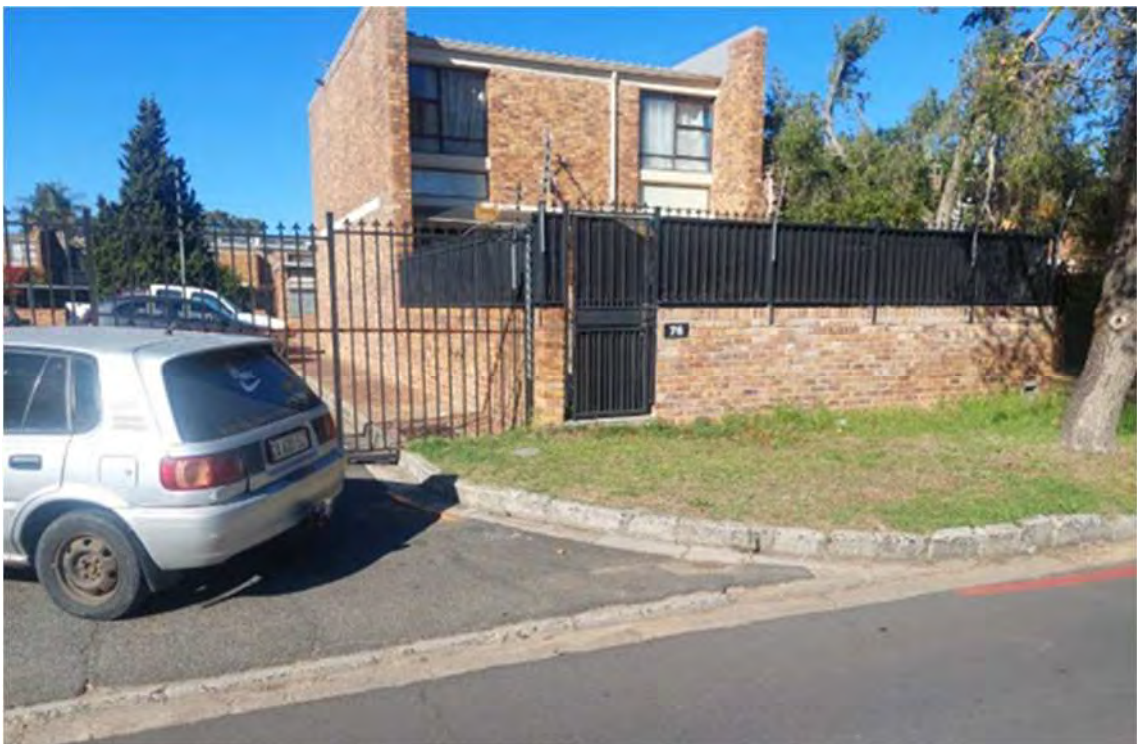


Figure 5-1.: No dropped kerb and tactile paving

- iii. The unpaved area around trees is large, resulting in narrow walkways and uneven surfacing. This creates a tripping hazard.
- iv. Overgrown trees and vegetation obscure the street lighting and visibility.
- v. Unsafe orientation of dropped kerbs at pedestrian crossings.
- vi. Damaged drainage channels and kerb inlets require repairs.



Figure 5-1: Damaged drainage channels and kerb inlets

- b) **Borcherd Road (see Annexure E)**
- i. There are no formal sidewalks along Borcherd Road, with the exception of the southern section of Borcherd Road between Andringa Street and Ryneveld Street.
 - ii. Dropped kerbing and tactile paving are required at bellmouths and pedestrian crossings.
 - iii. Overgrown trees and vegetation obscure the street lighting and visibility.



Figure 5-2: Overgrown trees and vegetation

- iv. Damaged kerb inlets require repairs.
- c) **Andringa Street (see Annexure F)**
 - i. **Dropped kerbing and tactile paving** are required at bellmouths and pedestrian crossings.
 - ii. The **unpaved** area around trees is large, resulting in narrow walkways and uneven surfacing. This **creates a tripping hazard.**



Figure 5-3: Extensive unpaved area around trees

- iii. **Overgrown trees and vegetation** obscure the street lighting and visibility.
 - iv. Unsafe orientation of dropped kerbs at pedestrian crossings.
 - v. **Damaged kerb inlets require repairs.**
- d) **Ryneveld Street (see Annexure G)**
- i. **There are no formal sidewalks along** the eastern side of Ryneveld Street.
 - ii. **Dropped kerbing and tactile paving** are required at bellmouths and pedestrian crossings.
 - iii. The **unpaved** area around trees is large, resulting in narrow walkways and uneven surfacing. This creates a tripping hazard.
 - iv. **Overgrown trees and vegetation** obscure the street lighting and visibility.
 - v. **Obstructions** in pedestrian walkways.



Figure 5-4: Obstructions in pedestrian walkways

- vi. Unsafe orientation of dropped kerbs at pedestrian crossings.



Figure 5-5: Unsafe orientation of dropped kerbs

vii. Damaged kerb inlets require repairs.

e) **Banghoek Road (see Annexure H)**

- i. Dropped kerbing and tactile paving are required at bellmouths and pedestrian crossings.
- ii. The unpaved area around trees is large, resulting in narrow walkways and uneven surfacing. This creates a tripping hazard.
- iii. Overgrown trees and vegetation obscure the street lighting and visibility.

5.2. Pedestrian Safety Improvements

The following recommendations are proposed:

a) **Sidewalks required**

Provide formal sidewalks on at least one side of the road to allow for safety pedestrian movements with improved pedestrian accessibility.

b) **Provide dropped kerbs and tactile paving at pedestrian crossing points**

Provide dropped kerbs and tactile paving at all bellmouths and pedestrian crossings to allow for universal accessibility for individuals with mobility impairments or visual disabilities.

c) **Trim trees**

All trees along the roadway are to be trimmed to 1.5m from the kerb and a height clearance of at least 3m is recommended. This will prevent trees from obscuring street lighting and visibility, prevent obstructions within pedestrian walkways, and reduce safety risks by preventing blind spots.

d) Repair road surface

Conduct road maintenance to address surface failures, loose paving stones, protruding drainage covers, and aggregate loss. This will prevent tripping hazards for pedestrians.

e) Repair damaged kerbing and drainage structures

Repair damaged kerbs, kerb inlets, and drainage channels in order to remove tripping hazards and prevent poor drainage and flooding.

f) Realign unsafe walkways

Realign pedestrian walkways that lead directly into intersections or roadways. Unsafe orientation of pedestrian walkways and tactile paving poses a safety hazard by directing pedestrians into traffic.

g) Remove obstructions in pedestrian walkways

Remove obstructions such as wooden poles, trees, and protruding irrigation pipes from pedestrian pathways. These obstructions create narrow walkways and tripping hazards.

5.3. Integrated Solutions for Safer Pedestrian Environments

While traditional sidewalk infrastructure plays a critical role in pedestrian safety, modern urban environments demand more dynamic and responsive approaches. As Stellenbosch continues to grow and evolve, it becomes increasingly important to explore complementary strategies that go beyond physical infrastructure. This chapter highlights innovative, technology-driven solutions that can enhance pedestrian safety and accessibility in both high-traffic and more isolated areas. By integrating smart systems and digital tools into the urban fabric, municipalities can create safer, more inclusive environments for all pedestrians. Two key integrated solutions that are gaining traction in modern cities are adaptive street lighting and real-time pedestrian movement apps.

Adaptive Street Lighting

Stellenbosch Municipality could significantly enhance pedestrian safety by piloting adaptive street lighting in key areas such as the town centre, university precincts, and residential zones with high foot traffic. By installing smart lighting systems equipped with motion sensors and ambient light detectors, the municipality can ensure that walkways are well-lit when pedestrians are present and dimmed when areas are unoccupied, striking a balance between safety and energy efficiency. This technology would not only improve nighttime visibility and deter crime but also support the town's sustainability goals by reducing unnecessary energy consumption. Implementing adaptive lighting as part of a broader smart city initiative could position Stellenbosch as a leader in innovative, people-centred urban design.

Adaptive street lighting systems utilize sensors and smart controls to automatically adjust lighting levels based on real-time conditions such as pedestrian presence, ambient light, and traffic flow. These systems contribute to safer pedestrian environments in several ways:

- Enhanced visibility in low-light conditions, reducing the risk of accidents and improving overall comfort for pedestrians.
- Energy efficiency, as lighting is adjusted according to actual demand, reducing unnecessary energy consumption.
- Crime deterrence, with well-lit pathways that respond to movement, creating a sense of safety and discouraging illicit activity.

One notable example is the Smart Cities Adaptive Lighting System (SCALS) developed and tested in Italy. Cities such as Barcelona, Amsterdam, and San Diego have also adopted adaptive lighting as part of their broader smart city strategies, demonstrating its scalability and effectiveness.

Apps Providing Updates on Pedestrian Movement

As part of a broader strategy to enhance pedestrian safety, the Stellenbosch Municipality could explore the development of a mobile application. This app would aim to provide real-time information on pedestrian movement, helping users navigate safer, more populated routes while also supporting accessibility needs. Features could include live pedestrian density maps, route suggestions for individuals with mobility challenges, and safety alerts for high-risk areas. Additionally, anonymized data collected through the app could inform future infrastructure planning and safety interventions. This concept aligns with smart city trends and offers a scalable, community-focused approach to urban mobility.

Mobile applications designed to monitor and share real-time pedestrian movement data offer another layer of safety and convenience. These apps can be developed for public use and integrated into existing urban mobility platforms. Key benefits include:

- Real-time alerts about areas with high pedestrian or vehicle activity, helping users choose safer, less isolated routes.
- Improved accessibility, with route suggestions tailored for individuals with mobility challenges or specific needs.
- Data-driven planning, as anonymized movement data can inform municipal decisions on infrastructure upgrades, traffic calming measures, and pedestrian zone expansions.

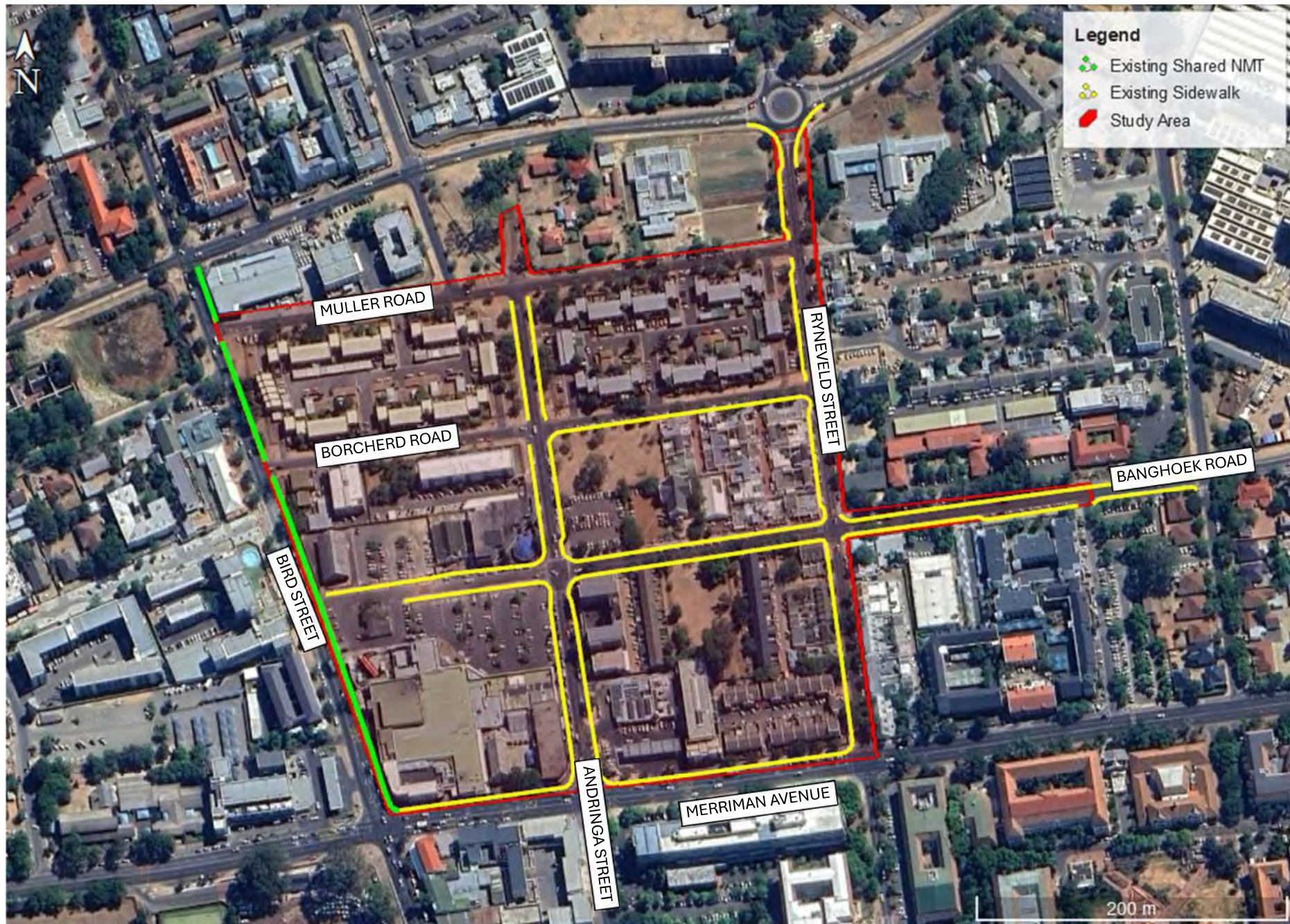
6. Conclusion and Recommendations

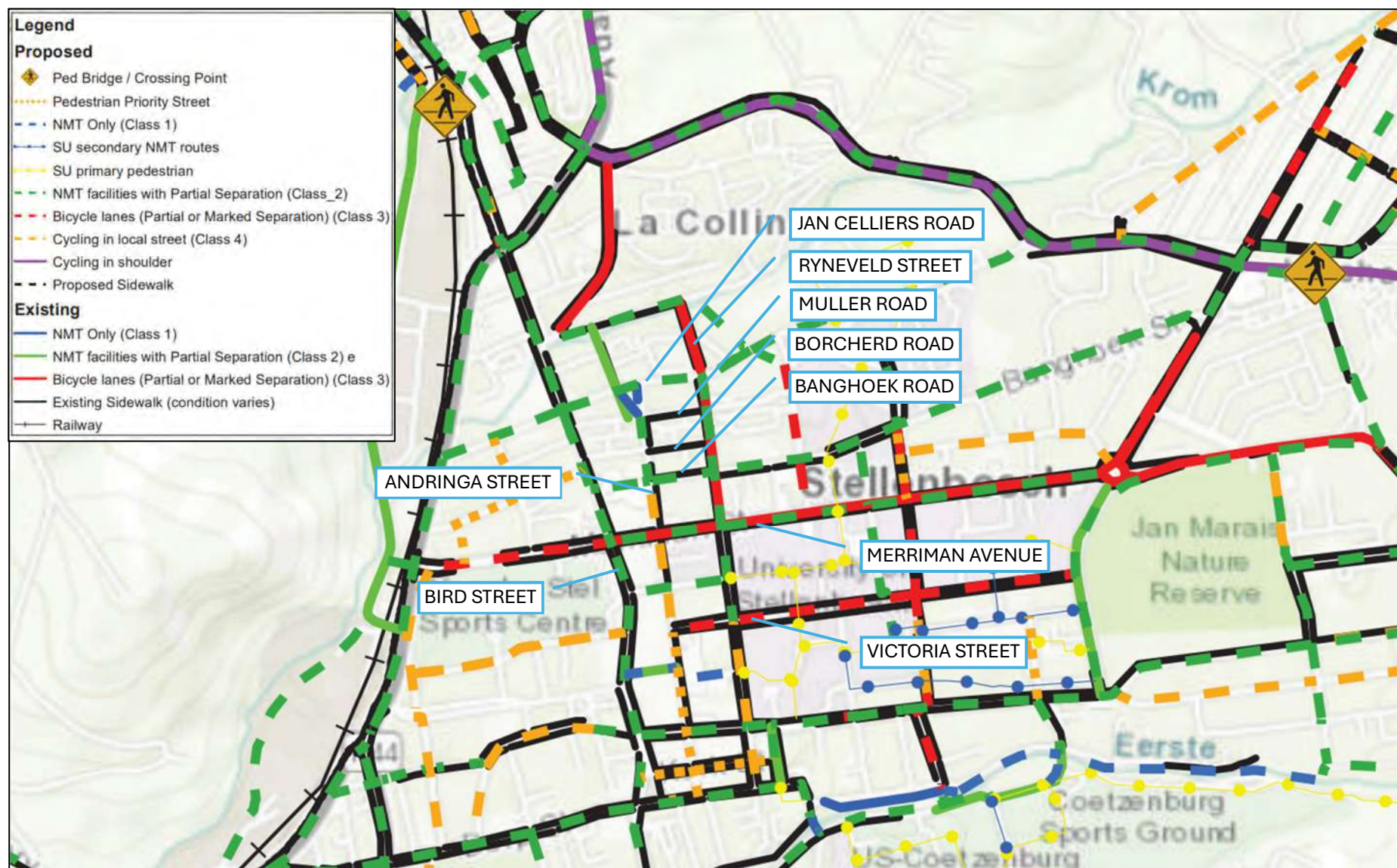
In light of the tragic incident resulting in the death of a first-year student, the safety of non-motorised transport users has come under scrutiny. Critical issues affecting the safety of non-motorised transport (NMT) users in the area include the discontinuation of pedestrian infrastructure such as formalised sidewalks, inadequate universal accessibility, insufficient maintenance of road landscaping, poor lighting, and inadequate surveillance.

An assessment was undertaken to identify hazards and recommend improvements of pedestrian infrastructure along Muller Road, Borchard Road, Andringa Street, Ryneveld Street, and Banghoek Road. A comprehensive summary of the observations and recommended remedial measures are provided in this report.

By implementing the recommendations outlined in this study, the Stellenbosch Municipality can significantly enhance the safety and accessibility of its pedestrian infrastructure. This proactive approach not only addresses the immediate concerns but also fosters a more inclusive and secure environment for all non-motorised transport users.

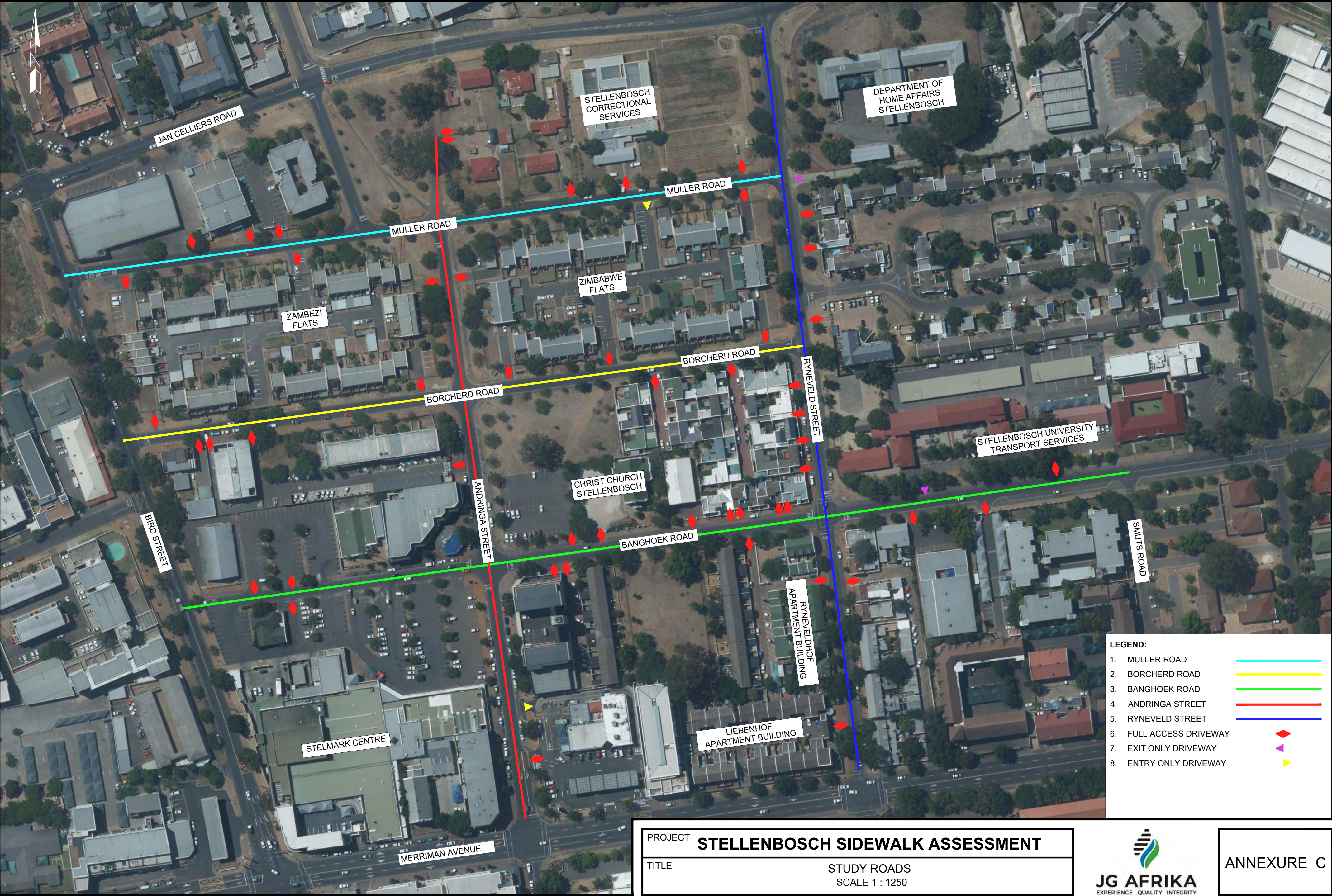
Annexure A: Existing NMT Facilities Within The Study Area





Source: Annexure D of the Stellenbosch CIP 2022–2026 (March 2023)

Annexure C: Map of Study Sections



Annexure D: Muller Road – Observations and Recommendations



Muller Road

Road description summary

▪	Road Class	Class 5 Residential access road
▪	Non-motorised Transport (NMT) facilities	There are no existing NMT facilities along Muller Road.
▪	Location of Street lighting	Northern side of the road
▪	Surrounding land uses	Multi-unit residential developments, industrial zone, utility services, and public open space.

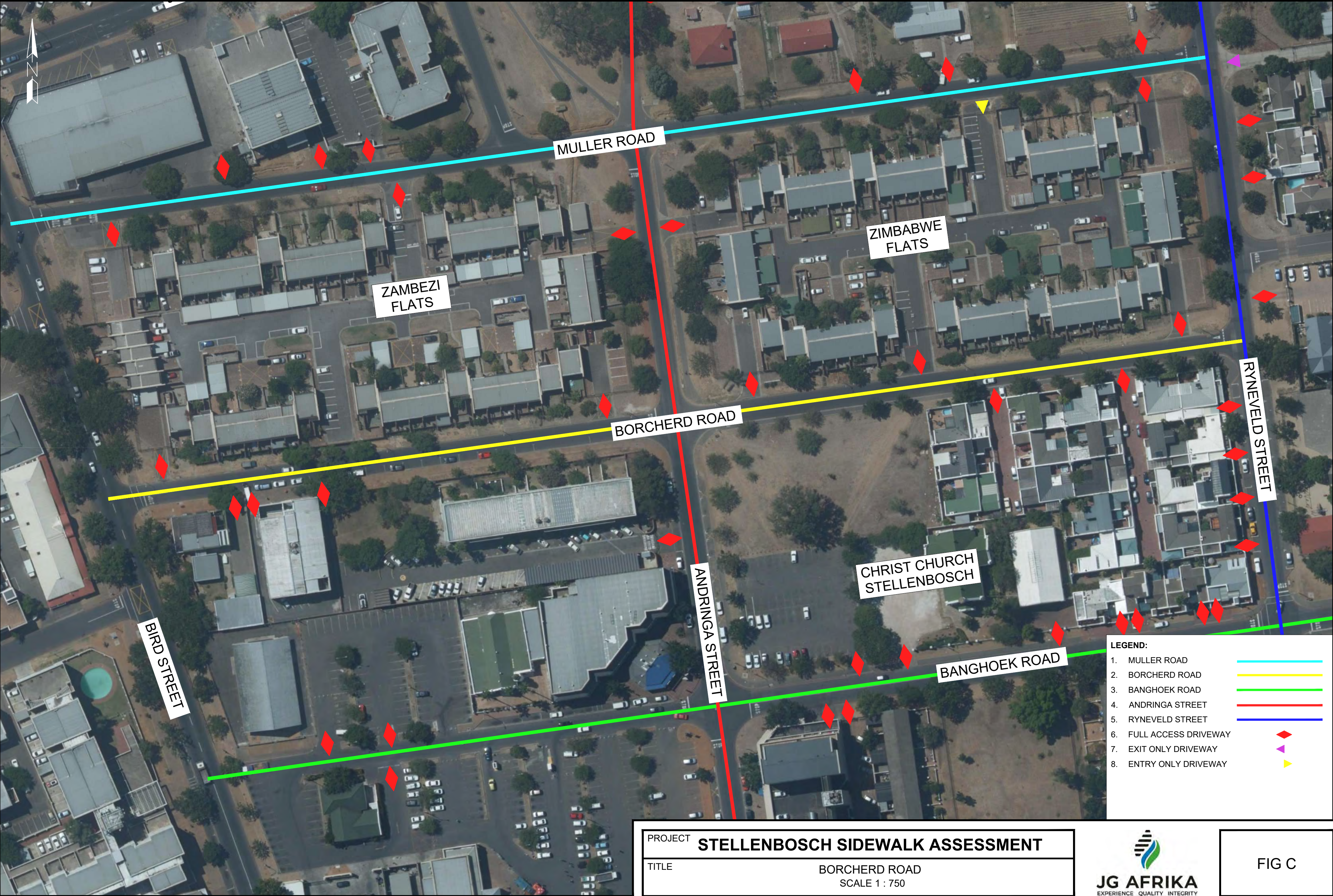
General Observations

- There are no formal sidewalks along Muller Road.
- Dropped kerbing and tactile paving are required at bellmouths and pedestrian crossings.
- The unpaved area around trees is large, resulting in narrow walkways and uneven surfacing.
- This creates a tripping hazard.
- Overgrown trees and vegetation obscure the street lighting and visibility.
- Unsafe orientation of dropped kerbs at pedestrian crossings.

No	Location		Defect	Description	Remedial action
	Latitude	Longitude			
1	33°55'43.70"S	18°51'41.59"E	Road edge not flush with channel	Protruding road edges create uneven surfaces, which are a tripping hazard.	Trim road edge and tie into channel.
2	33°55'43.74"S	18°51'41.52"E	No formal sidewalks	There are no formal sidewalks along the road, although strong pedestrian desire lines have been noted.	Sidewalks are recommended along the full length of the road. The sidewalk is recommended on at least the southern side of the road however due to observed pedestrian desire lines, sidewalks would be beneficial on both sides of the road. As per the <i>Stellenbosch C/TP 2022–2026 (March 2023)</i> , there are future proposed sidewalks along Muller Road between Andringa Street and Ryneveld Street. It is However recommended that the sidewalk be extended along the full length of Muller Road.
3	33°55'44.02"S	18°51'41.18"E	No dropped kerb and tactile paving	No dropped kerbs and tactile paving is provided at the bellmouths.	Provision of dropped kerbs and tactile paving is required to improve universal accessibility.
4	33°55'44.07"S	18°51'41.07"E	Surface failure	Surface failure at the property access creates uneven surfaces, which are a tripping hazard.	Repair road surface
5	33°55'44.10"S	18°51'41.07"E	Damaged kerbing	Loose kerbing at bellmouths creates a tripping hazard.	Secure or replace loose kerbing.
			No dropped kerb and tactile paving	No dropped kerbs and tactile paving is provided at the bellmouths.	Provision of dropped kerbs and tactile paving is required to improve universal accessibility.
6	33°55'43.96"S	18°51'40.92"E	Surface failure	Loose paving stones create uneven surfaces, which are a tripping hazard.	Secure or replace loose paving stones
7	33°55'44.25"S	18°51'40.69"E	Protruding Road edge	Protruding road edges create uneven surfaces, which are a tripping hazard.	Trim road edge and tie into channel.
			Overgrown trees	Trees obscure the street lighting and visibility. Trees encroaching in pedestrian pathways.	Trim trees to a minimum of 1.5m from the kerb and height clearance of 3m
8	33°55'44.42"S	18°51'38.86"E	Surface failure	Surface failure at the property access creates uneven surfaces, which are a tripping hazard.	Repair road surface
9	33°55'44.35"S	18°51'38.82"E	No dropped kerb and tactile paving	No dropped kerbs and tactile paving is provided at the bellmouths.	Provision of dropped kerbs and tactile paving is required to improve universal accessibility.
10	33°55'44.36"S	18°51'38.76"E	Damaged kerbing	Loose kerbing at bellmouths creates a tripping hazard.	Secure or replace loose kerbing.
11	33°55'44.58"S	18°51'37.64"E	Overgrown trees	Trees obscure the street lighting and visibility. Trees encroaching in pedestrian pathways.	Trim trees to a minimum of 1.5m from the kerb and height clearance of 3m.
12	33°55'44.62"S	18°51'37.65"E	Incorrect road sign	Incorrect road sign application creates unsafe messaging for pedestrians.	Remove road sign
13	33°55'44.43"S	18°51'37.39"E	Surface failure	Surface failure at the property access creates uneven surfaces, which are a tripping hazard.	Repair road surface
14	33°55'44.39"S	18°51'36.75"E	No formal sidewalks	Lack of sidewalk however, strong pedestrian desire lines have been noted.	Provision of sidewalks is required
15	33°55'44.72"S	18°51'36.89"E	Trees obstructing pedestrian pathway	Trees encroaching into pedestrian pathways.	Trim trees to a minimum of 1.5m from the kerb and height clearance of 3m.
			Protruding Road edge	Protruding road edges create uneven surfaces which are a tripping hazard.	Trim road edge and tie into channel
16	33°55'44.60"S	18°51'35.16"E	No formal sidewalks	Lack of sidewalks however, strong pedestrian desire lines have been noted.	Provision of sidewalks is required
17	33°55'44.92"S	18°51'35.23"E	Overgrown trees	Trees obscure the street lighting and visibility.	Trim trees to a minimum of 1.5m from the kerb and height clearance of 3m.
18	33°55'44.90"S	18°51'35.16"E	Damaged drainage channel	Damaged drainage channel.	Repair Channel
19	33°55'44.92"S	18°51'35.20"E	Damaged drainage structure	Damaged kerb inlet.	Repair Kerb Inlet
20	33°55'45.06"S	18°51'35.15"E	No formal sidewalks	Lack of sidewalk however, strong pedestrian desire lines have been noted.	Provision of sidewalks is required

No	Location		Defect	Description	Remedial action
	Latitude	Longitude			
21	33°55'45.19"S	18°51'34.66"E	Unsafe orientation of pedestrian walkway.	Pedestrian walkway leads directly into the intersection	Realign walkway to lead to safe crossing points.
			No tactile paving	No tactile paving is provided at bellmouths.	Tactile paving is required to improve universal accessibility.
22	33°55'45.24"S	18°51'34.50"E	Surface failure	Surface failure at the bellmouth access creates uneven surfaces, which are a tripping hazard.	Repair surface failure.
			No tactile paving	No tactile paving is provided at bellmouths.	Tactile paving is required to improve universal accessibility.
23	33°55'45.21"S	18°51'34.35"E	Discontinuation of surfaced sidewalk	Sidewalk surfacing ends on one side of the road and connects to a gravel sidewalk on the other side of the road.	Provide formal sidewalk and tactile paving.
24	33°55'45.10"S	18°51'33.33"E	Overgrown trees	Trees obscure the street lighting and visibility. Trees encroaching in pedestrian pathways.	Trim trees to a minimum of 1.5m from the kerb and height clearance of 3m
25	33°55'45.05"S	18°51'33.13"E	No formal sidewalks	Lack of sidewalks and pedestrian infrastructure such as dropped kerbs and tactile paving.	Provision of sidewalks is required with dropped kerbs and tactile paving for universal accessibility.
26	33°55'44.80"S	18°51'33.04"E	No formal sidewalks	Lack of sidewalks and pedestrian infrastructure such as dropped kerbs and tactile paving.	Provision of sidewalks is required with dropped kerbs and tactile paving for universal accessibility.
27	33°55'44.88"S	18°51'32.88"E	No formal sidewalks	No sidewalks are provided however pedestrian access points/gates are noted.	Provide sidewalks with connectivity to pedestrian gates.
28	33°55'44.92"S	18°51'32.09"E	No formal sidewalks	Lack of sidewalks however, strong pedestrian desire lines have been noted.	Provision of sidewalks is required.
29	33°55'45.05"S	18°51'31.65"E	No dropped kerb and tactile paving	No dropped kerbs and tactile paving is provided at the bellmouths.	Provision of dropped kerbs and tactile paving is required to improve universal accessibility.
30	33°55'45.05"S	18°51'31.66"E	No dropped kerb and tactile paving	No dropped kerbs and tactile paving is provided at the bellmouths.	Provision of dropped kerbs and tactile paving is required to improve universal accessibility.
31	33°55'45.16"S	18°51'30.54"E	Surface failure	Loose paving stones create uneven surfaces, which are a tripping hazard.	Secure or replace loose paving stones.
32	33°55'45.23"S	18°51'30.15"E	Pedestrian pathway leads to roadway	Pedestrian walkway leads directly in to the roadway.	Connect pedestrian pathways to a pedestrian sidewalk.
33	33°55'45.30"S	18°51'29.29"E	Protruding drainage cover	A protruding drainage cover and loose paving create uneven surfaces, which are a tripping hazard	Level or replace the protruding drainage cover.
34	33°55'45.47"S	18°51'27.54"E	Protruding drainage cover	A protruding drainage cover creates uneven surfaces, which are a tripping hazard.	Level or replace the protruding drainage cover.
			Extensive unpaved area around building	The unpaved area around the building is large, resulting in narrow walkways and uneven surfacing. Uneven surfaces are a tripping hazard.	Widen walkways to reduce the size of the unpaved area.
35	33°55'45.67"S	18°51'27.44"E	Overgrown trees	Trees obscure the street lighting and visibility. Trees encroaching in pedestrian pathways.	Trim trees to a minimum of 1.5m from the kerb and height clearance of 3m.
36	33°55'45.76"S	18°51'27.26"E	Protruding Road edge	Protruding road edges create uneven surfaces, which are a tripping hazard.	Trim road edge and tie into channel.

Annexure E: Borchard Road – Observations and Recommendations



Borcherd Road

Road description summary

▪	Road Class	Class 5 Residential access road.
▪	Non-motorised Transport (NMT) facilities	Existing sidewalk along the southern side of Borcherd Road between Ryneveld Street and Andringa Street.
▪	Location of Street lighting	Northern side of the road.
▪	Surrounding land uses	Multi-unit residential developments, mixed use zone, and public open space.

General Observations

- There are no formal sidewalks along Borcherd Road.
- Dropped kerbing and tactile paving are required at bellmouths and pedestrian crossings.
- Overgrown trees and vegetation obscure the street lighting and visibility.

No	Location		Defect	Description	Remedial action
	Latitude	Longitude			
1	33°55'46.88"S	18°51'41.33"E	No dropped kerb and tactile paving	No dropped kerbs and tactile paving is provided at the bellmouths.	Provision of dropped kerbs and tactile paving is required to improve universal accessibility.
2	33°55'46.86"S	18°51'40.98"E	No formal sidewalks	Lack of sidewalk along full length of road however, strong pedestrian desire lines have been noted.	Although the extension of the sidewalk to the western end of Borcherd Road is not proposed in the <i>Stellenbosch CITP 2022–2026 (March 2023)</i> , it is recommended to extend the existing sidewalk to the full length of the road. The sidewalk is recommended on at least the southern side of the road however due to observed pedestrian desire lines, sidewalks would be beneficial on both sides of the road.
3	33°55'47.34"S	18°51'41.01"E	Narrow sidewalk	Sidewalk width not to standard	Widen sidewalks to a minimum width of 1.5m.
4	33°55'47.48"S	18°51'38.80"E	Overgrown trees	Trees obscure the street lighting and visibility. Trees encroaching in pedestrian pathways.	Trim trees to a minimum of 1.5m from the kerb and height clearance of 3m.
5	33°55'47.22"S	18°51'38.49"E	No dropped kerb and tactile paving	No dropped kerbs and tactile paving is provided at the bellmouths.	Provision of dropped kerbs and tactile paving is required to improve universal accessibility.
6	33°55'47.27"S	18°51'38.45"E	No dropped kerb and tactile paving	No dropped kerbs and tactile paving is provided at the bellmouths.	Provision of dropped kerbs and tactile paving is required to improve universal accessibility.
7	33°55'47.23"S	18°51'38.12"E	Overgrown trees	Trees obscure the street lighting and visibility. Trees encroaching in pedestrian pathways.	Trim trees to a minimum of 1.5m from the kerb and height clearance of 3m.
8	33°55'47.36"S	18°51'37.97"E	No dropped kerb and tactile paving	No dropped kerbs and tactile paving is provided at the bellmouths.	Provision of dropped kerbs and tactile paving is required to improve universal accessibility.
9	33°55'47.64"S	18°51'37.79"E	Overgrown trees	Trees obscure the street lighting and visibility. Trees encroaching in pedestrian pathways.	Trim trees to a minimum of 1.5m from the kerb and height clearance of 3m.
10	33°55'47.66"S	18°51'37.79"E	No formal sidewalks	Lack of formal pedestrian walkway, strong pedestrian desire lines have been noted.	Provision of formal walkways is required.
11	33°55'47.70"S	18°51'36.95"E	Narrow sidewalk	Sidewalk width not to standard	Widen sidewalks to a minimum width of 1.5m.
			Surface failure	Surface defects create uneven surfaces, which are a tripping hazard.	Repair surface defect
12	33°55'47.80"S	18°51'36.50"E	Damaged kerbing	Damaged kerbing next to roadway.	Replace damaged kerbing
13	33°55'47.78"S	18°51'36.30"E	Overgrown trees	Trees obscure the street lighting and visibility. Trees encroaching in pedestrian pathways.	Trim trees to a minimum of 1.5m from the kerb and height clearance of 3m.
14	33°55'47.49"S	18°51'36.09"E	No formal sidewalks	Lack of sidewalk however, strong pedestrian desire lines have been noted.	Provision of sidewalks with drop kerbs and tactile paving at bell mouths.
15	33°55'47.48"S	18°51'36.08"E	Surface failure	Surface defects create uneven surfaces, which are a tripping hazard.	Repair surface defect
			No dropped kerb and tactile paving	No dropped kerbs and tactile paving is provided at the bellmouths.	Provision of dropped kerbs and tactile paving is required to improve universal accessibility.
16	33°55'47.59"S	18°51'35.85"E	Damaged drainage structure	Damaged kerb inlet.	Repair kerb inlet
17	33°55'47.62"S	18°51'35.82"E	Damaged drainage structure	Damaged kerb inlet.	Repair kerb inlet
18	33°55'47.67"S	18°51'35.67"E	Obstruction road name	Kerb with road name obstructed by vegetation.	Routine maintenance required.
19	33°55'47.62"S	18°51'35.34"E	Drainage issues	Flooding at bellmouth.	Clean or repair drainage infrastructure.
20	33°55'47.69"S	18°51'34.89"E	No formal sidewalks	Lack of sidewalk however, strong pedestrian desire lines have been noted.	Provision of sidewalks with drop kerbs and tactile paving at bell mouths.
21	33°55'47.70"S	18°51'34.64"E	No dropped kerb and tactile paving	No dropped kerbs and tactile paving is provided at the bellmouths.	Provision of dropped kerbs and tactile paving is required to improve universal accessibility.
22	33°55'48.10"S	18°51'34.41"E	Overgrown trees	Trees obscure the street lighting and visibility. Trees encroaching in pedestrian pathways.	Trim trees to a minimum of 1.5m from the kerb and height clearance of 3m.
23	33°55'47.95"S	18°51'33.26"E	No formal sidewalks	Lack of sidewalk however, strong pedestrian desire lines have been noted.	Provision of sidewalks with drop kerbs and tactile paving at bell mouths.

No	Location		Defect	Description	Remedial action
	Latitude	Longitude			
24	33°55'48.40"S	18°51'31.68"E	Protruding drainage cover	A protruding drainage cover creates uneven surfaces, which are a tripping hazard.	Level or replace the protruding drainage cover.
25	33°55'48.23"S	18°51'31.22"E	Overgrown trees	Trees obscure the street lighting and visibility.	Trim trees to a minimum of 1.5m from the kerb and height clearance of 3m.
26	33°55'48.22"S	18°51'30.89"E	Overgrown trees	Trees obscure the street lighting and visibility. Trees encroaching in pedestrian pathways.	Trim trees to a minimum of 1.5m from the kerb and height clearance of 3m.
27	33°55'48.59"S	18°51'29.49"E	Obstruction at pedestrian pathway	Wooden poles obstructing pedestrian pathways.	Remove poles obstructing pedestrian pathways.
28	33°55'48.36"S	18°51'29.13"E	No dropped kerb and tactile paving	No dropped kerbs and tactile paving is provided at the bellmouths.	Provision of dropped kerbs and tactile paving is required to improve universal accessibility.
29	33°55'48.55"S	18°51'29.09"E	Blocked drains	Blocked drains can cause flooding in the roadway	Clean drainage infrastructure.
30	33°55'48.37"S	18°51'28.54"E	No formal sidewalks	Lack of sidewalk however, strong pedestrian desire lines have been noted.	Provision of sidewalks with drop kerbs and tactile paving at bell mouths.

Annexure F: Andringa Street – Observations and Recommendations



PROJECT / TITLE / CONTRACT No.:

STELLENBOSCH SIDEWALK ASSESSMENT

ANDRINGA STREET
SCALE 1 : 750



FIG D

Andringa Street

Road description summary

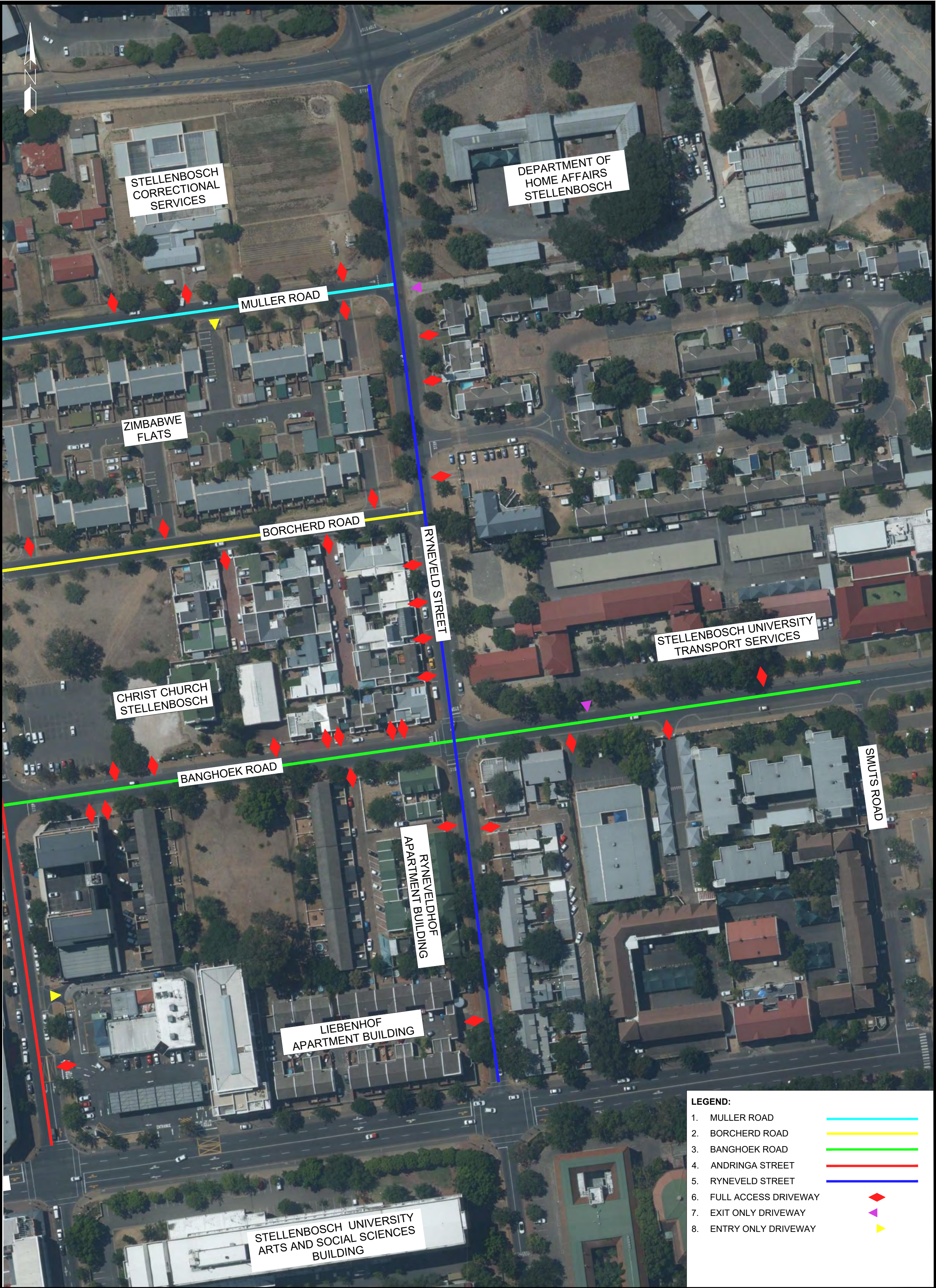
▪	Road Class	Class 4 Local distributor.
▪	Non-motorised Transport (NMT) facilities	Existing sidewalk on both sides of the road.
▪	Location of Street lighting	Eastern side of the road.
▪	Surrounding land uses	Multi-unit residential developments, mixed use zone, public roads and parking zone, and public open space.

General Observations

- Dropped kerbing and tactile paving are required at bellmouths and pedestrian crossings.
- The unpaved area around trees is large, resulting in narrow walkways and uneven surfacing. This creates a tripping hazard.
- Overgrown trees and vegetation obscure the street lighting and visibility.
- Unsafe orientation of dropped kerbs at pedestrian crossings.

No	Location		Defect	Description	Remedial action
	Latitude	Longitude			
1	33°55'54.95"S	18°51'36.91"E	Extensive unpaved area around trees	The unpaved area around the trees is large, resulting in narrow walkways and uneven surfacing. This creates a tripping hazard.	Widen walkways to reduce the size of the unpaved area.
2	33°55'54.95"S	18°51'37.03"E	Extensive unpaved area around trees	The unpaved area around the trees is large, resulting in narrow walkways and uneven surfacing. This creates a tripping hazard.	Widen walkways to reduce the size of the unpaved area.
3	33°55'54.44"S	18°51'36.77"E	Extensive unpaved area around trees	The unpaved area around the trees is large, resulting in narrow walkways and uneven surfacing. This creates a tripping hazard.	Widen walkways to reduce the size of the unpaved area.
4	33°55'53.87"S	18°51'36.48"E	No tactile paving	No tactile paving is provided at the bellmouths.	Provide tactile paving to improve universal accessibility.
			Obstruction in walkway	A wooden pole in the walkway results in a narrow pedestrian crossing point and it creates a tripping hazard.	Remove obstructions in pedestrian walkways.
5	33°55'53.60"S	18°51'36.47"E	No tactile paving	No tactile paving is provided at the bellmouths.	Provide tactile paving to improve universal accessibility .
6	33°55'52.49"S	18°51'36.53"E	Extensive unpaved area around trees	The unpaved area around the trees is large, resulting in narrow walkways and uneven surfacing. This creates a tripping hazard.	Widen walkways to reduce the size of the unpaved area.
7	33°55'51.20"S	18°51'36.23"E	No tactile paving	No tactile paving provided at pedestrian crossing.	Provide tactile paving to improve universal accessibility .
8	33°55'51.16"S	18°51'36.36"E	No tactile paving	No tactile paving provided at pedestrian crossing.	Provide tactile paving to improve universal accessibility .
9	33°55'54.46"S	18°51'36.17"E	Extensive unpaved area around trees	The unpaved area around the trees is large, resulting in narrow walkways and uneven surfacing. This creates a tripping hazard.	Widen walkways to reduce the size of the unpaved area.
10	33°55'53.77"S	18°51'36.06"E	Surface failure	Loose paving stones create uneven surfaces, which are a tripping hazard.	Secure or replace loose paving stones
11	33°55'54.04"S	18°51'36.08"E	Extensive unpaved area around trees	The unpaved area around the trees is large, resulting in narrow walkways and uneven surfacing. This creates a tripping hazard.	Widen walkways to reduce the size of the unpaved area.
12	33°55'53.62"S	18°51'36.03"E	Extensive unpaved area around trees	The unpaved area around the trees is large, resulting in narrow walkways and uneven surfacing. This creates a tripping hazard.	Widen walkways to reduce the size of the unpaved area.
			Surface failure	Loose paving stones create uneven surfaces, which are a tripping hazard.	Secure or replace loose paving stones
13	33°55'50.99"S	18°51'36.65"E	No tactile paving	No tactile paving is provided at the bellmouths.	Provide tactile paving to improve universal accessibility .
14	33°55'51.34"S	18°51'35.69"E	Extensive unpaved area around trees	The unpaved area around the trees is large, resulting in narrow walkways and uneven surfacing. This creates a tripping hazard.	Widen walkways to reduce the size of the unpaved area.
15	33°55'50.16"S	18°51'35.89"E	Damaged drainage structure	Damaged kerb inlet.	Repair damaged kerb inlet.
16	33°55'50.10"S	18°51'36.01"E	Surface failure	Patching protrudes surrounding surfacing and creates uneven surfaces. Uneven surfaces are a tripping hazard.	Repair road surface.
17	33°55'48.34"S	18°51'34.82"E	Unsafe orientation of pedestrian walkway.	Pedestrian walkway leads directly into the intersection	Realign walkway to lead to safe crossing points.
			No tactile paving	No tactile paving is provided at bellmouths.	Tactile paving is required to improve universal accessibility.
18	33°55'48.06"S	18°51'35.66"E	Unsafe orientation of pedestrian walkway.	Pedestrian walkway leads directly into the intersection	Realign walkway to lead to safe crossing points.
			No tactile paving	No tactile paving is provided at bellmouths.	Tactile paving is required to improve universal accessibility.
19	33°55'50.10"S	18°51'35.19"E	Surface failure	Surface defects create uneven surfaces, which are a tripping hazard.	Repair road surface.
			Narrow sidewalk	Narrow sidewalk due to loading bay.	Widen sidewalk.
20	33°55'47.64"S	18°51'35.05"E	Unsafe orientation of pedestrian walkway.	Pedestrian walkway leads directly into the intersection	Realign walkway to lead to safe crossing points.
			No tactile paving	No tactile paving is provided at bellmouths.	Tactile paving is required to improve universal accessibility.
			Protruding drainage cover	A protruding drainage cover creates uneven surfaces, which are a tripping hazard.	Level or replace the protruding drainage cover

Annexure G: Ryneveld Street – Observations and Recommendations



PROJECT / TITLE / CONTRACT No.:

STELLENBOSCH SIDEWALK ASSESSMENT

RYNEVELD STREET
SCALE 1 : 750



FIG E

Ryneveld Street

Road description summary

▪	Road Class	Class 4 Local distributor.
▪	Non-motorised Transport (NMT) facilities	<div>▪ Existing sidewalk on the western side of the road.</div> <div>▪ Existing Class 3 bicycle lanes (partial or marked separation).</div>
▪	Location of Street lighting	Eastern side of the road.
▪	Surrounding land uses	Multi-unit residential developments, mixed use zone, public roads and parking zone, and public open space.

General Observations

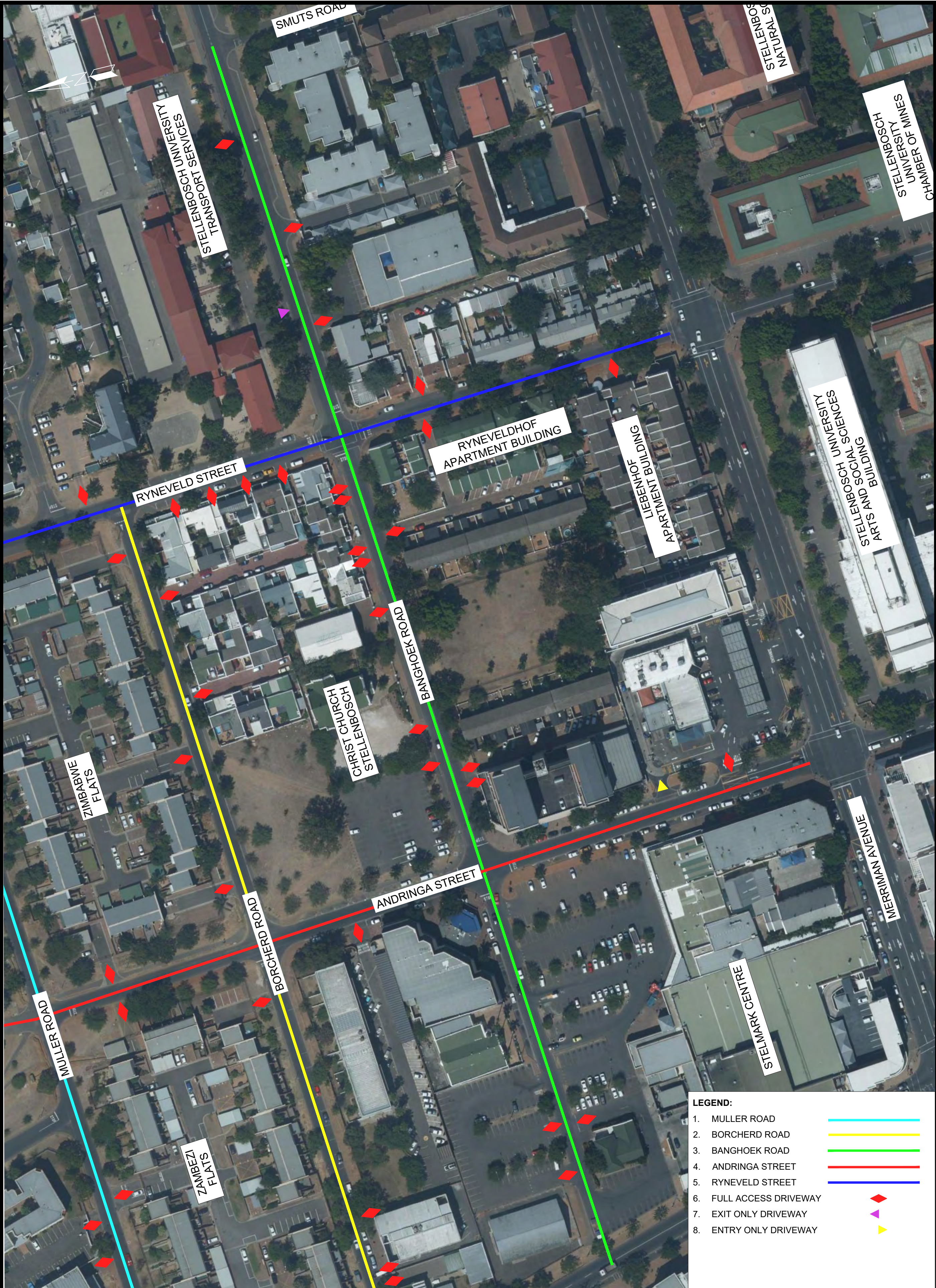
- There are no formal sidewalks along the western side of Ryneveld Street.
- Dropped kerbing and tactile paving are required at bellmouths and pedestrian crossings.
- The unpaved area around trees is large, resulting in narrow walkways and uneven surfacing. This creates a tripping hazard.
- Overgrown trees and vegetation obscure the street lighting and visibility.
- Unsafe orientation of dropped kerbs at pedestrian crossings.

No	Location		Defect	Description	Remedial action
	Latitude	Longitude			
1	33°55'41.90"S	18°51'41.35"E	Road sign to close to the roadway	Road sign location not to standard	Relocate road sign
2	33°55'41.93"S	18°51'41.30"E	Overgrown trees	Trees obscure the street lighting and visibility. Trees encroaching in pedestrian pathways.	Trim trees to a minimum of 1.5m from the kerb and height clearance of 3m
3	33°55'42.21"S	18°51'41.67"E	Discontinued sidewalk	Sidewalk abruptly stops	Provision of sidewalks is required.
4	33°55'42.30"S	18°51'42.04"E	Overgrown trees	Trees obscure the street lighting and visibility. Trees encroaching in pedestrian pathways.	Trim trees to a minimum of 1.5m from the kerb and height clearance of 3m
			No formal sidewalks	Lack of sidewalk however, strong pedestrian desire lines have been noted.	Provision of sidewalks is required.
5	33°55'42.86"S	18°51'41.92"E	Discontinued sidewalk	Sidewalk abruptly stops	Provision of sidewalks is required.
6	33°55'43.26"S	18°51'41.63"E	Overgrown trees	Trees obscure the street lighting and visibility. Trees encroaching in pedestrian pathways.	Trim trees to a minimum of 1.5m from the kerb and height clearance of 3m
7	33°55'43.44"S	18°51'42.09"E	No formal sidewalks	Lack of sidewalk however, strong pedestrian desire lines have been noted.	Provision of sidewalks is required.
			Overgrown trees	Trees obscure the street lighting and visibility. Trees encroaching in pedestrian pathways.	Trim trees to a minimum of 1.5m from the kerb and height clearance of 3m
8	33°55'43.88"S	18°51'41.95"E	No dropped kerb and tactile paving	No dropped kerbs and tactile paving is provided at the bellmouths.	Provision of dropped kerbs and tactile paving is required to improve universal accessibility.
			Surface failure	Surface failure creates uneven surfaces, which are a tripping hazard.	Repair road surface.
9	33°55'44.36"S	18°51'42.19"E	Overgrown trees	Trees obscure the street lighting and visibility. Trees encroaching in pedestrian pathways.	Trim trees to a minimum of 1.5m from the kerb and height clearance of 3m
			No formal sidewalks	Lack of sidewalk however, strong pedestrian desire lines have been noted.	Provision of sidewalks is required.
10	33°55'44.61"S	18°51'41.84"E	Overgrown trees	Trees obscure the street lighting and visibility. Trees encroaching in pedestrian pathways.	Trim trees to a minimum of 1.5m from the kerb and height clearance of 3m
			No formal sidewalks	Lack of sidewalk however, strong pedestrian desire lines have been noted.	Provision of sidewalks is required.
11	33°55'44.64"S	18°51'41.56"E	Overgrown trees	Trees obscure the street lighting and visibility. Trees encroaching in pedestrian pathways.	Trim trees to a minimum of 1.5m from the kerb and height clearance of 3m
12	33°55'45.24"S	18°51'42.22"E	Overgrown trees	Trees obscure the street lighting and visibility. Trees encroaching in pedestrian pathways.	Trim trees to a minimum of 1.5m from the kerb and height clearance of 3m
			No formal sidewalks	Lack of sidewalk however, strong pedestrian desire lines have been noted.	Provision of sidewalks is required.
13	33°55'45.75"S	18°51'42.26"E	No dropped kerb and tactile paving	No dropped kerbs and tactile paving is provided at the bellmouths.	Provision of dropped kerbs and tactile paving is required to improve universal accessibility.
14	33°55'46.31"S	18°51'42.33"E	No formal sidewalks	Lack of sidewalk however, strong pedestrian desire lines have been noted.	Provision of sidewalks is required.
			Overgrown trees	Trees obscure the street lighting and visibility. Trees encroaching in pedestrian pathways.	Trim trees to a minimum of 1.5m from the kerb and height clearance of 3m
15	33°55'46.48"S	18°51'41.96"E	Damaged kerb	Tree roots causing damage to kerb	Trim or redirect tree roots using root barriers to prevent further kerb damage and repair or replace the damaged kerb sections.
16	33°55'46.53"S	18°51'41.99"E	Damaged drainage structure	Damaged kerb inlet.	Repair damaged kerb inlet.
17	33°55'46.55"S	18°51'41.98"E	Overgrown trees	Trees obscure the street lighting and visibility. Trees encroaching in pedestrian pathways.	Trim trees to a minimum of 1.5m from the kerb and height clearance of 3m
18	33°55'46.55"S	18°51'41.93"E	Protruding drainage cover	A protruding drainage cover creates uneven surfaces, which are a tripping hazard.	Level or replace the protruding drainage cover.
19	33°55'46.75"S	18°51'42.33"E	No formal sidewalks	Lack of sidewalk however, strong pedestrian desire lines have been noted.	Provision of sidewalks is required.
			Overgrown trees	Trees obscure the street lighting and visibility. Trees encroaching in pedestrian pathways.	Trim trees to a minimum of 1.5m from the kerb and height clearance of 3m

No	Location		Defect	Description	Remedial action
	Latitude	Longitude			
20	33°55'46.86"S	18°51'42.13"E	No dropped kerb and tactile paving	No dropped kerbs and tactile paving is provided at the bellmouths.	Provision of dropped kerbs and tactile paving is required to improve universal accessibility.
21	33°55'47.33"S	18°51'42.08"E	Overgrown landscaping	Landscaping create blind spots, which is a safety hazard.	Trim landscaping
22	33°55'47.31"S	18°51'42.50"E	No formal sidewalks	Lack of sidewalk however, strong pedestrian desire lines have been noted.	Provision of sidewalks is required.
			Overgrown trees	Trees obscure the street lighting and visibility. Trees encroaching in pedestrian pathways.	Trim trees to a minimum of 1.5m from the kerb and height clearance of 3m
23	33°55'47.62"S	18°51'42.59"E	No formal sidewalks	Lack of sidewalk however, strong pedestrian desire lines have been noted.	Provision of sidewalks is required.
			Overgrown trees	Trees obscure the street lighting and visibility. Trees encroaching in pedestrian pathways.	Trim trees to a minimum of 1.5m from the kerb and height clearance of 3m
24	33°55'48.58"S	18°51'42.77"E	No formal sidewalks	Lack of sidewalk however, strong pedestrian desire lines have been noted.	Provision of sidewalks is required.
			Overgrown trees	Trees obscure the street lighting and visibility. Trees encroaching in pedestrian pathways.	Trim trees to a minimum of 1.5m from the kerb and height clearance of 3m
25	33°55'49.04"S	18°51'42.35"E	Overgrown landscaping	Landscaping obstructing pedestrian pathway. Landscaping causing blind spots, which is a safety hazard.	Trim landscaping
26	33°55'49.37"S	18°51'42.78"E	Damaged drainage structure	Damaged kerb inlet cover.	Repair damaged kerb inlet.
27	33°55'49.50"S	18°51'42.52"E	Protruding drainage cover	A protruding drainage cover creates uneven surfaces, which are a tripping hazard.	Level or replace the protruding drainage cover.
28	33°55'49.54"S	18°51'42.48"E	Unsafe orientation of pedestrian walkway.	Pedestrian walkway leads directly into the intersection	Realign walkway to lead to safe crossing points.
			No tactile paving	No tactile paving is provided at bellmouths.	Tactile paving is required to improve universal accessibility.
29	33°55'49.87"S	18°51'42.14"E	Extensive unpaved area around trees	The unpaved area around the trees is large, resulting in narrow walkways and uneven surfacing. This creates a tripping hazard.	Secure or replace loose paving stones
			Overgrown trees	Trees obscure the street lighting and visibility. Trees encroaching in pedestrian pathways.	Trim trees to a minimum of 1.5m from the kerb and height clearance of 3m
30	33°55'50.07"S	18°51'42.44"E	Unsafe orientation of pedestrian walkway.	Pedestrian walkway leads directly into the intersection.	Realign walkway to lead to safe crossing points.
			No tactile paving	No tactile paving is provided at bellmouths.	Tactile paving is required to improve universal accessibility.
31	33°55'50.32"S	18°51'42.62"E	Overgrown trees	Trees obscure the street lighting and visibility.	Trim trees to a minimum of 1.5m from the kerb and height clearance of 3m
			Obstruction in the sidewalk	Wooden poles obstructing pedestrians in the sidewalk	Remove poles obstructing pedestrians
32	33°55'50.39"S	18°51'43.10"E	Overgrown trees	Trees obscure the street lighting and visibility. Trees encroaching in pedestrian pathways.	Trim trees to a minimum of 1.5m from the kerb and height clearance of 3m
			No formal sidewalks	Lack of sidewalk however, strong pedestrian desire lines have been noted.	Provision of sidewalks is required.
33	33°55'50.42"S	18°51'43.12"E	Discontinued sidewalk	Sidewalk abruptly stops	Provision of sidewalks is required.
34	33°55'50.69"S	18°51'42.61"E	Extensive unpaved area around trees	The unpaved area around the trees is large, resulting in narrow walkways and uneven surfacing. This creates a tripping hazard.	Widen walkways to reduce the size of the unpaved area.
			Obstruction in the sidewalk	Wooden poles obstructing pedestrians in the sidewalk.	Remove poles obstructing pedestrians
35	33°55'50.83"S	18°51'42.77"E	Overgrown trees	Trees obscure the street lighting and visibility. Trees encroaching in pedestrian pathways.	Trim trees to a minimum of 1.5m from the kerb and height clearance of 3m
36	33°55'50.79"S	18°51'42.60"E	Dropped service cover	Dropped service cover creates uneven surfaces, which is are a tripping hazard.	Level the service cover.
37	33°55'51.17"S	18°51'43.21"E	Overgrown trees	Trees obscure the street lighting and visibility. Trees encroaching in pedestrian pathways.	Trim trees to a minimum of 1.5m from the kerb and height clearance of 3m
			No formal sidewalks	Lack of sidewalk however, strong pedestrian desire lines have been noted.	Provision of sidewalks is required.
38	33°55'51.28"S	18°51'42.72"E	Extensive unpaved area around trees	The unpaved area around the trees is large, resulting in narrow walkways and uneven surfacing. This creates a tripping hazard.	Widen walkways to reduce the size of the unpaved area.
			Overgrown trees	Trees obscure the street lighting and visibility.	Trim trees to a minimum of 1.5m from the kerb and height clearance of 3m
39	33°55'51.32"S	18°51'42.79"E	Dropped service cover	Dropped service cover creates uneven surfaces, which is are a tripping hazard.	Level the service cover.
			Overgrown trees	Trees obscure the street lighting and visibility. Trees encroaching in pedestrian pathways.	Trim trees to a minimum of 1.5m from the kerb and height clearance of 3m
40	33°55'51.74"S	18°51'42.90"E	Overgrown trees	Trees obscure the street lighting and visibility. Trees encroaching in pedestrian pathways.	Trim trees to a minimum of 1.5m from the kerb and height clearance of 3m
41	33°55'52.27"S	18°51'43.07"E	Overgrown trees	Trees obscure the street lighting and visibility.	Trim trees to a minimum of 1.5m from the kerb and height clearance of 3m

No	Location		Defect	Description	Remedial action
	Latitude	Longitude			
42	33°55'52.53"S	18°51'42.99"E	Overgrown trees	Trees obscure the street lighting and visibility. Trees encroaching in pedestrian pathways.	Trim trees to a minimum of 1.5m from the kerb and height clearance of 3m
43	33°55'52.51"S	18°51'43.48"E	Overgrown trees	Trees obscure the street lighting and visibility. Trees encroaching in pedestrian pathways.	Trim trees to a minimum of 1.5m from the kerb and height clearance of 3m
			Discontinued sidewalk	Sidewalk abruptly stops	Provision of sidewalks is required.
44	33°55'53.96"S	18°51'43.19"E	Overgrown trees	Trees obscure the street lighting and visibility.	Trim trees to a minimum of 1.5m from the kerb and height clearance of 3m
45	33°55'54.14"S	18°51'43.58"E	Damaged drainage structure	Damaged kerb inlet	Repair damaged kerb inlet.
46	33°55'54.22"S	18°51'43.52"E	Narrow pedestrian crossing point	Pedestrian crossing point is too narrow for universal accessibility.	Widen pedestrian crossing and tactile paving to allow for universal accessibility.
47	33°55'48.62"S	18°51'42.77"E	Overgrown trees	Trees obscure the street lighting and visibility. Trees encroaching in pedestrian pathways.	Trim trees to a minimum of 1.5m from the kerb and height clearance of 3m
			No formal sidewalks	Lack of sidewalk however, strong pedestrian desire lines have been noted.	Provision of sidewalks is required.

Annexure H: Banghoek Road – Observations and Recommendations



PROJECT / TITLE / CONTRACT No.:

STELLENBOSCH SIDEWALK ASSESSMENT

BANGHOEK ROAD
SCALE 1 : 1000



FIG F

Banghoek Road

Road description summary

▪	Road Class	Class 5 Residential access road.
▪	Non-motorised Transport (NMT) facilities	Existing sidewalk on both sides of the road between Bird street and Bosman Street.
▪	Location of Street lighting	Northern side of the road.
▪	Surrounding land uses	Multi-unit residential developments, mixed use zone, Public roads and parking sone, and public open space.

General Observations

- Dropped kerbing and tactile paving are required at bellmouths and pedestrian crossings.
- The unpaved area around trees is large, resulting in narrow walkways and uneven surfacing. This creates a tripping hazard.
- Overgrown trees and vegetation obscure the street lighting and visibility.

No	Location		Defect	Description	Remedial action
	Latitude	Longitude			
1	33°55'51.16"S	18°51'30.91"E	Overgrown landscaping	Landscaping create blind spots, which is a safety hazard.	Trim landscaping
2	33°55'51.32"S	18°51'31.84"E	No dropped kerb and tactile paving	No dropped kerbs and tactile paving is provided at the bellmouths.	Provision of dropped kerbs and tactile paving is required to improve universal accessibility.
3	33°55'51.16"S	18°51'32.58"E	Damaged concrete slab	Exposed steel reinforcement	Remove or treat the exposed steel reinforcement, and patch the affected area with appropriate concrete repair materials.
4	33°55'51.06"S	18°51'33.29"E	No tactile paving	No tactile paving is provided at the bellmouths.	Provide tactile paving to improve universal accessibility .
5	33°55'51.15"S	18°51'33.39"E	No road signage	No pedestrian crossing road sign.	Provide pedestrian crossing road sign
6	33°55'50.87"S	18°51'35.36"E	Protruding irrigation pipe	A protruding Irrigation pipe creates uneven surfaces, which are a tripping hazard.	Remove tripping hazard in the sidewalk.
7	33°55'50.56"S	18°51'35.32"E	Overgrown trees	Trees obscure the street lighting and visibility.	Trim trees to a minimum of 1.5m from the kerb and height clearance of 3m
8	33°55'50.27"S	18°51'36.13"E	No tactile paving	No tactile paving provided at pedestrian crossing.	Provide tactile paving to improve universal accessibility .
9	33°55'50.58"S	18°51'36.31"E	Surface failure	Surface failure on the sidewalk creates uneven surfaces, which are a tripping hazard.	Repair surface failure.
10	33°55'50.31"S	18°51'36.44"E	Protruding drainage cover	A protruding drainage cover creates uneven surfaces, which are a tripping hazard.	Level or replace the protruding drainage cover.
11	33°55'50.49"S	18°51'37.01"E	Surface failure	Surface failure creates uneven surfaces, which are a tripping hazard.	Repair surface failure.
12	33°55'50.43"S	18°51'37.39"E	No dropped kerb and tactile paving	No dropped kerbs and tactile paving is provided at the bellmouths.	Provision of dropped kerbs and tactile paving is required to improve universal accessibility.
13	33°55'50.76"S	18°51'37.42"E	Hidden Access	Poor sight lines at access create a safety hazard	Investigate access control measures
14	33°55'50.82"S	18°51'37.71"E	Damaged surface	Missing paving blocks creates uneven surfaces, which are a tripping hazard.	Replace missing paving stones
15	33°55'50.31"S	18°51'37.61"E	No dropped kerb and tactile paving	No dropped kerbs and tactile paving is provided at the bellmouths.	Provision of dropped kerbs and tactile paving is required to improve universal accessibility.
			Surface failure	Surface failure creates uneven surfaces, which are a tripping hazard.	Repair surface failure.
16	33°55'50.67"S	18°51'38.08"E	Protruding drainage cover	A protruding drainage cover creates uneven surfaces, which are a tripping hazard.	Level or replace the protruding drainage cover.
			Extensive unpaved area around trees	The unpaved area around the trees is large, resulting in narrow walkways and uneven surfacing. This creates a tripping hazard.	Widen walkways to reduce the size of the unpaved area.
17	33°55'50.67"S	18°51'38.12"E	Extensive unpaved area around trees	The unpaved area around trees is large, resulting in narrow walkways and uneven surfacing. This creates a tripping hazard.	Widen walkways to reduce the size of the unpaved area.
18	33°55'50.67"S	18°51'38.60"E	Obstruction in pedestrian pathway	Stones near pedestrian pathways create a tripping hazard.	Remove stones near pedestrian walkways.
			Damaged fence	Fence at park area is damaged	Repair fence
19	33°55'50.49"S	18°51'39.28"E	Extensive unpaved area around trees	The unpaved area around the trees is large, resulting in narrow walkways and uneven surfacing. This creates a tripping hazard.	Widen walkways to reduce the size of the unpaved area.
			Overgrown trees	Trees obscure the street lighting and visibility. Trees encroaching in pedestrian pathways.	Trim trees to a minimum of 1.5m from the kerb and height clearance of 3m
20	33°55'50.06"S	18°51'40.14"E	Surface failure	surface failure at the joint between the access and road surface creates uneven surfaces, which are a tripping hazard.	Road maintenance is required to repair the surface failure.
21	33°55'50.34"S	18°51'40.24"E	Obstruction in sidewalk	Concrete object in sidewalk creates a tripping hazard.	Remove tripping hazard in the sidewalk.
			Extensive unpaved area around trees	The unpaved area around trees is large, resulting in narrow walkways and uneven surfacing. This creates a tripping hazard.	Widen walkways to reduce the size of the unpaved area.
22	33°55'50.35"S	18°51'40.42"E	Protruding drainage cover	A protruding drainage cover creates uneven surfaces, which are a tripping hazard.	Level or replace the protruding drainage cover.
23	33°55'50.27"S	18°51'40.53"E	Extensive unpaved area around trees	The unpaved area around trees is large, resulting in narrow walkways and uneven surfacing. This creates a tripping hazard.	Widen walkways to reduce the size of the unpaved area.

No	Location		Defect	Description	Remedial action
	Latitude	Longitude			
24	33°55'50.34"S	18°51'40.93"E	Tripping hazard- services duct	Services duct in pedestrian sidewalk	Mount service duct against the wall
			Overgrown trees	Trees obscure the street lighting and visibility. Trees encroaching in pedestrian pathways.	Trim trees to a minimum of 1.5m from the kerb and height clearance of 3m
25	33°55'50.32"S	18°51'40.93"E	Obstruction in sidewalk	Concrete object in sidewalk creates a tripping hazard.	Remove tripping hazard in the sidewalk.
26	33°55'49.75"S	18°51'42.39"E	Surface failure	Surface failure creates uneven surfaces, which are a tripping hazard.	Repair surface failure.
27	33°55'49.95"S	18°51'42.99"E	Overgrown trees	Trees obscure the street lighting and visibility. Trees encroaching in pedestrian pathways.	Trim trees to a minimum of 1.5m from the kerb and height clearance of 3m
28	33°55'49.69"S	18°51'44.08"E	No tactile paving	No tactile paving provided at pedestrian crossing.	Provide tactile paving to improve universal accessibility .
29	33°55'49.69"S	18°51'45.06"E	Surface failure	Surface failure on sidewalk	Repair surface failure.
30	33°55'49.62"S	18°51'45.77"E	No dropped kerb and tactile paving	No dropped kerbs and tactile paving is provided at the bellmouths.	Provision of dropped kerbs and tactile paving is required to improve universal accessibility.
31	33°55'49.65"S	18°51'46.64"E	Protruding drainage cover	A protruding drainage cover creates uneven surfaces, which are a tripping hazard.	Level or replace the protruding drainage cover.
32	33°55'49.25"S	18°51'47.35"E	Surface failure	Surface failure creates uneven surfaces, which are a tripping hazard.	Repair surface failure.
33	33°55'49.15"S	18°51'47.83"E	Drop kerb not needed	Drop kerb with no connecting access allows vehicle access onto the sidewalk which is a safety hazard.	Replace dropped kerb with barrier kerb.
34	33°55'49.39"S	18°51'48.64"E	Surface failure	Surface failure creates uneven surfaces, which are a tripping hazard.	Repair surface failure.
35	33°55'49.40"S	18°51'48.83"E	No dropped kerb and tactile paving	No dropped kerbs and tactile paving is provided at the bellmouths.	Provision of dropped kerbs and tactile paving is required to improve universal accessibility.
36	33°55'49.00"S	18°51'48.90"E	Overgrown trees	Trees obscure the street lighting and visibility.	Trim trees to a minimum of 1.5m from the kerb and height clearance of 3m
37	33°55'49.25"S	18°51'48.90"E	Surface failure	Surface failure on sidewalk	Repair surface failure.

7.7	PARKS, OPEN SPACES AND ENVIRONMENT: (PC: CLLR J WILLIAMS)
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7.7.1	INITIATION SCHOOL: REQUEST FOR REDUCTION OR EXEMPTION OF INITIATION SITE TARIFFS
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Collaborator No: 794905
 IDP KPA Ref No: Good Governance and Compliance
 Meeting Date: 17 October 2025

1. SUBJECT: INITIATION SCHOOL: REQUEST FOR REDUCTION OR EXEMPTION OF INITIATION SITE TARIFFS

2. PURPOSE

To inform Council of a request received from the Stellenbosch Initiation Forum for the reduction or waiver of tariffs applicable to the use of municipal facilities for initiation purposes.

3. DELEGATED AUTHORITY

For decision by the Council of Stellenbosch Municipality.

4. EXECUTIVE SUMMARY

A request has been received from the Stellenbosch Initiation Forum for the reduction or exemption of tariffs for the use of Calcutta and Purgatory sites for initiation purposes.

According to the approved tariff structure of the Stellenbosch Municipality, the Initiation Forum is required to pay R2,820.00 per calendar month for the use of municipal properties.

Two municipal areas have historically been made available for the practice of initiation cultural rites, namely Calcutta Memorial Park and Purgatory Outspan.

These sites have been temporarily designated due to their suitability and accessibility for initiation rites during both the summer and winter seasons. Approvals for their use are granted in accordance with the Department of Cultural Affairs and Sport (DCAS), the regulatory authority overseeing these activities.

The Municipality has accommodated these rites of passage and has willingly made resources available to facilitate the practice. Initiation occurs twice annually—once in winter and once in summer—as declared by DCAS in line with the Customary Initiation Act, Act 2 of 2022.

5. RECOMMENDATIONS

- (a) that Council notes the request from the Stellenbosch Initiation Forum as detailed in **ANNEXURE A**; and
- (b) that approval for the reduction or waiver of the fees payable not be approved.

6. DISCUSSION / CONTENTS

6.1 BACKGROUND

Initiation has been traditionally practiced within the jurisdiction of the Stellenbosch Municipality (WC024). The Municipality adheres to the Customary Initiation Act, Act 2 of 2022, and operates within the legal framework of the Municipal Finance Management Act (MFMA).

The Stellenbosch Initiation Forum has formally requested that the current Council-approved tariff for use of municipal property during initiation seasons be reviewed.

In support of cultural diversity and inclusivity, the Municipality has allocated two sites—Calcutta Memorial Park and Purgatory Outspan—for this purpose. These sites have been made available to accommodate the Basotho and Xhosa initiation traditions. The temporary allocation of these properties is done with full respect for the sensitivity, secrecy, and sacredness of the cultural practice.

The request is motivated by a formal letter submitted to the Senior Manager: Community Services (refer to **ANNEXURE A**) and highlights the financial burden the tariff imposes on affected communities.

6.2 DISCUSSION

The formal motivation (**ANNEXURE A**) from the Stellenbosch Initiation Forum requests either the reduction or exemption of the currently approved tariff.

The current approved tariff for initiation uses in plantations is R2,820.00 per month for the 2025/2026 Financial Year and is legally implementable as per Council adoption.

However, the Forum cites socio-economic constraints affecting the communities involved as the basis for its request. Affordability remains a key concern for many families participating in the rites.

The approved tariffs are directly linked to the following municipal services provided during initiation seasons:

Provision of JoJo tanks, Supply of firewood, Security services, Water supply, Road maintenance and other service requests, including standby and overtime support.

These services are essential to meet health, safety, and compliance requirements set by the Customary Initiation Act and DCAS.

The department is of the opinion that the tariffs should not be abolished or reduced due to the costs of the supporting services provided.

6.3 LEGAL IMPLICATIONS

The recommendations contained in this report are compliant with relevant Council policies and all applicable legislation, including the Customary Initiation Act and MFMA.

6.4 STAFF IMPLICATIONS

There are no staff implications arising from this report.

6.5 RISK IMPLICATIONS

Approval of a tariff reduction or exemption may set a precedent, potentially leading to similar requests from other cultural groups or users of municipal property. This could challenge consistency in the application of tariffs and policy enforcement.

6.6 FINANCIAL IMPLICATIONS

One of the key risks associated with the proposed tariff reduction or exemption is the potential loss of municipal revenue, which may affect the Municipality's ability to fund the essential services rendered during initiation periods.

ANNEXURES

Annexure A: Request for reduction/exemption of initiation sites tariffs dated 30 July 2025, as well as other communication with Stellenbosch Initiation Forum.

FOR FURTHER DETAILS CONTACT:

NAME	Albert van der Merwe
POSITION	Senior manager Community Services
DIRECTORATE	Community and Protection Services
CONTACT NUMBERS	021 808 8165
E-MAIL ADDRESS	Albert.vandermerwe@ Stellenbosch.gov.za
REPORT DATE	10 September 2025

ANNEXURE A



MEMO

To:	Director: Community and Protection Services Gary Boshoff
From:	Senior Manager: Community Services Albert Van der Merwe Manager: Environmental Management Tammy Leibrandt
Date:	19 August 2025
Re:	Subject: 2025 Winter and Summer Initiation Schools Application Request.

Good day Director Boshoff

1. PURPOSE

The purpose of this memorandum is to provide an overview of the current status regarding the request from the Stellenbosch Initiation Forum for (a) a reduction or exemption of tariff fees related to the use of municipal property for initiation practices, and (b) the declaration of certain previously used municipal properties as heritage sites

2. BACKGROUND

Following two meetings held on 17 June and 27 July 2025 with the Stellenbosch Initiation Forum, two key matters were raised:

- a) The request for a reduction or exemption of the applicable municipal tariff fees for the use of property during initiation practices.
- b) The request to have municipal land previously used for initiation practices formally declared as heritage sites.

Subsequently, formal written correspondence was received from the Forum on 30 July 2025, (refer to Annexure A) outlining the rationale behind request (a) and why the Municipality should consider them favourably.

3. DISCUSSION

In response to the request for a reduction or exemption of tariff fees, Senior Management of the Department has reviewed the matter and provided reasons why the request cannot be approved at this stage (refer to Annexure B). The decision was based on the requirement to apply Council-approved tariffs uniformly and without prejudice.

The Stellenbosch Initiation Forum, however, expressed concern that the matter had not been tabled before Council and that the decision appeared to have been made without broader consultation (refer to Annexure C).

Regarding the heritage declaration request, it is important to note that heritage status applications are subject to several legislative and policy considerations. The properties in question are used intermittently during initiation seasons and are maintained in a natural state. To further explore the feasibility of the Forum's request, the matter has been referred to the Planning Section for investigation.

4. CONCLUSION

In view of the current policy framework and decisions made to date, guidance is sought on how best to address these requests in a manner that ensures service delivery compliance while being sensitive to cultural practices.

Given the nature and potential implications of the requests, it is recommended that both matters be formally tabled for further deliberation and possible intervention at the appropriate Council level to assess the merits of each request.


TAMMY LEIBRANDT
MANAGER: ENVIRONMENTAL MANAGEMENT

19 August 2025
DATE


ALBERT VAN DER MERWE
SENIOR MANAGER: COMMUNITY SERVICES

19/08/2025
DATE


GARY BOSHOFF
DIRECTOR: COMMUNITY AND PROTECTION SERVICES

19/8/25
DATE

Mayco's-
 Please prepare item for Council.  05/8/25

STELLENBOSCH INITIATION FORUM

Chairperson: M Sephula

Email: sephulamonkie@gmail.com

Mobile: 076 497 4265

Secretary: M Menziwa

Email: mhmenziwa@gmail.com

Mobile: 082 663 9076

30 July 2025

Per email: (Albert.vanderMerwe@stellenbosch.gov.za)

Mr Albert van der Merwe
Senior Manager: Community Services
Stellenbosch Municipality
STELLENBOSCH
7600

Dear Sir/ Madam

REQUEST FOR REDUCTION/EXEMPTION OF INITIATION SITES TARIFFS

We hereby kindly request the Municipality to consider reduction and/or exemption of tariffs for the Initiation Sites for services provided by the Municipality during Initiation Seasons. The reasons are based on the following conditions:

1. The Stellenbosch Local Initiation Forum composition consists mostly of Retirees and Volunteers.
2. It is a non-profit organization that serves mostly the families headed by pensioners, temporary/ seasonal employees and families who depend on hand to mouth living. Finding it difficult to make ends meet.
3. About 95% of the initiates who are sent through the rite of passage are the responsibility of single parent-headed families, and some are raised by their grandparents.
4. The remaining 5% of the initiates are possible Tertiary Students who would enroll to further their studies.
5. The Forum does not have resources to be able to function optimally and always in accordance with the legislation. Faced with challenges to receive finances from reliable donors and funders.

Chair: M Sephula; S Mangele

Scribe: M Menziwa

M Monaheng; T Mokhele; L Mbambo; L Masimini; RRN Makhomazi

We, therefore, strongly assert that as the Stellenbosch Initiation Forum we are the Custodians of the cultural practice. And oversee that the rite to passage is conducted within the prescript of the customary traditions.

It is in this view that we appeal to the Stellenbosch Municipality to declare the Initiation Sites, Heritage Sites and so be exempted from the imposed heavy tariffs. Alternatively, to reduce the tariffs, It is also our request that low-income families should be exempted from paying the tariffs as they would not be able to afford. A criteria for the reduction and exemption of tariffs can be worked out and agreed upon between the Forum and the Municipality.

May you please find this worth considerate and in order. Should there be any queries and/or enquiries in this regard, please do not hesitate to contact the writer hereof.

Yours sincerely,

M SEPHULA
CHAIRPERSON

M MENZIWA
SECRETARY

Cc G Boshoff : Director Community & Protection Services.
T Leibrandt : Manager Environmental Management

Chair: M Sephula; S Mangele
Scribe: M Menziwa
M Monaheng; T Mokhele; L Mbambo; L Masimini; RRN Makhomazi



STELLENBOSCH

STELLENBOSCH • PNIEL • FRANSCHHOEK

MUNISIPALITEIT • UMASIPALA • MUNICIPALITY

Stellenbosch Municipality
123 Merriman Avenue
Stellenbosch
7600
021 808 8160/8164

STELLENBOSCH INITIATION FORUM

Dear Mr. Menziwa

RE: RESPONSE TO APPLICATION FOR TARIFF REDUCTION OR EXEMPTION

We refer to your application dated 30 July 2025, requesting a reduction or exemption from the approved tariff for the use of municipal land for initiation purposes.

Please note that your request has been thoroughly considered. Unfortunately, we are unable to approve your application for the following reasons:

- The applicable tariff has been approved by Council and officially gazetted. As such, it is not subject to reduction or exemption.
- The preparation of the facilities, along with the related services such as the provision of water, incurs direct financial costs to the Municipality. These expenses are covered by the operational budget and include associated manpower costs.
- Many of these services are rendered outside of normal working hours, requiring officials to work overtime and thereby incurring additional costs.
- The current tariff of **R2,820.08 (VAT included)** is considered fair and reasonable, given the services provided.

In light of the above, we regret to inform you that your request for free use of the facilities cannot be granted. You are kindly requested to settle the outstanding amount for the use of the facility during the 2025 winter season.

Lastly, your request to have the area in Calcutta Memorial Park declared a heritage site for initiation purposes has been referred to the Planning and Economic Development Directorate for further consideration.

Yours faithfully,


ALBERT VAN DER MERWE
SNR MANAGER: COMMUNITY SERVICES

14 Aug 2025
DATE


GARY BOSHOFF
DIRECTOR: COMMUNITY & PROTECTION SERVICES

14 AUGUST 2025
DATE

Tammy Leibrandt

From: Monkie Sephula <sephulamonkie@gmail.com>
Sent: Thursday, 14 August 2025 14:04
To: Tashlee Ismail
Cc: Mkhululi Menziwa; Tammy Leibrandt; Albert van der Merwe
Subject: [EX] Re: RESPONSE TO APPLICATION FOR TARIFF REDUCTION OR EXEMPTION

CAUTION: This email originated from outside the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Good day all,

This my secretary come as a surprise response because it was not even put before council for reconsideration and here we have an answer from our good in faith reps or representative of the municipality negotiating with us in good faith.

I propose we pose or direct a correspondence directly to the councilors to bring the matter to the council chambers seemingly through our officials it will never reach the agenda of council other we will apply the best methodology known to us or at our disposal to have this matter resolved even if it means going to the constitutional court

This is a right and we should not be punished for being black to practice our religion, whilst other religions are forced down our throats because they are feared even undocumented foreigners are free to practice they're religion freely.

Thank you for the response we will handle matter further and hope we will not have this matter again on the table until there has been a satisfactory solution.

Kind regards

Monkie Sephula
Chair

On Thu, 14 Aug 2025 at 13:44, Tashlee Ismail <Tashlee.Ismail@ Stellenbosch.gov.za> wrote:

Dear Mr Menziwa,

I hope this message finds you well.

I am writing in response to your application submitted for tariff reduction/exemption.

Please find attached the detailed response letter for your application.

Should you require any additional information or clarification, please do not hesitate to reach out.

We look forward to your positive response.

Kind regards/ Groete,

Tashlee Ismail

Chief Clerk

Community Services Office

T: +27 21 808 8164

123 Merriman Avenue, Simonswyk, Stellenbosch, 7600

www.stellenbosch.gov.za



www.facebook.com/stellenboschmunicipality/twitter.com/StellMun

Kindly acknowledge receipt of this communiqué / Bevestig asseblief ontvangs van hierdie kommunikasie.

Please copy me into your reply / Kopieër myself asseblief in u terugvoering.



STELLENBOSCH
STELLENBOSCH • FRANS • TRANSCORGE
MUNICIPALITEIT • GEMENSKAP • MUNISIPALITEIT



About Stellenbosch Municipality

Our mission is to deliver cost-effective services that will provide the most enabling environment for civil and corporate citizens.

Our head office is at Town House Complex, [Plein Street, Stellenbosch, 7600, South Africa](#).

For more information about Stellenbosch Municipality, please call +2721-808-8111, or visit www.stellenbosch.gov.za

Disclaimer:

The information contained in this communication from tashlee.ismail@stellenbosch.gov.za sent at 2025-08-14 13:44:47 is confidential and may be legally privileged. It is intended solely for use by sephulamonkie@gmail.com and others authorized to receive it. If you are not sephulamonkie@gmail.com you are hereby notified that any disclosure, copying, distribution or taking action in reliance of the contents of this information is strictly prohibited and may be unlawful. Powered by [IOCO](#)

7.8	PLANNING AND LOCAL ECONOMIC DEVELOPMENT AND TOURISM :(PC: CLLR T KUMM)
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7.8.1	TO OBTAIN COUNCIL'S APPROVAL TO ADVERTISE THE DESIGNATED MOBILE AND INFORMAL TRADING SITES FOR PUBLIC COMMENT, AND TO INVITE THE PUBLIC TO PROPOSE ADDITIONAL POTENTIAL SITES
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Collaborator No: 794201
 IDP KPA Ref No: Good Governance and Compliance
 Meeting Date: 17 October 2025

- 1. SUBJECT: TO OBTAIN COUNCIL'S APPROVAL TO ADVERTISE THE DESIGNATED MOBILE AND INFORMAL TRADING SITES FOR PUBLIC COMMENT, AND TO INVITE THE PUBLIC TO PROPOSE ADDITIONAL POTENTIAL SITES**

- 2. PURPOSE**

Is to seek Council's approval to advertise the designated mobile and informal trading sites (**ANNEXURE A**) for public comment, and to provide the public with an opportunity to propose any further additional potential mobile and informal trading sites for consideration.

- 3. DELEGATED AUTHORITY**

Council.

- 4. EXECUTIVE SUMMARY**

Mobile traders, often referred to as street vendors or food trucks, and informal traders (stalls), offer several benefits in towns. These businesses have become increasingly popular and have a significant impact on urban areas. Some of the benefits are accessibility to the community, promotion of entrepreneurship. Informal trading acts as stimulus for local economic development and growth.

To give notice of the proposed intention to proclaim the additional sites in terms of Provincial Notice 189/1998 (Declaration of Places where Street Vending, Peddling and Hawking are Prohibited) applicable to WC024. Thereafter to amend the declaration as necessary once relevant comments have been considered.

- 5. RECOMMENDATIONS**

- that Council approves the advertisement of the designated mobile and informal trading sites for public comment, and;
- that Council approves the request to invite the public to propose any further additional potential mobile (e.g. food trucks) and informal trading (referred to as stalls, street vendor) sites for consideration.

6. DISCUSSION / CONTENTS**6.1 Background**

Mobile (e.g. food trucks) and Informal traders, offer several benefits in municipal areas. These types of businesses have become increasingly popular and have a significant impact on urban areas. Some of the benefits as listed below are:

- **Accessibility:** bring goods and services closer to residents, making it more convenient for people to access a variety of products and services without having to travel far from their homes or workplaces.
- **Entrepreneurship:** provides opportunities for entrepreneurs to start small businesses with relatively low initial capital compared to traditional brick-and-mortar stores. This encourages economic growth and job creation.
- **Revitalisation of Public Spaces:** Mobile and Informal traders can revitalise underutilised or neglected public spaces by attracting foot traffic and creating a more vibrant urban environment.
- **Increased Tourism:** In many municipalities, mobile and informal traders contribute to the appeal of tourist destinations, drawing visitors and enhancing the overall tourism experience.

As a Municipality, we commend innovative ways of doing business that stimulates our economy. The emerging trend of mobile businesses offering services from vehicles and trailers is an example of such innovation as they can move to where there is demand.

The informal sector is a significant contributor to the creation of the total employment in the Stellenbosch Municipal Area. Consequently, the Stellenbosch Municipality recognizes the contribution of this sector to the local economy and intends to seize the opportunity to further encourage the development of new entrepreneurs while simultaneously seeking to offer growth opportunities for existing traders.

However, it is important to note that informal trading including, mobile trading also raises regulatory and urban planning challenges related to issues such as health and safety regulations, parking and congestion, competition with traditional businesses, and ensuring equitable access to these opportunities for all entrepreneurs.

The active participation of our citizenry in this process is needed to obtain the required key data for the determination of the primary outcome and project feasibility.

6.2 Financial Implications

There are no additional financial implications, other than the cost for the placement of the advertisement.

6.3 Legal Implications

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

6.4 Staff Implications

The Department will need to put the necessary mechanisms in place for the continuous monitoring of these permits to ensure adherence to the terms and conditions.

6.5 Previous / Relevant Council Resolutions:

The 17th Council meeting: 2014-01-16: Item 7.7 resolved

- a) that Council support the initiative to amend the by-laws for the Supervision and Control of the Carrying on of Business of Street Vendor, Pedlar or Hawker;
- b) that the decision to amend the above-mentioned By-law be advertised for public comment (internally and externally) before the final decision is made by Council.

On the 9th Council Meeting dated 2022-11-23: ITEM 11.9.1 Council resolved as follows:

- a) that Council approves the request of the Directorate: Planning & Economic Development for the pilot period of one (1) year in order to issue permits to informal traders using mobile units to trade within pre-determined areas in accordance with the terms and conditions.
- b) that Council approve that such mobile informal trading also be allowed on the premises of the Stellenbosch Municipality's Traffic Department (Stellenbosch), Jan Marais Park, or any other identified municipal property, with approval from the user Department of such property; and
- c) that the Section: Economic Development & Tourism in consultation with the Director: Community & Safety Services and Directorate: Infrastructure Services allocate such trading bays and areas within the premises of the Traffic Department (Stellenbosch) or any other pre-determined areas.

18TH COUNCIL MEETING: 2023-11-29: ITEM 11.8.6**RESOLVED** (nem con)

That Council approves the extension of the Mobile Trading Pilot as approved in Council on 23 November 2022 for another year.

6.6 Risk Implications

The risk relates to the weak monitoring of these permits to ensure adherence to the terms and conditions applicable for these types of permits.

6.7 Comments from Senior Management:**6.7.1 Director: Planning and Economic Development**

Agree with the recommendations.

ANNEXURES**ANNEXURE A****FOR FURTHER DETAILS CONTACT:**

NAME	Carmen Saville
POSITION	<i>Local Economic Development Officer: LED & Tourism</i>
DIRECTORATE	<i>Planning & Economic Development</i>
CONTACT NUMBERS	<i>021 808 8151</i>
E-MAIL ADDRESS	<i>Carmen.saville@ Stellenbosch.gov.za</i>
REPORT DATE	<i>11 September 2025</i>

ANNEXURE A



STELLENBOSCH
LOCAL GOVERNMENT

Mobile Trading Areas

Pniel Church
2606
Helshoogte



- Infront of the Engineering Building
- Home Affairs Premises
- Stellenbosch Traffic Department grounds
- Cnr of Crozier street and Ryneveld street
- Cnr of Victoria street and Ryneveld street
- R44 Enroute strand
- 3 Park Road, Welgelegen street
- Hammanstrand road opposite Goldfields Hostel
- Fire Station on Cluver Road
- Cnr Banhoek street
- Cnr Soeteweide and Groeneweide street
- 118 Merrimen Ave, Stellenbosch
- Cnr Bosman and Murray Street
- Maties Gym Parking
- Opposite Edeh Forest

Techno Park,
Elektron Road

0 0.38 0.76 1.5 2.25 3 Kilometers

Legend

Mobile Trading Areas Points

- Applied For
- Approved

7.8.2	APPROVAL OF THE CORE FESTIVE PERIOD AND ARRANGEMENTS FOR THE PROCESSING OF LAND USE AND BUILDING PLAN APPLICATIONS AND ASSOCIATED PUBLIC PARTICIPATION
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Collaborator No: 795279
 IDP KPA Ref No: Good Governance and Compliance
 Meeting Date: 17 October 2025

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

2. PURPOSE

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

3. DELEGATED AUTHORITY

Council.

4. EXECUTIVE SUMMARY

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

5. RECOMMENDATION

that the core festive period determined as 12 December 2025 to 9 January 2026 **BE APPROVED** for the purpose:

- (i) That no serving or publishing of land use and land development application notices be undertaken during the determined core festive period.
- (ii) That the determined core festive period not be considered for purposes of calculating the number of days for public participation and/ or the processing of land use and building development applications, and that any such periods affected be accordingly extended.
- (iii) That any new land use and building plan applications submitted during the determined core festive period will not be administratively processed and that this period will also not be taken into account for the purpose of calculating any

of the legislative prescribed timeframes for the processing of land use and building plan applications.

- (iv) That no appeal period can commence which will be affected by the core festive period and that no notifications of decisions on land use applications will be communicated after 24 November 2025 and only be communicated from 12 January 2026.

6. DISCUSSION / CONTENTS

6.1 Background

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

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

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

6.2 Discussion

It is thus proposed that no serving or publishing of notices be undertaken in the core festive season to be determined as 12 December 2025 to 9 January 2026. Alternatively, any notices which are published or served prior to this core period, and will consequently run into this period, must be extended accordingly to disregard the stated festive period from the required minimum number of days for the submission of such comments.

Due to the new electronic means to submit land use and building plan applications, such submissions can also continue during the festive season and during which most staff will also be on extended vacation breaks. There will consequently not be adequate staff capacity, and during some periods, no staff, to deal with these applications and the processing of invoices and payment receipts. Due to the prescribed legislative timeframes, it will have a detrimental effect on compliance to these timeframes and performance standards.

Although the TPAMS and BPAMS portal will remain open for the loading of land use and building plan applications, these submissions will not be processed with the issuing of invoices to effect payment during the core festive season. Any submission of applications during the core festive season will consequently only be regarded as being submitted on 12 January 2026.

For this purpose, a notice will be placed on the electronic systems to submit land use and building plan applications (TPAMS & BPAMS) to notify the applicant that no administrative processing of the applications will take place during the core festive period.

The core festive period between 12 December 2025 to 9 January 2026 will also not be taken into account for the purpose of calculating any of the legislative prescribed timeframes for the processing of land use and building plan applications.

A person whose rights are affected by a decision of an authorised employee or the Tribunal in terms of Section 79 of Stellenbosch Municipal Land Use Planning Bylaw, 2023 may appeal within 21 days of notification of the decision. Accordingly, no appeal period can commence which will be affected by the core festive period of 12 December 2025 to 9 January 2026. No notifications of decision will therefore be communicated after 24 November 2025 and will only be communicated from 12 January 2026.

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

6.3 Financial Implications

No financial implications.

6.4 Legal Implications

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

6.5 Staff Implications

No staff implications.

6.6 Previous / Relevant Council Resolutions:

None.

6.7 Risk Implications

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

6.8 Comments from Senior Management:

6.8.1 Director: Infrastructure Services

No comments solicited.

6.8.2 Director: Planning and Economic Development

No comments solicited.

6.8.3 Director: Community and Protection Services

No comments solicited.

6.8.4 Director: Strategic and Corporate Services

No comments solicited.

6.8.5 Director Human Settlements and Property Management

No comments solicited.

6.8.6 Chief Financial Officer

No comments solicited.

6.8.7 Municipal Manager

Recommendation supported.

ANNEXURES

None

FOR FURTHER DETAILS CONTACT:

NAME	Stiaan Carstens
POSITION	Senior Manager: Development Management
DIRECTORATE	Planning and Economic Development
CONTACT NUMBERS	021 808 8674
E-MAIL ADDRESS	Stiaan.carstens@ Stellenbosch.gov.za
REPORT DATE	30 September 2025

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

7.10	MUNICIPAL MANAGER
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7.10.1	ADOPTION OF THE REVISED STRATEGIC AND OPERATIONAL RISK REGISTER FOR THE 2025/2026 FINANCIAL YEAR
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Collaborator No:

IDP KPA Ref No:

Meeting Date:

Good Governance and Compliance

17 October 2025

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

2. PURPOSE

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

3. DELEGATED AUTHORITY

Council.

4. EXECUTIVE SUMMARY

Municipal Governance best practice, as well as the Municipal Finance Management Act (MFMA), Act 56 of 2003, requires municipalities to have an effective risk management mechanism to stay abreast of prevalent risks and to determine the risk appetite. To ensure effectiveness, a municipality must focus its attention and resources on the areas of most significant risk and concern to stakeholders. To this end, Stellenbosch Municipality has undertaken the practice of adopting a Strategic Risk Register, which identifies strategic and operational risk at a corporate level to ensure that risks which could hamper service delivery and the strategic objectives are identified and linked to appropriate actions to mitigate the risks.

Due to the changing dynamics in the external environment with impact on municipal services, amendments to the Strategic Risk Register were necessitated to ensure that the municipalities remain appropriately responsive to the risk environment.

The Stellenbosch Municipality is committed to effective risk management in order to achieve the municipality's vision, service delivery, and strategic objectives and to ensure appropriate outcomes for the community.

5. RECOMMENDATION

that Council approves the Strategic and Operational Risk Register (**ANNEXURE 1**) for the 2025/2026 financial year.

6. DISCUSSION

The Municipal Finance Management Act (MFMA), Act 56 of 2003, and best practices for municipal governance both mandate that municipalities maintain an efficient risk management system in order to stay on top of emerging threats and assess risk appetite. A municipality must concentrate its resources and attention on the areas where stakeholders are most concerned and at risk in order to achieve effectiveness. In order to achieve this, the Stellenbosch Municipality has implemented a Strategic Risk Register, which identifies operational and strategic risks at the corporate level. This process makes sure that risks that could impair service delivery and the strategic objectives are recognized and connected to the necessary steps to reduce them.

In order to accomplish the municipality's vision, service delivery, and strategic goals and to guarantee suitable results for the community, the Stellenbosch Municipality is dedicated to efficient risk management.

To guarantee that the municipalities continue to be suitably responsive to the risk environment, changes to the Strategic Risk Register were required due to the shifting external environment dynamics that affect municipal services.

A cultural shift in favour of ongoing risk identification and mitigation is necessary for effective risk management. This necessitates the cultural mainstreaming of risk management at all levels of local government operations. The goal of this risk management policy is to offer a risk management framework that makes this possible.

Risk evaluations were carried out in accordance with the law throughout the first and second quarters of the current financial year. These are done to make sure the Council is aware of the dangers that need to be reduced and that the risk register accurately reflects those risks.

6.1 Background

In terms of Section 60 of the MFMA the Municipal Manager must take reasonable steps to ensure that the municipality maintains effective financial and risk management as well as internal controls.

The principal aim of the risk assessment process is to:

- Identify the risks threatening the achievement of the IDP's objectives of each directorate;
- Assess the key risks facing each directorate; and
- Identify the processes/functions/directorates/persons the municipality and top management rely upon to manage the identified risks.
- Align the mentioned risk management process with processes as established by provincial and national government (as communicated to the municipality).

6.2 Financial Implications

The financial impact will be quantified as part of the 2025/2026 approved budget and adjustment budget.

6.3 Legal Implications**Section 62 of the MFMA****General Financial Management Functions**

- (1) *The accounting officer of a municipality is responsible for the managing of financial administration of the municipality, and must for this purpose take all reasonable steps to ensure –*
- (a) *that the resources of the municipality are used effectively, efficient and economically;*
 - (b) *that full and proper records of the financial affairs of the municipality are kept in accordance with any prescribed norms and standards;*
 - (c) *that the municipality has and maintains effective, efficient and transparent systems–*
 - (i) *of financial and risk management and internal control.*

6.4 Staff Implications

None.

6.5 Risk Implications

As indicated in the annexed Strategic and Operational Risk Register.

6.6 Comments from Senior Management:**6.6.1 Director: Infrastructure Services**

Supported.

6.6.2 Director: Planning and Economic Development

Supported.

6.6.3 Director: Community and Protection Services

Supported.

6.6.4 Director: Corporate Services

Supported.

6.6.5 Director: Planning and Economic development

Supported.

6.6.6 Chief Financial Officer:

Supported.

6.6.7 Municipal Manager:

Supported.

ANNEXURES

Annexure A: Strategic and Operational Risk Register for the 2025/2026 financial year.

FOR FURTHER DETAILS CONTACT:

NAME	<i>Helena Priem</i>
POSITION	<i>Chief Risk Officer</i>
DIRECTORATE	<i>Office of the Municipal Manager</i>
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REPORT DATE	<i>09 October 2025</i>

ANNEXURE A

STELLENBOSCH MUNICIPALITY STRATEGIC AND OPERATIONAL RISK REGISTER 2025/2026																	
Risk											Control	Action Plan					
Risk Title	Risk Description	Risk Category	Risk II	Risk IL	Risk IR	Risk IR Description	Risk RI	Risk RL	Risk RR	Risk RR Description	Control Title	Action Plan Title	Action Plan Current Status Summary	Action Plan Status	Action Plan Start Date	Action Plan Due Date	
Availability and cost of electricity	Sustainability of the national power supplier.	Strategic	8.00	8.00	64.00	High Risk	6.93	6.93	48.00	Moderate Risk	Alternative energy sources that flows in to network. Example: Wheeling of energy and pool buying of electricity						
												Advertise 50 Megawatt IPP tender and appoint Service Provider	50 Megawatt IPP tender approved by Council on 4 March 2025 for advertisement.	In Progress	2025/03/14	2025/12/31	
Breakdown of Waste Water Treatment Plants	Breakdown of Waste Water Treatment Plants due to electricity outages	Strategic	6.00	6.00	36.00	Moderate Risk	3.79	3.79	14.40	Low Risk	A skilled and capable workforce that supports the growth objectives						
											Regular asset maintenance						
											Safeguarding infrastructure sites and equipment and ensure safe return of staff and contractors to enable continuation of capital projects.						
											Supply of goods and services in place						
											Fenced repaired at Paradyskloof WTW	Investigate the feasinility of ordering a spare screen at Wemmerhoek Plant	Investigate the feasinility of ordering a spare screen at Wemmerhoek Plant	In Progress	2025/06/17	2025/12/31	
												Constant monitoring of staff and the execution of projects.	Process ongoing	In Progress	2024/06/11	2026/06/30	
												Continuous maintenance at all plants.	Process ongoing	In Progress	2025/03/14	2026/06/30	
Business Continuity	Disasters, electricity outages; hacking of systems.	Strategic	8.00	5.00	40.00	Moderate Risk	6.93	4.33	30.00	Moderate Risk	Disaster Management Plan for overall service delivery, operational disaster recovery site, JOC, Integrated ERP						
											ICT employee usage tools implemented						
											Off site data center						
												Alternate client communication plan developed and ready to deal with possibilities that may trigger the disaster management plan.	Alternate client communication plan developed and ready to deal with possibilities that may trigger the disaster management plan.	In Progress	2023/06/01	2025/12/31	
												Ensure all staff have access to the necessary ICT equipment to perform functions remotely.	Directorate IT needs register implemented and in progress.	In Progress	2023/06/01	2025/12/31	
												Ensure that the Directorates' Business Continuity Plan is reviewed at least annually.	Business Continuity Plans are included in Disaster Management Plans.	In Progress	2023/06/01	2025/12/31	
Climate Change and Infrastructure disasters	Changing weather patterns, unpredictabel rainfall/flash floods, drought and natural disasters, fires seasonal and other	Strategic	10.00	10.00	100.00	Extreme Risk	5.00	5.00	25.00	Low Risk	Boreholes completed to mitigate drought.						
											Drought management plan in place						
											Water demand meters						
											Water warriors						
											Climate Change Expert	Climate Change Impact Assessments and mitigating planning	Ongoing appointments with Departments	In Progress	2023/06/21	2026/03/31	
Cyber attacks	Cyber attacks and cyber safety /security has become essential in municipalities. Investigate security gaps. Users opening unsafe/infected attachments	Strategic	8.00	8.00	64.00	High Risk	6.93	6.93	48.00	Moderate Risk	New electronic system to monitor potential cyber threats is in place						
											Password Policy implemented						
											Staff awareness to not open susipsious email attachments						
												Awareness campaigns	Ongoing	In Progress	2023/05/25	2026/06/30	
												Continuous security and penetration testing	Ongoing	In Progress	2023/06/21	2026/06/30	
Inability to attract and retain skilled personnel at Senior Management level	Section 56 employees salaries determined by minister, COGTA, while staff determined based on task evaluation system. As a result senior managers already earn more than directors and accounting officers, who have more responsibilities and accountability,	Strategic	8.00	8.00	64.00	High Risk	7.59	7.59	57.60	High Risk	As the Section 56 salaries are determined by COGTA and although recommendations and resolutions from a council can be forwarded to adress the risk in the form of motivation why a higher salary should be considered, the final approval of these salary						
												Ongoing liaison with COGTA	Constant discussion held on various inter-governmental platforms	In Progress	2023/06/21	2026/03/31	
Economic downturn due to civil unrest and crime	Increase in criminal activities, civil unrest reputational risk due to perceived increase in the said activities.	Strategic	9.00	8.00	72.00	High Risk	5.69	5.06	28.80	Moderate Risk	Close relationships with SAPS and other law enforcement agencies						
											Combined control room						
											Combined SSI						
											Strategic camera placings						
												Tactical Response Unit	Frequent meeting interventions	Ongoing	In Progress	2023/06/21	2025/12/31
		Mobilising and approval of Tactical Response Unit with trained staff.	Recruitment process underway	In Progress	2025/04/01	2025/12/31											

STELLENBOSCH MUNICIPALITY STRATEGIC AND OPERATIONAL RISK REGISTER 2025/2026																			
Risk												Control	Action Plan						
Risk Title	Risk Description	Risk Category	Risk II	Risk IL	Risk IR	Risk IR Description	Risk RI	Risk RL	Risk RR	Risk RR Description	Control Title	Action Plan Title	Action Plan Current Status Summary		Action Plan Status	Action Plan Start Date	Action Plan Due Date		
Financial Sustainability	Debt management; cashflow; changes patterns in revenue (more off the grid connections w.r.t water and electricity).	Strategic	10.00	5.00	50.00	Moderate Risk	6.32	3.16	20.00	Low Risk	Legal framework to lock in customer regarding off grid connections and fix cost charges								
											Revenue enhancement strategy.								
High Vacancy Rate	A skilled and capable workforce is necessary to support growth objectives, quality and timeous service delivery needs to be provided by all departments.	Operational	8.00	4.00	32.00	Moderate Risk	5.06	2.53	12.80	Low Risk	Communication between the user departments and human resources more stream lined and effective								
											Filling of posts in the recruitment and selection department to create capacity								
											Organsational and operational structure aligned and approved	Revisit approved structure as needs are identified in departments	Departments are in process of revisiting their structures	In Progress	2025/06/01	2025/12/31			
Increase in community unrest due to the fact that growth in demand for housing exceeds the resources available for development.	Lack of bulk infrastructure; lack of identified and suitable land, unrealistic eviction judgements, housing backlogs, migration.	Strategic	8.00	6.00	48.00	Moderate Risk	6.93	5.20	36.00	Moderate Risk	Emergency policy								
											Housing pipeline								
											Increased monitoring for illegal occupants.								
											TRA identification								
											Develop and implement an Integrated Human Settlement Communications Plan	Development of an Integrated Human Settlement Communications Plan has been initiated.	In Progress	2023/07/01	2025/12/31				
												Ensure implementation of an annually reviewed Housing Communication Plan (Ensure that clarity is provided on the Municipality's Housing Delivery Strategy and Targets).	In Progress	2023/06/21	2025/12/31				
												Improve internal buy-in to annual housing pipeline development process via scheduled internal discussions with the relevant Infrastructure Services, Spatial Planning and Financial Management colleague	Improved coordination and buy-in and comment on the annual housing pipeline development process facilitated via incorporation into the municipal CEF process and the annual review of the MSDF process. Improved consultation sessions with both internal Staff, Management and Councillors.	In Progress	2023/07/01	2025/12/31			
Increased risk of land invasion.	Legal precedents set under disaster management declaration limiting municipal scope to evict. Illegal invasions and land grabs. Compromising housing development and housing opportunities	Strategic	9.00	10.00	90.00	Extreme Risk	5.69	6.32	36.00	Moderate Risk	Arms tender finalised and awarded								
											Close relationships with SAPS and other law enforcement agencies, combined control room								
											Combined control room								
											Housing development continuing in response to housing demand								
											Legal panel in place to respond to legal matters								
											Security tender in place								
											Utilisation of municipal drones to monitor areas of potential land invasion.								
											Action Plan for security/protecting municipal owned land.	Action Plan to be driven by the Directorate: Community and Protection Services. Improvement of the security / protection of vacant municipal land being implemented as budget allows.	In Progress	2023/07/01	2025/12/31				
												Develop and implement a municipal specific land banking strategy	In Progress	2023/06/21	2025/12/31				
											Annual revision and submission of the Housing Pipeline for Council approval	Ensure implementation of an annually reviewed Housing Communication Plan (Ensure that clarity is provided on the Municipality's Housing Delivery Strategy and Targets).	In Progress	2023/06/21	2025/12/31				
												Ensure the Implementation of a specific Social Housing Programme	In Progress	2023/06/21	2025/12/31				
												Monitoring of all 29 Informal Settlements within the WC024 bi-weekly.	Bi-weekly monitoring of all 29 informal settlements in the WC024 is currently in process and ongoing.	In Progress	2023/07/01	2026/06/30			
Ineffective service delivery due to geopolitical Instability	Global risk to commodities especially possible fuel rationing by government, energy related products, engineering services, certain food products. Possible communication infrastructure threats; possible deepening of world-wide recession. Current status in the Middle East and the ongoing conflict as part of the regional conflict in the Ukraine.	Strategic	9.00	7.00	63.00	High Risk	7.79	6.06	47.25	Moderate Risk	Business Continuity								
											Communication Plan								
											Effect on income								
											Energy Plan								
											Fuel reserves								
											SCM Plan addressing affected commodities								

STELLENBOSCH MUNICIPALITY STRATEGIC AND OPERATIONAL RISK REGISTER 2025/2026																	
Risk											Control	Action Plan					
Risk Title	Risk Description	Risk Category	Risk II	Risk IL	Risk IR	Risk IR Description	Risk RI	Risk RL	Risk RR	Risk RR Description	Control Title	Action Plan Title	Action Plan Current Status Summary	Action Plan Status	Action Plan Start Date	Action Plan Due Date	
Insufficient burial space in the greater Stellenbosch	Planning and funding; land availability. Insufficient funding.	Operational	10.00	8.00	80.00	Extreme Risk	4.47	3.58	16.00	Low Risk	Land use application has been approved						
											Part of approved SDF						
											Project plan approved for implementation						
												Implementation of Calcutta Memorial Park	Construction in process. Estimate completion with 12 - 15 months	In Progress	2023/06/21	2026/06/30	
Lack of integrated Information and Communication Technology	Disparate systems	Operational	7.00	7.00	49.00	Moderate Risk	6.06	6.06	36.75	Low Risk	New server room completed						
											Position paper on integration						
											Role of ICT SteerCom in managing acquisition of new system and integration						
												All ICT SLAs for software applications have been reviewed by the legal and contract management department		In Progress	2023/06/21	2025/12/31	
												ICT Management monitoring		In Progress	2023/06/21	2025/12/31	
												Manual interface exception report monitoring by line management and ICT management		In Progress	2023/06/21	2025/12/31	
	System status report to be presented to the ICT Steering Committee as a standing item in order to monitor system implementation. SAMRAS modules to be developed		In Progress	2023/06/21	2025/12/31												
Losing the historic status of Stellenbosch w.r.t environment (trees, biodiversity, buildings, rivers, etc.)	Keeping the balance - development and the historic status; occurrence of natural disasters.	Operational	6.00	4.00	24.00	Low Risk	3.79	2.53	9.60	Low Risk	A tree management policy has been approved and implemented						
											Adherence to heritage planning legislation for developmental applications						
											Declared heritage zones						
											Heritage asset register completed						
											Maintenance heritage assets						
												Be part of any new developments and advise Engineering Services regarding tree characteristics	Section is part of the way-leave team, attending way-leave meetings	In Progress	2023/06/09	2025/12/31	
												Encourage all stakeholder to continuously plant trees	Conduct awareness - Ongoing	In Progress	2023/06/09	2026/06/30	
												Revive the Treeworx application to monitor and assess the health and vitality of trees	The Project is in the second phase of the three year Project	In Progress	2023/06/09	2025/12/31	
	Update the tree register monthly	Ongoing	In Progress	2023/06/09	2026/06/30												
Loss of life of Activists and Leaders and their immediate family members	Targeted Violence or Assassinations: Many activists and community leaders are targeted due to their outspoken roles against corruption, human rights violations, or political injustice. Criminal Organizations: Leaders who oppose criminal syndicates (e.g., drug gang, land invasion) often face violent retaliation.	Strategic	10.00	10.00	64.00	Extreme Risk	10.00	10.00	64.00	Extreme Risk		Considering action plan wrt individuals and families who are potential victims		In Progress	2025/06/09	2025/12/31	
												Meetings with Leaders in the community		In Progress	2025/06/09	2025/12/31	
												Meetings with SAPS to be kept informed and get access to relevant information		In Progress	2025/06/09	2025/12/31	
Loss off credibility and reputation due to perceived fraud and corruption.	Abuse of legislation; reputational risk and credibility; media statements and role of social media in reports etc.	Operational	5.00	5.00	25.00	Low Risk	2.40	2.40	5.00	Low Risk	Fraud prevention policy						
											Hotline						
											SALGA to address unintended consequence of regulations						
Material misstatements in the AFS that constitutes non-compliance with Section 122 of the MFMA.	System errors, transactions and events not recognised as they occur and accordingly nor recorded in the financial period it occurred.	Operational	6.00	4.00	24.00	Low Risk	3.79	2.53	9.60	Low Risk	8 month AFS, systems upgrade and alignment						
											Actions to be reflected in detail in Audit Action Plan						
											Audit readiness is essential with a need for an external audit prior to the formal audit from AGSA.						

STELLENBOSCH MUNICIPALITY STRATEGIC AND OPERATIONAL RISK REGISTER 2025/2026																	
Risk											Control	Action Plan					
Risk Title	Risk Description	Risk Category	Risk II	Risk IL	Risk IR	Risk IR Description	Risk RI	Risk RL	Risk RR	Risk RR Description	Control Title	Action Plan Title	Action Plan Current Status Summary	Action Plan Status	Action Plan Start Date	Action Plan Due Date	
Minimising the potential risks, negative effects and consequences of Artificial Intelligence on society.	*Consumer Privacy (privacy violations and data security concerns. *Biased programming. *Unclear legal regulation. *Existential Risks. *Intellectual property infringement. *Exponential algorithmic biases. *Job losses/potential to replace human workers. Malicious use. *Dependency.	Strategic	8.00	8.00	64.00	High Risk	6.93	6.93	48.00	Moderate Risk	Auditing and accountability.						
											Awareness						
											Develop regulations and standards.						
											Education.						
											Ethical Frameworks.						
											Basic Education and the transfer of skills and knowledge.	Discussion has started regarding the impact of AI.	In Progress	2024/11/20	2025/12/31		
												Continuous evaluation and feedback to detect problems.	Started	2024/11/20	2025/12/31		
												Data architecture of systems. Re assimilating date & AI in government to create a smarter and more efficient public service.	Started	2024/11/20	2025/12/31		
Pro active measures to intervene before problems become uncontrollable.	Discussion and monitoring in place.	In Progress	2024/11/20	2025/12/31													
	Regular monitoring & oversight.	Continuous monitoring as part of the ICT mandate.	In Progress	2024/11/20	2025/12/31												
Scarcity of landfill space.	Unavailability of suitable land; costs of SLA's and alternative waste disposal; legislative requirements i.e EIA applications and approvals etc.	Strategic	6.00	6.00	36.00	Moderate Risk	4.87	4.87	23.76	Low Risk	Cell four commissioned and in operation.						
											Consultant reappointed for resubmission of Licence Application and amended Basic Assessment Report.						
											Engagement with DEADP.						
											Waste management strategy						
											New cell for waste disposal being developed.	Eskom confirmed that towers will be removed by 3 March 2026	In Progress	2025/03/14	2026/03/03		
												Waste being transported to CoCT facilities	No transport of refuge is transported to COST sites currently.	In Progress	2023/06/21	2025/12/31	
Timeous Capital Spending	Steady increase in budget allocation, growing population and demand for services, demand management; unforeseen storms and wheather events; suppliers and contractors going into financial distress.	Operational	10.00	8.00	80.00	Extreme Risk	8.66	6.93	60.00	High Risk	Capex SDBIP indicators developed and monitored						
											Demand Management Plan and Committee						
											Financial Record keeping and Interventions	Reconciliations to be done timeously, including major projects. Filling of vacancies as per current process will assist in spending. Process ongoing.	In Progress	2023/06/21	2026/06/30		
Urbanisation and growth.	Comprehensive understanding of the developmental needs in the greater Stellenbosch area; rapid and continued urbanisation; changes in the needs of the community; masterplans; housing pipeline; IDP and SDF alignment.	Strategic	6.00	6.00	36.00	Moderate Risk	5.20	5.20	27.00	Moderate Risk	Approved housing pipeline						
											Approved SDF						
											DBSA funding will be utilised for updating new CEF with spatial demand quantification.						
											Develop a municipal policy / strategy on housing delivery, including type of delivery	In Progress	2023/06/21	2025/12/31			
												Develop an internal strategy for expediting regulatory approvals for obtaining development rights (Planning & Environmental)	In Progress	2023/06/21	2025/12/31		
												Develop and implement an Integrated Human Settlement Communications Plan	In Progress	2023/06/21	2025/12/31		
												Ensure Alignment between the Business Plan of PDoHS and the budget of the Municipality via at least quarterly technical engagements with PDoHS. (Municipality not appointing service providers if PDoHS	Ensure Alignment between the Business Plan of PDoHS and the budget of the Municipality via at least quarterly technical engagements with PDoHS. (Municipality not appointing service providers if PDoHS resolutions is outstanding	In Progress	2021/07/01	2025/12/31	
											Improve internal buy-in to annual housing pipeline development process via scheduled internal discussions with the relevant Infrastructure Services, Spatial Planning and Financial Management colleague	Improved coordination and buy-in and comment on the annual housing pipeline development process facilitated via incorporation into the municipal CEF process and the annual review of the MSDF process. Improved consultation sessions with both internal Staff, Management and Councillors.	In Progress	2023/07/01	2025/12/31		
Water security	* Growing population and development growth * Polluted natural water sources * Dependency on external sources (CoC) * Limited water supply in region * Limited allocation from Water Authorities * Decreasing water availability	Strategic	5.00	5.00	25.00	Low Risk	2.24	2.24	5.00	Low Risk	Boreholes						
											Drought management plan in place						
											Ensure that there is sufficient generating power to stabilise water levels						
											Water demand meters						

7.10.2	ADOPTION OF THE REVISED COMMUNICATION POLICY 2025
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Collaborator No:

IDP KPA Ref No:

Meeting Date:

Good Governance and Compliance

17 October 2025

1. SUBJECT: ADOPTION OF THE REVISED COMMUNICATION POLICY 2025**2. PURPOSE**

To submit the Revised Communication Policy 2025 for consideration and adoption by Council.

3. DELEGATED AUTHORITY

Council.

4. EXECUTIVE SUMMARY

This revised policy serves to institutionalise and professionalise the way the Municipality communicates. It recognises communication as a strategic function at the core of governance and service delivery. The Revised Communication Policy is attached as **ANNEXURE 1**.

By ensuring consistency, clarity and compliance in all messaging, Stellenbosch Municipality reaffirms its commitment to transparency, responsiveness and accountability.

Stellenbosch Municipality is dedicated to maintaining exceptional communication channels and networks with its diverse stakeholders. The primary responsibilities of the communication function within the municipal environment include facilitating dialogue between the administration and communities, managing media relations, and ensuring an efficient internal communication system. Ensuring effective two-way communication is crucial to foster public participation within our communities. Such communication should build relationships and trust among key stakeholders and consistently enhance the Municipality's overall brand. The communication landscape has dramatically evolved. Over the past five years, digital platforms have become a primary tool for municipal engagement and two-way communication.

The Municipality has made steady improvements in its attempts to streamline and formalise its communications with residents, businesses and stakeholders. Ensuring that the right messages reach the intended audiences on the most appropriate platforms is an ongoing task, which we aim to execute successfully with the guidance of this Communication Policy.

The Communication Policy will provide clear procedural direction and will act as a guideline for both internal and external communication of the Stellenbosch Municipality. The aim is to ensure that all forms of communication take place in a well-coordinated and professional manner. This will allow us to design clear and uniformed messages that are able to support the realisation of the municipality's strategic objectives.

5. RECOMMENDATION

that Council approves the Revised Communication Policy 2025.

6. DISCUSSION / CONTENT**6.1 Background**

The Constitution of the Republic of South Africa Act 200 of 1996, section 152 (1)(e), in setting out the objectives of local government, states that municipalities must “encourage the involvement of communities and community organizations in the matters of local government”. Section 160(7) of the Constitution further says that “a municipal council must conduct its business in an open manner, and may close its sittings, or its committees, only when it is reasonable to do so”.

All communication efforts should always be aligned to our vision and mission and must be guided by our values, as adopted by Council through the 5th Generation Integrated Development Plan (IDP). This will ensure consistent messaging that will strengthen and promote the municipality’s brand.

- **Vision –** *Valley of opportunity and innovation*
- **Mission –** *To deliver cost-effective services that will provide the most enabling environment for civil and corporate citizens*
- **Values –** *Integrity, Transformation, Accountability, Innovation*

The policy clearly defines the roles and responsibilities of the municipality’s principal spokespersons - the Executive Mayor and the Municipal Manager - as the primary sources of official communication on behalf of the Municipality. It further outlines the circumstances under which communication functions may be delegated to the Communications Manager to ensure timely and accurate dissemination of information.

The policy provides guidance to all staff and councillors on the correct procedures for engaging with the media and responding to press queries, ensuring that all communication remains coordinated and consistent. It also sets out the process for generating content, issuing notices, alerts and managing disaster communication across both internal and external platforms.

By doing so, the policy promotes professionalism, consistency in messaging, strong brand recognition and a unified corporate identity, ultimately building public trust and credibility in the municipality’s communication efforts.

6.2 Discussion

The policy, originally adopted in 2018, has been reviewed and updated to reflect significant developments and improvements - particularly in the digital and online communication space. This revision ensures that the Municipality continues to deliver effective, modern and responsive communication services to stakeholders, residents and officials across a variety of platforms in an ever-evolving communication environment.

The Communication Policy seeks to ensure that the Stellenbosch Municipality acknowledges the importance of communication as a strategic management function and a fundamental part of its daily functioning. Through this policy, the Municipality acknowledges that:

- It has a legal responsibility to keep all stakeholders informed at all times;
- It must proactively share progress made and successes achieved;
- It must timeously react to requests and enquiries from all stakeholders;
- It must proactively solicit input from the public to facilitate inclusive needs identification and development planning; and
- It must always promote transparency.

Furthermore, the Revised Communication Policy was discussed at the Directors Forum and was subsequently supported by management.

6.3 Financial Implications

None.

6.4 Legal Implications

None.

6.5 Staff Implications

None.

6.6 Risk Implications

None.

6.7 Comments from Senior Management:

6.7.1 Municipal Manager:

Supported.

ANNEXURES

Annexure 1: Revised Communication Policy 2025

NAME	Stuart Grobbelaar
POSITION	Communications Manager
DIRECTORATE	Office of the Municipal Manager
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REPORT DATE	09 October 2025

ANNEXURE 1



STELLENBOSCH
STELLENBOSCH • PNIEL • FRANSCHHOEK
MUNISIPALITEIT • UMASIPALA • MUNICIPALITY

COMMUNICATION POLICY

2025



1. BACKGROUND

1.1 INTRODUCTION

This policy serves to institutionalise and professionalise the way the Municipality communicates. It recognises communication as a strategic function at the core of governance and service delivery.

By ensuring consistency, clarity and compliance in all messaging, Stellenbosch Municipality reaffirms its commitment to transparency, responsiveness and accountability in all it says and does.

Stellenbosch Municipality is dedicated to maintaining exceptional communication channels and networks with its diverse stakeholders. The primary responsibilities of the communication function within the municipal environment include facilitating dialogue between the administration and communities, managing media relations, and ensuring an efficient internal communication system.

Ensuring effective two-way communication is crucial for fostering public participation within our communities. Such communication should build relationships and trust among key stakeholders, consistently enhancing the Municipality's overall brand. The communication landscape has dramatically evolved. Over the past five years, digital platforms have become a primary tool for municipal engagement and two-way communication.

The Municipality has made steady improvements in its attempts to streamline and formalise its communications with residents, businesses and stakeholders. Ensuring that the right messages reach the intended audiences on the most appropriate platforms is an ongoing task, which we aim to execute successfully with the guidance of this communication policy.

The Communication Policy will provide clear procedural direction and will act as a guideline for both internal and external communication of the Stellenbosch Municipality. The aim is to ensure that all forms of communication takes place in a well-coordinated and professional manner. This will allow us to design clear and

uniform messages that are able to support the realisation of the Municipality's Strategic Objectives, as captured in the 4th Generation Integrated Development Plan.

The Communication Policy seeks to ensure that the Stellenbosch Municipality acknowledges the importance of Communication as a strategic management function and a fundamental part of its daily functioning. Through his policy the Municipality acknowledges that;

- it has a legal responsibility to keep all stakeholders informed at all times;
- it must proactively share progress made and successes achieved;
- it must timeously react to requests and enquiries from all stakeholders;
- It must proactively solicit input from the public to facilitate inclusive needs identification and development planning; and
- it must always promote transparency.

1.2 LEGISLATIVE FRAMEWORK

The Constitution of the Republic of South Africa Act 200 of 1996, section 152 (1)(e), in setting out the objectives of local government, states that municipalities must “encourage the involvement of communities and community organizations in the matters of local government”. Section 160(7) of the Constitution further says that “a municipal council must conduct its business in an open manner, and may close its sittings, or its committees, only when it is reasonable to do so”.

The Local Government: Municipal Systems Act 32 of 2000, section 4, encourages the involvement of communities in the affairs of their municipalities. The following sections of the Municipal Systems Act also inform this Communication Policy:

- Section 5 – Rights and duties of members of the local community
- Section 6 – Duties of municipal administrations
- Section 18 – Communication concerning community participation
- Section 21 – Communication to local community
- Section 21B – Official website
- Section 51 – Organisation and administration
- Section 80 – Provision of services through service delivery agreements

Section 75 of the Local Government: Municipal Financial Management Act 56 of 2003 requires that municipalities place key documents and information on their websites, including their Integrated Development Plan (IDP), annual budget, adjustments budgets and budget-related documents and policies.

Regulation 30 of the Municipal Financial Management Act and the Municipal Budget and Reporting Regulations published in Government Gazette 32141, General Notice, on 17 April 2009, further informs this Communication Policy.

Chapter 5 of the Disaster Management Act 57 of 2002 relates to Municipal Disaster Management and also guides this Communication Policy in its approach to dealing with Communication during an emergency situation.

Lastly, the Policy is also informed by the Stellenbosch Municipality by-law dealing with the “Corporate Identity of the Municipality”, published in Provincial Gazette 5859 on 19 April 2002.

1.3 VISION, MISSION AND VALUES

All communication efforts should always be aligned to our vision and mission and must be guided by our values, as adopted by Council through the Fifth Generation Integrated Development Plan (IDP). This will ensure consistent messaging that will strengthen and promote the Municipality's brand.

- Vision – *Valley of opportunity and innovation*
- Mission – *To deliver cost-effective services that will provide the most enabling environment for civil and corporate citizens*
- Values – *Integrity, Transformation, Accountability, Innovation*

2. SPOKESPERSONS

Though councillors and municipal officials are at all times representatives of the Stellenbosch Municipality, through their countless daily interactions with stakeholders, the principal communicators are the Executive Mayor and the Municipal Manager (MM). By having the Executive Mayor and MM spearhead communications, it

becomes possible to efficiently coordinate the Municipality's communications strategy.

The Executive Mayor and the MM thus act as the main spokespersons of the Municipality. Their communications must at all times be guided by the vision and mission of the Municipality. The principal communicators may at any time delegate specific tasks to councillors or officials, as is required from time to time.

The Communication section will provide administrative and strategic support to the principal spokespersons.

Controversial issues and matters of a political nature should be shared with the principal spokespersons and the Communications Manager to create awareness of issues which may have negative impacts on the Municipality and lead to long-term brand damage.

2.1 EXECUTIVE MAYOR

The Executive Mayor is responsible for communicating all aspects of council policies and programs, ensuring that the community is well-informed about governance issues, interactions with various communities, and matters of a political nature. This role includes the crucial task of conveying the annual priorities, objectives, and requirements outlined in the Integrated Development Plan (IDP).

As the chief communicator and spokesperson for the Municipality, the Executive Mayor must articulate the vision and strategic direction of the Municipality, providing clear and transparent updates on the progress and outcomes of municipal initiatives. This involves engaging with a wide range of stakeholders, including residents, businesses, and other government entities, to foster a shared understanding and commitment to the Municipality's goals.

To ensure effective communication, the Executive Mayor has the authority to delegate responsibilities to the Deputy Executive Mayor, councillors, or the Municipal Manager. This delegation is exercised whenever necessary to maintain a seamless flow of information and to address specific issues or areas of concern promptly. By leveraging the collective expertise and resources of the municipal leadership team,

the Executive Mayor ensures that communication remains consistent, responsive, and aligned with the Municipality's mission and values.

Ultimately, the Executive Mayor's communication efforts are pivotal in building trust and collaboration within the community, promoting transparency, and driving the Municipality's success in achieving its strategic objectives.

2.2 MUNICIPAL MANAGER

The Municipal Manager (MM) plays a crucial role in communicating all matters related to municipal administration. This includes overseeing legal processes and addressing issues pertinent to the day-to-day operations of the Municipality. The MM ensures that information about administrative functions, procedural updates, and operational matters is accurately and effectively conveyed to relevant stakeholders.

One of the key responsibilities of the MM is to oversee and approve all communication released by the Municipality's Communication Department. No replies to media enquiries, media statements, or media alerts can be issued without the MM's sign-off. This ensures that all public communications are consistent, accurate, and aligned with the Municipality's policies and strategic objectives.

Municipal officials and staff who wish to communicate directly with the media in their capacity as municipal employees must first obtain permission from the MM. This protocol is in place to maintain a unified and coherent voice for the Municipality, preventing the dissemination of conflicting or unauthorized information. By centralizing the approval process, the MM can ensure that all communications support the Municipality's goals and uphold its standards of transparency and accountability.

Additionally, the MM's communication responsibilities extend to engaging with various stakeholders, including residents, businesses, and other governmental entities. By providing clear and timely updates on administrative matters, the MM fosters an environment of openness and trust. This, in turn, enhances the Municipality's ability to effectively serve its community and achieve its operational and strategic objectives.

In summary, the MM's communication role is vital for maintaining the integrity and efficiency of the Municipality's administrative functions. Through careful oversight and coordination of all public communications, the MM ensures that the Municipality presents a unified, reliable, and professional image to the public and the media.

2.3 COUNCILLORS

Councillors are advised to only communicate on matters related to the work they do within their wards and all types of ward activities. A councillor may only act as a spokesperson for the Municipality with the consent of the Executive Mayor.

2.4 DIRECTORS

Directors may only communicate directly with the media with the approval of the MM. Directors must ensure compliance with the Municipality's Communication Policy within their Directorates.

2.5 MUNICIPAL OFFICIALS

No employee or municipal official may communicate on behalf of the municipality without the express permission of the MM. The Manager of Communications may respond to media queries with the permission of the MM.

3 INTERNAL COMMUNICATION

The primary objective of internal communication is to facilitate and manage the flow of information within the organization, creating an environment where employees are well-informed, engaged, and empowered. Effective internal communication channels are essential for disseminating information that is relevant, timely, and useful to officials, thereby fostering a cohesive and productive workforce.

Internal communication serves several key functions:

Policy and Procedure Updates: One of the critical roles of internal communication is to keep employees informed about new policies and standard operating procedures. This ensures that everyone is aware of the latest guidelines and regulations, promoting consistency and compliance across the organization.

Human Resources Information: Internal communication channels provide employees with important updates regarding human resources, such as changes in benefits, training opportunities, performance management processes, and career development programs. This helps employees stay informed about their rights, responsibilities, and opportunities for growth within the organization.

Wellness Programs: Promoting employee wellness is a significant aspect of internal communication. Information about wellness programs, health initiatives, and resources for physical and mental well-being can be shared to encourage a healthy and supportive work environment.

Upcoming Events: Keeping employees informed about upcoming events, such as meetings, workshops, social gatherings, and community service activities, helps build a sense of community and engagement within the organization. It also ensures that employees can participate and contribute to organizational events effectively.

Contact Details: Providing up-to-date contact details for various departments and key personnel enables efficient communication and collaboration within the organization. Employees need to know who to reach out to for specific queries or support.

Employee Recognition: Celebrating birthdays, work anniversaries, and other personal milestones fosters a positive and inclusive workplace culture. Recognizing individual achievements and contributions through internal communication channels can boost morale and motivation.

General Announcements: Internal communication should also include a wide range of general information that may be of interest to employees. This could include updates on organizational achievements, new hires, changes in leadership, and other news that contributes to a well-rounded understanding of the organization's dynamics.

To achieve these goals, internal communication channels must be carefully managed and tailored to meet the needs of the workforce. This can include a mix of emails, newsletters, intranet postings, team meetings, and digital platforms that facilitate real-time communication and collaboration. The content shared through these channels should be clear, concise, and engaging to ensure that it captures the attention and interest of employees.

Ultimately, effective internal communication contributes to a more informed and cohesive workforce, enhancing overall organizational performance and employee satisfaction. By keeping employees well-informed and connected, the organization can build a strong, engaged, and resilient team that is well-equipped to achieve its strategic objectives. The following mediums are used to communicate internally:

- Monthly internal newsletter (*Stell-Teta*)
- Notice boards
- Emails
- Bulk SMS
- Staff meetings and workshops
- Interdepartmental Forum
- Intranet

3.1 INTERNAL NEWSLETTER

The Internal Newsletter (*Stell-Teta*) is released on a quarterly basis. The newsletter is a valuable tool in ensuring that officials receive up-to-date municipal news and information. The newsletter supports the corporate image and culture of the municipality and promotes an informed workforce. Councillors will be added to the mailing list to receive electronic copies of the newsletter.

3.2 NOTICE BOARDS

Notices are placed on municipal notice boards to inform employees of upcoming events, meetings, vacancies and other staff-related matters. Municipal notices that

are approved by Directors must receive a stamp or sticker from the Communication Department before being placed on notice boards.

3.3 E-MAIL AND SMS

Communication messages are circulated via email and SMS on a regular basis to inform staff of information relevant to them. Only the Communication Department may send out communication via these platforms. Communication intended for broadcast is sent to the relevant Communications Officer in the Communication Department for consideration, editing, approval and distribution. Only authorised staff will have access to the complete staff mailing lists so as to avoid the abuse and overuse of the system. The system shall not be used for personal communications whatsoever. Only operational matters shall be communicated via the email and SMS system with the approval of the Municipal Manager and/or the Communications Manager. Councillors will be added to the email and SMS mailing list.

3.4 INTERDEPARTMENTAL FORUM

The Interdepartmental Forum, represented by each directorate within the municipality, must meet on a monthly basis. Through this forum, all municipal activities and upcoming events are brought to the attention of the Communication Department. This meeting promotes the coordination of communication activities, the development of the municipality's communication capacity and proper planning by the Communication Department.

3.5 INTRANET

The municipality's intranet plays a pivotal role in internal communication, serving as a central hub for all organizational information and resources. This secure, online platform provides employees with easy access to essential documents, policies, and updates, ensuring that they have the information they need at their fingertips. The intranet facilitates real-time communication and collaboration, enabling employees to share ideas, feedback, and updates efficiently. It also hosts interactive features such as forums, chat functions, and project management tools that foster teamwork and streamline workflows. By consolidating all internal communications into one accessible location, the intranet enhances transparency, reduces information silos,

and ensures that all employees are aligned with the municipality's goals and initiatives.

The intranet is meticulously managed internally by the Communications Department, ensuring that the content is relevant, up-to-date, and aligned with the organization's communication strategy. Hosting and technical support are provided by our ICT department, guaranteeing that the platform remains secure, reliable, and fully functional. This collaboration between the Communications and ICT departments ensures that the intranet remains an effective and integral communication tool, supporting a well-informed, engaged, and cohesive workforce.

4 EXTERNAL COMMUNICATION

The fundamental purpose of external communication is to inform external stakeholders (media, residents, interest groups, businesses, investors) of the Municipality's services and programmes. Through external communication channels, we aim to promote two-way communication and public participation.

Our communication should at all times be packaged for the specific audience we aim to reach and strict protocols should be observed when communicating with external audiences. All communication should be channelled exclusively through the Communication Department and must, depending on the nature of the Communication, be signed off by the Executive Mayor or MM. This will ensure that the right messages are repeated in volume and over time will lead to the strengthening of our corporate identity and municipal brand.

4.1 WEBSITE

The Municipality has a fully developed website, which also acts as a reference point for all services and products within the jurisdiction of the municipality. The municipal website is updated on a daily basis to ensure compliance with statutory requirements.

The website ensures that the local, national and international communities, businesses, visitors and stakeholders in all other spheres of government are informed of service delivery within the Municipality. The website also provides us with a space to broadcast good news stories, meeting schedules and important contact details.

There is scope for more multimedia elements and interactive features to be added to the website, such as voice clips, videos of news stories, polls and a customer care feature. The Communication Department will work with the service provider to ensure that multimedia elements and interactivity is increased. Only the Communications Department manages content on the website, while select SCM professionals have limited access to upload SCM documents and ICT hosts the site, together with the intranet.

4.2 EXTERNAL NEWSLETTER

The monthly distribution of the external newsletter ensures that the residents of the Greater Stellenbosch area are informed of service delivery successes within the Municipality. The letter provides the Executive Mayor with an opportunity to speak directly to the community, as the letter is drafted by the Executive Mayor herself and delivered to residents together with their monthly statements.

4.3 PRINT MEDIA

The submitting of positive news stories, such as service delivery successes, is a way of ensuring that the corporate identity and brand of the municipality is strengthened.

Communication with the media happens reactively and proactively. Reactive communication focusses on dealing with enquiries received from the media and/or the public. Information needed to draft a response is sourced from the relevant Directorate. All draft responses must be signed off by the MM before being returned to the media for publishing. Where communication is political of nature, the sign off process may take place in consultation with the Executive Mayor.

Proactive communication is aimed at driving a positive message from the Municipality and provides us with some scope to set the narrative. This can be achieved by sourcing, drafting and releasing news on municipal messages and alerts on a regular basis. Proactive communication must always be done in consultation with the Office of the Municipal Manager (in consultation with the Executive Mayor). It is important to keep the Communication Division abreast of all events and activities within the various Directorates ahead of time.

4.4 ADVERTISING

Directorates are responsible for securing advertising space in community or regional newspapers for municipal adverts/notices as it is needed. The Communication Department plays a supportive role in this process.

Advertising must always be aimed at promoting the brand of the Municipality. Wherever possible, free publicity must be favoured over paid for advertising. Areas of free advertising must also be explored. This includes advertising via branding and leveraging our presence on social media platforms. At all times, all departments who advertise, should prioritise free exposure (earned media, municipal platforms) over paid placements unless strategically or legislatively necessary.

4.5 CORPORATE IDENTITY

The Municipality has a complete Corporate Identity Guide, published in Provincial Gazette 5859 on 19 April 2002. All municipal employees and officials must adhere to the guidelines as set out in this guide. The guidelines will be made available to all officials and the Communications Department will assist in its implementation and correct usage.

Branding is streamlined across all municipal departments. Branding must be utilised in such a manner as to create a feeling of unity and pride within all towns within the Municipality.

Promotional Material

Promotional material using the Municipality's corporate identity may be used only for official purposes. The production of such material must be authorised by the Communication Department, in accordance with the Municipality's corporate-identity guidelines (by-law). Branded merchandise is an integral part of the municipal branding strategy and, as such, may not be developed without the approval of the Communication Department.

All communication material must be obtained within the strict guidelines of the Municipal Costs Containment Regulations of 2018.

Procurement of Communication Material

Communication material includes any type of publication, newsletter, magazine, brochure, audio-visual material and any other material intended to convey

information to the public. The Communication Department must ensure that communication products and services, are acquired in a fair and equitable manner and must therefore be consulted on the procurement processes for communication goods. Departments can make use of the Communication Department's in-house service, depending on the type of project, time frames, available capacity and budgets. Standard Operating Procedures must be developed for guiding processes surrounding the implementation and use of corporate materials.

4.6 RADIO

Community Radio stations provide an excellent platform for the Municipality to engage with communities. Communication via radio can take place by means of paid for advertising as well as free airtime.

Paid for airtime should focus on various issues aimed at informing the public of local government programmes and opportunities. It can successfully be utilised as a public participation tool. At all times it must drive the positive message of the Municipality and present solutions to challenges.

Free radio broadcasting airtime should focus on promoting the activities of the Municipality, keeping the public informed about events, projects and service delivery news. It can also successfully be used as an emergency communication platform in the event of a disaster or crisis.

4.7 TV SCREENS

The Municipality has installed TV screens at various strategic locations across the municipality as a way of ensuring that our messages reach more audiences. The TV screens provide the ideal platform for the sharing of premeditated announcements and strategic messages accompanied by various multimedia components. These screens were removed by ICT. The Communications Department stands ready to generate appropriate multimedia content for these screens, once re-installed by ICT.

4.8. SOCIAL MEDIA

A comprehensive Social Media Policy must be drafted and approved to guide the municipality's use of social media platforms. This policy will outline the principles,

procedures, and best practices for engaging with social media, ensuring that all communications are consistent with the municipality's values and strategic objectives.

To expand our reach and engage with a diverse audience, we have introduced various social media channels across multiple platforms, including a Facebook page, an X (formerly Twitter) account, a WhatsApp channel, a LinkedIn page, and an Instagram account. By leveraging these varied platforms, the municipality ensures it reaches a broad audience and interacts effectively with different segments of the community.

The Social Media Policy will set clear guidelines on how these platforms should be utilized. It will address aspects such as content creation, approval processes, and the responsibilities of municipal staff in managing social media interactions. All social media accounts are managed by the Communications Department, which is responsible for curating and creating content. Furthermore, any information intended for these platforms must be submitted to the Communications Department for evaluation and editing before publication. This process ensures that all content is consistent with the municipality's communication strategy, adheres to professional standards, and aligns with the municipality's values.

Social media platforms offer a cost-effective way to engage with targeted audiences and facilitate real-time communication. Regular updates and a responsive approach on these platforms will enhance effective two-way communication and foster a more transparent and participatory relationship with the community. Additionally, social media serves as a powerful tool for promoting positive news stories and achievements of the municipality, helping to build a stronger connection with residents and drive traffic to the municipal website for more detailed information.

In summary, the Social Media Policy will provide a framework for managing the municipality's expanded social media presence, ensuring that all content is professionally handled and supports the municipality's strategic communication goals.

Only the Communications Department manages all social media platforms. The Municipality now operates official municipal accounts on:

- Facebook

- X (formerly Twitter)
- WhatsApp (channel)
- LinkedIn
- Instagram

These platforms are used to:

- Provide real-time updates
- Promote positive service delivery stories
- Share success stories
- Share municipal notices and alerts
- Engage residents directly
- Redirect traffic to the municipal website for full information

4.9. IDP ROAD SHOWS AND WARD MEETINGS

IDP Road shows and Ward Meetings take place as scheduled in all 22 Wards that constitute the Stellenbosch Municipality. Tools used to alert communities to road shows and meetings include load hailing, pamphlets, posters, notice boards and announcements on the municipal website. The meetings provide an opportunity for the community and Municipality to directly interact with one another, contributing greatly to public participation and community involvement in the budget process and planning for the year ahead.

Communication takes place proactively and reactively with stakeholders in organised meetings which they attend. Meetings are conducted by ways of information sessions followed by question and answer sessions where the community can raise concerns, provide feedback and give input on planned projects. The Municipality utilises this opportunity to address concerns raised by the public, provide

information on plans and council decisions and directly converse with members of the public.

5 COMMUNICATION DEPARTMENT

The Communication Department has a key role to play in improving service delivery, both in communicating with members of the public who receive services and in communicating with the municipal employees and officials who ensure that these services are delivered.

The aim of this department is to provide the municipality with a comprehensive communication system to facilitate public participation, manage stakeholder engagements and provide effective marketing strategies.

The Communication Department must coordinate all communication activities in the Municipality. It must provide strategic advice and counsel on communication policy development, programme planning, programme implementation and the production of publications for disseminating information.

The Department is headed by the Communications Manager under the supervision of the Municipal Manager.

5.1 OFFICERS

The Communication Officer and Knowledge and Information Officer are responsible for media liaison, media conferences, media statements and handling media queries. They also play a key role in social media supervision, content generation, website updates and graphic design. Responses to media enquiries are subject to the approval of the Municipal Manager, unless indicated otherwise. The Communication Officer may not in any way become involved in media opportunities of a party-political nature.

5.2 MANAGER: COMMUNICATIONS

The Manager: Communications is tasked with –

- Rolling out the Communication Policy and ensuring that it is adhered to;

- Coordinating all generic internal and external communication activities, including the procurement of communication products and services;
- Managing media relations in terms of arranging media conferences, issuing media statements, releasing media alerts and responding to media queries;
- Liaising with the Office of the Executive Mayor and various Directorates on project launches and coordinating communication between the administration and the Executive Mayor's office; and
- Providing regular reports to the Municipal Manager responsible for managing and coordinating the integrated development plan (IDP), institutional performance management (PM), and intergovernmental relations (IGR) to promote and build sound relationships between the municipality and all stakeholders and to promote and manage the corporate image of the municipality.

6. COMMUNICATION IN EMERGENCY SITUATION

An emergency situation refers to any abnormal circumstance requiring immediate and decisive action to mitigate damage to persons, property, the environment, or the municipality's reputation. In such scenarios, standard procedures may not suffice, and a well-structured response is crucial. In the event of a crisis or disaster, the following protocol must be adhered to, with careful attention to the specific requirements outlined in Sections 42 to 55 of the Disaster Management Act 57 of 2002:

1. Initial Notification: The manager responsible for the affected area must promptly inform the relevant Director or Senior Manager and the Communication Manager about the nature and scope of the crisis. This initial communication ensures that key stakeholders are aware of the situation and can begin mobilizing resources.
2. Formation of Crisis Committee: A Crisis Committee must be constituted immediately to coordinate the response. This committee will be chaired by the Executive Mayor, Municipal Manager (MM), or a delegated Director. The committee will include the relevant portfolio councillor, Director, Municipal Manager, Communication Manager, and other relevant officials. This team will

oversee the response efforts and ensure that all actions are aligned with the municipality's strategic objectives.

3. **Development and Implementation of Action Plan:** The Crisis Committee is responsible for drafting a comprehensive plan of action. This plan will outline the steps needed to address the crisis, including emergency procedures, resource allocation, and communication strategies. The Communication Department will be instrumental in releasing official statements and updates in consultation with the principal spokespersons. Media statements or interviews with other officials are strictly prohibited without prior approval from the Municipal Manager and/or Executive Mayor. This ensures consistency and accuracy in the information being shared.
4. **Internal Communication:** It is essential to keep staff members informed about the crisis and the municipality's response through internal communication channels. Regular updates will help ensure that employees are aware of the situation, understand their roles, and can provide accurate information to external parties if necessary.
5. **Ongoing Monitoring and Evaluation:** The Crisis Committee must convene regularly to monitor the response, assess the effectiveness of the action plan, and make necessary adjustments. This ongoing evaluation helps ensure that the municipality's response remains effective and responsive to the evolving situation.
6. **Public Communication and Media Management:** During a crisis, managing public communication effectively is critical. The municipality must provide timely and accurate information to the public, using various communication channels, including social media, press releases, and public announcements. Ensuring that all communication is clear, consistent, and factual will help maintain public trust and manage the municipality's reputation.
7. **Post-Crisis Evaluation:** After the immediate crisis has been addressed, a thorough post-crisis evaluation should be conducted. This involves reviewing the response efforts, identifying lessons learned, and making recommendations for improving future emergency responses. The findings from this evaluation will be used to update the municipality's crisis management and communication strategies.

By following these procedures, the municipality can effectively manage crises and disasters, minimizing impact and maintaining public trust. Effective coordination, clear communication, and regular assessment are essential components of a robust emergency response plan.

CONCLUSION

Effective communication is at the heart of good governance, community engagement and service delivery. This Communication Policy reaffirms Stellenbosch Municipality's commitment to transparent, timely and consistent communication with all stakeholders — both internal and external. In an era defined by digital transformation and real-time engagement, the Municipality recognises the need to adapt its communication methods to meet the expectations of a connected and informed public.

By establishing clear roles, responsibilities and processes, this policy ensures that all communication efforts are coordinated, strategic and aligned with the Municipality's vision, mission and core values. It provides a framework for media engagement, crisis communication, internal messaging, digital outreach and proactive public relations — all in support of building trust and strengthening the municipal brand.

The Communications Department plays a critical role in guiding this work and must be supported by all directorates and councillors through proactive collaboration. Through this policy, the Municipality strengthens its ability to promote service delivery achievements, manage public expectations and respond effectively in times of crisis.

Stellenbosch Municipality remains committed to fostering a culture of open dialogue, accountability and innovation — ensuring that communication is not just a function, but a strategic pillar in building a responsive and people-centred local government.

8.	REPORTS SUBMITTED BY THE EXECUTIVE MAYOR
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NONE

9.	URGENT MATTERS
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NONE

10.	MATTERS TO BE CONSIDERED IN-COMMITTEE
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NONE