

KNYSNA LOCAL MUNICIPALITY

Notice is hereby given of a

MAYORAL COMMITTEE MEETING

which will be held on

Thursday, 12 May 2016

at

08:00

in the Municipal Council Chambers
to consider the following items.

CLLR G WOLMARANS
EXECUTIVE MAYOR
MUNICIPAL OFFICE
KNYSNA

G EASTON
MUNICIPAL MANAGER

CHAIRPERSON:
Cllr G Wolmarans

MEMBERS:
Cllr E Edge
Cllr I Grootboom
Cllr P Myers
Cllr E Van Aswegen

1. WELCOMING

2. ATTENDANCE

2.1 MEMBERS: ABSENT

WITH LEAVE

WITHOUT LEAVE

2.2 OTHER COUNCILLORS PRESENT:

3. PROVISIONS OF SCHEDULE 1 (CONDUCT FOR COUNCILLORS) OF THE LOCAL GOVERNMENT MUNICIPAL SYSTEMS ACT, 2000 [ACT 32 OF 2000]

FOR INFORMATION

4. DECLARATION OF INTEREST

5. ITEMS FOR CONSIDERATION

6. ITEMS FOR NOTING

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<p style="text-align: center;">ITEMS FOR CONSIDERATION</p>

MEMBERS ARE REMINDED THAT THE RELEVANT AGENDAS OF THE PORTFOLIO COMMITTEE'S CONTAINED THE REPORTS AND SHOULD THUS BE USED AS THE SOURCE DOCUMENTATION WHEN CONSIDERING THE RECOMMENDATIONS BELOW.

ITEMS SUBMITTED TO THE GOVERNANCE AND ECONOMIC DEVELOPMENT COMMITTEE MEETING HELD ON 19 APRIL 2016

G03/04/16 DETAILED CAPITAL BUDGET REPORT FOR THE 2015/2016 FINANCIAL YEAR AS AT 31 MARCH 2016

UNANIMOUSLY RECOMMENDED TO THE MAYORAL COMMITTEE

- [a] That the Detailed Capital Budget Report: 2015/2016 as at 31 March 2016, be noted;
- [b] That Cllr De Vries's concern with regard to the Detailed Capital Budget Report being submitted to the Finance Committee meetings only, be noted.

File Number:

Execution: Director: Financial Services
 Manager: Budget

G07/04/16 APPLICATION FOR THE RENEWAL OF VODACOM LEASES

UNANIMOUSLY RECOMMENDED TO THE MAYORAL COMMITTEE

- [a] That the report and annexure's regarding Vodacom's applications for new lease agreements for their telecommunications, base stations and related ancilliary equipment at Hornlee on a portion of Erf 4161, Heuwelkruin on a Portion of Erf 3912, Waterfront Drive on a portion of Erf 1340 and Sedgefield on a portion of Erf 1635, be noted and circulated to all Directors for their comments with regard thereto;
- [b] That a comprehensive report inclusive of the comments mentioned in [a] above and market related rental, be submitted to the next Mayoral Committee meeting in May 2016.

Execution: Director: Corporate Services

Manager: Administration

G08/04/16 **APPLICATION FOR LAND ALIENATION: PORTION OF BUSH BUCK STREET, ERF 1669, SEDGEFIELD**

UNANIMOUSLY RECOMMENDED TO THE MAYORAL COMMITTEE

- [a] That the report and annexure regarding the alienation of a portion of Erf 1669, Sedgefield, submitted to the Governance and Economic Development Committee meeting dated 19 April 2016 be noted;
- [b] That the report with regard to the alienation of a portion of Erf 1669, Sedgefield, be referred back to the next Governance and Economic Development Committee meeting in July with a full investigation of all aspects of planning approvals.

File Number: 7/2/3

Execution: Director: Corporate Services
 Manager: Administration

G09/04/16 **APPLICATION FOR LAND SWAPPING AND ALIENATION: PORTION OF ROAD RESERVE ABUTTING SEDGEFIELD ERF 429**

UNANIMOUSLY RECOMMENDED TO THE MAYORAL COMMITTEE

- [a] That the report and annexure regarding the alienation of a portion Erf 1692, Sedgefield submitted to the Governance and Economic Development Committee meeting dated 19 April 2016 be noted;
- [b] That in terms of Section 14(2)(a) of the Local Government: Municipal Finance Management Act, 2003, and on reasonable grounds, the Municipal Council hereby confirms that the portion of Erf 1692, Sedgefield to be alienated, is deemed not needed to provide the minimum level of basic Municipal Services;
- [c] That in terms of Section 14(2)(b) of the Local Government: Municipal Finance Management Act, 2003, the fair market value, being R70 000 plus VAT, of the portion of Erf 1692, Sedgefield and the economic and community value to be received in exchange for the portion of the portion of Erf 1692, Sedgefield be approved;
- [d] That in terms of Section 5(b)(ii) of the Local Government: Municipal Finance Management Act (56/2003): Municipal Asset Transfer Regulations the Municipal Council hereby, in principle, approve that the portion of Erf 1692, Sedgefield may be disposed of;
- [e] That the swapping of 51 square metres of Erf 429 with 51 square metres of Erf 1692 be approved;

- [f] That in terms of the Knysna Municipality's Management of Immovable Property Policy the Municipal Council hereby approve that the portion of Erf 1692 (being 344 square metres), Sedgefield must be disposed of by means of a Private Treaty Agreement with the owner of Erf 429, Sedgefield at the market value price of R 43 000 plus VAT as determined by the Municipal Valuer (DDP Valuers);
- [g] That all costs relating to this alienation and swapping be for the account of the owner of Erf 429, Sedgefield; and
- [h] That the Municipal Manager be requested to conclude the Private Treaty Agreement mentioned in [f] above;
- [i] That an additional report be submitted to the Mayoral Committee meeting in May 2016 inclusive of comments from the Director : Technical Services.

G10/04/16 **REPORT ON THE OUTCOME OF THE PUBLIC PARTICIPATION PROCESS: RENAMING OF CASINO STREET, HORNLEE, KNYSNA**

UNANIMOUSLY RECOMMENDED TO THE MAYORAL COMMITTEE

- [a] That the following correspondence be noted:
Robert Smith (dated 2 February 2016)
Ilse Roman (dated 18 February 2016)
Dov de Jong (dated 19 February 2016)
S. Ohlson (dated 29 February 2016);
- [b] That Council decides whether or not to proceed with the renaming of Casino Street to Cassino Street;
- [c] That, should the proposal be approved, Council identify the source of funding for the replacement of street name signs;
- [d] That the possible total cost implications be determined and that the estimated cost be referred to Council for approval.

File Number: 16/3/4

Execution: Municipal Manager
 Manager: Communication

G11/04/16 **REPORT FROM THE SPEAKER – CHANGES IN WARD COMMITTEE MEMBERSHIP**

UNANIMOUSLY RECOMMENDED TO THE MAYORAL COMMITTEE

- [a] That the contents of the report by the Speaker on changes in Ward Committee membership be noted;
- [b] That Mr. Frederick Maskew be removed as a member of Ward 9 Ward Committee;

- [c] That Ms. Candace Myers and Mr. Daniël Pompies be approved as Ward Committee Members of Ward 5;
- [d] That the Administration takes the necessary steps to remove the person in [b] from the payroll system;
- [e] That the Administration takes the necessary steps to add Ms Candace Myers and Mr. Daniël Pompies to the payroll system.

File Number: 3/1/2

Execution: Director: Corporate Services
Manager: Public Participation

G12/04/16 REPORT ON THE DRAFT INFORMAL TRADING BY-LAW

UNANIMOUSLY RECOMMENDED TO THE MAYORAL COMMITTEE

- [a] That the report on the draft Informal Trading by-law be noted;
- [b] That the draft Informal Trading by-law as contained in Annexure “A” be advertised for public comment;
- [c] That the maps of various informal trading areas contained in Annexure “B” be noted.

File Number: 1/3/2

Execution: Director: Planning and Development
Manager: Local Economic Development

G13/04/16 **RECOMMENDATIONS OF STREET NAMING COMMITTEE MEETING OF 30 MARCH 2016**

UNANIMOUSLY RECOMMENDED TO THE MAYORAL COMMITTEE

- [a] That the contents of the Minutes of the Street Naming Committee Meeting held on 30 March 2016, be noted;
- [b] That the recommendations of the Street Naming Committee, be approved;
- [c] That a copy of the Street Naming policy be submitted to the Governance and Economic Development Committee Meeting for information.

File Number: 3/3/3/1

Execution: Director: Municipal Manager
 Manager: Communication

G14/04/16 **KNYSNA BUSINESS UNIT SURVEY RESULTS**

UNANIMOUSLY RECOMMENDED TO THE MAYORAL COMMITTEE

- [a] That the key findings of the business unit survey, be noted;
- [b] That the outcomes and recommendations of the Knysna Business Unit Survey are linked to the Economic Development Strategy as well as the IDP.

File Number: 9/2/R

Execution: Director: Planning and Development
 Manager: Building and Control

G15/04/16 **EXPANDED PUBLIC WORKS PROGRAMME FEEDBACK REPORT**

UNANIMOUSLY RECOMMENDED TO THE MAYORAL COMMITTEE

- [a] That the Quarterly Q2 Expanded Public Works Programme report, be noted;
- [b] That suitable projects for the 2016/2017 financial year be identified by Councillors to be discussed and approved at the Mayoral Committee Meeting on 12 May 2016.

File Number: 9/2/1/2

Execution: Director: Planning and Development
 Manager: Local Economic Development

G16/04/16 HORNLEE BACKYARD DWELLER SURVEY REPORT

UNANIMOUSLY RECOMMENDED TO THE MAYORAL COMMITTEE

- [a] That the key findings of the Hornlee Backyard Dweller Survey Report, be noted;
- [b] That the outcomes and recommendations of the Hornlee Backyard Dweller Survey be linked to the Human Settlements Strategy, SDF and the Infrastructure Master Plans.

File Number: 9/1/2/5

Execution: Director: Planning and Development
 Manager: Local Economic Development

G17/04/16 **KNYSNA AND PARTNERS MONTHLY REPORT**

UNANIMOUSLY RECOMMENDED TO THE MAYORAL COMMITTEE

- [a] That the verbal elucidation by Mr Greg Voigt and the contents of the Knysna and Partners Report, be noted;

- [b] That the Financial and Income Statement of Knysna and Partners circulated at the Governance and Economic Development Committee meeting held on 19 April 2016, be discussed at the Mayoral Committee Meeting to be held on 12 May 2016.

ITEMS SUBMITTED TO THE FINANCE COMMITTEE MEETING HELD ON 20 APRIL 2016

F03/04/16 MONTHLY BUDGET STATEMENT FOR JANUARY 2016

UNANIMOUSLY RECOMMENDED TO THE MAYORAL COMMITTEE

That the monthly budget statement and supporting documentation for January 2016, be noted.

File Number: 9/1/2/10
Execution: Director: Financial Services

F04/04/16 MONTHLY BUDGET STATEMENT FOR FEBRUARY 2016

UNANIMOUSLY RECOMMENDED TO THE MAYORAL COMMITTEE

That the monthly budget statement and supporting documentation for February 2016, be noted.

File Number: 9/1/2/10
Execution: Director: Financial Services

F05/04/16 MONTHLY AND QUARTELY BUDGET STATEMENT FOR MARCH 2016

UNANIMOUSLY RECOMMENDED TO THE MAYORAL COMMITTEE

[a] That the monthly and quarterly budget statement and supporting documentation for March 2016, be noted.

[b] That the contents in the reports of the Mayor and Municipal Manager be improved.

F06/04/16 IN-YEAR MONITORING IN TERMS OF THE MUNICIPAL FINANCE MANAGEMENT ACT

UNANIMOUSLY RECOMMENDED TO THE MAYORAL COMMITTEE

[a] That the contents of the letter received from Provincial Government : Western Cape with regard to In-Year Monitoring in terms of the Municipal Finance Management Act, be noted.

[b] That future reports should include all the relevant information including responses to Provincial Treasury.

File Number: 9/1/2/10
Execution: Director: Financial Services

F07/04/16 **DETAILED CAPITAL BUDGET REPORT FOR THE 2015/2016 FINANCIAL YEAR AS AT 31 MARCH 2016**

UNANIMOUSLY RECOMMENDED TO THE MAYORAL COMMITTEE

- [a] That the Detailed Capital Budget Report: 2015/2016 as at 31 March 2016, be noted.
- [b] That the Ward Councilors should liaise with the project Manager responsible for ward projects to ensure expenditure on Capital Expenditure.
- [c] That the unauthorised expenditure be corrected in the Adjustment Budget in August in compliance with the MFMA.

File Number: 9/1/2/10
Execution: Director: Financial Services

F11/04/16 **VIABILITY OF RESTRUCTURING LOAN PORTFOLIO**

UNANIMOUSLY RECOMMENDED TO THE MAYORAL COMMITTEE

- [a] That the outcome with regard to the investigation into the viability of restructuring Knysna Municipalities loan portfolio, be noted;
- [b] That Council confirms that it is not viable to consolidate its Loan Portfolio at this point in time.

File Number: 5/12
Execution: Director: Financial Services

F14/04/16 **OVERTIME BENCHMARKING EXERCISE - KM VS MBM**

UNANIMOUSLY RECOMMENDED TO THE MAYORAL COMMITTEE

- [a] That the benchmarking exercise of Knysna Municipalities overtime against the overtime of Mossel Bay Municipality, be noted
- [b] That an item be submitted to the next Finance Committee meeting in July 2016 specifically highlighting the discrepancies/ deviation between overtime expenditure and the overtime policy by each directorate.

File Number: 5/12
Execution: Director: Financial Services

F09/04/16 **REPORT TO THE EXECUTIVE MAYOR ON THE IMPLEMENTATION OF THE SUPPLY CHAIN MANAGEMENT (SUPPLY CHAIN MANAGEMENT) POLICY FOR THE QUARTER ENDED 31 DECEMBER 2015 AND THE QUARTER ENDED 31 MARCH 2016.**

UNANIMOUSLY RECOMMENDED TO THE MAYORAL COMMITTEE

- [a] That the content of the report be noted.
- [b] That Council standardises on the following systems; Promun, Ignite, Collaborator and Itron, until such time as a decision is made to change the systems.
- [c] That the Municipal Manager takes all necessary steps to ensure compliance with section 116 of the MFMA, to the extent that if there is non-compliance, it is reported on at the next Finance Committee meeting in July 2016.
- [d] That Council when reviewing the SCM Policy considers the demographic profile of the Greater Knysna Municipal area as well as municipalities Supplier Database when setting the HDI targets.
- [e] That the Accounting Officer provides a report to the Mayoral Committee in May 2016 as to why he agreed with the BAC to cancel Tender 62 of 2015.
- [f] That the SCM Department must ensure that it takes all necessary steps to assist Knysna Municipality Suppliers to register on the National Supplier database and submit a report to the next Finance Committee meeting in July 2016.
- [g] That the Supply Chain Management Policy in the procurement of goods and services be strictly adhered to. If circumstances arise where the Supply Chain Management department becomes aware of deviations from this policy, that the Accounting Officer be notified accordingly.

File Number: 9/1/2/10
Execution: Director: Financial Services
 Manager: Supply Chain Management

**ITEMS SUBMITTED TO THE PLANNING, DEVELOPMENT AND INFRASTRUCTURE
COMMITTEE MEETING HELD ON 21 APRIL 2016**

**P02/04/16 ERF 6162, NO. 7 COMMONAGE CLOSE, REXFORD, KNYSNA:
APPLICATION FOR TEMPORARY LAND USE DEPARTURE
(APPLICATION NO. 1054)**

UNANIMOUSLY RECOMMENDED TO THE MAYORAL COMMITTEE

- [a] That the following correspondence be noted:
- I. A copy of the application from MarikeVreken Town Planners CC dated August 2015;
 - II. Comments from Mr Andy Hoyle dated 15-09-2015;
 - III. Press notices and postal addresses list;
 - IV. Internal comments printed on 8-04-2016;
 - V. Applicant's response to comments dated 23-02-2016;
- [b] That **approval be granted** Section 15 of the Land Use Planning Ordinance, 1985 (Ordinance No. 15 of 1985) for a temporary departure on Erf 6162 to allow the continued existence of an accommodation establishment; and
- [c] That the following conditions are imposed in terms of Section 42 of the Land Use Planning Ordinance, 1985 (Ordinance No. 15 of 1985):
- i) This approval applies to the applications as outlined above and may not be construed as authority to deviate from any other legal prescriptions or requirements;
 - ii) The property owner shall be responsible for the cost of complying with the conditions outlined hereunder;
 - iii) Only three rooms shall be used as a guest house and the property owner may not increase the number of rooms let out without the approval of Council;
 - iv) The four parking bays available on site shall be marked accordingly and such marking shall be done within 30 days of final notification;
 - v) A manager/caretaker shall be available on a 24hour basis and his/her contact details shall be made available to the Planning Section within 30 day of final notification;
 - vi) No parking of cars should be allowed in front of the neighbouring property owners' driveways and such action may result in the approval being re-considered by Council;
 - vii) The guest house may not be used for the hosting of any private functions and no loud music shall be allowed;
 - viii) All deliveries shall be done during normal working hours;
 - ix) Any signage relating to the establishment shall comply with Council's policies as applicable from time to time.

File Number: 9/1/2/13
Execution: Director: Planning and Development
 Manager: Planning and Building Control

P03/04/16 **ERF 2475, 25 OLD TOLL ROAD, UPPER OLD PLACE, KNYSNA:
PROPOSED REZONING FROM SINGLE RESIDENTIAL TO GENERAL
RESIDENTIAL FOR PURPOSES OF A GUEST HOUSE, AND
DEPARTURE FOR PARKING**

UNANIMOUSLY RECOMMENDED TO THE MAYORAL COMMITTEE

- [a] That the following correspondence be noted:
- (i) Copy of the applicant's motivation dated October 2015;
 - (ii) Comments and response;
- [b] That **approval be granted** in terms of Section 16 of the Land Use Planning Ordinance, 1985 (Ordinance No. 15 of 1985) for the rezoning of Erf 2475 Knysna from "Single Residential" to "General Residential" to permit the operation of a guest house establishment;
- [c] That **approval be granted** in terms of Section 15 of the Land Use Planning Ordinance, 1985 (Ordinance No. 15 of 1985) for a departure on Erf 2475 Knysna in order to absolve the property owner from the provision shelter/cover over the parking areas.
- [d] That the following conditions are imposed in terms of Section 42 of the Land Use Planning Ordinance, 1985 (Ordinance No. 15 of 1985):
- (i) This approval applies to the applications as outlined above and may not be construed as authority to deviate from any other legal prescriptions or requirements;
 - (ii) The property owner shall be responsible for the cost of complying with the conditions outlined hereunder;
 - (iii) Only seven (7) rooms shall be used as a guest house and the property owner may not increase the number of rooms let out without the approval of Council;
 - (iv) The nine (9) parking bays available on site shall be marked accordingly and such marking shall be done within 30 days of final notification;
 - (v) A manager/caretaker shall be available on a 24 hour basis and his/her contact details shall be made available to the Planning Section within 30 day of final notification;
 - (vi) No parking of cars should be allowed in front of the neighbouring property owners' driveways and such action may result in the approval being re-considered by Council;
 - (vii) The guest house may not be used for the hosting of any private functions and no loud music shall be allowed;
 - (viii) All deliveries shall be done during normal working hours;
 - (ix) Any signage relating to the establishment shall comply with Council's policies applicable from time to time.

File Number: 9/1/2/13
Execution: Director: Planning and Development

Manager: Planning and Building Control

P04/04/16 ERF 2895 KNYSNA: PROPOSED REZONING

UNANIMOUSLY RECOMMENDED TO THE MAYORAL COMMITTEE

[a] That the following correspondence be noted:

Copy of the applicant's motivation dated 22 May 2015;
Copy of the engineer's report dated May 2015;
Copy of letter of department's comments 2015;
Applicant's response on comments;

[b] That **approval be granted** in terms of Section 16 of the Land Use Planning Ordinance, 1985 (Ordinance No. 15 of 1985) for the rezoning of Erf 2895 Knysna Division from "Single Residential" to "Business" in order to allow business building for specialist shops; and

[c] That **approval be granted** in terms of Section 15 of the Land Use Planning Ordinance, 1985 (Ordinance No. 15 of 1985) for a departure from the Knysna Zoning Scheme Regulations (1992) under the "Business Zone" in order to allow the relaxation of the allowable parking provision; from 10 parking bays on site to 9 parking bays on site. That the following conditions are imposed in terms of Section 42 of the Land Use Planning Ordinance, 1985 (Ordinance No. 15 of 1985):

- i. This approval refers to the proposals as outlined above and may not be construed as authority to deviate from any other legal prescriptions or requirements;
- ii. Building plans for the proposed paving and stabilized backfill shall be submitted in terms of National Building Regulations and Building Standard Act 1977 (Act 103 of 1977) to the municipality for approval prior to any building work being undertaken;
- iii. The proposed development to comply with the recommendation of Aesthetics Committee for the roof design;
- iv. Capital contributions / Augmentation fees towards services are to be calculated by the Director: Technical Services and be payable by the applicant;
- v. The owner to enter into an Agreement to pay for the 1 parking bay short which will be provided onto Gordon Street as per Annexure F - Amended site plan;
- vi. Energy efficient design to be submitted together with the building plans for the approval before commencing with the building work;
- vii. Development shall be restricted to the area as shown on the site development plan as per the total business area of 260m² as per amended site plan drawn by Indalo Emporium, dated 03 March 2016;
- viii. All costs pertaining to the implementation of these conditions will be for the account of the developer.

File Number: 9/1/2/13

Execution: Director: Planning and Development
Manager: Planning and Building Control

P05/04/16 **PORTIONS 7 & 23 OF THE FARM ROODE KRAAL NO. 184, PROVINCIAL ROAD MR NO. 355 (KM 45.4), BARRINGTON, KNYSNA: APPLICATION FOR TEMPORARY LAND USE DEPARTURE (APPLICATION NO. 900)**

UNANIMOUSLY RECOMMENDED TO THE MAYORAL COMMITTEE

- [a] That the following correspondence be noted:
- (i) A copy of the application from PGWC in conjunction with Rode Plan on behalf of the Ruygteplaats Estates (Pty) Ltd (the property owner) dated 21 November 2014;
 - (ii) Comment of the Western Cape Department of Transport and Public Works dated 30 July 2015 and 25 August 2015;
 - (iii) Comments from SANParks dated 7 August 2015;
 - (iv) Comments from the Western Cape Department of Health dated 11 August 2015;
 - (v) Comments from CapeNature dated 9 September 2015;
 - (vi) Applicant's response to objections dated 18 August 2015 and 2 October 2015;
 - (vii) Internal department printed on 31 August 2015.
- [b] That **approval be granted** in terms of Section 15 of the Land Use Planning Ordinance, 1985 (Ordinance No. 15 of 1985) for a temporary land use departure to allow the excavation of gravel material for road maintenance and/or construction on a portion of land that straddles the boundary of two farms i.e. Portions 7 & 23 of the Farm Roode Kraal No. 184 indicated as such on the Borrow Pit Development Plan No. MR355/45.5/03L subject to the following conditions:
- i) This approval applies to the temporary land use departure application as outlined above and may not be construed as authority to deviate from any other legal prescriptions or requirements;
 - ii) The temporary departure rights will only be valid for 5 years from the date of the issuing of a mining permit and may not be extend without prior approval of Council;
 - iii) This approval shall take effect upon the issuing of the Environmental Authorisation and the approval of the Environmental Management Plan, whichever happens last;
 - iv) The construction activities are to be limited to within working hours, and the requirements of all health and safety legislation are to be met;
 - v) Community safety is to be a priority during operation, and the site is to be fenced for the duration of operation;
 - vi) Earthworks are to be regularly maintained and landscaped to allow free-draining into the natural system and to prevent erosion;
 - vii) The property owner shall continue to monitor the wetland (currently in good condition) to prevent water pollution;
 - viii) The borrow pit site shall be kept free from alien vegetation at all

-
- times to ensure alien vegetation seeds are not spread through the landscape with the transport of gravel;
- ix) The property owner shall be responsible for the cost of complying with the conditions outlined hereunder;
 - x) An adequate supply of potable water must be available on site for the duration of the mining activities;
 - xi) An adequate number of sanitary facilities must be available throughout the life span of the mining activities;
 - xii) A dust and noise control program must be implemented during excavations and any other operations;
 - xiii) All refuse generated must be incorporated into the Knysna Municipal solid waste stream;
 - xiv) The Department of Transport and Public Works Engineer shall be requested to recommend and approve the temporary traffic signs and temporary methods of traffic accommodation along Main Road 355 in the vicinity of the borrow pit, whilst it is in use;
 - xv) The existing Environmental Management Program shall be strictly adhered to;
 - xvi) All conditions of an Environmental Authorisation which is underway shall be adhered to;
 - xvii) A site specific Environmental Management Programme must be put in place for control of erosion, siltation and runoff into the catchments as well as for pollution control, minimizing degradation to the surrounding environment, rehabilitation, etc;
 - xviii) The property owner shall ensure the removal of alien vegetation within the borrow pit area as well as extending the removal to surrounding areas where/if possible;
 - xix) The applicant shall obtain the approval of a mining permit from the Department of Mineral Resources prior to the extraction of any material from the subject farm;
 - xx) Decommissioning must be addressed according to the Environmental Assessment and Department of Minerals Requirements;
 - xxi) All conditions of the mining permit imposed in terms of the Minerals and Petroleum Resources Development Act, 2002 (Act No. 28 of 2002) shall be adhered to; and
 - xxii) No structures shall be constructed or erected on site without prior approval from the Knysna Municipality's Building Control Section.

File Number: 9/1/2/13

Execution: Director: Planning and Development
Manager: Planning and Building Control

P06/04/16 ERF 7976 & 7977 (24 HIBISCUS STREET, FRAAISIG) KNYSNA – APPLICATION FOR REZONING, SUBDIVISION AND CLOSURE OF PUBLIC PLACE (APPLICATION NO. 1033)

UNANIMOUSLY RECOMMENDED TO THE MAYORAL COMMITTEE

- [a] That the following correspondence be noted:
- (i) Application from MarikeVreken dated 15 July 2015;
 - (ii) Special Council Resolution dated 22 June 2012; and
 - (iii) An email from Andrew Wiseman on behalf of Own Haven Housing Association dated 05 August 2015.
- [b] That, **approval be granted** in terms of Section 25 of the Land Use Planning Ordinance, 1985 (No. 15 of 1985) for the subdivision of Erf 7977, Knysna into 2 portions, Portion A measuring 216m² and a remainder measuring 1230m²;
- [c] That, **approval be granted** in terms of Section 17 of the Land Use Planning Ordinance, 1985 (No. 15 of 1985) for the rezoning of Portion A to Single Residential in order to consolidate the subdivided portion with Knysna Erf 7976;
- [d] That, **approval be granted** in terms of Cape Municipal Ordinance, 1974 (No.20 of 1974) for the closure and alienation of portion A public open space (216m²); and
- [e] The following conditions are imposed in terms of Section 42 of the Land Use Planning Ordinance, 1985 (Ordinance 15 of 1985):
- i) The applicant is responsible for ensuring compliance with all the conditions imposed hereunder;
 - ii) The walkway along the south-western boundary of Erf 7977, Knysna be retained with a minimum width of 3m;
 - iii) New Surveyor General Plans shall be provided to the Council by the applicant, upon registration of the subdivided portions;
 - iv) The following conditions of title must be registered against each of the subdivided portions and the remainder, except where similar conditions have, in the opinion of the Conveyancer, already been registered against the original property or properties:
 - a. The owner of this erf shall without compensation, be obliged to allow gas mains, electricity, telephone and television cables and/or wires and main and/or other waterpipes and the sewage and drainage including stormwater of any other erf or erven to be conveyed across this erf, and surface installations such as mini-substations, meter kiosks and service pillars to be installed thereon if considered necessary by the local authority in such manner and position as may from time to time be reasonably required. This shall include the right of access to the erf at any reasonable time for the purpose of constructing, altering,

removing or inspecting any works connected with the above;

- b. The owner of this erf shall be obliged, without compensation, to receive such material or permit such excavation on the erf, as may be required to allow use of the full width of the street and provide a safe and proper slope to its bank owing to difference between the levels of the street as finally constructed and the erf, unless he elects to build retaining walls to the satisfaction of and within a period to be determined by the local authority.
- v) Satisfactory arrangements for the essential removal of telephone or telegraph routes which cross the land being subdivided must be made with the Post Office in terms of Section 83(1) of the Post Office Act.

File Number: 9/1/2/13
Execution: Director: Planning and Development
Manager: Planning and Building Control

P08/04/16 HUMAN RESOURCES CHALLENGES IN TECHNICAL SERVICES

UNANIMOUSLY RECOMMENDED TO THE MAYORAL COMMITTEE

- [a] That the report with regard to the Human Resource challenges in Technical Services, be noted.
- [b] That Technical Services Department submit the job descriptions for Process Controllers to the Task Evaluation Committee with the view to evaluate it the same as surrounding Municipalities.

File Number: 9/1/2/1
Execution: Director: Technical Services

P09/04/16 WATER INFRASTRUCTURE REQUIREMENTS FOR KNYSNA

UNANIMOUSLY RECOMMENDED TO THE MAYORAL COMMITTEE

- [a] That the report on Water Infrastructure Requirements for Knysna, be noted;
- [b] That the Funding requirements with a view to include same in the 2016/17 budget, be considered. Noting that these projects will be phased;
- [c] That the Department search and applies for Grant and any other funding where available.

File Number: 9/1/2/1
Execution: Director: Technical Services

P10/04/16 **AMENDMENT OF THE GREATER KNYSNA WATER RESTRICTIONS SCHEME**

UNANIMOUSLY RECOMMENDED TO THE MAYORAL COMMITTEE

- [a] That the report on the Amendment of the Greater Knysna Water Restrictions Scheme, be noted;
- [b] That the report be submitted to the next Mayoral Committee meeting in May including when the different levels coming to operation.
- [c] That Council approves the following Levels for the water conservation strategy with immediate implementation:
 - i. Level 1 - Current approved water restrictions;
 - ii. Level 2 - Tariff Management + Drought tariff Stage 1;
 - iii. Level 3 - Water Management Devices to non-compliant customers + Drought tariff stage 2;
 - iv. Level 4 - Water shedding + Drought Tariff Stage 3; and
 - v. Level 5 – Full Disaster Declaration with water rationing.
- [d] That council adopts these measures to be part of the approved water conservation strategy.

File Number: 9/1/2/1
Execution: Director: Technical Services

P11/04/16 **WATER DEMAND SIDE MANAGEMENT: FURTHER REPORT**

UNANIMOUSLY RECOMMENDED TO THE MAYORAL COMMITTEE

- [a] That the Further Report: Water Demand Side Management, be noted;
- [b] That Council accepts the Technology to be used in respect of water management device.
- [c] That Council develop an implementation plan for the Water Management device which includes a full Public Participation process.

File Number: 9/1/2/1
Execution: Director: Planning and Development
 Manager: Planning and Building Control

P12/04/16 **UPDATED SEWER MASTER PLAN – 2015/2016**

UNANIMOUSLY RECOMMENDED TO THE MAYORAL COMMITTEE

- [a] That the Sewer Master Plan – 2015/16, be noted;
- [b] That the presentation by GLS be noted
- [c] That the Sewer Master Planning items that fall due must be motivated for in future budget/s.

File Number: 9/1/2/1
Execution: Director: Technical Services

P13/04/16 **UPDATED WATER MASTER PLAN – 2015/2016**

UNANIMOUSLY RECOMMENDED TO THE MAYORAL COMMITTEE

- [a] That the Water Master Plan – 2015/16, be noted;
- [b] That the presentation by GLS, be noted;
- [c] That the Water Master Planning items that fall due must be motivated for in future budget/s.

File Number: 9/1/2/1
Execution: Director: Technical Services

P14/04/16 **POLICY: ELECTRIFICATION OF SECOND DWELLING**

UNANIMOUSLY RECOMMENDED TO THE MAYORAL COMMITTEE

That the Policy on Electrification of Second Dwellings, be noted;

File Number: 9/1/2/1
Execution: Director: Technical Services

P15/04/16 **ELECTRIFICATION OF SECOND DWELLINGS: FOLLOW UP REPORT**

UNANIMOUSLY RECOMMENDED TO THE MAYORAL COMMITTEE

- [a] That the Policy, be adopted;
- [b] That the implementation of the policy, be delayed in areas where network upgrading is required, until costing network upgrading becomes clearer.

File Number: 9/1/2/1
Execution: Director: Technical Services

P20/04/15 PRESENTATION : KNYSNA NORTHERN CORRIDOR PROJECT

UNANIMOUSLY RECOMMENDED TO THE MAYORAL COMMITTEE

- [a] That the presentation for Knysna Northern Corridor Project made by the Housing Development Agency, be noted.

- [b] That the Intergrated Human Settlements Department be instructed to present a report on the presentation mention in [a] above and issues raised by the Committee to the Mayoral Committee to be held in May 2016.

**ITEMS SUBMITTED TO THE COMMUNITY SERVICES COMMITTEE MEETING HELD
ON 26 APRIL 2016**

C10/04/16 REPORT ON POLICING NEEDS AND PRIORITIES (PNP'S 2015/16)

UNANIMOUSLY RECOMMENDED TO THE MAYORAL COMMITTEE

That the report with regard to the Policing needs and priorities (PNP's) 2015/16, be noted.

Execution: Director: Community Services

C11/04/16 PROCUREMENT OF LAND FOR CEMETERY

UNANIMOUSLY RECOMMENDED TO THE MAYORAL COMMITTEE

[a] That the report with regard to the procurement of land for cemetery, be noted;

[b] That a comprehensive report with regard to Council's own land suitable for the establishment of a cemetery, be submitted to the next Community Services Committee to be held on 26 July 2016.

Execution: Director: Community Services
Acting Manager: Solid Waste

C12/04/16 STATUS OF HOMELESS PEOPLE

UNANIMOUSLY RECOMMENDED TO THE MAYORAL COMMITTEE

[a] That Council notes the report from the Director: Community Services.

[b] That a comprehensive report on the social profile on homeless people in the greater Knysna area including the availability of own property be submitted to the next Community Service Committee meeting in July 2016.

Execution: Director: Community Services
Manager: Protection Services

C13/04/16 CONTINGENCY PLAN: FESTIVE SEASON 2016

UNANIMOUSLY RECOMMENDED TO THE MAYORAL COMMITTEE

That the contingency plan for the 2016 festive season, be noted.

Execution: Director: Community Services
Manager: Protection Services

C14/04/16 **DISASTER MANAGEMENT – STANDARD OPERATING PROCEDURES FOR DIFFERENT INCIDENTS**

UNANIMOUSLY RECOMMENDED TO THE MAYORAL COMMITTEE

- [a] That the report with regard to the Standard Operating Procedures, be noted;

- [b] That the Standard Operating Procedures be approved and implemented.

Execution: Director: Community Services
 Manager: Protection Services

6.

ITEMS FOR NOTING

MEMBERS ARE REMINDED THAT THE RELEVANT AGENDAS OF THE PORTFOLIO COMMITTEE'S CONTAINED THE REPORTS AND SHOULD THUS BE USED AS THE SOURCE DOCUMENTATION WHEN NOTING THE RESOLUTIONS BELOW.

ITEMS SUBMITTED TO THE GOVERNANCE AND ECONOMIC DEVELOPMENT COMMITTEE MEETING HELD ON 19 APRIL 2016

G01/04/16 MONTHLY REPORTS: CORPORATE SERVICES [HUMAN RESOURCES]

UNANIMOUSLY RESOLVED

- [a] That the monthly reports for February and March 2016 received from the Director: Corporate Services [Human Resources] be noted;
- [b] That in future a year-to-date progress percentage be included under the Employment Equity KPI (SDBIP: D24) in the Human Resources Monthly Report.
- [c] That in future the actual training costs and budget figures be included under the Training KPI (SDBIP: D25) in the Human Resources Monthly Report.

File Number: 9/1/2/8
Execution: Director Corporate Services
Manager: Human Resources

G02/04/16 MONTHLY REPORT: CORPORATE SERVICES [LEGAL SERVICES]: 3 FEBRUARY 2016 TO 6 APRIL 2016

UNANIMOUSLY RESOLVED

- [a] That the monthly report for Legal Services for 3 February 2016 to 6 April 2016 received from the Director: Corporate Services [Legal Services] be noted;
- [b] That a report with regard to arrears for rental in the matter between Knysna Municipality // Cornuti's Ristorante, be submitted to the next Finance Committee Meeting to be held on 20 July 2016.

File Number: 9/1/2/9
Execution: Director Corporate Services
Manager: Legal Services

G04/04/16 **MONTHLY REPORT: PLANNING AND DEVELOPMENT [INTEGRATED DEVELOPMENT PLANNING]**

UNANIMOUSLY RESOLVED

- [a] That the monthly report for January, February and March 2016 received from the Director: Planning and Development [Integrated Development Planning], be noted.

- [b] That recommendations be drawn up for consideration by the next Council meeting in May 2016, in respect of meaningful Public Participation each year, in relation to the drawing up of KPI's and targets in terms of officials' Performance Management System.

File Number: 9/1/2/13

Execution: Director: Planning and Development
 Manager: Integrated Development Planning

G05/04/16 **MONTHLY REPORT: PLANNING AND DEVELOPMENT [ECONOMIC DEVELOPMENT]**

UNANIMOUSLY RESOLVED

That the monthly reports for January, February and March 2016 received from the Director: Planning and Development [Local Economic Development], be noted.

File Number: 9/1/2/13

Execution: Director: Planning and Development
 Manager: Local Economic Development

G06/04/16 **PUBLIC PARTICIPATION MONTHLY REPORTS: JANUARY AND FEBRUARY 2016**

UNANIMOUSLY RESOLVED

That the monthly reports for Public Participation and the Community Development Workers for January and February 2016 received from the Director Corporate Services [Public Participation] be noted.

File Number: 9/1/2/9

Execution: Director: Corporate Services
 Manager: Public Participation

ITEMS SUBMITTED TO THE FINANCE COMMITTEE MEETING HELD ON 20 APRIL 2016

F01/04/16 REPAIRS AND MAINTENANCE FOR THE MONTHS OF JANUARY, FEBRUARY AND MARCH 2016

UNANIMOUSLY RESOLVED

That the report on the Repairs and Maintenance for the months of January, February and March 2016, be noted.

File Number: 9/1/2/10
Execution: Director: Financial Services

F02/04/15 DEBTORS AGE ANALYSIS FOR JANUARY, FEBRUARY AND MARCH 2016

UNANIMOUSLY RESOLVED

That the debtors age analysis report for the months of January, February and March 2016, be noted.

File Number: 9/1/2/10
Execution: Director: Financial Services

F08/04/16 REPORT ON TENDER 27 AND TENDER 60 OF 2015

UNANIMOUSLY RESOLVED

- [a] That the report on tender 27,38 and 60 of 2015 be noted;
- [b] That the committee accepts the report relating to Tender 38;
- [c] That a full and comprehensive report on Tender 27 be submitted to the Mayoral Committee on green pages and that the Municipal Manager obtain the comments from the Manager Legal Services on the report;
- [d] That the previous reports submitted on Tender 27 to the Mayoral Committee and the Finance Committee meeting be attached to the report in [c] above;
- [e] That a separate report on Tender 60 be submitted to the Mayoral Committee meeting in May 2016;
- [f] That the committee expressed its disappointment in the absence of the Municipal Manager and that the committee did not receive any apology from the Municipal Manager for not attending the Finance Committee meeting.

File Number: 9/1/2/14
Execution: Municipal Manager

Director: Financial Services

F10/04/16 INSURANCE REPORT APRIL 2016

UNANIMOUSLY RESOLVED

That the insurance report for April 2016, be noted.

File Number: 5/12

Execution: Director: Financial Services

F12/04/16 SUMMARY OF EXTERNAL LOANS: QUARTER 3 OF 2016

UNANIMOUSLY RESOLVED

That the summary of external loans for Quarter 3 of 2016 be noted.

File Number: 5/12

Execution: Director: Financial Services

**F13/04/16 QUARTERLY WITHDRAWAL REPORT FOR THE QUARTER ENDING
31 MARCH 2016**

UNANIMOUSLY RESOLVED

That the quarterly withdrawal report for the quarter ending 31 March 2016 be noted.

File Number: 5/12

Execution: Director: Financial Services

F15/04/16 MUNICIPAL FINANCE MANAGEMENT ACT CIRCULAR NO. 82

UNANIMOUSLY RESOLVED

[a] That the Municipality Finance Management Act Circular No 82, be noted;

[b] That an action plan be implemented to ensure the objectives of circular No.82 are reached in the development of the 2016/17 budget.

File Number: 9/1/2/10

Execution: Director: Financial Services

F16/04/16 **STANDARD CHART OF ACCOUNTANTS (MSCOA)**

UNANIMOUSLY RESOLVED

- [a] That the mSCOA report be noted;
- [b] That the progress regarding the mSCOA implementation be noted;
- [c] That the current implementation challenges be noted;
- [d] That the Municipal Managers mSCOA presentation be noted;
- [e] That the mSCOA project and expenditure as at 31 March 2016 be noted;
- [f] That an urgent workshop be arranged for all Councillors to be trained in mSCOA and its principles and its impact on the upcoming budget.

**ITEMS SUBMITTED TO THE PLANNING, DEVELOPMENT AND INFRASTRUCTURE
COMMITTEE MEETING HELD ON 21 APRIL 2016**

P01/04/16 WAIVER FOR ERF 124 DAM SE BOS

UNANIMOUSLY RESOLVED

That the waiver for Erf 124 Dam se Bos item be withdrawn.

File Number: 9/1/2/13

Execution: Director: Planning and Development

Manager: Planning and Building Control

**P07/04/16 FEEDBACK REPORT: COMPLAINTS RECEIVED RELATING TO ERF
6239 : HORNLEE**

UNANIMOUSLY RESOLVED

[a] That the feedback report on illegal structure on Erf 6239 Knysna and on a portion of road reserve along Sunridge Street, be noted;

[b] That the Properties department either take steps to remove the illegal container or to enter into an encroachment agreement with the owner, so that the owner can apply for the necessary rights.

File Number: 9/1/2/13

Execution: Director: Planning and Development

Manager: Planning and Building Control

**P16/04/16 DETAILED CAPITAL BUDGET REPORT FOR THE 2015/2016
FINANCIAL YEAR AS AT 31 MARCH 2016**

UNANIMOUSLY RESOLVED

That the Detailed Capital Budget Report: 2015/2016 as at 31 March 2016, be noted.

File Number: 9/1/2/10

Execution: Director: Financial Services

P17/04/16 MONTHLY REPORT TECHNICAL SERVICES FOR FEBRUARY 2016

UNANIMOUSLY RESOLVED

That the Monthly Report received from the Technical Services Department for February 2016, be noted.

File Number: 9/1/2/1

Execution: Director: Planning and Development

Manager: Planning and Building Control

P18/04/16 **MONTHLY REPORT TECHNICAL DEPARTMENT : MARCH 2016**

UNANIMOUSLY RESOLVED

That the monthly Report for March 2016 received from Director Technical Services, be noted.

P19/04/16 **MONTHLY REPORTS: ENVIRONMENTAL MANAGEMENT DEPARTMENT: OCTOBER 2015 TO MARCH 2016; INTEGRATED HUMAN SETTLEMENTS: OCTOBER 2015 TO MARCH 2016 AND TOWN PLANNING AND BUILDING CONTROL: OCTOBER 2015 TO DECEMBER 2015**

UNANIMOUSLY RESOLVED

[a] That the monthly reports for October 2015 to March 2016 received from the Director: Planning and Development [EMD, IHS and Planning and Building Control], be noted.

[b] That a report from the Manager Environmental Services be submitted to the Mayoral Committee meeting in May 2016. This report must include:

- (i) Progress on the Sedgfield dune rehabilitation project;
- (ii) Information on the working for the coast grant in respect of the work to be done alongside the lagoon in Ward 9;
- (iii) Details of plans for the management and control of alien vegetation in the municipal area as a whole;
- (iv) The reasons for the loss of the Blue flag status on the Brenton on Sea and Buffalo Bay beaches, together with supporting documentation and steps that have been taken to regain the status.
- (v) Details of the attendance of the Environmental personnel at the Knysna Environmental Forum meetings and Knysna Catchment Management Forum meetings and other relevant meetings; and
- (vi) Actions that have been taken following the submission of a management plan for the Fisherman's Walk area in Brenton on Sea.

File Number: 9/1/2/13

Execution: Director: Planning and Development

Manager: Planning and Building Control

**ITEMS SUBMITTED TO THE COMMUNITY SERVICES COMMITTEE MEETING HELD
ON 26 APRIL 2016**

**C01/04/16 EDEN DISTRICT MONTHLY REPORT: ENVIRONMENTAL HEALTH:
FEBRUARY AND MARCH 2016**

UNANIMOUSLY RESOLVED

That the monthly report for Eden District Municipality for February and March 2016 received from the Eden District Municipality [Environmental Health] be noted.

File Number: 9/1/2/5
Execution: Director: Community Services
 Manager: Environmental Health

**C02/04/16 COMMUNITY SERVICES MONTHLY REPORT: TRAFFIC AND LAW
ENFORCEMENT: FEBRUARY 2016**

UNANIMOUSLY RESOLVED

That the monthly report for Traffic and Law Enforcement for February 2016 received from the Director Community Services [Traffic and Law Enforcement] be noted.

File Number: 9/1/2/5
Execution: Director: Community Services
 Manager: Protection Services

**C03/04/16 DETAILED CAPITAL BUDGET REPORT FOR THE 2015/2016
FINANCIAL YEAR AS AT 31 MARCH 2016**

UNANIMOUSLY RESOLVED

That the Detailed Capital Budget Report: 2015/2016 as at 31 March 2016, be noted.

C04/04/2016 COMMUNITY SERVICES MONTHLY REPORT: LIBRARIES AND HERITAGE: FEBRUARY 2016

UNANIMOUSLY RESOLVED

That the monthly reports for Libraries and Heritage for February 2016 received from the Director Community Services [Libraries and Heritage] be noted.

File Number: 9/1/2/5
Execution: Director: Community Services
Manager: Libraries and Heritage

C05/04/16 COMMUNITY SERVICES MONTHLY REPORT: PARKS AND RECREATION: FEBRUARY AND MARCH 2016

UNANIMOUSLY RESOLVED

That the monthly report for Parks and Recreation for February and March 2016 received from the Director Community Services [Parks and Recreation] be noted.

File Number: 9/1/2/5
Execution: Director: Community Services
Manager: Parks and Recreation

C06/04/16 COMMUNITY SERVICES MONTHLY REPORT: FIRE AND RESCUE STATION: JANUARY, FEBRUARY AND MARCH 2016

UNANIMOUSLY RESOLVED

That the monthly report for Fire and Rescue for January, February and March 2016 received from the Director Community Services [Traffic and Law Enforcement] be noted.

File Number: 9/1/2/5
Execution: Director: Community Services
Manager: Protection Services

C07/04/16 **COMMUNITY SERVICES: YOUTH DEVELOPMENT MONTHLY REPORT: JANUARY, FEBRUARY AND MARCH 2016**

UNANIMOUSLY RESOLVED

That the monthly report for Youth Development for January, February and March 2016 received from the Disaster Management Department, be noted.

File Number: 9/1/2/5
Execution: Director: Community Services
 Manager: Disaster Manager

C08/04/16 **COMMUNITY SERVICES: SPORT DESK MONTHLY REPORT: JANUARY 2016**

UNANIMOUSLY RESOLVED

That the monthly report for Sport Desk for January 2016 received from the Disaster Management Department, be noted.

File Number: 9/1/2/5
Execution: Director: Community Services
 Manager: Disaster Manager

C09/03/16 **COMMUNITY SERVICES: SOCIAL DEVELOPMENT : MONTHLY REPORT: MARCH 2016**

UNANIMOUSLY RESOLVED

That the monthly report for Social Development for March 2016 received from the Director: Community, be noted.

File Number: 9/1/2/5
Execution: Director: Community Services
 Manager: Disaster Manager

7. Closure

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