Notice is hereby given that an **ORDINARY MEETING** of the **MUNICIPAL COUNCIL** of Knysna Municipality will be held in the **COUNCIL CHAMBER**, Clyde Street, Knysna on **THURSDAY, 27 OCTOBER 2016** at **9:00** to consider the business set forth in the attached agenda.

Kennis geskied hiermee dat ’n **GEWONE VERGADERING** van die **MUNISIPALE RAAD** van Knysna Munisipaliteit in die **RAADSAAL**, Clydesraat, Knysna op **DONDERDAG, 27 OKTOBER 2016** om **9:00** gehou sal word ten einde sake soos uiteengesit in die aangehegte agenda te oorweeg.

Isaziso **SENTLANGANISO EQHELEKILEYO yeBHUNGA likaMASIPALA waseKnysna eyakubanjelwa KWIGUMBI LEKHANSILE kwisitalato iClydee, Knysna lentlanganiso iyakuba NGOLWESINE, NGE 27 ku OKTOBHA 2016 ngentsimibi ye 9:00 umba iyakuba lushishino oluchazwekwi agenda.

**CLLR G R WOLMARANS**  
The Speaker  
Die Speaker  
Usomlomo

**MR B ELLMAN**  
Acting Municipal Manager  
Waarnemende Munisipale Bestuurder  
uManejala kaMasipala obambeleyo

**Date: 17 October 2016**
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AUGUST 2016

None

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<th>JOB DESIGNATION</th>
<th>DIRECTORATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mrs L Phillips</td>
<td>Manager: Human</td>
<td>Corporate Services</td>
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<td>Resources</td>
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<tr>
<td>Mr NH Kees</td>
<td>General Assistant</td>
<td>Technical Services</td>
</tr>
<tr>
<td>Ms TS Hardnick</td>
<td>Cashier</td>
<td>Finance</td>
</tr>
</tbody>
</table>
7. **CONFIRMATION AND ADOPTION OF MINUTES OF THE MUNICIPAL COUNCIL**

7.1 **ORDINARY MUNICIPAL COUNCIL MEETING: 31 MAY 2016**

**RECOMMENDATION OF THE ACTING MUNICIPAL MANAGER**

That the minutes of the Ordinary Council meeting held on 31 May 2016, be noted.
KNYSNA LOCAL MUNICIPALITY

MINUTES

OF AN ORDINARY MEETING
OF THE
MUNICIPAL COUNCIL OF KNYSNA MUNICIPALITY
WHICH WAS HELD ON
Tuesday, 31 May 2016
at 14:00
In the Municipal Council Chamber

COUNCILLORS IN ATTENDANCE

Speaker, Cllr Bouw-Spies, E R J [DA]
Executive Mayor, Cllr Wolmarans, G [DA]
Deputy Executive Mayor, Cllr Edge, ED [DA]
Cllr Barrell, R [DA]
Cllr De Vries, S [ANC]
Cllr Dyantyi, M [ANC]
Cllr Gombo, M T E [ANC]
Cllr Grootboom, IWJ [DA] - MMC
Cllr Hart, LM [DA]
Cllr Jantjies, N [INDEPENDENT]
Cllr Litoli, W [ANC]
Cllr Lizwani, M [ANC]
Cllr Myers, P [DA] - MMC
Cllr Nayler, T [DA]
Cllr Nkam, PP [ANC]
Cllr Tyokolo, B [DA]
Cllr Van Aswegen, EO [COPE] - MMC
Cllr Willems, M [DA]
Cllr Witbooi, C [ANC]
OFFICIALS IN ATTENDANCE

Easton, G  Municipal Manager
Ellman, B  Director: Corporate Services
Adonis, D  Director: Community Services
Gobrie, P  Director: Financial Services
Rhode, M  Director: Technical Services
Smit, H  Acting Director: Planning and Development
Kalani, J  Manager: Public Participation
Mr Fillies, W  Manager: Income
Paulsen, M  Manager Legal Services
Phillips, L  Acting Manager: Human Resources
Phillips, E  Manager: Integrated Development Plan
Mattheus, C  Manager: Administration
Bezuidenhoudt, C  Manager: Communications and Customer Relations
Botha, M  Legal Advisor
Vogel, H  Assistant to the Executive Councillors
Klein, V  Senior Clerk: Public Participation
Cornelius, B  Coordinator: Public Participation
Lakay, J  Head: Committee and Councillor Support
Burger, T  Committee Officer

AUDIT COMMITTEE

2 members were present as per attendance register.

PUBLIC MEMBERS

5 members of the public were present as per attendance register.

1. OPENING AND WELCOMING

The Speaker welcomed Councillors, officials and members of the public to the meeting.

The Speaker then took the opportunity to wish all Councillors well with the upcoming elections and thanked everyone for their hard work and dedication.

2. SILENT PRAYER

The Speaker opened the meeting by requesting all to take a minute for personal reflection and silent prayer.

3. ATTENDANCE OF MEMBERS

3.1 Councillors Present

All Councillors present

3.2 Councillors Absent with Leave
None

3.3 Councillors absent without Leave

None

4. NOTING OF THE PROVISIONS OF THE CODE OF CONDUCT FOR COUNCILLORS

The Speaker drew the attention of Councillors to the Schedule 1 of the Local Government: Municipal Systems Act, 2000.

UNANIMOUSLY RESOLVED

That the Code of Conduct for Councillors be noted.

5. DISCLOSURE OF INTERESTS

None

6. INTRODUCTION OF NEWLY APPOINTED STAFF AND LONG SERVICE AWARDS

Corporate Services

The Director: Corporate Services, Mr B Ellman, introduced the following new appointees in the Corporate Services Directorate who were appointed during April 2016:

Ms M Botha Legal Advisor
Ms V Klein Senior Clerk: Public Participation

Planning and Development

The Acting Director: Planning and Development, Mr H Smit, introduced the following new appointees in the Planning and Development Directorate who were appointed during April 2016:

Mr S Mqhele Town Planner
Ms L Bailey Principal Clerk: Town Planning

Community Services

The Director: Community Services, Mr D Adonis, introduced the following new appointees in the Community Services Directorate who were appointed during April 2016:

Mr T Kom General Assistant: Cemeteries Assistant
Mr J H Armoed General Assistant: Cemeteries Assistant
Technical Services

The Director: Technical Services, Mr M Rhode, introduced the following new appointee in the Technical Services Directorate who was appointed during June 2016:

Ms C April   Senior Clerk: Technical Services

7. CONFIRMATION AND ADOPTION OF MINUTES OF THE MUNICIPAL COUNCIL

7.1 ORDINARY MUNICIPAL COUNCIL MEETING: 24 MARCH 2016

UNANIMOUSLY RESOLVED

That the minutes of the Ordinary Council meeting held on 24 March 2016, be confirmed and adopted as a true reflection of the proceedings.

IN COMMITTEE MINUTES: 24 MARCH 2016

See separate minutes.

7.2 SPECIAL MUNICIPAL COUNCIL MEETING: 31 MARCH 2016

UNANIMOUSLY RESOLVED

That the minutes of the Special Council meeting held on 31 March 2016, be confirmed and adopted as a true reflection of the proceedings.

8. STATEMENTS AND COMMUNICATIONS BY THE SPEAKER

UNANIMOUSLY RESOLVED

That the contents of the report from the Speaker and Municipal Councillors for the period 14 March 2016 to 16 May 2016, be noted.

9. STATEMENTS AND COMMUNICATIONS BY THE EXECUTIVE MAYOR

UNANIMOUSLY RESOLVED

That the report from the Executive Mayor with regard to functions, meetings and workshops attended for the period 16 March 2016 to 19 May 2016, be noted.
10. **RECOMMENDATIONS FROM THE MAYORAL COMMITTEE: 12 MAY 2016**

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

UNANIMOUSLY RESOLVED

[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 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 only - that portion to be alienated only, thus excluding the portion to be swapped), 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 [e] and [f] above;

[i] That it be noted that the Director: Technical Services verbally indicated that there are no objections to the land swapping and alienation because no services are affected.

File number: 9/1/2/9
Execution: Director: Corporate Services
10.2 RESOLUTIONS OF THE MAYORAL COMMITTEE: 12 MAY 2016

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

UNANIMOUSLY RESOLVED
(By the Mayoral Committee on 12 May 2016)

[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: 9/1/2/10
Execution: Director: Financial Services
Manager: Budget

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

UNANIMOUSLY RESOLVED
(By the Mayoral Committee on 12 May 2016)

[a] That the correspondence from the persons be noted:
Robert Smith (dated 2 February 2016);
Ilse Roman (dated 18 February 2016);
Dov de Jong (dated 19 February 2016) and
S. Ohlson (dated 29 February 2016);

[b] That the renaming of Casino Street to Cassino Street, be approved.

File number: 16/3/4
Execution: Municipal Manager
Manager: Communication

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

UNANIMOUSLY RESOLVED
(By the Mayoral Committee on 12 May 2016)

[a] That the contents of the report by the Speaker on changes in Ward Committee membership be noted;

[b] That Mr. Frederick Maskew be replaced 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

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**G12/04/16**

**REPORT ON THE DRAFT INFORMAL TRADING BY-LAW**

**UNANIMOUSLY RESOLVED**
*(By the Mayoral Committee on 12 May 2016)*

That the item be referred to the Mayoral Committee meeting to be held on Tuesday, 17 May 2016.

File number: 1/3/2
Execution: Director: Planning and Development
Manager: Local Economic Development

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**G13/04/16**

**RECOMMENDATIONS OF STREET NAMING COMMITTEE MEETING OF 30 MARCH 2016**

**UNANIMOUSLY RESOLVED**
*(By the Mayoral Committee on 12 May 2016)*

[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 next Governance and Economic Development Committee Meeting for information.

File number: 3/3/3/1
Execution: Director: Municipal Manager
Manager: Communication

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**G14/04/16**

**KNYSNA BUSINESS UNIT SURVEY RESULTS**

**UNANIMOUSLY RESOLVED**
*(By the Mayoral Committee on 12 May 2016)*

[a] That the key findings of the business unit survey, be noted;

[b] That the outcomes and recommendations of the Knysna Business Unit Survey be 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

HORNLEE BACKYARD DWELLER SURVEY REPORT

UNANIMOUSLY RESOLVED
(By the Mayoral Committee on 12 May 2016)

[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

KNYSNA AND PARTNERS MONTHLY REPORT

UNANIMOUSLY RESOLVED
(By the Mayoral Committee on 12 May 2016)

[a] That the verbal elucidation by Mr Greg Vogt 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 Tuesday, 17 May 2016.

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

MONTHLY BUDGET STATEMENT FOR JANUARY 2016

UNANIMOUSLY RESOLVED
(By the Mayoral Committee on 12 May 2016)

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

File number: 9/1/2/10
Execution: Director: Financial Services
MONTHLY BUDGET STATEMENT FOR FEBRUARY 2016

UNANIMOUSLY RESOLVED
(By the Mayoral Committee on 12 May 2016)

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

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

MONTHLY AND QUARTERLY BUDGET STATEMENT FOR MARCH 2016

UNANIMOUSLY RESOLVED
(By the Mayoral Committee on 12 May 2016)

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

[b] That the contents of the report of the Mayor and Municipal Manager accurately reflects the information contained in the tables of the report.

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

IN-YEAR MONITORING IN TERMS OF THE MUNICIPAL FINANCE MANAGEMENT ACT

UNANIMOUSLY RESOLVED
(By the Mayoral Committee on 12 May 2016)

[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


UNANIMOUSLY RESOLVED
(By the Mayoral Committee on 12 May 2016)

[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 Budget;

c] That the unauthorised expenditure be corrected in the Adjustment Budget in August 2016 in compliance with the MFMA;

d] That a report on the scope of work performed by Tuinqua consultants be submitted to the next Finance Committee meeting.

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

F11/04/16 VIABILITY OF RESTRUCTURING LOAN PORTFOLIO

UNANIMOUSLY RESOLVED
(By the Mayoral Committee on 12 May 2016)

[a] That the outcome with regard to the investigation into the viability of restructuring Knysna Municipalities loan portfolio, be noted;

[b] That it hereby be confirmed that it is not viable to consolidate the 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 RESOLVED
(By the Mayoral Committee on 12 May 2016)

[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 specifically highlighting the discrepancies/ deviation between overtime expenditure and the overtime policy by each directorate.

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

UNANIMOUSLY RESOLVED
(By the Mayoral Committee on 12 May 2016)

[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 take all necessary steps to ensure full compliance with section 116 of the MFMA and to the extent that there is non-compliance, the Municipal Manager must then report on the steps taken to address such non-compliance;

[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 Municipal Manager provides a report to the Mayoral Committee to be held Tuesday, 17 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;

[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, then the Accounting Officer must be notified accordingly.

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

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

UNANIMOUSLY RESOLVED
(By the Mayoral Committee on 12 May 2016)

[a] That the following correspondence be noted:
   (i) A copy of the application from Marike Vreken 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 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 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 RESOLVED
(By the Mayoral Committee on 12 May 2016)

[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 days 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

ERF 2895 KNYSNA: PROPOSED REZONING FROM “SINGLE RESIDENTIAL TO BUSINESS” FOR PURPOSES OF ALLOWING BUSINESS BUILDINGS FOR SPECIALIST SHOPS.

UNANIMOUSLY RESOLVED
(By the Mayoral Committee on 12 May 2016)

[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
 UNANIMOUSLY RESOLVED

(By the Mayoral Committee on 12 May 2016)

[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 RESOLVED
(By the Mayoral Committee on 12 May 2016)

[a] That the following correspondence be noted:

(i) Application from Marike Vreken 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 mains 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 RESOLVED
(By the Mayoral Committee on 12 May 2016)

[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 the surrounding Municipalities.

File number: 9/1/2/1
Execution: Director: Technical Services
Manager: Human Resources

P09/04/16  WATER INFRASTRUCTURE REQUIREMENTS FOR KNYSNA

UNANIMOUSLY RESOLVED
(By the Mayoral Committee on 12 May 2016)

[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 Director: Technical Services search and apply 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 RESOLVED**
*(By the Mayoral Committee on 12 May 2016)*

[a] That the report on the Amendment of the Greater Knysna Water Restrictions Scheme, be noted;

[b] That approval be granted to the following Levels for the water conservation strategy with immediate implementation:

**Proposed amended water restrictions**
To elevate the above the department proposes the following levels in terms of Water Conservation stages dependent on dam storage levels.

<table>
<thead>
<tr>
<th>Level</th>
<th>Storage</th>
<th>Water Supply Days</th>
<th>Final Measure</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level 1</td>
<td>100% - 61%</td>
<td>85 – 44 Days</td>
<td>Current water restriction</td>
</tr>
<tr>
<td>Level 2</td>
<td>60% - 41%</td>
<td>43 – 30 Days</td>
<td>Tariff Management: Implement Drought Tariff Stage 1</td>
</tr>
<tr>
<td>Level 3</td>
<td>40% - 31%</td>
<td>29 – 22 Days</td>
<td>Introduce Water Management Devices and Approved Drought Tariff Stage 2</td>
</tr>
<tr>
<td>Level 4</td>
<td>30% - 21%</td>
<td>21 – 15 Days</td>
<td>Introduce Water shedding and Drought Tariff Stage 3</td>
</tr>
<tr>
<td>Level 5</td>
<td>20% - 0%</td>
<td>&lt;14 Days</td>
<td>Water rationing</td>
</tr>
</tbody>
</table>

[c] That these measures 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 RESOLVED**
*(By the Mayoral Committee on 12 May 2016)*

[a] That the Further Report: Water Demand Side Management, be noted;

[b] That the Technology to be used in respect of water management device, be approved.

[c] That an implementation plan for the Water Management device which includes a full Public Participation process, be developed.

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 RESOLVED**

*(By the Mayoral Committee on 12 May 2016)*

[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 RESOLVED**

*(By the Mayoral Committee on 12 May 2016)*

[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 DWELLINGS**

**UNANIMOUSLY RESOLVED**

*(By the Mayoral Committee on 12 May 2016)*

That the proposed 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 RESOLVED**

*(By the Mayoral Committee on 12 May 2016)*

[a] That the Policy on the Electrification of Second Dwellings, be adopted;

[b] That the implementation of the policy be subject to network upgrading where required.
P20/04/15 PRESENTATION : KNYSNA NORTHERN CORRIDOR PROJECT

UNANIMOUSLY RESOLVED
(By the Mayoral Committee on 12 May 2016)

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

[b] That the Integrated 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 on Tuesday, 17 May 2016.

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

UNANIMOUSLY RESOLVED
(By the Mayoral Committee on 12 May 2016)

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

File number: 9/1/2/14
Execution: Director: Community Services

C11/04/16 PROCUREMENT OF LAND FOR CEMETERY

UNANIMOUSLY RESOLVED
(By the Mayoral Committee on 12 May 2016)

[a] That the report with regard to the procurement of land for cemetery purposes, 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.

File number: 9/1/2/14
Execution: Director: Community Services
Acting Manager: Solid Waste
C12/04/16  STATUS OF HOMELESS PEOPLE

UNANIMOUSLY RESOLVED
(By the Mayoral Committee on 12 May 2016)

[a] That the report from the Director: Community Services on the status of homeless people, be noted;

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

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

C13/04/16  CONTINGENCY PLAN: FESTIVE SEASON 2016

UNANIMOUSLY RESOLVED
(By the Mayoral Committee on 12 May 2016)

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

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

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

UNANIMOUSLY RESOLVED
(By the Mayoral Committee on 12 May 2016)

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

[b] That the Standard Operating Procedures for different incidents be approved and implemented.

File number: 9/1/2/14
Execution: Director: Community Services
Manager: Protection Services
10.3 RESOLUTIONS OF THE SPECIAL MAYORAL COMMITTEE: 17 MAY 2016

M01/05/16 PETRO SA - REFUSE DISPOSAL SITE

UNANIMOUSLY RESOLVED
(By the Mayoral Committee on 12 May 2016)

[a] That the report with regard to the Petro SA Refuse Disposal Site, be noted;

[b] That the Municipal Manager report to Council on the progress of the negotiations and be tasked to ensure that the extension to June 2017, be implemented.

File number: 9/1/2/5
Execution: Municipal Manager
Director: Community Services

M02/05/16 RECOMMENDED COMPOSITION OF THE KNYSNA MUNICIPAL PLANNING TRIBUNAL (KMPT) FOR THE GREATER KNYSNA MUNICIPAL AREA AS PER SECTION 71(1)(a) OF KNYSNA MUNICIPALITY’S LAND USE PLANNING BY-LAW (2016)

UNANIMOUSLY RESOLVED
(By the Mayoral Committee on 12 May 2016)

[a] That the contents of the report on the composition of the Planning Tribunal by the Municipal Manager, be noted;

[b] That the item be referred to a Special Planning and Development Committee Meeting to be held on 7 June 2016;

[c] That the delegations be attached and a report on the progress of the implementation of LUPA in Knysna, be submitted to the Section 80 meeting mentioned in [b] above.

File number: 1/3/1/11
9/1/2/14
Execution: Municipal Manager
Director: Corporate Services
Manager: Administration

M03/05/16 EPWP GRANT FUNDED PROJECTS SELECTION FOR THE 2016/17 FINANCIAL YEAR

UNANIMOUSLY RESOLVED

That a sub-committee consisting of representatives of each party convene within the next 24 hours to identify suitable projects to receive EPWP grant funding for the 2016/2017 financial year.

File number: 9/1/2/13
Execution: Municipal Manager  
Director: Planning and Development  
Manager: LED

M04/05/16  **BACK TO BASICS (B2B) FIRST YEAR OVERVIEW REPORT**

**UNANIMOUSLY RESOLVED**  
(By the Mayoral Committee on 12 May 2016)

[a] That the Back to Basics (B2B) first year overview report for the period of October 2014 to September 2015 received from the National Department of Co-operative Governance, be noted;

[b] That the recommendations contained under point 9 of the report mentioned in [a] above, be noted;

[c] That it be noted that the report mentioned in [a] above rates Knysna Municipality as “Doing Well (DW),” which is the best rating obtainable;

[d] That the monthly reporting report regarding the B2B initiative be submitted to the Governance and Economic Development Committee Meeting.

File number: 9/1/2/9  
Execution: Municipal Manager  
Director: Corporate Services  
Manager: Administration

M05/05/16  **KNYSNA AND PARTNERS: FINANCIALS**

**UNANIMOUSLY RESOLVED**  
(By the Mayoral Committee on 12 May 2016)

That a full set of Financial Statements of Knysna and Partners, be submitted to the next Governance and Economic Development Committee meeting for consideration.

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

M06/05/16  **HOUSING DEVELOPMENT AGENCY PRESENTATION**

**UNANIMOUSLY RESOLVED**  
(By the Mayoral Committee on 12 May 2016)

That the presentation made by the Housing Development Agency regarding the Knysna Northern Corridor Development, be noted.
M07/05/16  REQUEST FOR QUARTERLY WITHDRAWAL REPORT FOR MARCH 2016 TO BE SUBMITTED TO COUNCIL

UNANIMOUSLY RESOLVED
(By the Mayoral Committee on 12 May 2016)

That the item with regard to the request for Quarterly Withdrawal Report for March 2016 to be submitted to Council, be withdrawn.

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

M08/05/16  APPLICATION FOR RENEWAL OF THE VODACOM LEASES

UNANIMOUSLY RESOLVED
(By the Mayoral Committee on 12 May 2016)

[a] That the report on the renewal of the Vodacom leases be noted;

[b] That the previous resolutions dated 29 November 2012 be noted;

[c] That a comprehensive and full report on the renewal of the Vodacom leases including the relevant valuations be prepared for the next Governance and Economic Development Committee meeting.

File number: 9/1/2/9
Execution: Director: Corporate Services

10. ITEMS FOR NOTING

RESOLVED

That all the resolutions, in terms of delegated powers, of the four (4) Portfolio Committees taken at their respective meetings held between 19 April 2016 and 26 April 2016, be noted.

11. MATTERS SUBMITTED BY THE MUNICIPAL MANAGER

C01/05/16  AMENDMENT OF THE SYSTEM OF DELEGATIONS TO FACILITATE THE NEW PLANNING SYSTEM RESULTING FROM THE ADOPTION OF THE BY-LAW

UNANIMOUSLY RESOLVED

[a] That the System of Delegations as approved on 28th January 2016 be amended in accordance with the schedule attached as the amended Annexure “B”;
[b] That the Delegations Register as approved on 28 January 2016 be amended by adding the amended delegations;

c] That it be noted that the System of Delegations as amended by this resolution will come into operation once the Western Cape Land Use Planning Act (Act No 3 of 2014) is implemented within the Knysna Municipal Area.

File number: 9/1/2/13
Execution: Municipal Manager

C02/05/16 2016 – 2017 FINAL IDP REVIEW

UNANIMOUSLY RESOLVED

[a] That the contents of the report with regard to the Final IDP Review, be noted;

[b] That the final Integrated Development Plan (IDP) review for 2016/17 as tabled, be approved.

File Number: 15/2/6/1/13
Execution: Director: Planning and Development

C03/05/16 RURAL INFRASTRUCTURE DEVELOPMENT (RID) GRANT FUNDING

UNANIMOUSLY RESOLVED

[a] That the matter with regard to the Rural Infrastructure Development (RDI) Grant Funding, be referred to the next Planning Development and Infrastructure Committee meeting with a full and comprehensive report;

[b] That a letter be addressed to the Department of Rural Development and Land Reform expressing Council’s discontent with regard to the current situation.

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

Administrative Note:

The Municipal Council effective revoke the original resolution by the Mayoral Committee by replacing the same with the above.

C04/05/16 COUNCIL IN RECESS: PERIOD 4 JULY 2016 UNTIL AFTER THE MUNICIPAL ELECTIONS BUT BEFORE COUNCIL’S FIRST MEETING

UNANIMOUSLY RESOLVED

[a] That the Municipal Council stands prorogued for the period 4 July 2016 to 3 August 2016;
[b] That in view of the afore-mentioned period of recess, the Executive Mayor, Cllr G Wolmarans and the Municipal Manager, Grant Easton, or his successor in title, be delegated to jointly perform all official Council duties, responsibilities and functions during the period of 4 July 2016 to 2 August 2016 with the exception of those indicated in Section 160(2) of the Constitution of the Republic of South Africa, 1996 and other applicable legislation namely:

[i] the passing of by-laws;
[ii] approval of budgets;
[iii] the imposition of rates and other taxes, levies and duties;
[iv] the raising of loans;

as well as the following, in terms of other applicable legislation:

[v] disposal of council properties;
[vi] approval of Integrated Development Plan;
[vii] the appointment of the Municipal Manager and managers directly accountable to the Municipal Manager;
[viii] other functions as per delegation register to Council; and
[ix] all other powers and functions reserved for the Municipal Council which are not delegated;

[c] That for the period 4 August 2016 to the date of the first meeting of the new Municipal Council, all the powers functions and duties of the Municipal Council be delegated to the Municipal Manager who shall, in consultation with the Chief Financial Officer, exercise these powers, functions and duties when:

[i] The public interest so demands; or
[ii] The failure to exercise such power as a matter of urgency would have a substantial impact on the municipality and/or its services; or
[iii] Administrative and operational efficiency so demands;

Provided that this delegation excludes powers, functions and duties reserved for the Municipal Council in terms of legislation and those powers conferred upon other officials in terms of existing delegations.

C05/05/16 REPORT BACK ON EXPIRED SPORTING LEASES

Cllr S de Vries proposed, seconded by Cllr P Nkam that the recommendation not be supported.
Cllr M Willemse proposed, seconded by Cllr L Hart, that the recommendation as submitted by the Municipal Manager, be approved.

The Speaker called the matter to a vote.

10 Councillors (10 DA) voted in favour of Cllr M Willemse’s proposal.
6 Councillors (ANC) voted against the proposal of Cllr Willemse.
Cllr Jantjies (Independent) and Cllr van Aswegen (Cope) abstained from voting.

Cllr Willemse’s proposal that the recommendation submitted by the Municipal Manager, with the amendment, made by the administration, that “building on” be included in paragraph [c][i], after the words “the portion”, was carried.

RESOLVED BY MAJORITY

[a] That the report and annexure’s regarding the report back on the expired sport leases submitted to the Council meeting dated 31 May 2016 be noted;

[b] That the following attached correspondence received be noted:

[i] Sedgefield Bowling Club;
[ii] Gary Atkinson; and
[iii] Sedgefield Tennis Club;

[c] That the Municipal Manager be authorised to conclude new Lease Agreements as per the Council Resolution dated 10 December 2015 with the following:

[i] Sea Scouts of South Africa for the building on portion of Erf 255 next to Loerie Park at no rental,

[ii] Buffalo Bay Ski-boat Club for a portion of Erf 215, Buffalo bay for parking purposes only,

[iii] Western Cape Provincial Government for a portion of Erf 215 Walkers Point, Buffalo Bay,

[iv] Knysna Lions Club for a portion of Erf 211, Knysna at no rental;

[v] Sea Cadets for a portion of Erf 1316, Knysna at no rental; and

[vi] Sedgefield Bowling and Sedgefield Tennis Club for portions of Erf 2058, Sedgefield for Bowling Club, Tennis Club and Reg Basson Hall with Kitchen.

File Number: 9/1/2/9
Execution: Director: Corporate Services
Manager: Administration
The Speaker granted a break from 18:00 to 18:30.

C06/05/16 CALLING AND SETTING A DATE FOR THE LOCAL GOVERNMENT ELECTIONS – WEDNESDAY, 3 AUGUST 2016

UNANIMOUSLY RESOLVED

That it be noted that the Minister for Corporative Governance and Traditional Affairs, Honourable Mr. D van Rooyen, MP, has called an election of all Municipal Councils and set 3 August 2016 as the date for such local government elections.

File number: 9/1/2/14
Execution: Municipal Manager
Director: Corporate Services
Manager: Administration

C07/05/16 IMPLEMENTATION OF MARKET RELATED RENTALS FOR STAFF HOUSING

UNANIMOUSLY RESOLVED

[a] That the report regarding the outcome of the Local Labour Forum with regarding the staff housing rental increase submitted to the Council meeting dated 31 May 2016 be noted;

[b] That the minutes of the Local Labour Forum dated 26 April 2016 with regards to the staff housing be noted;

[c] That the report from Mr André Vercuel with regard to the maintenance on Municipal Houses and Flats dated 10 March 2014 be referred to the next Governance and Economic Development Committee Meeting for further discussion;

[d] That the resolution with regards to the suspension of the implementation of the Council Resolution dated 25 February 2016 be lifted and;

[e] That the Council resolution with regards to Staff Accommodation dated 29 October 2015 be implemented from 1 July 2016, with the exception of [f] which should be amended to read “1 July 2016” and that annual escalation equal to CPIX, be implemented from 1 July 2017;

[f] That a report with regard to the length of stay in staff housing and how it will be dealt with, be submitted to the next Governance and Economic Development Committee meeting for consideration.

File number: 9/1/2/9
Execution: Director: Corporate Services
Manager: Administration
C08/05/16  APPLICATION FOR Restructuring Zones, Knysna Municipality

UNANIMOUSLY RESOLVED

That the item with regard to the application for restructuring zones, Knysna Municipality, be withdrawn and that a comprehensive report be submitted to the Special Council Meeting to be held in June 2016.

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

C09/05/16  APPLICATION TO PURCHASE A PORTION OF ERF 5076, KNYSNA ABUTTING ERF 20322 KNYSNA (ERVEN 78114 AND 7115)

UNANIMOUSLY RESOLVED

That the matter with regard to the alienation of a portion Erf 5076, Knysna submitted to the Council meeting dated 31 May 2016 be referred back for the Knysna Education Trust to undertake a public participation exercise to ascertain the views of the neighbouring communities and that a report be submitted to the Special Council meeting to be held in June 2016.

File number: 9/1/2/9
Execution: Director : Corporate Services

C10/05/16  Etablissement of Ward Committees for the New Term of Office of Council

UNANIMOUSLY RESOLVED

That the report on the establishment of ward committees be submitted to a workshop with relevant stakeholders and that a further report be submitted to the Special Council meeting to be held in June 2016.

File number: 9/1/2/9
Execution: Director : Corporate Services

C11/05/16  Application for Land Alienation: Portion of Erf 4302 Sedgefield - Woodpecker Street

UNANIMOUSLY RESOLVED

That the matter with regard to the alienation of a portion of Erf 4302, Sedgefield be referred to the next Governance and Economic Development Committee meeting for further discussion.

File number: 9/1/2/9
Execution: Director : Corporate Services
C12/05/16  APPOINTMENT OF AN ACTING DIRECTOR: PLANNING AND DEVELOPMENT

Cllr W Litoli proposed, seconded by Cllr M Dyantyi that the recommendation not be supported.

Cllr P Myers proposed, seconded by Cllr M Willemse that the recommendation be approved.

The Speaker called the matter to a vote.

10 Councillors (9 DA and 1 Cope) voted for the proposal of Cllr P Myers
7 Councillors (ANC) voted against the proposal from Cllr P Myers
Cllr Jantjies (Independent) abstained from voting.

The proposal from Cllr P Myers was carried.

RESOLVED BY MAJORITY

[a] That the report regarding the appointment of an Acting Director Planning and Development, be noted;

[b] That Ms Marlene Boyce be appointed as the Acting Director: Planning & Development from the date of this resolution for not more than three (3) months or until the vacant post is filled.

File number: 9/1/2/9
Execution: Municipal Manager
Director: Corporate Services

C13/05/16  MEDIUM TERM REVENUE AND EXPENDITURE FRAMEWORK 2016/2017 – 2018/2019

The Executive Mayor presented her State of the Town Address:

“Madame Speaker
Madame Executive Deputy Mayor
Councillors
Municipal Manager
Directors
Staff
Members of the media and the public

Good afternoon to you all,

I stand before you today with a sense of pride and achievement, but also with a tinge of melancholy for this is my last State of the Town address as Executive Mayor of Knysna. My time in office has been an absolute pleasure and privilege, something I will cherish for many years to come.

Councillors, I will treasure the memories of our time together, and that despite our political differences, as colleagues we worked together for the
good of our town. We may not have always agreed, but we shared the common goal of a better Knysna, where people and nature prosper.

It is my sincere hope that the next council will build on the achievements we have attained during this term of office and will strive to overcome the challenges that faced us over the last five years. During my term of office I consistently sought to overcome the frustration, unhappiness and ruptures within our communities. I have sought to bridge the divide between the wealthy and the impoverished, between those who have access to all basic services and those who do not, between the educated and skilled and the uneducated and the unemployed and, even after two decades of democracy, the prevailing divide along racial lines which afflict our communities. It is imperative to address these divides to ensure our town’s prosperous future.

Under my leadership this Council and its administration have laid the foundations to address our challenges. One of which has been the continued support of the youngest members of our communities through Early Childhood Development Centres, which create the footing for our children. I note that I am sharing this address during Child Protection Week and we will celebrate International Children’s Day on 1 June. Our children are our future and the way in which we engage and treat them, is an indicator of the ethics and values of our community.

Knysna Municipality has now attained eight unqualified audit reports in a row with the last three being “clean”. We have made significant inroads in housing, in infrastructure development, in ensuring the necessary conditions for job creation, in good governance and financial management, in facilitating business development, and in service delivery. We have indeed come a long way, colleagues.

Of course, none of this would have been possible without the hard work of everyone at the municipality – from the councillors around this table; the directors and managers; from the operational staff to the administrators, from the gardeners to the librarians, from the law enforcers to the street sweepers. I thank you for your service to Knysna and your dedication the past five years. I thank you for the honour of being able to work with and lead all of you.

I would now like to highlight some of these successes from the last year. Please excuse me if I do not mention each and every item – as you know I’m not one for long speeches.

First I’d like to speak about planning and development for a better future.

Central to the future of Knysna stands the ISDF, our communally-agreed-upon strategic plan for the next 30 years, which is currently in the final public participation stages. It is my belief that with this roadmap, Knysna stands poised for an economic and social recovery that could serve as an example to the rest of the nation. The ISDF could be the best legacy we leave behind as effective leaders. Despite the detractors, it cannot be denied that such a plan is needed in principle.
I am particularly excited about KnysnaON, a massive ICT infrastructure development that will bring superfast fibre-optic broadband to Knysna. Along with it comes the prospect of investment and job creation – from health and education to IT, from film productions to call centres. It also promises to overcome the current barriers to information and communication tools experienced by our poorer communities, due to the discriminatory nature of current data packages. KnysnaON will open the world to our town, and open Knysna to the world. KnysnaON is also a prime example of what can be achieved in partnership between public and private enterprises.

When we look at housing, we have had an excellent year. Knysna had the biggest housing budget of any municipality outside the City of Cape Town. We were allocated R56 million for this financial year and once again spent every cent of it. Having proved our ability to deliver integrated human settlements in time and on budget, a further allocation of R16 million was awarded to us.

On a provincial level, Knysna is seen as a top achiever with regard to housing. We have developed 274 serviced sites and 216 top structures during the last financial year. Councillors, the challenge for the incoming Council is to address the significant housing waiting list and develop greenfield housing for those who are not benefiting from the upgrading of informal settlements housing programme.

In the coming year, the adoption of a new Zoning-Scheme and the Land Use Planning by-law will be finalised. These will support the ISDF and provide additional clarity on land use rights and requirements ensuring the development objectives of Knysna are met.

Two projects that I must highlight are the agricultural development at Karatara which will focus on the production of niche commodities, and the construction of a multi-purpose centre in White Location comprising an AstroTurf field and a three storey building with facilities for indoor sports, arts and culture, retail space and management offices. The siting of this exciting new facility provides a wonderful opportunity to breakdown the prevailing apartheid spaces and encourage greater integration of our communities. We must use all resources and opportunities to unite our town.

Next I’d like to touch on our future created through sound technical services.

A primary focus for this year and in years to come will be to improve Knysna’s water security by focussing on increasing raw water supplies. In this regard we are actively bringing the desalination plant in Sedgefield and the reverse osmosis plant in Knysna on stream and investing heavily in building additional pipelines and pumping capacity from our rivers. Apart from these measures, the formalisation of boreholes in Sedgefield is planned with another storage dam in the works to augment the existing storage capacity of the Akkerkloof dam which will all improve Knysna’s raw water supply and storage capacity. The goal is to achieve the desired six-month reserve storage required by national guidelines and to meet the
increase in demand due to the expansion of housing. In addition we are actively encouraging a more responsible attitude to use of our previous water resources by reducing water wastage through the introduction of a comprehensive leak repair program and numerous other measures including a widespread public awareness campaign.

Turning to the state of our roads, we are demonstrating a clear commitment to improve and maintain our roads infrastructure by approximately doubling the expenditure on repairs and maintenance of our roads, in excess of R25 million in the next financial year. We are addressing the pothole backlog and I am pleased to report that significant progress has already been achieved, with significant further efforts in this regard planned.

We have made similar progress in electricity supply with the commissioning of a generator at the Eastford booster pump station to mitigate possible load-shedding, the installation of high mast lights in unlit suburbs and the electrification of previously powerless areas in Die Gaatjie in Smutsville, Nekkies, Oupad and Hornlee.

**Turning to the development and servicing of our communities.**

During my term of office the development and well-being of all our communities has been a priority for me and I am most pleased with the successes attained by the Community Services Directorate. Most recently we saw the establishment of the Knysna Youth Council. The Youth Council is another way to bridge a divide, in this instance between generations and most importantly between what our generation assumes the next generation desires and what the youth actually want for their future.

The directorate has furthermore improved our libraries and heritage sites. Several reading programmes were instituted, especially to foster healthy habits among our children – a reading project at the Knysna library rewarded children for every ten books read, at Rheenendal the Nali Bali national campaign saw volunteers reading to young children, at the Sedgefield and Leisure Island libraries children sections were created as well as the addition of computers and internet access. These reading programmes foster a love of reading, a desire for learning and a thirst for knowledge.

As part of our effort to promote reconciliation and recognise the pains of our past, it was resolved that the names of all Knysna citizens who died in service of our country, during Apartheid conflicts as well as the World Wars will be added to the cenotaph at Memorial Square in the centre of town.

In the near future the Smutsville Multi-purpose centre will be completed. There are plans for upgrades to the Knysna mother fire station, and to the sportsfields in Hornlee, Dam-se-Bos and Rheenendal. A focus on sport will help to direct our youth away from the social ills plaguing our town. It is also my hope that the new council will make concerted efforts to address the growing problem of substance abuse in our town. I believe that with a firm, yet compassionate approach much can be achieved.
Through the Youth Jobs in Waste programme sponsored by the Department of Environmental Affairs the Solid Waste Department employed 15 youths at no expense to council. We also ran a School’s Waste Management Programme, where waste minimization and recycling at source were encouraged. These initiatives were further supported by awareness campaigns run by the department.

Further waste related initiatives planned for the next year include a Community Based Waste Management programme; an Efficiency Audit; the uptake of the Community Works Programme, which promises to create up to 150 income opportunities; and the conversion of the decommissioned waste truck into a skip truck to assist with bulk waste removal.

All of these programmes have the goal of addressing the challenges the municipality faces with regard to waste management. We still have an illegal dumping and littering problem which has a detrimental effect on our natural beauty and negatively impacts tourism. With the closure of local landfill sites council will need to seriously consider the waste transportation issue.

These initiatives fit in squarely with the ISDF’s focus on the Blue Economy, where waste is minimized and sustainable resources are optimised.

Next I briefly touch on the role of corporate services in creating a better tomorrow.

When it comes to Corporate Services, I wish to highlight our successes when it comes to public participation, which is at an all-time high and has been recognised as a best practice. We have had several well-supported gatherings on contentious issues, and this is another example of what active citizenry and responsible governance can bring about. In sharing our thoughts and views, we endeavour to lessen the social divides in our town.

Our newly initiated Community Works Programme has the potential to ultimately increase the available work opportunities by 1 000, which is a great positive in improving the lives of our less fortunate residents. Similar results are expected from the Extended Public Works Programme, which to date has provided 2080 unemployed residents the opportunity to earn an income for themselves. The continual good performance ensured our EPWP grant is secure and increases year on year.

And now I come to funding the future Knysna.

Councillors, ladies and gentlemen, I turn to the budget for 2016/2017.

The budget for the next financial year continues to reflect the strategies and priorities of the town, chief among them the need to address our dire water security issues, as well as making concessions to our indigent and pensioner population. The indigent and pensioners feel the negative impact of economic shifts more acutely than any other group.
At this point I wish to thank those members of public who considered the draft budget and took the time and effort to forward comments on the budget to my office. Twenty-nine submissions were received. The inputs were for as diverse matters such as:

- the state of roads, infrastructure and the sportsfields in Karatara
- funding for the Knysna Youth Council
- a request for a play park in Upper Old Place from Mrs. Kalani, and
- a detailed proposal for a Youth Centre.

All of these were considered and some were pulled through to the budget and the Integrated Development Plan (IDP) I present today.

The new budget for Knysna Municipality amounts to approximately R912 million comprising of R174 million in capital expenditures and R738 million for operating expenses. This constitutes a considerable increase of 16% on the adjusted budget for 2015/16 which amounted to a total of R789 million.

As you are aware, Knysna is predominantly domestic in its tax base and the downturn in the national economy means development has virtually ceased. We have had a positive holiday season with an influx of tourists and visitors in 2015 and although this type of seasonal boom is welcomed and needed to help achieving our goals of a prosperous town, it needs to become a year-round, sustainable effort and new industries must be identified and developed for the benefit of businesses, residents and workers.

Compiling the budget for 2016/17 has been a challenging exercise, where the cost of increased service delivery to our ever-growing population is clearly becoming an increasing burden on our limited revenue budget. The topography of the town means that the basic services we are constitutionally obliged to provide are always costlier than other municipalities. The knock-on effects of Eskom tariffs and our water scarcity are also substantial.

Thus there are three options which we must avidly pursue: firstly, aggressively grow our status as a preferred national and international tourist hub taking advantage of the exchange rate, secondly to actively seek investment in eco-friendly manufacturing to create more jobs and, lastly, create more jobs by attracting more service-based companies to the area.

The capital expenditure must remain focused on water and sewerage infrastructure, specifically due to the recent drought that has hit the nation and felt so acutely in Knysna. We value the provincial government’s continued support to use the housing grant for the installation of bulk infrastructure and reticulation. This is in line with the vision as set out in the draft ISDF.

After National Treasury revised the Equitable Share formula in accordance with the latest census figures, the equitable contribution increased from
R56 million in the current budget to R63 million for the 2016/17 cycle. This gives Knysna’s financial health a slight, but much-needed boost. The capital budget is thus funded with R91 million from National and Provincial grants, R25 million from borrowings and the balance from internally generated funds.

These approximated funds will be used as follows: R57 million for housing and infrastructure, R23 million for upgrades to the pumping scheme at Charlesford dam, a R10 million NDPG grant for multi-purpose centres, R8 million for the water treatment plant, R3 million for a new cemetery and R5 million for upgrades to Grey Street. R300 000 has been allocated to each ward for their respective projects in order to enable Wards to identify and address those capital projects which will best impact on the residents of each Ward.

Now for the effects the budget has on the person in the street, namely the tariff implications.

It would seem as if Eskom is in recovery, with bold promises of no load-shedding for this year at least, which seems to slightly justify the approved electricity revenue tariff increase of 7.6% as set by the National Energy Regulator. This increase must be passed directly on to the consumer.

The increase in the first two consumption tiers for the water tariff will be 7% and subsequent tiers rise higher as consumption increases. This increase is admittedly disproportionately high due to the dire situation Knysna finds itself in regards to its water system and reserve levels which currently stands at about 30 days. Even at capacity, our reserve are enough for only three months, far from the required six months as I mentioned earlier. This is currently the single biggest challenge we face at present and has far-reaching implications. We have only two realistic water demand management options— firstly, by asking on our businesses, visitors and residents to do everything they can to decrease usage and in turn rewarding these efforts, and secondly by hiking our tariffs.

We are also pursuing a progressive water tariff re-structure, with the biggest change being the free water allocation amount. To date Knysna has provided all domestic account holders with 6 kilo-litres per month for free. This is despite national policy which only requires the free allocation to be given to indigent residents. As of the new financial year this gift to non-indigent residents will decrease to 3 kilo-litres free water.

The sewerage tariff and refuse tariff will increase by 7.5% and 8% respectively. It has not been possible to factor in the cost of the new Eden District Municipality landfill site near Mossel Bay into the refuse rate.

Other minor tariffs will also increase with 8.9%, unless specifically shown to be different in the tariff book.

In terms of domestic assessment rates, the increase in the rate of the rand will be 7% for domestic and non-domestic properties. The finance directorate has always argued that property rates remain a tax and that council should strive to obtain the maximum revenue out of the rates
revenue base. In the previous budget submission an indication was given to phase out or reduce some of the rebates and exemptions, which is materializing in this budget as follows:

The assessment rate rebate for domestic owners will be reduced to 10%, with the Green Rate reduced to 5% and the Rural Rebate scrapped in its totality. The additional portion of domestic property value which is excluded will remain at R100 000.

In closing, I would like to mention a few more personal items of thanks and appreciation.

Firstly, I would like to take this opportunity to voice my support for Councillor Eleanor Bouw-Spies, the next DA Mayor for Knysna. It pleases me to pass the mantel onto you. You know what this position holds and you are aware of the challenges, pitfalls and issues facing our town. I am sure you will meet the expectations by facing these head-on. Best of luck not only to you, but to all prospective Councillors standing for election on 3 August. May our mutual campaigns proceed smoothly and may the voters elect the councillors they deserve.

I wish to spare more than a thought for my close friend and the previous councillor for Ward 5, Magda Williams, who passed away in 2014. I miss you still.

2015 saw the departure of Michelle Wasserman with whom we had the wonderful opportunity to work closely. I thank her for showing great integrity and wisdom during her tenure, both as a member of my Mayoral Committee and as an outstanding Speaker.

I would also like to thank my dear colleague Richard Dawson for his support and friendship since our paths crossed in 2006 and which continued after his resignation in 2015. You were a confidant both in council and in the DA.

I extend my appreciation to our Municipal Manager Grant Easton, who with his team, compiled the budget and has been of such able service to Knysna since being appointed.

The same goes for the Directors of the municipality, as well as their staff. Your continued hard work has been instrumental in getting us on the path we have set for the town.

My sincere thanks go to my Executive Deputy Mayor, Esmé Edge, as well – you have contributed much to make the last five years not only easier, but pleasant too.

Lastly my thanks to my Mayoral Committee, to you Madam Speaker, to my fellow DA members, to opposition party members and everyone else for taking this municipality forward on behalf of Knysna’s citizens. Debates have been lively, tempers have risen, defeats were dealt and victories achieved but always in a progressive fashion, standing up for what we believe in. That is the nature of democracy.
Madam Speaker, I hereby refer you to recommendations of Item 11.13 on Page 26 of the Supplementary Council Meeting Agenda and present to you the 2016/2017 Budget."

Cllr S de Vries proposed, seconded by Cllr C Witbooi that the recommendation not be supported.

Cllr P Myers, proposed that the recommendation with the inclusion of a [b][vi] to the recommendation, which reads as follows, be approved:

[vi] That Annexures 1, 2 and 8 be appropriately amended to include the additional amount for ward allocations taking Capital Expenditure per Ward up to R400 000.00 and that these allocations be considered by the new ward committees.

Cllr R Barrell seconded the proposal of Cllr P Myers with the additional [b][vi].

The Speaker called the matter to a vote.

10 Councillors (10 DA) voted for the proposal from Cllr P Myers.
7 Councillors (ANC) voted against the proposal from Cllr P Myers Cllr Jantjies (Independent) and Cllr van Aswegen (Cope) abstained from voting.

The proposal from Cllr P Myers was carried.

RESOLVED BY MAJORITY

[a] That the MTREF 2016/17-2018/19, in terms of Section 16(1), read with Section 17(3)(a)(i), of the Local Government: Municipal Finance Act, 2003 (MFMA), be approved;

[b] That the following, in terms of Section 24(2)(c) of the MFMA, be approved:

[i] That tariffs and charges reflected in Annexure 3 of the MTREF are approved for the budget year 2016/2017;

[ii] That the amended policies (detailed in Annexure 5 of the MTREF) are approved for the budget year 2016/2017;

[iii] That the budget submissions received by the public and relevant provincial departments have been considered and are noted;

iv] That the mSCOA Project plan be noted;

[v] That the Service Level Standards be approved;

[vi] That Annexures 1, 2 and 8 be appropriately amended to include the additional amount for ward allocations taking Capital Expenditure per Ward up to R400 000.00 and that
these allocations be considered by the new ward committees;

[c] That the Municipal Manager be requested to submit the approved 2016/17 Annual Budget, in terms of Section 24(3) of the MFMA, to the National Treasury and the Western Cape Provincial Treasury;

[d] That the Municipal Manager submit to the Executive Mayor, within 14 days from the date of this resolution, in terms of Section 69(3) of the MFMA, a draft service delivery and budget implementation plan (SDBIP) for the 2016/17 budget year and drafts of the annual performance agreements as required in terms of Section 57(1)(b) of the Local Government: Municipal Structures Act, 2000, for the Municipal Manager and all senior managers.

File number:  
Execution: Director: Financial Services

12. CONSIDERATION OF QUESTIONS

UNANIMOUSLY RESOLVED

That answers or responses to the three Questions submitted by the Chief Whip of the ANC, Cllr S De Vries, dated 18 May 2016, with regard to the following:

[a] Expired Sporting Leases;
[b] ABSA Development;
[c] Tuiniqua Consulting Engineers,

be submitted to the Special Council Meeting to be held in June 2016 for consideration.

13. CONSIDERATION OF MOTIONS OF EXIGENCY

None

14. ADJOURNMENT

The Speaker thanked everyone and the meeting concluded at 20:30.

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7. CONFIRMATION AND ADOPTION OF MINUTES OF THE SPECIAL COUNCIL

7.2 ORDINARY MUNICIPAL COUNCIL MEETING: 25 AUGUST 2016

RECOMMENDATION OF THE ACTING MUNICIPAL MANAGER

That the minutes of the Ordinary Council meeting held on 25 August 2016, be noted.
KNYSNA LOCAL MUNICIPALITY

MINUTES

OF AN ORDINARY MEETING
OF THE
MUNICIPAL COUNCIL OF KNYSNA MUNICIPALITY
WHICH WAS HELD ON
Thursday, 25 August 2016
at 09:00
In the Municipal Council Chamber

COUNCILLORS IN ATTENDANCE

Speaker, Cllr Wolmarans, G [DA]
Executive Mayor, Cllr Bouw-Spies, E R J [DA]
Deputy Executive Mayor, Cllr Myers P [DA]
Cllr Arends, S [ACDP]
Cllr Croutz, C D [ANC]
Cllr Davis, L V [DA]
Cllr Gombo, M T E [ANC]
Cllr Kwinana, S I [DA]
Cllr Matiwane, M G [ANC]
Cllr Naki, M N [ANC]
Cllr Pofadder, D M C [DA]
Cllr Salaze, M W [KUC]
Cllr Skosana, M D [ANC]
Cllr Tsengwa, N [ANC]
Cllr Tyokolo, L [DA]
Cllr Van Aswegen, EO [COPE] (from 9:05)
Cllr Wawa, V [INDEPENDENT]
Cllr Weideman, A C F [DA]
Cllr Willemse, M [DA]
Cllr Young, M H [DA]
OFFICIALS IN ATTENDANCE

Easton, G  Municipal Manager
Ellman, B  Director: Corporate Services
Adonis, D  Director: Community Services
Boyce, M  Acting Director: Planning and Development
Kruger, F  Acting Director: Financial Services
Cupidó, J  Acting Director: Technical Services and Manager: Development and Planning
Kalani, J  Manager: Public Participation
Paulsen, M  Manager Legal Services
Phillips, L  Acting Manager: Human Resources
Phillips, E  Manager: Integrated Development Plan
Mattheus, C  Manager: Administration
Bezuïdenhoudt, C  Manager: Communications and Customer Relations
Botha, M  Legal Advisor
Vogel, H  Assistant to the Executive Councillors
Klein, V  Senior Clerk: Public Participation
Cornelius, B  Coordinator: Public Participation
Vumazonke, S  Coordinator: Public Participation
Lakay, J  Head: Committee and Councillor Support
Burger, T  Committee Officer

AUDIT COMMITTEE

None

PUBLIC MEMBERS

23 members of the public were present as per attendance register.

1. OPENING AND WELCOMING

The Speaker welcomed Councillors, officials and members of the public to the meeting.

The Speaker expressed condolences to Cllr Molosi on the passing of his mother.

2. SILENT PRAYER

The Speaker opened the meeting by requesting all to take a minute for personal reflection and silent prayer.

3. ATTENDANCE OF MEMBERS

3.1 Councillors Present

All Councillors present
3.2 Councillors Absent with Leave

Cllr Molosi, M V [ANC]

3.3 Councillors absent without Leave

None

4. **NOTING OF THE PROVISIONS OF THE CODE OF CONDUCT FOR COUNCILLORS**

The Speaker drew the attention of Councillors to the Schedule 1 of the Local Government: Municipal Systems Act, 2000.

**UNANIMOUSLY RESOLVED**

That the Code of Conduct for Councillors be noted.

5. **DISCLOSURE OF INTERESTS**

None

6. **INTRODUCTION OF NEWLY APPOINTED STAFF AND LONG SERVICE AWARDS**

**Community Services**

The Director: Community Services, Mr D Adonis, introduced the following new appointees in the Community Services Directorate who were appointed during June and July 2016:

- Mr BZ Sam Tractor Driver (in his absence)
- Ms RJ Loxton Senior Clerk: Administration

**Financial Services**

The Acting Director: Financial Services, Ms F Kruger, introduced the following new appointee in the Financial Services Directorate who was appointed during July 2016:

- Ms K Westhuizen Cashier

**Technical Services**

The Municipal Manager, introduced the following new appointee in the Technical Services Directorate who was appointed during July 2016:

- Mr J Cupido Manager: Development Planning
7. CONFIRMATION AND ADOPTION OF MINUTES OF THE MUNICIPAL COUNCIL

7.1 SPECIAL MUNICIPAL COUNCIL MEETING: 30 JUNE 2016

UNANIMOUSLY RESOLVED

That the minutes with amendments of the Special Council meeting held on 30 June 2016, be approved, subject to the following:

[a] That in item SC03/06/16 the “Administrative Note” after the resolution, be deleted;

[b] That in item SC05/06/16 the following be included after the recording of the votes:

“Cllr E Van Aswegen abstained from voting.”

7.2 CONTINUATION OF A SPECIAL COUNCIL MEETING: 5 JULY 2016

UNANIMOUSLY RESOLVED

That the minutes of the Continuation of the Special Council meeting held on 5 July 2016, be approved.

7.3 CONTINUATION OF A SPECIAL COUNCIL MEETING: 15 JULY 2016

UNANIMOUSLY RESOLVED

That the minutes of the Special Council meeting held on 15 July 2016, be approved.

7.4 INAUGURAL COUNCIL MEETING: 15 AUGUST 2016

UNANIMOUSLY RESOLVED

That the minutes with amendments of Inaugural Council meeting held on 15 August 2016, be approved.

8. STATEMENTS AND COMMUNICATIONS BY THE SPEAKER

UNANIMOUSLY RESOLVED

That it be noted that no reports are available at this point in time as the Council term has just commenced.
9. **STATEMENTS AND COMMUNICATIONS BY THE EXECUTIVE MAYOR**

   **UNANIMOUSLY RESOLVED**

   That it be noted that no reports are available at this point in time as the Council term has just commenced.

10. **MATTERS SUBMITTED BY THE MUNICIPAL MANAGER**

   C01/08/16  **STRUCTURING OF THE MUNICIPAL COUNCIL : APPOINTMENT OF MEMBERS TO COMMITTEES**

   Cllr M S Willemse proposed, seconded by Cllr ERJ Bouw-Spies, that the members to the Section 80 Committees be changed from 5 members to 6 members.

   Cllr EO van Aswegen proposed, seconded by Cllr N Tswenga that Cllr Arends be added as a fourth member of the Audit Committee Selection Committee committee.

   Cllr ERJ Bouw-Spies proposed, seconded by Cllr MS Willemse that there only be 3 (three) members on the Audit Committee Selection Committee.

   The Speaker called the matter to a vote.

   11 Votes were recorded for the proposal of Cllr ERJ Bouw-Spies while 8 votes were recorded for the proposal of Cllr EO van Aswegen.

   Cllr MW Salaze was absent (with leave) during voting.

   **RESOLVED BY MAJORITY**

   [a] That the report regarding the appointment of members to Committees be noted;

   [b] That the following resolution resolved on 15 August 2016, be rescinded :

   “C15/08/16  **STRUCTURING OF THE MUNICIPAL COUNCIL : APPOINTMENT OF MEMBERS TO COMMITTEES**

   **RESOLVED BY MAJORITY**

   [a] . . .

   [b] That in terms of Section 79 of the Local Government: Municipal Structures Act, 1998, the following Portfolio Committees be appointed as envisaged in Section 80 of the Act mentioned herein:
That in terms of Section 79 of the Local Government: Municipal Structures Act, 1998, the following additional members of the Portfolio Committees be appointed as envisaged in Section 80 of the Act mentioned herein:

Finance, Governance and Economic Development Committee

Chairperson: Cllr PJ Myers (member of the Mayoral Committee);
Cllr MS Willemse;
Cllr L Tyokolo;
Cllr……………………………
Cllr……………………………

Technical Services Committee

Chairperson: Cllr L Davis (member of the Mayoral Committee);
Cllr MW Salaze;
Cllr M Young;
Cllr……………………………
Cllr……………………………

Planning and Integrated Human Settlements Committee

Chairperson: Cllr V Waxa (member of the Mayoral Committee);
Cllr SI Kwinana;
Cllr DMC Pofadder;
Cllr……………………………
Cllr……………………………

Community Services

Chairperson: Cllr ACF Weideman (member of the Mayoral Committee);
Cllr DMC Pofadder;
Cllr MW Salaze;
Cllr……………………………
Cllr……………………………

[c] ...."
Technical Services Committee

Chairperson: Cllr L Davis (member of the Mayoral Committee)
            Cllr MW Salaze
            Cllr M Young
            Cllr N Tsengwa
            Cllr MN Naki
            Cllr EO van Aswegen

Planning and Integrated Human Settlements Committee

Chairperson: Cllr V Waxa (member of the Mayoral Committee)
            Cllr SI Kwinana
            Cllr DMC Pofadder
            Cllr MV Molosi
            Cllr MD Skosana
            Cllr S Arends

Community Services

Chairperson: Cllr ACF Weideman (member of the Mayoral Committee);
            Cllr DMC Pofadder;
            Cllr MW Salaze;
            Cllr TME Gombo
            Cllr MD Skosana
            Cllr S Arends

[c] That the following Disciplinary Committee, consisting of six members, be appointed in terms of Item 14(1)(b) of the Code of Conduct for Councillors enacted as Schedule 1 of the Local Government: Municipal Structures Act, 2000, subject thereto that if a member(s) of this Committee is the subject of an investigation on any alleged breach of the Code, the member will excuse himself:

Chairperson: Cllr PJ Myers (Chairperson)
            Cllr ACF Weideman
            Cllr N Tsengwa
            Cllr MS Willemse
            Cllr DMC Pofadder
            Cllr S Arends

[d] That the following Municipal Public Accounts Committee be appointed in terms of Section 79 of the Local Government: Municipal Structures Act, 1998, to execute the duties as indicated in Part I of the Delegation Register:

Chairperson: Cllr TME Gombo
            Cllr MS Willemse
            Cllr SI Kwinana
            Cllr CD Croutz
            Cllr S Arends
Chairperson of the Audit Committee (ex officio a member).

That the following Audit Committee Selection Committee be appointed in terms of Section 79 of the Local Government: Municipal Structures Act, 1998, to undertake the recruitment and selection of members of the Audit Committee and recommend candidates for appointment to the Municipal Council:

Chairperson: Cllr PJ Myers  
Cllr MS Willemse  
Cllr MG Matiwane

That the following Grant-in-aid Committee be appointed in terms of Section 79 of the Local Government: Municipal Structures Act, 1998, to consider annually the applications for grants and donations and to recommend to the Municipal Council the amounts and organizations which should benefit in terms of the Grants-in-aid Policy:

Cllr ERJ Bouw-Spies (Chairperson)  
Cllr LV Davis  
Cllr V Waxa  
Cllr V Molosi

That the following Appeals Committee be appointed in terms of Section 62 of the Local Government: Municipal Systems Act, 2000, to consider appeals as indicated therein:

Chairperson: Cllr DMC Pofadder  
Cllr MW Salaze  
Cllr MD Skosana

Cllr E Van Aswegen (COPE) requested that his vote against the above resolution, be recorded.

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

REPRESENTATION: SALGA WESTERN CAPE WORKING GROUPS

UNANIMOUSLY RESOLVED

That Circular WC 1 of 2014/15 dated 8 April 2014 from SALGA be noted;

That the following Councillors be appointed as the official representatives of the Knysna Municipality on the relevant Working Groups:

1. Community Development Working Group – Cllr ACF Weideman
2. Municipal Finance Working Group – Cllr PJ Myers
3. Human Resource and Development Working Group
   – Cllr L Tyokolo
4. Municipal Infrastructure and Services Working Group
   – Cllr V Waxa
5. Economic Development and Planning Working Group
   – Cllr MS Willemse
6. Governance and Intergovernmental Relations Working Group
   – Cllr ERJ Bouw-Spies

[c] That the following Councillors serve as secundi / alternates if the elected representative is not able to attend:

1. Community Development Working Group – Cllr DMC Pofadder
2. Municipal Finance Working Group – Cllr MS Willemse
3. Human Resource and Development Working Group
   – Cllr V Waxa
4. Municipal Infrastructure and Services Working Group
   – Cllr LV Davis
5. Economic Development and Planning Working Group
   – Cllr V Waxa
6. Governance and Intergovernmental Relations Working Group
   – Cllr PJ Myers

[d] That it be noted that SALGA will only pay the sitting allowance and Subsistence and Travel Allowance, in terms of the determination of Government Notice R 64 dated 29 January 2014, to the representatives mentioned in [b] and if applicable [c] above from 1 April 2013;

[e] That is be noted that as from 1 April 2014, the representatives mentioned in [b] and if applicable [c] above will not receive any Subsistence and Travel Allowances from Knysna Municipality for attending the Working Groups and Provincial and National Executive Committee’s meetings of SALGA.

Cllr E Van Aswegen (COPE) requested that his vote against [b] and [c] of the above resolution, be recorded.

File Number: 9/1/2/9
Execution: Director: Corporate Services
           Manager: Administration
C03/08/16 COUNCIL REPRESENTATION ON VARIOUS COMMITTEES, FORUMS, BOARDS AND ORGANISATIONS

UNANIMOUSLY RESOLVED

That the item with regard to Council representation on various Committees, Forums, Boards and Organisations be referred to the next Ordinary Council Meeting to be held on 27 October 2016.

C04/08/16 APPOINTMENT OF REPRESENTATIVES ON HUMAN RESOURCES RELATED COMMITTEES

UNANIMOUSLY RESOLVED

That the following Councillors be nominated to serve on the specialist HR related Committees of Council namely:

(i) Labour Forum :
   Councillor V Waxa
   Councillor L Tyokolo
   Councillor CD Croutz
   Councillor EO van Aswegen

(ii) Employment Equity Monitoring Committee:
    Councillor V Waxa
    Councillor TME Gombo

(iii) Training Committee:
     Councillor LV Davis
     Councillor MG Matiwane

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

C05/08/16 ESTABLISHMENT OF WARD COMMITTEES FOR THE NEW TERM OF OFFICE OF COUNCIL

UNANIMOUSLY RESOLVED

[a] That the report on the establishment of ward committees for the new term of municipal council be noted;

[b] That the amended Ward Committee Constitution, as workshopped on the 24th August 2016 and circulated separately, be approved;

[c] That the Municipal Manager be mandated to commence with the Ward Establishment Process in conjunction with the Speaker and the relevant ward Councillors.

File number: 9/1/2/9
Execution: Director : Corporate Services
          Manager: Public Participation
C06/08/16  APPROVAL TO COMPLETE AN ADDENDUM TO THE LEASE WITH ALBATROS PROPERTY TRUST FOR THE LEASING OF THE CUSTOMER CARE CENTRE BUILDING – ERF 711 KNYSNA

UNANIMOUSLY RESOLVED

[a] That the report and annexure’s regarding the request for entering into an addendum for the leasing of Erf 711 Knysna, be noted;

[b] That the proposed addendum to the current lease agreement of Erf 711, Knysna (Old Standard Bank Building), be approved;

[c] That the Director Corporate Services keep track of the renovations in order to give the required notice when the renovations/alterations are completed and the lease has to be cancelled;

[d] That the Municipal Manager be authorised to enter into the addendum for the leasing of the Customer Care Centre Building (Old Standard Bank Building) on Erf 711, Knysna for one (1) year starting 1 August 2016.

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

C07/08/16  REPORT ON THE PROCESS PLAN FOR THE PREPARATION OF THE 4TH GENERATION 2016 – 2021 IDP AND ANNUAL BUDGET

UNANIMOUSLY RESOLVED

[a] That the Report on the Process Plan for the Preparation of the 4th Generation 2016 to 2021 IDP and Annual Budget, be noted;

[b] That the draft process plan for the development of its 4th Generation IDP (2016 -2021) as well as the budget time schedule for the preparation of the 2017/18 annual budget, be adopted;

[c] That the draft process plan be advertised for a period of 21 days in the local newspapers in order to consult the community on the process which Council intends to follow for the drafting of the IDP in terms of Section 28 (2) of the Local Government: Municipal Systems Act (Nr 32 of 2000);

[d] That the final process plan be tabled to Council again after the public consultation process for final adoption.

File number: 9/1/1/1
Execution: Executive Mayor
             Acting Director : Planning and Development
             Manager: IDP
11. CONSIDERATION OF MOTIONS
   None

12. CONSIDERATION OF QUESTIONS
   None

13. CONSIDERATION OF MOTIONS OF EXIGENCE
   None

14. IN COMMITTEE ITEMS
   None

15. ADJOURNMENT
   The Speaker thanked everyone and the meeting concluded at 10:41.

   -oOo-
7. CONFIRMATION AND ADOPTION OF MINUTES OF THE SPECIAL COUNCIL

7.3 SPECIAL COUNCIL MEETING: 30 AUGUST 2016

RECOMMENDATION OF THE ACTING MUNICIPAL MANAGER

That the minutes of the Special Council meeting held on 30 August 2016, be noted.
OF A SPECIAL MEETING
OF THE
MUNICIPAL COUNCIL OF KNYSNA MUNICIPALITY
WHICH WAS HELD ON
Tuesday, 30 August 2016
at 09:00
In the Municipal Council Chamber

COUNCILLORS IN ATTENDANCE

Speaker, Cllr Wolmarans, G [DA]
Executive Mayor, Cllr Bouw-Spies, E R J [DA]
Deputy Executive Mayor, Cllr Myers P [DA]
Cllr Arends, S [ACDP]
Cllr Croutz, C D [ANC]
Cllr Davis, L V [DA]
Cllr Gombo, M T E [ANC]
Cllr Kwinana, S I [DA]
Cllr Matiwane, M G [ANC]
Cllr Naki, M N [ANC]
Cllr Pofadder, D M C [DA]
Cllr Salaze, M W [KUC]
Cllr Skosana, M D [ANC]
Cllr Tsengwa, N [ANC]
Cllr Tyokolo, L [DA]
Cllr Van Aswegen, EO [COPE] (arrived 09:05)
Cllr Waxa, V [INDEPENDENT]
Cllr Weideman, A C F [DA]
Cllr Willemse, M [DA]
Cllr Young, M H [DA]
OFFICIALS IN ATTENDANCE

Ellman, B  Acting Municipal Manager and Director: Corporate Services
Adonis, D  Director: Community Services
Boyce, M  Acting Director: Planning and Development
Rhode, M  Director: Technical Services
Paulsen, M  Manager Legal Services
Phillips, L  Acting Manager: Human Resources
Phillips, E  Manager: Integrated Development Plan
Mattheus, C  Manager: Administration
Bezuidenhoudt, C  Manager: Communications and Customer Relations
Kalawe, C  Communications Officer
Mtwa, S  Chief Clerk: Administration
Prinsloo, C
Lakay, J  Head: Committee and Councillor Support
Burger, T  Committee Officer

AUDIT COMMITTEE

None

PUBLIC MEMBERS

9 members of the public were present as per attendance register.

1. OPENING AND WELCOMING

   The Speaker welcomed Councillors, officials and members of the public to the meeting.

   The Speaker expressed condolences to Cllr Molosi on the passing of his mother.

2. SILENT PRAYER

   The Speaker opened the meeting by requesting all to take a minute for personal reflection and silent prayer.

3. ATTENDANCE OF MEMBERS

   3.1 Councillors Present

      All Councillors present

   3.2 Councillors Absent with Leave

      None

   3.3 Councillors absent without Leave

      None
4. **NOTING OF THE PROVISIONS OF THE CODE OF CONDUCT FOR COUNCILLORS**

The Speaker drew the attention of Councillors to the Schedule 1 of the Local Government: Municipal Systems Act, 2000.

**UNANIMOUSLY RESOLVED**

That the Code of Conduct for Councillors be noted.

5. **DISCLOSURE OF INTERESTS**

None

6. **CONFIRMATION AND ADOPTION OF THE MINUTES**

None

7. **MATTERS SUBMITTED BY THE MUNICIPAL MANAGER**

**Administrative Note:** That Ms M Boyce excused herself for the purpose of this item.

**SC01/08/16[IC]**

**APPOINTMENT OF AN ACTING DIRECTOR: PLANNING AND DEVELOPMENT FOR ANOTHER THREE MONTHS**

**UNANIMOUSLY RESOLVED**

[a] That the appointment of an Acting Director: Planning and Development for another three months, be noted;

[b] That Ms Marlene Boyce be appointed as Acting Director: Planning and Development for a further three-month period terminating on 30 November 2016;

[c] That the MEC for Local Government be requested to extend the period of the current Acting Director: Planning and Development for a further three months ending at 30 November 2016 or until the vacant post is filled, whichever period is sooner;

[d] That approval for the filling of the post of Director Planning and Development be, in terms of Regulation 7(2)(a) of the Local Government: Regulations on Appointment and Conditions of Employment of Senior Managers, be granted;

[e] That the Municipal Manager be instructed to take the necessary steps to ensure that the post mentioned in [d] above, be filled as a matter of urgency.

File number: 9/1/2/14
Execution: Municipal Manager
DA Caucus from 10:02 to 10:24

SC02/08/16[IC] VACANT POSITION OF CHIEF FINANCIAL OFFICER

UNANIMOUSLY RESOLVED

[a] That the report regarding the appointment of an Acting Chief Financial Officer, be noted;

[b] That after consulting Province, Mr L Fourie be appointed as Acting CFO on secondment from George Municipality on a part time basis until Council either appoints an acting CFO or the vacant position of CFO is filled.

[c] That council approves that the recruitment and selection process for the appointment of a Chief Financial Officer be commenced with urgency.

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

8. CONSIDERATION OF MOTIONS

None

9. CONSIDERATION OF QUESTIONS

None

10. CONSIDERATION OF MOTIONS OF EXIGENCY

None

11. ADJOURNMENT

Cllr ERJ Bouw-Spies proposed, seconded by Cllr PJ Myers that item 7.3 be discussed in Committee.

Cllr V Molosi proposed, seconded by Cllr Skosana that item 7.3 be open to the public.

The Speaker called the matter to a vote.

13 Votes were recorded for the proposal of Cllr ERJ Bouw-Spies while 8 votes were recorded for the proposal of Cllr V Molosi.

The Speaker thanked everyone and the open section of the meeting concluded at 11:00.

All officials and members of the public left the meeting, save for the Acting Municipal Manager, Mr B Ellman.

-oOo-
7. CONFIRMATION AND ADOPTION OF MINUTES OF THE SPECIAL COUNCIL

7.4 SPECIAL COUNCIL MEETING: 29 SEPTEMBER 2016

RECOMMENDATION OF THE ACTING MUNICIPAL MANAGER

That the minutes of the Special Council meeting held on 29 September 2016, be noted.
KNYSNA LOCAL MUNICIPALITY

MINUTES

OF A SPECIAL MEETING
OF THE
MUNICIPAL COUNCIL OF KNYSNA MUNICIPALITY
WHICH WAS HELD ON
Thursday, 29 September 2016
at 08:00
In the Municipal Council Chamber

COUNCILLORS IN ATTENDANCE

Speaker, Cllr Wolmarans, G [DA]
Executive Mayor, Cllr Bouw-Spies, E R J [DA]
Deputy Executive Mayor, Cllr Myers P [DA] (from 08:05)
Cllr Arends, S [ACDP]
Cllr Croutz, C D [ANC]
Cllr Davis, L V [DA]
Cllr Gombo, M T E [ANC]
Cllr Kwinana, S I [DA]
Cllr Matiwane, M G [ANC]
Cllr Naki, M N [ANC]
Cllr Pofadder, D M C [DA]
Cllr Salaze, M W [KUC] (from 08:53)
Cllr Skosana, M D [ANC]
Cllr Tsengwa, N [ANC]
Cllr Tyokolo, L [DA]
Cllr Van Aswegen, EO [COPE]
Cllr Waxa, V [INDEPENDENT]
Cllr Weideman, A C F [DA]
Cllr Willemse, M [DA]
Cllr Young, M H [DA]
OFFICIALS IN ATTENDANCE

Ellman, B  Acting Municipal Manager and Director: Corporate Services
Adonis, D  Director: Community Services
Boyce, M  Acting Director: Planning and Development
Rhode, M  Director: Technical Services
Fourie, L  Acting Chief Financial Officer
Phillips, L  Manager: Human Resources
Penxa, M  Manager: Integrated Human Settlements
Kalani, J  Manager: Public Participation
Mr Smit, H  Manager: Town Planning & Building Control
Van Schalkwyk, I  Manager: Local Economic Development
Bezuidenhoudt, C  Manager: Communications and Customer Relations
Kalawe, C  Communications Officer
Prinsloo, C  Administrative Assistant
Lakay, J  Head: Committee and Councillor Support
Burger, T  Committee Officer

AUDIT COMMITTEE

None

PUBLIC MEMBERS

8 members of the public were present as per attendance register.

1. OPENING AND WELCOMING

The Speaker welcomed Councillors, officials and members of the public to the meeting.

2. SILENT PRAYER

The Speaker opened the meeting by requesting all to take a minute for personal reflection and silent prayer.

3. ATTENDANCE OF MEMBERS

3.1 Councillors Present

All Councillors present

3.2 Councillors Absent with Leave

None

3.3 Councillors absent without Leave

None
4. **NOTING OF THE PROVISIONS OF THE CODE OF CONDUCT FOR COUNCILLORS**

The Speaker drew the attention of Councillors to the Schedule 1 of the Local Government: Municipal Systems Act, 2000.

**UNANIMOUSLY RESOLVED**

That the Code of Conduct for Councillors be noted.

5. **DISCLOSURE OF INTERESTS**

None

6. **CONFIRMATION AND ADOPTION OF THE MINUTES**

None

8. **MATTERS SUBMITTED BY THE MUNICIPAL MANAGER**

*DA Caucus from 08:05 to 08:55*

*ANC Caucus from 09:36 to 09:55*

**SC01/09/16** **APPOINTMENT OF THE KNYSNA MUNICIPAL PLANNING TRIBUNAL (KMPT) AS ADVISORY COMMITTEE, IN TERMS OF SECTION 17(4) OF THE SYSTEMS ACT, 2000 FOR CERTAIN TOWN PLANNING APPLICATIONS**

**UNANIMOUSLY RESOLVED**

That the report with regard to the appointment of the Knysna Municipal Planning Tribunal (KMPT) as Advisory Committee, in terms of Section 17(4) of the Systems Act, 2000 for certain Town Planning Applications, be deferred to a Special Planning and Integrated Human Settlements Committee meeting to be held on Monday, 3 October 2016 at 9:00 in the Council Chamber.

File Reference: 9/1/2/13

Execution: Acting Director: Planning and Development
SC02/09/16 APPROVAL OF RESTRUCTURING ZONES FOR KNYSNA MUNICIPALITY

UNANIMOUSLY RESOLVED

[a] That the attached strategy document on proposed Restructuring Zones, entitled, "Affordable Rental Housing Strategy and Plan", be noted;

[b] That the potential sites depicted in Map 2 on page 13 of the strategy document attached as Annexure to the agenda of the Special Council Meeting held on 29 September 2016, "Affordable Rental Housing Strategy and Plan", be approved;

[c] That the Council resolution on the identification of potential sites be submitted to the Provincial Department of Human Settlements within the relevant time-frame.

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

SC03/09/16 LEASE AGREEMENT IN RESPECT OF ERVEN 1406, 1478 AND 4620 KNYSNA : KNYSNA MUNICIPALITY // CORNUTI'S RISTORANTE (PTY) LTD

UNANIMOUSLY RESOLVED

[a] That the report on the lease agreement between Knysna Municipality and Cornuti’s Ristorante, be noted;

[b] That the Acting Municipal Manager be instructed to take all necessary action to ensure that the lease agreement between the Knysna Municipality and Cornuti’s Ristorante (Pty) Ltd terminates at the end of the lease period, being 31 December 2016 and that Cornuti’s Ristorante (Pty) Ltd vacate the premises on or before 31 December 2016.

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

Body break from 10:35 to 10:57
The Acting Director Planning and Development and the Acting Chief Financial Officer recused themselves.

Cllr E Bouw-Spies proposed, seconded by Cllr M Willemse that Cllr Bouw-Spies, Cllr P Myers and Mr Werner Zybrands be appointed as the selection panel for the Chief Financial Officer position.

Cllr E Bouw-Spies proposed, seconded by Cllr M Willemse that Cllr Bouw-Spies, Cllr V Waxa and Mr Werner Zybrands be appointed as the selection panel for the Director Planning and Development position.

Cllr E van Aswegen proposed, seconded by Cllr T Gombo that a Councillor from the opposition also be appointed to serve on the selection panel.

12 Votes were recorded for the proposal of Cllr ERJ Bouw-Spies, while 9 votes were recorded for the proposal of Cllr EO van Aswegen.

The proposal from Cllr E Bouw-Spies was carried.

RESOLVED BY MAJORITY

[a] That the contents of the Regulations on Appointment and Conditions of Employment for Senior Managers as well as Government Gazette No. 40118 regarding the Upper Limits of Total Remuneration packages payable to Municipal Managers and Managers directly accountable to Municipal Managers, be noted;

[b] That the report on the process for the Recruitment and Selection of the position of the Chief Financial Officer and Director Planning and Development, be noted;

[c] That it be noted that the Municipal Council will serve as the Appointment Authority for both positions mentioned in [b] above;

[d] That the selection process set out in the report mentioned in [b] above be adopted;

[e] That the timeframes set out in the report as mentioned in [b] above, be noted;

[f] That the following selection panel, for the Chief Financial Officer position, be appointed:

Cllr ERJ Bouw-Spies;
Cllr PJ Myers;
Mr Werner Zybrands.

[g] That the following selection panel, for the Director Planning and Development position, be appointed:
ORDINARY MUNICIPAL COUNCIL MEETING
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27 OCTOBER 2016

Cllr ERJ Bouw-Spies;
Cllr V Waxa;
Mr Werner Zybrands.

[h] That the contents of Local Government Circular C19 of 2016 regarding the legal view of the Department of Local Government on Circular 4 of 2016 issued by the Department of Co-operative Governance (COGTA), be noted.

File Number: 9/1/2/9
Execution: Acting Municipal Manager
Director Corporate Services
Acting Manager HR

SC05/09/16 INVITATION TO THE FIRST SITTING OF THE SALGA PROVINCIAL CONFERENCE 19 – 21 OCTOBER 2016 : CAPE TOWN

Cllr C Croutz proposed, seconded by Cllr A Tsengwa, that Cllr T Gombo be nominated to attend the SALGA Provincial Conference.

Cllr M Willemse proposed, seconded by Cllr P Myers that the Acting Municipal Manager and the Executive Mayor be nominated to attend the SALGA Provincial Conference.

8 Votes were recorded for the proposal of Cllr C Croutz while 12 votes were recorded for the proposal from Cllr M Willemse.

One Councillor abstained from voting.

The proposal from Cllr M Willemse was carried.

RESOLVED BY MAJORITY

[a] That the report regarding the SALGA Provincial Conference in Cape Town from 19 – 21 October 2016, be noted;

[b] That the following Councillor and official be nominated to attend the SALGA Provincial Conference in Cape Town on the 19th to 21st of October 2016;

Cllr E R J Bouw-Spies
Acting Municipal Manager, Mr Carl Mattheus

[c] That Cllr E R J Bouw-Spies be designated as the voting member for the Knysna Local Municipal Council at the conference mentioned in [b] above;

[d] That the Acting Municipal Manager ensure that the above Councillor is assisted in registering for the conference before the deadline of the 30th of September 2016.

File Number: 9/1/2/9
Execution: Acting Municipal Manager
Director: Corporate Services
Acting Manager: Administration


UNANIMOUSLY RESOLVED

[a] That the quarterly report on the implementation of the budget and the financial affairs for Knysna Municipality referred to in section 52(d) of the MFMA for the quarter ended 30 June 2016, be noted;

[b] That the monthly report which incorporates the quarterly report for June 2016 that was submitted to the Executive Mayor, National Treasury and Provincial Treasury within 10th working days, be noted.

File Number: 9/1/2/10
Execution: Acting CFO
Manager: Budget

8. CONSIDERATION OF MOTIONS

None

9. CONSIDERATION OF QUESTIONS

None

10. CONSIDERATION OF MOTIONS OF EXIGENCY

The Executive Mayor, Cllr ERJ Bouw-Spies informed Council of the tragic event where two children died in a fire. The family of the deceased were visited and assistance was given to the family.

Executive Mayor, Cllr ERJ Bouw-Spies congratulated the Directorate: Planning and Development, Mr M Penxa, all officials, the Ward Councillor and all other Councillors on the achievement of 2nd Runner-up for Best Informal Settlement Upgrade at the Govern Mbeki Awards.

11. CLOSURE

The Speaker thanked everyone present at the meeting and the meeting concluded at 11:36.
8. STATEMENTS AND COMMUNICATIONS OF THE SPEAKER

8.1 REPORTS FROM THE SPEAKER

REPORT FROM THE OFFICE OF THE SPEAKER

PURPOSE OF THE REPORT

Functions, Meetings and Workshops attend by the Speaker and Executive Councillors for the period of 15 August 2016 till 17 October 2016.

RECOMMENDATION FROM THE EXECUTIVE MAYOR

That the report from the Speaker with regard to functions, meetings and workshops attended for the period 15 August 2016 to 17 October 2016, be noted.

APPENDIX / ADDENDUM

The report from the Speaker is attached.
REPORT FROM THE OFFICE OF THE SPEAKER

PURPOSE OF THE REPORT

Function, Meetings & Workshops attended by the Speaker for the period of 15 August 2016 – 17 October 2016.

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>17 August 2016</td>
<td>Meeting with Youth Council</td>
</tr>
<tr>
<td>17 August 2016</td>
<td>Attend opening of Bitou Round Table cheque in Hornlee</td>
</tr>
<tr>
<td>23 August 2016</td>
<td>Attend 100th Birthday party in Hornlee</td>
</tr>
<tr>
<td>24 August 2016</td>
<td>Ward Committee Establishment Workshop with all Councillors</td>
</tr>
<tr>
<td>01 September 2016</td>
<td>One on One sessions with 7 Councillors re: Ward Committee Establishment</td>
</tr>
<tr>
<td>01 September 2016</td>
<td>Officialising as a judge Knysna Secondary Schools modeling show</td>
</tr>
<tr>
<td>08 September 2016</td>
<td>Attend Badisa Knysna AGM</td>
</tr>
<tr>
<td>12 September 2016</td>
<td>Attend Report Back meeting; Ward 11</td>
</tr>
<tr>
<td>13 September 2016</td>
<td>Meeting with Teniqua and Ward Councillors re: Ward Projects</td>
</tr>
<tr>
<td>13 September 2016</td>
<td>Attend Report Back meeting; Ward 11</td>
</tr>
<tr>
<td>15 September 2016</td>
<td>Attend Speakers Orientation Workshop in Oudtshoorn</td>
</tr>
<tr>
<td>20 September 2016</td>
<td>Attend Ward 5 Concern citizens meeting re: crime</td>
</tr>
<tr>
<td>27 September 2016</td>
<td>Attend a Meeting with Provincial Minister of Local Government, Environment &amp; Development Planning.</td>
</tr>
<tr>
<td>29 September 2016</td>
<td>Attend Ward Committee Establishment meeting; Ward 7</td>
</tr>
<tr>
<td>03 October 2016</td>
<td>Organogram Workshop</td>
</tr>
<tr>
<td>04 October 2016</td>
<td>Attend Ward Committee Establishment Meeting; Ward 6</td>
</tr>
<tr>
<td>05 October 2016</td>
<td>Knysna Art Festival: Fashion Show</td>
</tr>
<tr>
<td>05 October 2016</td>
<td>Attend Ward Committee Establishment: Ward 6</td>
</tr>
<tr>
<td>10 October 2016</td>
<td>Attend MEC Community Safety: Walking Bus Launch</td>
</tr>
<tr>
<td>11 October 2016</td>
<td>Attend Ward Committee Establishment: Ward 1</td>
</tr>
<tr>
<td>12 October 2016</td>
<td>Attend Ward Committee Establishment: Ward 8</td>
</tr>
<tr>
<td>17 October 2016</td>
<td>Attend Ward Committee Establishment: Ward 9</td>
</tr>
</tbody>
</table>

REPORT FROM DEPUTY MAYOR, CLLR MYERS

Functions, Meetings and Workshops attended by the Councillor for the period of 26 August to 17 October 2016 (since the last Council Meeting).

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>29 Aug 2016</td>
<td>Meeting with Melony and Carl re: Role and Responsibilities of municipal officials.</td>
</tr>
<tr>
<td>30 Aug 2016</td>
<td>Special Council meeting.</td>
</tr>
<tr>
<td>30 Aug 2016</td>
<td>Meeting with Public Participation and Speaker.</td>
</tr>
<tr>
<td>31 Aug 2016</td>
<td>Meeting with Mayor and Knysna Accommodation Association.</td>
</tr>
<tr>
<td>5 to 9 Sep 2016</td>
<td>SALGA Councillor induction</td>
</tr>
<tr>
<td>15 Sep 2016</td>
<td>Meeting with objectors to municipal rates and taxes increases</td>
</tr>
</tbody>
</table>
ORDINARY MUNICIPAL COUNCIL MEETING

AGENDA
27 OCTOBER 2016

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>16 Sep 2016</td>
<td>Meeting with Mayor, MAYCO and senior management.</td>
</tr>
<tr>
<td>16 Sep 2016</td>
<td>Audit Committee selection meeting.</td>
</tr>
<tr>
<td>20 Sep 2016</td>
<td>Section 80 (Governance &amp; Economic Development) meeting.</td>
</tr>
<tr>
<td>21 Sep 2016</td>
<td>Section 80 (Planning &amp; HIS) meeting.</td>
</tr>
<tr>
<td>27 Sep 2016</td>
<td>Western Cape session for Mayors, Deputy Mayors and Speakers in Cape Town.</td>
</tr>
<tr>
<td>28 Sep 2016</td>
<td>Section 80 (Technical Services) meeting.</td>
</tr>
<tr>
<td>29 Sep 2016</td>
<td>Special Council meeting.</td>
</tr>
<tr>
<td>29 Sep 2016</td>
<td>Special Section 80 (Planning &amp; HIS) meeting.</td>
</tr>
<tr>
<td>3 Oct 2016</td>
<td>Special Section 80 (Planning &amp; HIS) meeting.</td>
</tr>
<tr>
<td>3 Oct 2016</td>
<td>Organogram workshop.</td>
</tr>
<tr>
<td>10 Oct 2016</td>
<td>Community Integration Improvement Partnership with Min Dan Plato.</td>
</tr>
<tr>
<td>13 Oct 2016</td>
<td>MAYCO meeting.</td>
</tr>
<tr>
<td>14 Oct 2016</td>
<td>Meeting with Director General Human Settlements, Mbulela Tshangana.</td>
</tr>
<tr>
<td>17 Oct 2016</td>
<td>MAYCO meeting.</td>
</tr>
</tbody>
</table>

WARD ACTIVITIES: WARD 10

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>21 Sep 2016</td>
<td>IDP briefing session.</td>
</tr>
<tr>
<td>11 Oct 2016</td>
<td>IDP Community Consultation meeting.</td>
</tr>
</tbody>
</table>

REPORT FROM COUNCILLOR LEVAEL DAVIS

Functions, Meetings and Workshops attended by the Councillor for the period of 26 August to 17 October 2016 (since the last Council Meeting).

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>26 Aug 2016</td>
<td>Meeting re: problems with backyard dwellers.</td>
</tr>
<tr>
<td>2 Sep 2016</td>
<td>Meeting with Mayor and public participation.</td>
</tr>
<tr>
<td>5 to 9 Sep 2016</td>
<td>SALGA Councillor induction.</td>
</tr>
<tr>
<td>16 Sep 2016</td>
<td>Meeting with Mayor, MAYCO and senior management.</td>
</tr>
<tr>
<td>20 Sep 2016</td>
<td>Section 80 (Gov &amp; Econ Dev) meeting.</td>
</tr>
<tr>
<td>Date</td>
<td>Event</td>
</tr>
<tr>
<td>------------</td>
<td>----------------------------------------------------------------------</td>
</tr>
<tr>
<td>27 Sep 2016</td>
<td>Section 80 (Comm Serv) meeting.</td>
</tr>
<tr>
<td>28 Sep 2016</td>
<td>Section 80 (Technical Serv) meeting.</td>
</tr>
<tr>
<td>29 Sep 2016</td>
<td>Special Council meeting.</td>
</tr>
<tr>
<td>29 Sep 2016</td>
<td>Special Section 80 (Planning &amp; HIS) meeting.</td>
</tr>
<tr>
<td>3 Oct 2016</td>
<td>Special Section 80 (Planning &amp; HIS) meeting.</td>
</tr>
<tr>
<td>3 Oct 2016</td>
<td>Organogram workshop.</td>
</tr>
<tr>
<td>12 Oct 2016</td>
<td>Meeting with Oupad Street Committee.</td>
</tr>
<tr>
<td>10 Oct 2016</td>
<td>Community Integration Improvement Partnership with Min Dan Plato.</td>
</tr>
<tr>
<td>14 Oct 2016</td>
<td>Meeting with Director General Human Settlements, Mbulela Tshangana.</td>
</tr>
<tr>
<td>17 Oct 2016</td>
<td>MAYCO meeting.</td>
</tr>
</tbody>
</table>

**WARD ACTIVITIES: WARD 1**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Sep 2016</td>
<td>Arbor Day celebrations at Rainbow Creche in Smutsville.</td>
</tr>
<tr>
<td>13 Sep 2016</td>
<td>Introduction meeting with ward project managers, Tuiniqua.</td>
</tr>
<tr>
<td>19 Sep 2016</td>
<td>One-on-one meeting with ward project managers, Tuiniqua.</td>
</tr>
<tr>
<td>21 Sep 2016</td>
<td>IDP briefing session.</td>
</tr>
<tr>
<td>22 Sep 2016</td>
<td>Die Gaatjie electrification celebrations in Smutsville.</td>
</tr>
<tr>
<td>22 Sep 2016</td>
<td>IDP Community Consultation meeting in Smutsville.</td>
</tr>
<tr>
<td>24 Sep 2016</td>
<td>Building Healthier Communities Heritage Day Celebrations in Smutsville.</td>
</tr>
<tr>
<td>30 Sep 2016</td>
<td>CWP Awareness Day and applications in Smutsville.</td>
</tr>
<tr>
<td>11 Oct 2016</td>
<td>Ward committee establishment meeting in Smutsville.</td>
</tr>
</tbody>
</table>

**REPORT FROM COUNCILLOR V Waxa**

Functions, Meetings and Workshops attended by the Councillor for the period of 26 August to 17 October 2016 (since the last Council Meeting).

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>30 Aug 2016</td>
<td>Special Council meeting.</td>
</tr>
<tr>
<td>1 Sep 2016</td>
<td>Meeting with Technical Department.</td>
</tr>
<tr>
<td>1 Sep 2016</td>
<td>Meeting re: Northern Corridor Development Project.</td>
</tr>
<tr>
<td>2 Sep 2016</td>
<td>Meeting with Public Participation and Speaker.</td>
</tr>
<tr>
<td>2 Sep 2016</td>
<td>Bi-weekly aesthetics meeting with Planning Department.</td>
</tr>
<tr>
<td>5 to 9 Sep 2016</td>
<td>SALGA Councillor induction.</td>
</tr>
<tr>
<td>Date</td>
<td>Event</td>
</tr>
<tr>
<td>------------</td>
<td>---------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>9 Sep 2016</td>
<td>Bi-weekly aesthetics meeting with Planning Department.</td>
</tr>
<tr>
<td>15 Sep 2016</td>
<td>Employment Equity Monitoring Committee meeting.</td>
</tr>
<tr>
<td>15 Sep 2016</td>
<td>Local Labour Forum meeting.</td>
</tr>
<tr>
<td>16 Sep 2016</td>
<td>Meeting with Mayor, MAYCO and senior management.</td>
</tr>
<tr>
<td>16 Sep 2016</td>
<td>Bi-weekly aesthetics meeting with Planning Department.</td>
</tr>
<tr>
<td>19 Sep 2016</td>
<td>Meeting with Women in Construction.</td>
</tr>
<tr>
<td>20 Sep 2016</td>
<td>Section 80 (Gov &amp; Econ Dev) meeting.</td>
</tr>
<tr>
<td>20 Sep 2016</td>
<td>Meeting with Cllr Myers and Ward 3 sub-contractors</td>
</tr>
<tr>
<td>21 Sep 2016</td>
<td>Section 80 (Planning &amp; HIS) meeting.</td>
</tr>
<tr>
<td>22 Sep 2016</td>
<td>Meeting with Cllr Myers and Hornlee sub-contractors</td>
</tr>
<tr>
<td>27 Sep 2016</td>
<td>Section 80 (Comm Serv) meeting.</td>
</tr>
<tr>
<td>28 Sep 2016</td>
<td>Section 80 (Tech Serv) meeting.</td>
</tr>
<tr>
<td>29 Sep 2016</td>
<td>Special Council meeting.</td>
</tr>
<tr>
<td>29 Sep 2016</td>
<td>Special Section 80 (Planning &amp; HIS) meeting.</td>
</tr>
<tr>
<td>29 Sep 2016</td>
<td>Knysna Environmental Forum meeting.</td>
</tr>
<tr>
<td>3 Oct 2016</td>
<td>Special Section 80 (Planning &amp; HIS) meeting.</td>
</tr>
<tr>
<td>3 Oct 2016</td>
<td>Organogram workshop.</td>
</tr>
<tr>
<td>7 Oct 2016</td>
<td>Bi-weekly aesthetics meeting with Planning Department.</td>
</tr>
<tr>
<td>10 Oct 2016</td>
<td>Community Integration Improvement Partnership with Min Dan Plato.</td>
</tr>
<tr>
<td>12 Oct 2016</td>
<td>Meeting with Oupad Street Committee.</td>
</tr>
<tr>
<td>14 Oct 2016</td>
<td>Meeting with Director General Human Settlements, Mbuilela Tshangana.</td>
</tr>
<tr>
<td>17 Oct 2016</td>
<td>MAYCO meeting.</td>
</tr>
</tbody>
</table>

**WARD ACTIVITIES: WARD 4**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>22 Aug 2016</td>
<td>Meeting with representatives from all sporting codes.</td>
</tr>
<tr>
<td>23 Aug 2016</td>
<td>Meeting with ‘small farmers’.</td>
</tr>
<tr>
<td>24 Aug 2016</td>
<td>Meeting with all sporting codes and community on development of a multi-purpose hall and sport field in Bloemfontein, Ward 4. Present also were the Director of Community Service, Mr Dawie Adonis and Virgil Kortje.</td>
</tr>
<tr>
<td>30 Aug 2016</td>
<td>Meeting with Jacky Kalani re: CWP.</td>
</tr>
<tr>
<td>Date</td>
<td>Agenda Item</td>
</tr>
<tr>
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<td>------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>30 Aug 2016</td>
<td>Ward sector meeting.</td>
</tr>
<tr>
<td>30 Aug 2016</td>
<td>Meeting with small businesses.</td>
</tr>
<tr>
<td>31 Aug 2016</td>
<td>Meeting with churches.</td>
</tr>
<tr>
<td>1 Sep 2016</td>
<td>Meeting with Women’s sector.</td>
</tr>
<tr>
<td>13 Sep 2016</td>
<td>Introduction meeting with ward project managers, Tuiniqua.</td>
</tr>
<tr>
<td>20 Sep 2016</td>
<td>One-on-one meeting with ward project managers, Tuiniqua.</td>
</tr>
<tr>
<td>21 Sep 2016</td>
<td>IDP briefing session.</td>
</tr>
<tr>
<td>24 Sep 2016</td>
<td>Heritage Celebrations in Hornlee.</td>
</tr>
<tr>
<td>27 Sep 2016</td>
<td>Ward Committee establishment meeting.</td>
</tr>
<tr>
<td>5 Oct 2016</td>
<td>IDP Community Consultation meeting.</td>
</tr>
<tr>
<td>6 Oct 2016</td>
<td>Northern Corridor meeting with HAD and housing manager.</td>
</tr>
<tr>
<td>19 Oct 2016</td>
<td>Public meeting to discuss priorities re ward allocation budget.</td>
</tr>
</tbody>
</table>

**Cllr Weideman diary as at Monday, 17 October:**

**Monday, 17 October:**
09:00: Continuation of MAYCO meeting.
14:00: Meeting re: The Hill development in Sedgefield Chambers.

**Tuesday, 18 October:**
14:00: Home Affairs Stakeholder Forum in Mayoral Boardroom.

**Wednesday, 19 October:**

**Thursday, 20 October:**
09:00: MPAC (If you want to attend).
14:00: Building Healthier Communities meeting (Mrs Sandra Smit, Hast Manager: Eden District office, Mr Brett Utian, Isisombulul & Mr Sean Whiting BHC Project Manager) at Knysna Municipality (venue to be confirmed).
18:00: Water Forum meeting at Old Sedgefield Municipal Boardroom.

**Friday, 21 October:**
Western Cape Environmental Affairs and Development Planning Greenest Municipality awards in Devonvale, Stellenbosch.

**Saturday, 22 October:**
From 18:00: Eden Kite Festival at Pili Pili Restaurant in Sedgefield (If you want to attend).

**Preliminary diary Monday, 24 October to Friday, 4 November:**

**Monday, 24 October:**
09:00: First day of SALGA Social Development Policy in the Committee Room (on behalf of the Mayor, who said you only have to attend day one).
18:00: Attending Ward 1 IDP meeting at Sedgefield Bowling Club.

**Tuesday, 25 October:**
09:00 – 13:00: Interviews for assistants positions.
10:00: Intergovernmental Steering Committee meeting in Karatara.
Wednesday, 26 October:
09:00 – 13:00: Interviews for assistants positions.
14:00: Unveiling of mosaics at Protea Haal Karatara.

Thursday, 27 October:
09:00: Council meeting in Council Chambers.

Friday, 28 October:
09:00: Meeting between the Mayor, Executive Councillors and TMT; EMT to join at 10:30.

Monday, 31 October:
09:00: DA Caucus.
14:00: Meeting between Mayor and Mayoral Committee members.

Tuesday, 1 November:

Wednesday, 2 November:
09:00: Section 80 (Planning & IHS) meeting in Council Chamber.

Thursday, 3 November:
09:00: Section 80 (Finance and Gov & Econ Dev) meeting in Council Chamber.

Friday, 4 November:
9. STATEMENTS AND COMMUNICATIONS BY EXECUTIVE MAYOR

9.1 FUNCTIONS, MEETINGS AND WORKSHOPS ATTENDED BY THE EXECUTIVE MAYOR

REPORT FROM THE EXECUTIVE MAYOR

PURPOSE OF THE REPORT

My Council is committed to operating in a manner that is open and transparent. Each month I have the privilege and honour to represent the Council at various intergovernmental and community meetings, workshops and events that allow me to gain greater insight about the needs of our communities.

I also learn of best practices that have been implemented by other municipalities and organisations throughout the Province that may help to improve the quality of life for residents within the Greater Knysna area.

Below, is a brief report of the meetings and events that I attended between 15 August 2016 and 14 October 2016.

Legislative matters i.e. the monthly Section 71 Reports, Performance Management and the Integrated Development Plan (IDP) are not included in this report but are reported on elsewhere in this agenda under items from the Mayoral Committee of 13 October 2016.

<table>
<thead>
<tr>
<th>DATE</th>
<th>TOPIC</th>
<th>SUMMARY</th>
</tr>
</thead>
<tbody>
<tr>
<td>22-Aug</td>
<td>Lapland Electrification</td>
<td>Technical Meeting with Manager IHS and Eskom with regards to the progress plan for the electrification of Lapland</td>
</tr>
<tr>
<td>23-Aug</td>
<td>Steyn Momberg, World Sport</td>
<td>Overview of 2016 Pick 'n Pay Knysna Oyster Festival and briefing on the resignation of the Festival Director, Ms Nicci Rousseau-Schmidt</td>
</tr>
<tr>
<td></td>
<td>Turners without Borders, Karatara</td>
<td>An American DIY personality initiated a community upliftment woodworking programme.</td>
</tr>
<tr>
<td>31-Aug</td>
<td>Inaugural meeting of the Eden District Council</td>
<td>Attended the inaugural meeting of the Eden District Council following the elections of August 3.</td>
</tr>
<tr>
<td>1-Sep</td>
<td>Arbour day</td>
<td>Organised by the Youth Council, the Mayor joined this national environmental campaign by planting trees at Rheenendal's Humpty Dumpy Crèche’ and Youth Centre in Ward 5.</td>
</tr>
<tr>
<td>2-Sep</td>
<td>Introductory meetings with municipal staff</td>
<td>Mayor and the Mayoral Committee and (then) Acting Municipal Manager, Carl Mattheus embarked on a roadshow to introduce themselves to all municipal staff</td>
</tr>
<tr>
<td>Date</td>
<td>Event Description</td>
<td>Details</td>
</tr>
<tr>
<td>-------</td>
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</tr>
<tr>
<td>6-Sep</td>
<td>Meeting Local Blogger</td>
<td>Meeting with controversial blogger Mike Hampton to show Council’s commitment to transparency, good communication and drive to serve the residents of Greater Knysna.</td>
</tr>
<tr>
<td>6-Sep</td>
<td>Knysna/Bitou Service Delivery Meeting</td>
<td>Meeting scheduled by department of Social Development with inter-governmental departments, NGO’s and other stakeholders.</td>
</tr>
<tr>
<td></td>
<td>Meeting Knysna Alcohol &amp; Drug Centre</td>
<td>Meeting to discuss possible strategies to be implemented to combat issues of substance abuse.</td>
</tr>
<tr>
<td>7-Sep</td>
<td>Lapland Electrification</td>
<td>Knysna and Eskom, worked together to bring hope and light to about 30 families in Lapland, Rheenendal, when after many years of living without power, they received electricity.</td>
</tr>
<tr>
<td>9-Sep</td>
<td>SANParks Women’s day event</td>
<td>The Mayor attended a women’s day event for SANParks staff at the Tsitiskamma Park.</td>
</tr>
<tr>
<td>12-Sep</td>
<td>Homeless people</td>
<td>The Executive Mayor met with a local businessman to explore the establishment of a shelter for Knysna’s homeless.</td>
</tr>
<tr>
<td>13-Sep</td>
<td>Integrated Human Settlements</td>
<td>MEC Bonginkosi Madikazela called a meeting to discuss the PDoHS report on Informal Settlements Support Plan as well as plans to upgrade all informal settlements identified and what will that upgrade entail timeframes and modus operandi.</td>
</tr>
<tr>
<td>15-Sep</td>
<td>CCTV Project</td>
<td>The Mayor and Deputy Mayor attended the unveiling of the Knysna Closed Circuit Television (CCTV) Project. The project was partly funded by the ward allocation for ward 10.</td>
</tr>
<tr>
<td>20-Sep</td>
<td>SANParks High Tea</td>
<td>Attended a function at Jubilee Creek aimed at informing stakeholders of what the forest offers in terms recreational opportunities.</td>
</tr>
<tr>
<td>16-Sep</td>
<td>Group Editors</td>
<td>Introductory meeting with the CEO of Group Editors Ms Nicole Rimbault and the local editor to discuss the relationship between the organisations.</td>
</tr>
<tr>
<td>20-Sep</td>
<td>Premiers Provincial Coordinating Forum</td>
<td>Attended the Premier’s Provincial Coordinating Forum in Cape Town.</td>
</tr>
<tr>
<td>22-Sep</td>
<td>Die Gaatjie Electrification</td>
<td>After applying to the Department of Energy for electrification of Die Gaatjie, the department made R900 000 available to “switch on” the area.</td>
</tr>
<tr>
<td></td>
<td>Knysna Arts Festival</td>
<td>Met with the organisers of the Knysna Arts Festival to discuss future involvement and community projects.</td>
</tr>
<tr>
<td>23-Sep</td>
<td>Ministry of Integrated Human Settlements Govan Mbeki Awards</td>
<td>The Executive Mayor and Manager IHS attended the annual Govan Mbeki Awards ceremony in Cape Town. The municipality</td>
</tr>
<tr>
<td>DATE</td>
<td>TOPIC</td>
<td>SUMMARY</td>
</tr>
<tr>
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</tr>
<tr>
<td>24-Sep</td>
<td>Heritage Day</td>
<td>The Executive Mayor attended the Heritage celebrations in Ward 4.</td>
</tr>
<tr>
<td>27-Sep</td>
<td>Ministry of Local Government</td>
<td>Attended a meeting called by MEC Anton Bredell to discuss leadership and municipal governance.</td>
</tr>
<tr>
<td>28-Sep</td>
<td>IDP Meeting</td>
<td>Attended the Ward 5 IDP meeting in Rheenendal.</td>
</tr>
<tr>
<td>30-Sep</td>
<td>Sasol Solar Challenge</td>
<td>The Sasol Solar Challenge is a global biennial competition in which participating teams design, manage, build and drive solar-powered vehicles across South Africa. They stopped over at Sedgefield on-route to Cape Town. The Executive Mayor was invited to set them off on the morning of September 30.</td>
</tr>
<tr>
<td></td>
<td>Local Drug Action Committee</td>
<td>Attended an information session regarding the establishment of Local Drug Action Committee. The establishment is a legislative requirement (The Prevention of and Treatment for Substance Abuse Act 70 of 2008).</td>
</tr>
<tr>
<td></td>
<td>Knysna Arts Festival</td>
<td>Attended the opening of the 2016 Knysna Arts Festival.</td>
</tr>
<tr>
<td></td>
<td>Miss Eden Show</td>
<td>Attended the Ms Eden FM Beauty Pageant, one of the stations community outreach programmes.</td>
</tr>
<tr>
<td>1-Oct</td>
<td>Sunshine Golf Tour</td>
<td>Visited the Sunshine Golf Tournament to promote the Mayor’s fundraising golf day.</td>
</tr>
<tr>
<td>2-Oct</td>
<td>Diocese of George Church Brigade</td>
<td>Attended the annual thanksgiving parade of the Diocesan Brigade Regiment of George at the Smutsville MPC.</td>
</tr>
<tr>
<td>4-Oct</td>
<td>Estuary Committee</td>
<td>The Executive Mayor called an urgent meeting of the Estuary Management Committee to discuss the latest Knysna e-coli levels. The Executive Mayor has called an investigation into the matter.</td>
</tr>
<tr>
<td></td>
<td>Beverly Hills</td>
<td>The municipality officially handed over 16 replacement homes in Beverly Hills, replacing structures lost in a devastating fire on July 22.</td>
</tr>
<tr>
<td>5-Oct</td>
<td>Santa Shoebox</td>
<td>The Executive Mayor met with the internal Committee and the local convenor of the Santa Shoebox campaign. She also challenges all Councillors and municipal departments to make a difference in the lives of children less fortunate through the Santa Shoebox project.</td>
</tr>
<tr>
<td>DATE</td>
<td>TOPIC</td>
<td>SUMMARY</td>
</tr>
<tr>
<td>-------</td>
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</tr>
<tr>
<td></td>
<td><strong>SAPS/CPF</strong></td>
<td>The Executive Mayor called a meeting with Col Metu of the SAPS, officials and representative of the Rheenendal Crime Committee. This was a follow up to the meeting of September 20 which regrettably was not attended by the SAPS.</td>
</tr>
<tr>
<td>6-Oct</td>
<td>Knysna Arts Festival</td>
<td>Attended the Art of Cloth Fashion Show at Woodmill Walk.</td>
</tr>
<tr>
<td>6-Oct</td>
<td>Knysna FM</td>
<td>Introductory meeting with Gordon Hoffmann, Managing Director, to discuss relationship and opportunities.</td>
</tr>
<tr>
<td></td>
<td>Knysna Black Business</td>
<td>A meeting took place with the Executive Mayor, Deputy Mayor and members of Mayoral Committee where the KBBC discussed certain challenges they experience within the municipality.</td>
</tr>
<tr>
<td>7-Oct</td>
<td>PSL Soccer</td>
<td>SAFA announced on Tuesday, 4 October that they had chosen Knysna to host a friendly match between Chippa United FC and Cape Town All Stars FC, bringing the beautiful game to those who don't usually have the opportunity to watch their heroes on the field. The Mayor hosted a welcome dinner for the Chippa United team.</td>
</tr>
<tr>
<td>8-Oct</td>
<td>PSL Soccer</td>
<td>Attended the PSL match between Chippa United FC and Cape Town All Stars FC at Loerie Park.</td>
</tr>
<tr>
<td></td>
<td>Ladies High Tea</td>
<td>Attended a function for abused women at the Knysna Secondary School Hostel.</td>
</tr>
<tr>
<td>10-Oct</td>
<td>Ministry of Community</td>
<td>Western Cape Minister of Community Safety, Dan Plato visited Knysna Schools to launch the Walking Bus initiative aimed at creating a safe and supervised route for learners to and from school on a daily basis.</td>
</tr>
<tr>
<td></td>
<td>Safety</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Ministry of Community</td>
<td>MEC Plato also requested a meeting with the Knysna Mayor, relevant councillors, relevant stakeholders and SAPS the same afternoon to discuss a Community Integrated Improvement Partnership.</td>
</tr>
<tr>
<td></td>
<td>Safety</td>
<td></td>
</tr>
<tr>
<td>14-Oct</td>
<td>Human Settlements</td>
<td>The Director General of Human Settlements Mr Mbulelo Tshangana visited Knysna to discuss the Sanral Land and to a conduct site visit.</td>
</tr>
<tr>
<td></td>
<td>Annual Golf Day</td>
<td>Hosted the 9th Annual Mayoral Golf day in aid of the Mayor's fund at Simola Country Club.</td>
</tr>
</tbody>
</table>
That the report from the Executive Mayor with regard to functions, meetings and workshops attended for the period 15 August 2016 to 14 October 2016 be, noted.
10.1 RESOLUTIONS OF THE MAYORAL COMMITTEE: 13 OCTOBER 2016

M01/10/16 EPWP PRESENTATION BY DEPARTMENT OF TRANSPORT AND PUBLIC WORKS

UNANIMOUSLY RESOLVED BY THE MAYORAL COMMITTEE

That the presentation by the Department of Transport and Public Works regarding the Expanded Public Works Programme (EPWP) Phase 3, be noted.

File number: 9/1/2/13
Execution: Acting Director: Planning and Development
Manager: LED
10.2 RECOMMENDATIONS FROM THE MAYORAL COMMITTEE : 17 OCTOBER 2016 CONTINUATION MEETING

FG14/09/16 MUNICIPAL MANAGER AND DIRECTORS PERFORMANCE AGREEMENTS 2016/2017

UNANIMOUSLY RECOMMENDED BY THE MAYORAL COMMITTEE

That the approval of the performance agreements of the Municipal Manager and the managers directly accountable to the Municipal Manager, be delegated to the Executive Mayor and the Deputy Executive Mayor.

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

FG21/09/16 APPLICATION FOR LAND ALIENATION: PORTION OF ERF 4302 SEDGEFIELD

UNANIMOUSLY RECOMMENDED BY THE MAYORAL COMMITTEE

[a] That the report and annexures regarding the alienation of a portion of Erf 4302, Sedgefield, submitted to the Finance, Governance and Economic Development Committee meeting dated 20 September 2016 be noted;

[b] That further valuations be submitted for the Portion of Erf 4302, Sedgefield;

[c] That the concerns of the residents particularly with regard to the loading zones, be addressed;

[c] That the matter be referred back to the next Finance, Governance and Economic Development Committee meeting to further consider input of valuation of the Portion of Erf 4302 and that a site visit be arranged prior to the meeting.

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

P02/09/16 ERF 429, CNR HOEPOE & THE MAIN SERVICE ROAD, SEDGEFIELD: APPLICATION FOR REZONING, SUBDIVISION AND ROAD CLOSURE (APPLICATION NO. 1055)

UNANIMOUSLY RECOMMENDED BY THE MAYORAL COMMITTEE

[a] That the following correspondence be noted:

[i] Copy of the application from Marike Vreken Town Planners CC dated August 2015;

[ii] E-mail from Mike Young dated 7 August 2015;

[iii] Copy of internal comments dated 6 April 2016;
[iv] Applicant’s response to comments dated 6 October 2015 and 2016;

[b] That approval be granted in terms of Section 16 of the Land Use Planning Ordinance, 1985 (Ordinance 15 of 1985) for the rezoning of a ±395m² portion of Remainder Erf 1692 Sedgefield (a section of Tinktinkie Street) from “Street Zone” to “Business Zone” to allow said portion to be consolidated with Erf 429 Sedgefield;

[c] That approval be granted in terms of Section 16 of the Land Use Planning Ordinance, 1985 (Ordinance 15 of 1985) for the rezoning of a ±51m² portion of Erf 429 Sedgefield from “Business Zone” to “Street Zone” to allow said portion to be consolidated with Erf 1692, Sedgefield (a section of Tinktinkie Street);

[d] That approval be granted in terms of Section 25 of the Land Use Planning Ordinance, 1985 (Ordinance 15 of 1985) for the subdivision of a 395m² portion of Remainder Erf 1692 Sedgefield (a section of Tinktinkie Street) in order to allow said portion to be consolidated with Erf 429, Sedgefield;

[e] That approval be granted in terms of Section 23 of the Land Use Planning Ordinance, 1985 (Ordinance 15 of 1985) for the subdivision of a ±51m² portion of Erf 429, Sedgefield (a section of Tinktinkie Street) in order to allow said portion to be consolidated to with Erf 1692, Sedgefield (a section of Tinktinkie Street);

[f] That approval be granted in terms of Section 137 of the Cape Municipal Ordinance, 1974 (Ordinance 20 of 1974) for the closure of a ±395m² portion of Remainder Erf 1692, a portion of Tinktinkie Street in order to consolidate said portion with Erf 429, Sedgefield.

[g] That the following conditions are imposed in terms of Section 42 of the Land Use Planning Ordinance, 1985 (Ordinance 15 of 1985):

[i] This approval applies to the proposals as set out above only and may not be construed as authority to depart from any other legal prescriptions or requirements;

[ii] The approval is subject to the consolidation of the subdivided portion of Erf 1692 with Erf 429, Sedgefield and vice versa;

[iii] The applicant shall provide the municipality with copies of the approved survey diagrams as soon as they get approved by the surveyor-general's office for record purposes;

[iv] This approval shall lapse if the registration of the consolidated erven is not effected within the period of five years;

[v] Paving shall not be allowed over the section of the Erf under which electrical cables servicing 443 and 444 are laid out;
The applicant shall submit five copies of the approved subdivision plan for endorsement prior to submission to the surveyor-general's office; and

Any services that are to be relocated shall be relocated at the expense of the property owner.

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

P03/09/16

ESTABLISHMENT OF THE KNYSNA MUNICIPAL PLANNING TRIBUNAL (KMPT) FOR THE GREATER KNYSNA MUNICIPAL AREA AS PER SECTION 71(1)(A) OF KNYSNA MUNICIPALITY MUNICIPAL LAND USE PLANNING BY-LAW (2016)

RECOMMENDED BY MAJORITY OF THE MAYORAL COMMITTEE

[a] That the establishment and composition of the Knysna Municipal Planning Tribunal, be noted;

[b] That it be noted that the training of Councillors and members of the Knysna Municipal Planning Tribunal by the Western Cape Department of Environmental Affairs and Development Planning will be scheduled in due course.

[c] That the Legal Services Section be afforded an opportunity to liaise with the Department of Environmental Affairs and Development Planning to ascertain whether amendments may be made to the composition of the Knysna Municipal Planning Tribunal.

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

Cllr Waxa objected to [a] above in so far as to the external members not being representative of the residents of the Greater Knysna.

SP01/09/16

ERF 4970, SEDGEFIELD (A CONSOLIDATED UNIT CONSISTING OF ERVEN 186, 187, 1764, 2024, 2033 AND 4969, SEDGEFIELD), (CNR OF SWAN AND THE SOUTHERN SERVICE STREET ALONG THE N2); APPLICATION FOR REZONING

UNANIMOUSLY RECOMMENDED BY THE MAYORAL COMMITTEE

[a] That the following correspondence be noted:
(i) Application from from Jan Vrolijk Town Planners on behalf of Deorista 188 Property Limited dated 20 May 2015;
(ii) Mailing List;
(iii) Zoning Certificate dated 21 September 2015;
(iv) Letter from Mr. and Mrs. Watson; (v.) Mr. Roy and Heather Halloway;
(vi) Ms. Phyllis Kuhn, Penelope Jolliffe and by proxy Stella Jolliffe;
[b] That approval BE GRANTED in terms of Section 16 of the Land Use Planning Ordinance, 1985 (Ordinance 15 of 1985) for the rezoning of a portion of Erf 4970 Sedgefield (formerly Erf 187, Sedgefield), from “Single Residential Zone” to “Business Zone” as indicated on the plan drawn by Buitendag Rall & Associates, Subject to the following conditions:

[i] This approval applies to the application as outlined above and may not be construed and authority to depart from any other legal prescriptions or requirements;

[ii] The approval is further subject to the submission and approval, by the Knysna Municipality of a detailed site development plan prior to any building plans being approved;

[iii] The application for the approval of the site development plan shall undergo a proper public participation process as prescribed in the Knysna Municipality By-law on Municipal Land Use Planning (2016);

[iv] Relevant Augmentation levies and Capital Contributions shall be applicable and shall be determined by the Director: Technical Services;

[v] The property owner shall indicate on the site development the manner in which affected municipal services will be protected

File Number: 9/1/2/13
Execution: Director: Planning and Development
Manager: Integrated Human Settlements

M02/10/16 REPORT ON THE PROCESS PLAN FOR THE PREPARATION OF THE 4TH GENERATION 2016 – 2021 IDP

UNANIMOUSLY RECOMMENDED BY THE MAYORAL COMMITTEE

[a] That the Report on the Process Plan for the preparation of the 4th Generation 2016-2021 IDP, be noted;


File number: 9/1/2/14
Execution: Acting Municipal Manager
Manager: IDP
10.3 RESOLUTIONS OF THE MAYORAL COMMITTEE: 17 OCTOBER 2016
CONTINUATION MEETING

FG01/09/16 ANNUAL REPORT ON THE IMPLEMENTATION OF THE SUPPLY
CHAIN MANAGEMENT POLICY FOR THE FINANCIAL YEAR ENDING
30 JUNE 2016

UNANIMOUSLY RESOLVED BY THE MAYORAL COMMITTEE

[a] That the report on the implementation of the SCM policy for the
period 1 July 2015 to 30 June 2016, be noted;

[b] That the deviations to the value of R 36 071 916-05 for the
2015/2016 financial year as indicated in [a] above, be noted;

[c] That the report on stock taking, as indicated in the report
mentioned in (a) above, for the 2015/2016 financial year, be noted;

[d] That the report be made available to the public in terms of section

File Number: 9/1/2/14
Execution: Acting Municipal Manager
Acting CFO
Manager: SCM

FG02/09/16 DEVIATION REPORT FOR JULY AND AUGUST 2016

UNANIMOUSLY RESOLVED BY THE MAYORAL COMMITTEE

[a] That the deviations from the Knysna Supply Chain Management
Policy to the amount of R 9 430 714,89 for July and August 2016,
be noted;

[b] That a full report on the history and background of the companies
involved in the deviations identified in this report be submitted to
the next Finance, Governance and Economic Development
Committee meeting to be held on 1 November 2016 including
recommendations as to how the contractual situations with regard
to the companies initiated;

[c] That in instances where it warrants that Section 116(3) of the
MFMA, be applied, the section of the MFMA, be followed.

File Number: 9/1/2/14
Execution: Acting Municipal Manager
Acting CFO
Manager: SCM
ORDINARY MUNICIPAL COUNCIL MEETING
AGENDA
27 OCTOBER 2016

FG03/09/16 QUARTERLY WITHDRAWAL REPORT FOR THE QUARTER ENDING 30 JUNE 2016

UNANIMOUSLY RESOLVED BY THE MAYORAL COMMITTEE

[a] That the Quarterly Withdrawal Report for the Quarter ending 30 June 2016 submitted in terms of Section 11(4)(a) of the Local Government: Municipal Finance Management Act, 2003, be noted;

[b] That a copy of the Quarterly Withdrawal Report for the Quarter ending 30 June 2016, be submitted to the Western Cape Provincial Treasury and the Auditor General, in terms of section 11(4)(b) of the Local Government: Municipal Finance Management Act, 2003;


File Number: 9/1/2/10
Execution: Acting Municipal Manager
Acting CFO
Manager: Expenditure

FG04/09/16 SUMMARY OF EXTERNAL LOANS: QUARTER 4 OF 2016

UNANIMOUSLY RESOLVED BY THE MAYORAL COMMITTEE

That the report on outstanding borrowings to the amount of R 117m submitted in terms of Section 52(d) of the Local Government: Municipal Financial Management Act, 2003, be noted.

File Number: 9/1/2/10
Execution: Acting Municipal Manager
Acting CFO

FG05/09/16 DETAILED CAPITAL BUDGET REPORT FOR THE 2016/2017 FINANCIAL YEAR AS AT 05 SEPTEMBER 2016

UNANIMOUSLY RESOLVED BY THE MAYORAL COMMITTEE

That the Detailed Capital Budget Report: 2016/2017 as at 05 September 2016, be noted.
File Number: 9/1/2/10
Execution: Acting Municipal Manager
Acting CFO

FG06/09/16 IT WIRELESS REPORT

UNANIMOUSLY RESOLVED BY THE MAYORAL COMMITTEE

That the IT Wireless report, submitted in terms of Section 53 (b) of the Local Government: Municipal Finance Management Act, 2003, be noted.
FG07/09/16  REPAIRS AND MAINTENANCE AS AT 31 JULY 2016

UNANIMOUSLY RESOLVED BY THE MAYORAL COMMITTEE

That the report on repairs and maintenance for July 2016 in terms of Section 52(d) of the Local Government: Municipal Financial Management Act, 2003, be noted.

File Number: 9/1/2/14
Execution: Acting Municipal Manager
Acting CFO
Manager: IT

FG08/09/16  SUNDRY OTHER DEBTORS RECONCILIATION

UNANIMOUSLY RESOLVED BY THE MAYORAL COMMITTEE

[a] That the report on sundry other debtors for July 2016 in terms of Section 52(d) of the Local Government: Municipal Financial Management Act, 2003, be noted;

[b] That a report on the provision for bad debt be submitted to the next Finance Governance and Economic Development Committee meeting to be held in November 2016 for consideration.

File Number: 9/1/2/14
Execution: Acting Municipal Manager
Acting CFO
Manager: Expenditure

FG09/09/16  MONTHLY BUDGET STATEMENT FOR JULY 2016

UNANIMOUSLY RESOLVED BY THE MAYORAL COMMITTEE

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

File Number: 9/1/2/14
Execution: Acting Municipal Manager
Acting CFO
Manager: Budget

FG10/09/16  INSURANCE REPORT FROM 1 APRIL 2016 TO 31 AUGUST 2016

UNANIMOUSLY RESOLVED BY THE MAYORAL COMMITTEE

[a] That the Insurance Report for the period from 1 April 2016 up to and including 31 August 2016, in terms of Section 52(b) of the...
Local Government: Municipal Finance Management Act of 2003, be noted;

[b] That a full report be submitted to the next Finance, Governance and Economic Development Committee meeting to be held on 1 November 2016 on the establishment of the Insurance Fund;

[c] That the Insurance Section provide more detail on the theft listed under Property Loss in the report;

[d] That a comprehensive report by the department be submitted to the next Finance, Governance and Economic Development Committee meeting to be held in November 2016, on the approach to providing help to communities that do not understand the process of claiming.

File Number: 9/1/2/14
Execution: Acting Municipal Manager
            Acting CFO
            Manager: Expenditure

FG11/09/16 Debtors Age Analysis by Sector

UNANIMOUSLY RESOLVED BY THE MAYORAL COMMITTEE

That the report on the debtors age analysis by sector for July 2016 in terms of Section 52 (b) of the Local Government: Municipal Financial Management Act, 2003, be noted.

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

FG12/09/16 Internal Audit Charter, July 2016 [2016/17 Financial Year]

UNANIMOUSLY RESOLVED BY THE MAYORAL COMMITTEE

That the Internal Audit Charter, July 2016 [2016/17 Financial Year], be noted.

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

FG13/09/16 Internal Audit Status of Work (as at 10 August 2016)

UNANIMOUSLY RESOLVED BY THE MAYORAL COMMITTEE

That the contents of the Internal Audit reports attached to the item as Annexure A and B, be noted.

File Number: 9/1/2/14
Execution: Acting Municipal Manager
            Manager: PIARM
**FG15/09/16 PROGRESS REPORT ON RISK MANAGEMENT**

UNANIMOUSLY RESOLVED BY THE MAYORAL COMMITTEE

That the Progress Report on Risk Management as at September 2016, be noted.

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

**FG16/09/16 RECOMMENDATIONS OF STREET NAMING COMMITTEE MEETING OF 20 JULY 2016**

UNANIMOUSLY RESOLVED BY THE MAYORAL COMMITTEE

[a] That the contents of the Minutes of the Street Naming Committee Meeting held on 20 July 2016, be noted;

[b] That the recommendations of the Street Naming Committee as reflected in the Minutes of the meeting mentioned in [a] above, be approved, subject to the deletion of “Old Cape Road” in item 5.1(i).

File Number: 9/1/2/14  
Execution: Acting Municipal Manager  
Manager: Office of the Ex-Mayor

**FG17/09/16 REVIEW OF THE INFORMAL TRADING BY-LAW**

UNANIMOUSLY RESOLVED BY THE MAYORAL COMMITTEE

[a] That the report on the draft Informal Trading by-law, be noted;

[b] That a full report on the draft Informal Trading by-law be submitted to the next Finance, Governance and Economic Development Committee meeting to be held in November 2016.

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

**FG18/09/16 STATUS OF THE COMMUNITY WORK PROGRAMME**

UNANIMOUSLY RESOLVED BY THE MAYORAL COMMITTEE

[a] That the report regarding the status of the Community Work Programme, be noted;

[b] That resolution [c] of Council Resolution C03/12/15 taken on 10 December 2015 be rescinded namely:

“[c] That Council confirms the new allocation to be the following:  
- Ward 1: 50 Workers
- Ward 2: 50 Workers
- Ward 3: 55 Workers
- Ward 4: 55 Workers
- Ward 5: 50 Workers
- Ward 6: 65 Workers
- Ward 7: 55 Workers
- Ward 8: 55 Workers
- Ward 9: 65 Workers"

[c] That it be confirmed that 500 participants for Knysna be spread over all 11 wards in the Knysna Municipal Area;

[d] That the following Councillor serve on the Local Reference Committee; namely Cllr GR Wolmarans (Speaker).

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

FG19/09/16 REPORT ON ADOPTION OF DEFINITION OF ROLES AND AREA OF RESPONSIBILITIES FOR THE KNYSNA MUNICIPALITY

UNANIMOUSLY RESOLVED BY THE MAYORAL COMMITTEE

That the report on adoption of definition of Roles and Area of Responsibilities for the Knysna Municipality be submitted to the next Finance, Governance and Economic Development Committee meeting to be held in November 2016.

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

FG20/09/16 APPLICATION FOR ALIENATION (CLOSURE AND IMPLEMENTATION OF ACCESS CONTROL) OF SUN VALLEY DRIVE, COSTA SARDA, KNYSNA

UNANIMOUSLY RESOLVED BY THE MAYORAL COMMITTEE

[a] That the report and annexures regarding the request for the alienation (closure and implementation of Access control) of Sun Valley Drive, Costa Sarda, Knysna submitted to the Finance, Governance and Economic Development Committee meeting dated 20 September 2016, be noted;

[b] That the report be referred back to the Acting Municipal Manager for further consideration, and if required, a report be submitted to the next Finance, Governance and Economic Development Committee.

File Number: 9/1/2/9  
Execution: Director: Corporate Services
FG22/09/16 APPROVAL OF AMENDED WORKING HOURS

UNANIMOUSLY RESOLVED BY THE MAYORAL COMMITTEE

[a] That the report on the amendment of working hours, be noted;

[b] That the attached minutes of the LLF of 26 April 2016, be noted;

[c] That the amended working hours as proposed in the report mentioned in [a] above, be negotiated on a trial basis between the Acting Municipal Manager and the Executive Mayor and a report on the implementation of the trial, its challenges and future successes be submitted to the next Finance, Governance and Economic Development Committee meeting, after the trial period of six months has lapsed.

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

FG23/09/16 TRANSLATOR POSITION

This item was deferred to a Continuation Meeting of the Finance, Governance and Economic Development Committee held on 22 September 2016.

FG24/09/16 PUBLIC PARTICIPATION MONTHLY REPORTS FOR THE MONTHS OF APRIL, MAY, JUNE, JULY AND AUGUST 2016

This item was deferred to a Continuation Meeting of the Finance, Governance and Economic Development Committee held on 22 September 2016.

FG25/09/16 MONTHLY REPORT FOR LEGAL SERVICES : APRIL 2016 TO AUGUST 2016

UNANIMOUSLY RESOLVED BY THE MAYORAL COMMITTEE

[a] That the monthly report for Legal Services for 1 April 2016 to 31 August 2016 from the Director: Corporate Services [Legal Services], be noted;

[b] That a full report be submitted to the next Finance, Governance and Economic Development Committee meeting to be held in November 2016, detailing the cost and advantages of the establishment of a Knysna Municipal Court.

File Number: 9/1/2/9
Execution: Director: Corporate Services
Manager: Legal Services
FG26/09/16 HUMAN RESOURCES MONTHLY REPORT FOR APRIL TO AUGUST 2016

This item was deferred to a Continuation Meeting of the Finance, Governance and Economic Development Committee held on 22 September 2016.

FG27/09/16 PICK N PAY KNYSNA OYSTER FESTIVAL – ECONOMIC IMPACT ASSESSMENT

UNANIMOUSLY RESOLVED BY THE MAYORAL COMMITTEE

That the event impact assessment report compiled in relation to the Oyster Festival (2016), be noted.

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

FG28/09/16 SPEED FESTIVAL - HILLCLimb EVENT REPORT

UNANIMOUSLY RESOLVED BY THE MAYORAL COMMITTEE

That the event survey report for the Simola Hillclimb (2016), be noted.

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

FG29/09/16 REPORT FROM KNYSNA TOURISM REGARDING THE 2015/16 FINANCIAL YEAR

UNANIMOUSLY RESOLVED BY THE MAYORAL COMMITTEE

That the report from Knysna and Partners regarding the 2015/16 financial year, be considered and noted.

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

FG30/09/16 TREASURY CIRCULAR MUN NO 23/2016 AND PROVINCIAL TREASURY LETTER DATED 10 JANUARY 2012

This item was deferred to a Continuation Meeting of the Finance, Governance and Economic Development Committee held on 22 September 2016.

FG31/09/16 OYSTER FESTIVAL EVENT REPORT

UNANIMOUSLY RESOLVED BY THE MAYORAL COMMITTEE

That the presentation on the Oyster Festival Event Report, be noted.

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

FG32/09/16 MONTHLY REPORT: PLANNING AND DEVELOPMENT [INTEGRATED DEVELOPMENT PLANNING AND LOCAL ECONOMIC DEVELOPMENT]

This item was deferred to a Continuation Meeting of the Finance, Governance and Economic Development Committee held on 22 September 2016.

FG33/09/16 STAFF RESIDING IN MUNICIPAL OWNED HOUSES AND FLATS

This item was deferred to a Continuation Meeting of the Finance, Governance and Economic Development Committee held on 22 September 2016.

FG34/09/16 APPLICATION FOR THE RENEWAL OF VODACOM LEASES

This item was deferred to a Continuation Meeting of the Finance, Governance and Economic Development Committee held on 22 September 2016.

FG35/09/16 PAYMENT OF PERFORMANCE BONUSES FOR SENIOR MANAGERS: 2014/2015 FINANCIAL YEAR

This item was deferred to a Continuation Meeting of the Finance, Governance and Economic Development Committee held on 22 September 2016.


This item was deferred to a Continuation Meeting of the Finance, Governance and Economic Development Committee held on 22 September 2016.

FG37/09/16 REPORT ON REVIEW OF THE REGISTER OF DELEGATED POWERS OF DECISION MAKING

This item was deferred to a Continuation Meeting of the Finance, Governance and Economic Development Committee held on 22 September 2016.

P01/09/16AA SOCIAL HOUSING RESTRUCTURING ZONES : AFFORDABLE RENTAL HOUSING STRATEGY AND PLAN

UNANIMOUSLY RESOLVED BY THE MAYORAL COMMITTEE

[a] That the presentation with by Ms K August from the Department of Human Settlements, be noted;
That the resolution of Council dated 31 May 2016 with regard to the Social Housing Restructuring Zones, be upheld and that a Special Council Meeting be arranged on a date to be determined by the Speaker.

P01/09/16BB GEYSER INDUSTRIES : INSTALLATION OF SOLAR GEYSERS

UNANIMOUSLY RESOLVED BY THE MAYORAL COMMITTEE

[a] That the presentation by the representative of Geyser Industries with regard to installation of solar geysers, be noted;

[b] That a report be submitted to the Planning and Integrated human Settlements Committee Meeting to be held on 2 November 2016, after consultation has been held with Geyser Industries, officials and other relevant stakeholders.

P01/09/16 ABSA/DEVCO KNYSNA AFFORDABLE HOUSING PROJECT: PROJECT PROPOSALS

UNANIMOUSLY RESOLVED BY THE MAYORAL COMMITTEE

[a] That the report and background to the proposed ABSA/DEVCO Knysna Affordable Housing Project, be noted;

[b] That the discussion document from ABSA/DEVCO regarding their position the proposed development; be noted.

[c] That towards the development of the project by Knysna Municipality and Western Cape Department of human Settlements, independently; be approved.

[d] That the Acting Municipal Manager be mandated to present Council's position in an urgent meeting with Provincial Department of Human Settlements and ABSA/DEVCO;

[e] That a follow up report be submitted to the next Planning and Integrated Human Settlements Committee Meeting to be held on 2 November 2016 regarding the outcome of the proposed meeting, as mention in [d] above.

File Number: 9/1/2/13
Execution: Director: Planning and Development
Manager: Integrated Human Settlements
REPORT ON THE REVIEW OF THE CONTROL OF THE SEASHORE AND SEA SITUATED WITHIN OR ADJOINING THE AREA OF JURISDICTION OF THE MUNICIPALITY OF KNYSNA BY-LAW

UNANIMOUSLY RESOLVED BY THE MAYORAL COMMITTEE

[a] That the report on the review of the by-law for the Control of the Seashore and the Sea situated within or Adjoining the area of jurisdiction of the Municipality of Knysna, as contained in Annexure “A”, be noted;

[b] That the current by-law with the proposed amendments, as contained in Annexure “B”, be referred to a workshop on a date to be determined by the Speaker.

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

MONTHLY REPORTS FOR DEPARTMENTS: EMD, TP AND IHS

UNANIMOUSLY RESOLVED BY THE MAYORAL COMMITTEE

That the monthly reports for the sections of the Directorate: Planning and Development, Environmental Management, Town Planning and Integrated Human Settlements, be noted.

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

ERF 4970, SEDGEFIELD (A CONSOLIDATED UNIT CONSISTING OF ERVEN 186, 187, 1764, 2024, 2033 AND 4969 SEDGEFIELD)

UNANIMOUSLY RESOLVED BY THE MAYORAL COMMITTEE

That the matter with regard to Erf 4970, Sedgefield (A Consolidated Unit Consisting of Erven 186, 187, 1764, 2024, 2033 and 4969 Sedgefield, be referred to the next Planning and Integrated Human Settlements Committee meeting to be held in November 2016 and that a site visit be arranged prior to the meeting.

TRANSLATOR POSITION

UNANIMOUSLY RESOLVED BY THE MAYORAL COMMITTEE

[a] That the report regarding the Translator position, be noted;

[b] That is be noted that several staff members are able to assist and will be used on an ad hoc basis if and when needed;

[c] That a special acting allowance equal to the difference in salary between the relevant staff member (referred to in [b] above), who
provides translation services and the first notch of a T9 be paid as a daily allowance for the days his/her translation services are required;

[d] That a staff member who already get paid more than the first notch of a T9, will be remunerated a 5% allowance of his/her daily salary for the days his/her translation services are required;

[e] That the Translator position be considered when Council review the Organogram and that funding for the position be considered in the Adjustments Budget during January 2017.

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

FG24/09/16 PUBLIC PARTICIPATION MONTHLY REPORTS FOR THE MONTHS OF APRIL, MAY, JUNE, JULY AND AUGUST 2016

UNANIMOUSLY RESOLVED BY THE MAYORAL COMMITTEE

That the monthly reports for Public Participation and the Community Development Workers for the months of April, May, June, July and August 2016, be noted.

Delegation to Committee to resolve. (Delegation F.2.1).

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

FG26/09/16 HUMAN RESOURCES MONTHLY REPORT FOR APRIL TO AUGUST 2016

UNANIMOUSLY RESOLVED BY THE MAYORAL COMMITTEE

[a] That the Human Resources monthly report for April to August 2016, be noted;

[b] That the policy on Substance Abuse be submitted to the next Finance and Governance Committee Meeting to be held in November 2016, for consideration;

[c] That an item on the plans for internal transfer of skills, be submitted to the next Finance and Governance Committee meeting to be held in November 2016, for consideration;

[d] That it be noted that an item will be submitted to the Mayoral Committee at its meeting on 13 October 2016 on the secondment of the Manager : Communications and Customer Relations to the office of the Executive Mayor as Manager : Office of the Executive Mayor;
[e] That an item be submitted to the Community Services Committee Meeting on the policy of protective clothing and the implementation thereof;

[f] That the Director: Corporate Services take steps to ensure that the information and accuracy of the Human Resources monthly reports, be improved.

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

FG30/09/16
**TREASURY CIRCULAR MUN NO 23/2016 AND PROVINCIAL TREASURY LETTER DATED 10 JANUARY 2012**

UNANIMOUSLY RESOLVED BY THE MAYORAL COMMITTEE

That the report regarding Treasury Circular Mun No 23/2016 and Provincial Treasury Letter dated 10 January 2012, be noted.

File Number: 9/1/2/14
Execution: Acting Municipal Manager
             Acting Chief Financial Officer

FG32/09/16
**MONTHLY REPORT: PLANNING AND DEVELOPMENT [INTEGRATED DEVELOPMENT PLANNING AND LOCAL ECONOMIC DEVELOPMENT]**

UNANIMOUSLY RESOLVED BY THE MAYORAL COMMITTEE

[a] That the Monthly Report: Planning and Development [Integrated Development Planning and Local Economic Development], be noted;

[b] That a Business process mapping report be submitted to the next Finance, Governance and Economic Development Committee meeting to be held in November 2016;

[c] That the Indigent data report be submitted to the next Finance, Governance and Economic Development Committee meeting to be held in November 2016;

[d] That this Committee notes the requirement in respect of the content of reporting in terms of Section 52 of the Municipal Finance Management Act;

[e] That a business plan for the Expanded Public Works Programme, be submitted to the next Finance, Governance and Economic Development Committee meeting to be held in November 2016.

File Number: 9/1/2/13
Execution: Acting Director: Planning and Development Manager: IDP & LED
UNANIMOUSLY RESOLVED BY THE MAYORAL COMMITTEE

[a] That the report and annexures regarding staff housing submitted to the Finance, Governance and Economic Development Committee meeting dated 20 September 2016, be noted;

[b] That the communication from the Western Cape Government Tribunal dated 14 July 2016, and attached as an Annexure be noted;

[c] That the Director Corporate Services report back to the next Finance, Governance and Economic Development Committee meeting with regards to the progress regarding the repair and maintenance of Protea Terrace and Milkwood Flats;

[d] That the Director Corporate Services give all the tenants 1 month to decide whether they will accept the new terms and conditions or to either vacate the flats and houses.

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

UNANIMOUSLY RESOLVED BY THE MAYORAL COMMITTEE

[a] That the report and annexures regarding Vodacom’s applications for new lease agreements for their telecommunications, base stations and related ancillary 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 submitted to the Finance, Governance and Economic Development Committee meeting dated 20 September 2016 be noted;

[b] That Vodacom’s request to renew the following leases for 9 years and 11 months be approved;
   i] Hornlee on a portion of Erf 4161,
   ii] Heuwelkruin on a Portion of Erf 3912,
   iii] Waterfront Drive on a portion of Erf 1340 and
   iv] Sedgefield on a portion of Erf 1635.

[c] That the following monthly rental, payable yearly in advance be approved;
   i] An amount of R3 500 for Hornlee on a portion of Erf 4161,
   ii] An amount of R 1 000 for Heuwelkruin on a Portion of Erf 3912,
   iii] An amount of R 1 000 for Waterfront Drive on a portion of Erf 1340 and
   iv] An amount of R 6 000 for Sedgefield on a portion of Erf 1635.
[d] That a fixed escalation of 10% per year for all the contracts be approved;

[e] That all cost relating to this application be for the account of Vodacom,

[f] That prior to any new agreements being entered into, all the accounts of Vodacom to be brought up to date if any accounts are in arrears;

[g] That the necessary Land Use rights be obtained in terms of the Knysna Municipal Land Use Planning By-law (2016) for all the sites;

[h] That Building Plan approval be obtained in terms of the National Building Regulations and Standards Act (Act No. 103 of 1997) for all the sites;

[i] That all structures must adhere to the requirements of the Knysna Municipality's Policy on Cellular Telecommunication Masts (2008);

[j] That all requirements must be finalised within 180 days after the lease agreements have been concluded. Failing to do so will deem the Lease agreements null and void;

[k] That provisions in the lease contracts be inserted to enable the lessor to bring the applications in accordance with sections 13 & 38 of the Land Use By-law;

[l] That the Acting Municipal Manager be authorised to conclude new Lease Agreements mentioned herein;

[m] That the intention to enter into new lease agreements with Vodacom as per [b] above be advertised for comments and objections, prior to the execution of [b] above.

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

FG35/09/16 PAYMENT OF PERFORMANCE BONUSES FOR SENIOR MANAGERS: 2014/2015 FINANCIAL YEAR

UNANIMOUSLY RESOLVED BY THE MAYORAL COMMITTEE

[a] That the payment of Performance Bonuses for the 2014/2015 financial year, be noted;

[b] That the payment of Performance Bonuses for the 2014/2015 financial year totaling R144 688.42, be considered.

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

UNANIMOUSLY RESOLVED BY THE MAYORAL COMMITTEE

[a] That the amended Delegations Register to cater for the new Section 80 Committees, be noted;

[b] That the item with regard to the Review of the Rules of Order Regulating the Conduct of Meetings of the Council of Knysna Municipality By-law, be withdrawn from the Agenda and be resubmitted to the Finance, Governance and Economic Development Committee to be held on 1 November 2016 at 09:00 in the Council Chambers.

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

FG37/09/16 REPORT ON REVIEW OF THE REGISTER OF DELEGATED POWERS OF DECISION MAKING

UNANIMOUSLY RESOLVED BY THE MAYORAL COMMITTEE

[a] That the report on the Rules of Order By-law, be noted;

[b] That the item with regard to the Report on Review of the Register of Delegated Powers of Decision Making, be withdrawn from the Agenda and be resubmitted to the Finance, Governance and Economic Development Committee to be held on 1 November 2016 at 09:00 in the Council Chambers.

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

ITEMS SUBMITTED TO THE COMMUNITY SERVICES COMMITTEE MEETING HELD ON 27 SEPTEMBER 2016

C01/09/16 EDEN DISTRICT MONTHLY REPORT: ENVIRONMENTAL HEALTH: JULY 2016

UNANIMOUSLY RESOLVED BY THE MAYORAL COMMITTEE

[a] That the monthly report for Eden District Municipality for July 2016 received from the Eden District Municipality [Environmental Health], be noted;

[b] That in future the Environmental Health reports be submitted to the Planning and Integrated Human Settlements Committee;
That a full report regarding the presence of e-coli in drinking water samples and in the Knysna Estuary, be submitted to the next Planning and Integrated Human Settlements Committee as a matter of urgency;

That the report statistics be amended to become more accurate.

Delegation to Committee to resolve. (Delegation F.2.1)

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

EDEN DISTRICT MONTHLY REPORT: ENVIRONMENTAL HEALTH:
AUGUST 2016

UNANIMOUSLY RESOLVED BY THE MAYORAL COMMITTEE

That the monthly report for Eden District Municipality for July 2016 received from the Eden District Municipality [Environmental Health], be noted.

Delegation to Committee to resolve. (Delegation F.2.1)

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

OUT OF POCKET EXPENSES : YOUTH COUNCIL REPRESENTATIVES

UNANIMOUSLY RESOLVED BY THE MAYORAL COMMITTEE

That the report on Out of Pocket Expenses : Youth Council Representatives, be noted;

That a workshop be arranged for all Councillors and relevant officials and that all information be submitted to all prior to the workshop;

That a strategic plan with regard to the Youth Council programme be submitted to the workshop mentioned in [b] above;

That a further report be submitted to the Community Services Committee, at its next meeting, after the workshop mentioned in [b] has been held.

File Number: 9/1/2/5
Execution: Director: Community Services
C04/09/16  COMMUNITY SERVICES MONTHLY REPORT: TRAFFIC AND LAW ENFORCEMENT: JUNE 2016

UNANIMOUSLY RESOLVED BY THE MAYORAL COMMITTEE

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

Delegation to Committee to resolve. (Delegation F.2.1)

File Number: 9/1/2/14
Execution: Director: Community Services
Manager: Protection Services

C05/09/16  COMMUNITY SERVICES MONTHLY REPORT: TRAFFIC AND LAW ENFORCEMENT: JULY 2016

UNANIMOUSLY RESOLVED BY THE MAYORAL COMMITTEE

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

Delegation to Committee to resolve. (Delegation F.2.1)

File Number: 9/1/2/14
Execution: Director: Community Services
Manager: Protection Services

C06/09/16  COMMUNITY SERVICES MONTHLY REPORT: TRAFFIC AND LAW ENFORCEMENT: AUGUST 2016

UNANIMOUSLY RESOLVED BY THE MAYORAL COMMITTEE

[a] That the monthly report for Traffic and Law Enforcement for August 2016 received from the Director Community Services [Traffic and Law Enforcement], be noted;

[b] That the matter with regards to a traffic light at the Nekkies/Hornlee entrance, be investigated and that a report be submitted to the next Community Services Committee meeting to be held in November 2016.

Delegation to Committee to resolve. (Delegation F.2.1)

File Number: 9/1/2/14
Execution: Director: Community Services
Manager: Protection Services
C07/09/16  COMMUNITY SERVICES MONTHLY REPORT: PARKS AND RECREATION: APRIL 2016

UNANIMOUSLY RESOLVED BY THE MAYORAL COMMITTEE

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

Delegation to Committee to resolve. (Delegation F.2.1)

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

C08/09/16  COMMUNITY SERVICES MONTHLY REPORT: PARKS AND RECREATION: MAY 2016

UNANIMOUSLY RESOLVED BY THE MAYORAL COMMITTEE

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

Delegation to Committee to resolve. (Delegation F.2.1)

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

C09/09/16  COMMUNITY SERVICES MONTHLY REPORT: PARKS AND RECREATION: JUNE 2016

UNANIMOUSLY RESOLVED BY THE MAYORAL COMMITTEE

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

Delegation to Committee to resolve. (Delegation F.2.1)

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


UNANIMOUSLY RESOLVED BY THE MAYORAL COMMITTEE

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

Delegation to Committee to resolve. (Delegation F.2.1)
COMMUNITY SERVICES MONTHLY REPORT: PARKS AND RECREATION: AUGUST 2016

UNANIMOUSLY RESOLVED BY THE MAYORAL COMMITTEE

[a] That the monthly report for Parks and Recreation for August 2016 received from the Director Community Services [Parks and Recreation], be noted;

[b] That a report on the National Environmental Management Biodiversity Act, Act 10 of 2004 (NEMBA) and an Implementation Strategy, be submitted to the next Community Services Committee meeting to be held in November 2016.

Delegation to Committee to resolve. (Delegation F.2.1)

COMMUNITY SERVICES: YOUTH DEVELOPMENT MONTHLY REPORT: APRIL TO JULY 2016

UNANIMOUSLY RESOLVED BY THE MAYORAL COMMITTEE

That the monthly report for Youth Development for April to July 2016 received from the Disaster Management Department, be noted.

Delegation to Committee to resolve. (Delegation F.2.1)

COMMUNITY SERVICES MONTHLY REPORT : LIBRARIES AND HERITAGE : MAY 2016

UNANIMOUSLY RESOLVED BY THE MAYORAL COMMITTEE

That the item with regard to the Community Services Monthly Report : Libraries and Heritage : May 2016, be withdrawn from the Agenda and be resubmitted to the Community Services Committee to be held on 8 November 2016 at 09:00 in the Council Chambers.
C14/09/16  COMMUNITY SERVICES MONTHLY REPORT : LIBRARIES AND HERITAGE : JUNE 2016

UNANIMOUSLY RESOLVED BY THE MAYORAL COMMITTEE

That the item with regard to the Community Services Monthly Report : Libraries and Heritage : June 2016, be withdrawn from the Agenda and be resubmitted to the Community Services Committee to be held on 8 November 2016 at 09:00 in the Council Chambers.

File Number: 9/1/2/14
Execution: Director: Community Services
Manager: Libraries and Heritage

C15/09/16  COMMUNITY SERVICES MONTHLY REPORT : LIBRARIES AND HERITAGE : JULY 2016

UNANIMOUSLY RESOLVED BY THE MAYORAL COMMITTEE

That the item with regard to the Community Services Monthly Report : Libraries and Heritage : July 2016, be withdrawn from the Agenda and be resubmitted to the Community Services Committee to be held on 8 November 2016 at 09:00 in the Council Chambers.

File Number: 9/1/2/14
Execution: Director: Community Services
Manager: Libraries and Heritage

C16/09/16  COMMUNITY SERVICES MONTHLY REPORT : LIBRARIES AND HERITAGE : AUGUST 2016

UNANIMOUSLY RESOLVED BY THE MAYORAL COMMITTEE

That the item with regard to the Community Services Monthly Report : Libraries and Heritage : August 2016, be withdrawn from the Agenda and be resubmitted to the Community Services Committee to be held on 8 November 2016 at 09:00 in the Council Chambers.

File Number: 9/1/2/14
Execution: Director: Community Services
Manager: Libraries and Heritage

C17/09/16  COMMUNITY SERVICES MONTHLY REPORT: WASTE MANAGEMENT: APRIL 2016

UNANIMOUSLY RESOLVED BY THE MAYORAL COMMITTEE

That the monthly report for Waste Management for April 2016 received from the Director Community Services [Waste Management], be noted.

Delegation to Committee to resolve. (Delegation F.2.1)
UNANIMOUSLY RESOLVED BY THE MAYORAL COMMITTEE

[a] That the monthly report for Waste Management for May 2016 received from the Director Community Services [Waste Management], be noted;

[b] That a report with regard to illegal dumping in all areas be submitted, within two weeks of date of the Community Services Committee meeting, to the Chairperson.

Delegation to Committee to resolve. (Delegation F.2.1)

UNANIMOUSLY RESOLVED BY THE MAYORAL COMMITTEE

That the monthly report for Waste Management for June 2016 received from the Director Community Services [Waste Management], be noted.

Delegation to Committee to resolve. (Delegation F.2.1)

UNANIMOUSLY RESOLVED BY THE MAYORAL COMMITTEE

That the monthly report for Waste Management for July 2016 received from the Director Community Services [Waste Management], be noted.

Delegation to Committee to resolve. (Delegation F.2.1)
C21/09/16 SOCIAL DEVELOPMENT MONTHLY REPORTS : JUNE TO AUGUST 2016

UNANIMOUSLY RESOLVED BY THE MAYORAL COMMITTEE

That the monthly reports for Social Development for June to August 2016 received from the Community Services Department, be noted.

Delegation to Committee to resolve. (Delegation F.2.1)

File Number: 9/1/2/14
Execution: Director: Community Services
           Manager: Disaster Manager

C22/09/16 DRAFT SOCIAL DEVELOPMENT POLICY

UNANIMOUSLY RESOLVED BY THE MAYORAL COMMITTEE

[a] That the report with regard to the Social Development Policy process, be noted;

[b] That the draft Social Development Policy be submitted to the Municipal Council for consideration a month after the adoption of the IDP.

File Number: 9/1/2/14
Execution: Director: Community Services
           Manager: Disaster Manager

C23/09/16 LIBRARY CUSTOMER RELATIONS POLICY: AMENDMENT

UNANIMOUSLY RESOLVED BY THE MAYORAL COMMITTEE

[a] That the report on the Library Customer Relations Policy: Amendment, be noted;

[b] That the amendments to the ‘Library Customer Relations Policy, be approved;

[c] That the proposal in Section 15 of the Library Customer Relations Policy which empowers the administration to collect arrear debt arising out of lost or damaged library material through the credit facility available in the prepayment system as outlined in the Municipal Council approved credit control policy and procedures, be approved.

File Number: 9/1/2/5
Execution: Director: Community Services
T01/09/16  TECHNICAL SERVICES MONTHLY REPORT FOR MAY 2016

UNANIMOUSLY RESOLVED BY THE MAYORAL COMMITTEE

That the Technical Services monthly report for May 2016 received from the Director: Technical Services, be noted.

File reference: 9/1/2/1
Execution: Technical services

T02/09/16  TECHNICAL SERVICES MONTHLY REPORT FOR JUNE 2016

UNANIMOUSLY RESOLVED BY THE MAYORAL COMMITTEE

[a] That the Technical Services monthly report for June 2016, received from the Director: Technical Services, be noted.

[b] That a report on the electrification of informal settlements in the greater Knysna be submitted to the next Technical Services Committee Meeting to be held in November 2016.

File reference: 9/1/2/1
Execution: Technical Services

T03/09/16  TECHNICAL SERVICES MONTHLY REPORT FOR JULY 2016

UNANIMOUSLY RESOLVED BY THE MAYORAL COMMITTEE

That the Technical Services monthly report for July 2016, received from the Director: Technical Services, be noted.

File reference: 9/1/2/1
Execution: Technical Services

T04/09/16  AN OVERVIEW OF THE TECHNICAL SERVICES DIRECTORATE

UNANIMOUSLY RESOLVED BY THE MAYORAL COMMITTEE

That the presentation on the responsibilities of the Directorate: Technical Services, be noted.

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

T05/09/16  IMPLEMENTATION PLAN FOR GRAVEL ROADS FOR 2016/2017

UNANIMOUSLY RESOLVED BY THE MAYORAL COMMITTEE

That the report with regard to the Implementation Plan for Gravel Roads for 2016/2017, be noted.

File Reference: 9/1/2/1
Execution: Director: Technical Services
T06/09/16  WATER DEMAND MANAGEMENT STRATEGY

UNANIMOUSLY RESOLVED BY THE MAYORAL COMMITTEE

[a] That the report with regard to the Water Demand Management Strategy: Leak Repair Program, be noted;

[b] That a report with regard to the detailed budget implication of the leak repair programme and water restrictive measures, be submitted to the next Technical Services Committee meeting to be held in November 2016.

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

T07/09/16  IMPLEMENTATION PLAN FOR ROADS MAINTENANCE / REHABILITATION FOR 2016/2017

UNANIMOUSLY RESOLVED BY THE MAYORAL COMMITTEE

[a] That the report with regard to Implementation Plan for Roads Maintenance / Rehabilitation for 2016/2017, be noted;

[b] That a workshop on the Maintenance / Rehabilitation for 2016/2017 be arranged after the IDP Sessions in October 2016 and that business proceed as usual.

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

SP01/10/16  FUNCTIONING OF THE NEW PLANNING SYSTEM AND COMPOSITION OF THE KNYSNA MUNICIPAL PLANNING TRIBUNAL (KMPT) FOR THE GREATER KNYSNA MUNICIPAL AREA AS PER KNYSNA MUNICIPALITY’S LAND USE PLANNING BY-LAW (2016)

The Special Planning Development and Integrated Human Settlements Committee Meeting adjourned at 10:17 on 3 October 2016 in order for the Legal Services Section to obtain legal advice or a legal opinion from the Department of Environmental Affairs and Developmental Planning, with regard to the composition of the Knysna Municipal Planning Tribunal (KMPT). The meeting will reconvene once the advice and/or legal opinion has been received.

M03/10/16  REPORT ON STATUS OF THE REGIONAL LANDFILL SITE

UNANIMOUSLY RESOLVED BY THE MAYORAL COMMITTEE

That the matter with regard to the Report on Status of the Regional Landfill Site be submitted to the Ordinary Council Meeting to be held on 27 October 2016.

File number: 9/1/2/5
Execution: Director: Community Services
Acting Manager: Solid Waste
M04/10/16  MONTHLY REPORT: COMMUNICATIONS DEPARTMENT

UNANIMOUSLY RESOLVED BY THE MAYORAL COMMITTEE

That the report of the Communications Department for September 2016, be noted.

File number:  9/1/2/14
Execution:   Acting Municipal Manager

M05/10/16  KNYSNA MUNICIPALITY COMMUNICATION STRATEGY 2016 - 2021

UNANIMOUSLY RESOLVED BY THE MAYORAL COMMITTEE

That the matter with regard to the Knysna Municipality Communication Strategy 2016 – 2021 be referred to a Workshop to be arranged by the Speaker.

File number:  9/1/2/14
Execution:   Acting Municipal Manager

M06/10/16  STATUS REPORT OF AWARDED ERF – WONDERLAND EDUCATION

UNANIMOUSLY RESOLVED BY THE MAYORAL COMMITTEE

That the report with regard to the status regarding the allocation of a portion of Erf 243, Knysna to Wonderland Educare submitted to the Mayoral Committee meeting dated 13 October 2016, be noted.

File Number:  9/1/2/9
Execution:   Director : Corporate Services
             Senior Clerk : Property Management
11. REPORTS FROM THE AUDIT COMMITTEE

ITEMS SUBMITTED BY THE AUDIT COMMITTEE FOR CONSIDERATION BY THE MUNICIPAL COUNCIL

REPORT FROM THE AUDIT COMMITTEE

PURPOSE OF THE REPORT

To submit to Council all recommendations made by the Audit Committee.

BACKGROUND

The Agenda’s for the Audit Committee meetings held on 5 May 2016, 23 June 2016, 25 July 2016 and 23 August 2016 can be accessed on U\MPAC\Agendas for Councillors.

RECOMMENDATION OF THE ACTING MUNICIPAL MANAGER

That the Minutes of the Audit Committee meetings held 5 May 2016, 23 June 2016, 25 July 2016 and 23 August 2016 respectively, be noted.

APPENDIX / ADDENDUM

Minutes of the Audit Committee meetings held 5 May 2016, 23 June 2016, 25 July 2016 and 23 August 2016 respectively.
Audit Committee Meeting 9/2015/16

Minutes
of the Ordinary Meeting of the
Audit Committee
held on
Thursday, 5 May 2016 at 14:00
in the
Committee Room
1ST Floor
Corporate Municipal Building,
Clyde Street,
Knysna

IN ATTENDANCE

Members Present: Mr Metelerkamp, N – Chairman
Mr Stoffels, J
Mr Roux, J
Ms Gungubele, V

Member absent with leave: Mr M Hennessy
The Chairman added that comments are received from Mr Hennessy even though he is out of town.

Member absent without leave: None

Officials: Mr Ellman, B – Director: Corporate Services
Ms F Kruger, F – Acting Director: Financial Services
Mr Maughan-Brown, M – Director: Planning and Development
Mr McCartney, W – Manager: Performance, Internal Audit and Risk Management
Ms Gutas, Z – SDBIP Officer
Ms Fundi, N – Chief Accountant: Budget Office
Ms Haai, N – Chief Accountant
Ms Jacobs, M – Internal Auditor (EY)
Ms Lakay, J – Head: Committee and Council Support
Ms Fandese, N – Committee Officer

Councillors: None
1. **OPENING AND WELCOME**

   The Chairperson opened the meeting and welcomed everyone present.

2. **ATTENDANCE**

   As per attendance register attached.

3. **DECLARATION OF MEMBERS INTEREST**

   The Audit Committee members declared that they did not have any interest in any matter on the Agenda.

4. **MINUTES OF THE PREVIOUS MEETINGS: 18 FEBRUARY 2016**

   RESOLVED

   That the minutes of the Audit Committee meeting held on 18 February 2016 (8/2015/16), be approved subject to the following amendments:

   [a] That under attendance the surname “Mr Maugh” be amended to read “Mr Maughan–Brown”

   [b] That in Point 6.2.1, the resolution be corrected to read as follows:

       “That the Internal Audit Report on the status of work, be noted.”

   [c] That it be noted that Point 6.2.1 and 6.2.2, are the same reports and that 6.2.2 be removed from the agenda in future;

   [d] That in Point 6.3.1, the resolution be corrected to read as follows :

       “That the progress made on the OPCAR, be noted;”; 

   [e] That it be noted that the Committee expressed its discontent that item 7.1 “Councillors Arrears” has not yet been dealt with.

   Proposer: Member: Mr Stoffels, J
   Seconder: Chairperson: Mr N Metelerkamp

5. **MATTERS ARISING FROM THE MINUTES**

   That it be noted that no matters arose from the minutes.
6. **STANDING ITEMS**

6.1 **FINANCIAL MATTERS**

6.1.1 **FINANCIAL REPORT: MONTHLY BUDGET STATEMENT: MARCH 2016**

**RESOLVED**

[a] That the Audit Committee notes the monthly and quarterly budget statement and supporting documentation for March 2016.

[b] That a report with regard to the Internal Audit difficulties be submitted to the Audit Committee for consideration.

[c] That a report with regard to mSCOA be submitted by the Director: Financial Services to the next Audit Committee for consideration.

[d] That a report on sundry debtors as per the section 71 report be submitted to the next Audit Committee meeting for consideration.

6.2 **AUDIT MATTERS**

Discussions followed regarding recommendations in general (and not just specific to this item) to the Audit Committee and Mr J Stoffels expressed his reservations. He requested that recommendations to the Audit Committee be more comprehensive and expanded.

6.2.1 **INTERNAL AUDIT**

6.2.1.1 **INTERNAL AUDIT - STATUS OF WORK AND EXECUTIVE SUMMARIES OF INTERNAL AUDIT REPORTS / DELIVERABLES ISSUED AS AT 9 FEBRUARY 2016**

**RESOLVED**

That it be noted that the Internal Audit – Status of work and Executive Summaries of Internal Audit reports / deliverables issued as at 9 February 2016 report has been replaced with the report dated 5 May 2016 discussed in 6.2.1.2 below.
6.2.1.2 INTERNAL AUDIT - STATUS OF WORK AND EXECUTIVE SUMMARIES OF INTERNAL AUDIT REPORTS / DELIVERABLES ISSUED AS AT 5 MAY 2016

RESOLVED

[a] That the report on Internal Audit Status of work and executive summaries of Internal Audit reports / deliverables issued as at 5 May 2016, be noted.

[b] That with specific reference to the Cash Counts Periodic FY16 report dated 8 April 2016, a follow-up on the status of implementation of Internal Audit’s recommendations is done as part of the next Periodic Cash count (expected to be conducted during August 2016) and that the results be included in the next Periodic Cash Counts Internal Audit report.

6.2.2 INTERNAL AUDIT QUARTERLY REPORT

RESOLVED

That it be noted that Point 6.2.1 and 6.2.2, are the same reports and that 6.2.2 be removed from the agenda in future.

6.2.3 EXTERNAL AUDIT

RESOLVED

That it be noted that the External Audit has commenced with the planning of their audit.

6.2.4 OPERATION CLEAN AUDIT REPORT (OPCAR) APRIL 2016

RESOLVED

[a] That the progress made on the OPCAR for April 2016, be noted;

[b] That the report on contract management remain on the agenda.

6.3 PERFORMANCE MATTERS

RESOLVED

That the concerns and reservations regarding performance matters be noted and implemented.
6.4 RISK MANAGEMENT MATTERS

6.4.1 RISK COMMITTEE MINUTES

RESOLVED

[a] That the Audit Committee take note of the status of work / progress done;

[b] That the Risk Management Minutes of the meeting held on 25 April 2016, be noted.

6.4.2 LITIGATING REPORT: 3 FEBRUARY – 6 APRIL 2016

The Manager: Legal Services verbally updated the Audit Committee on various matters in the Litigation report.

RESOLVED

That the monthly report for Legal Services for 3 February – 6 April 2016 received from the Director: Corporate Services [Legal Services] be noted.

6.5 IT MATTERS

6.5.1 IT STEERING COMMITTEE MINUTES

RESOLVED

That it be noted that no meeting of the IT Steering Committee was held.

7. NEW ITEMS

None

8. DATE OF NEXT MEETING

RESOLVED

That it be noted that the next meeting is scheduled for Thursday, 23 June 2016 at 09:00.

9. CLOSURE

The meeting concluded at 16:10.

-oOo-
Knysna Municipality
Audit Committee
Minutes of meeting held on 23 June 2016 @ 09:05

**Present:**

**Members**

Mr N Metelerkamp (NM)
Mr J Roux (JR)

**Municipal Officials and other Invitees:**

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mr G Easton</td>
<td>Municipal Manager (GE)</td>
</tr>
<tr>
<td>Mr B Ellman</td>
<td>Director: Corporate Services (BE)</td>
</tr>
<tr>
<td>Ms P Gobrie</td>
<td>Director: Financial Services (PG)</td>
</tr>
<tr>
<td>Mr W McCarntey</td>
<td>Manager: Performance, Internal Audit and Risk Management (WM)</td>
</tr>
<tr>
<td>Ms Z Gutas</td>
<td>Performance, Internal Audit and Risk Management (ZG)</td>
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<tr>
<td>Ms M Jacobs</td>
<td>Senior Manager: EY (MJ)</td>
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<tr>
<td>Ms J Lakay</td>
<td>Head: Council Committees and Councillor Support (JL)</td>
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<tr>
<td>Ms N Fandese</td>
<td>Committee Officer (NF)</td>
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</tbody>
</table>

**Apologies:**

**Members**

Mr M Hennessy (MH)
Mr J Stoffels (JS)

**Without Leave**

Ms V Gungubele (VG)

**Invitees**

Ms L Plaatjies Acting Manager: Information Technology (LP)

<table>
<thead>
<tr>
<th>Agenda Item and Discussions</th>
<th>Action items: Responsible Person</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. OPENING AND WELCOME</td>
<td>NM</td>
</tr>
<tr>
<td>The Chairman opened the meeting and welcomed everyone present. The Chairman made an announcement that the Committee does not have a quorum, and therefore suggested that the meeting continue and that a meeting be held soon (preferably within the next week), where all members will be present to approve the recommendations.</td>
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</table>
## Agenda Item and Discussions

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<tr>
<th>Action items: Responsible Person</th>
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</table>

### 2. APOLOGIES
- Mr J Stoffels  Audit Committee Member
- Ms L Plaatjies  Acting Manager: IT

### 3. DECLARATION OF MEMBERS INTEREST

**RECOMMENDATION TO AUDIT COMMITTEE**

The Audit Committee members declared that they did not have any interest in any matter on the Agenda.

### 4. MINUTES OF THE PREVIOUS MEETINGS: 5 MAY 2016

**RECOMMENDATION TO AUDIT COMMITTEE**

- That the minutes of the previous Audit Committee meeting held on the 18 February 2016, be referred to the next Audit Committee meeting for approval.

### 5. MATTERS ARISING FROM THE MINUTES

**RECOMMENDATION TO AUDIT COMMITTEE**

- That the item on Councillors in arrears be submitted to the next Audit Committee meeting for discussion;
- That a new format for minutes of the Audit Committee Meetings, be implemented and that a report in this regard be submitted to the Audit Committee at its next meeting.

### 6. STANDING ITEMS

#### FINANCIAL MATTERS

### 6.1.1 FINANCIAL REPORT: MONTHLY BUDGET STATEMENT: MAY 2016

**RECOMMENDATION TO AUDIT COMMITTEE**

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

<p>| PG NH |</p>
<table>
<thead>
<tr>
<th>Agenda Item and Discussions</th>
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</thead>
<tbody>
<tr>
<td><strong>6.2.1.1 INTERNAL AUDIT – STATUS OF WORK AND EXECUTIVE SUMMARIES OF INTERNAL AUDIT REPORTS / DELIVERABLES ISSUED</strong></td>
<td>MJ WM</td>
</tr>
<tr>
<td>MJ took the Audit Committee through the report.</td>
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<tr>
<td><strong>RECOMMENDATION TO AUDIT COMMITTEE</strong></td>
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</tr>
<tr>
<td>That the Audit Committee notes the progress made in respect to audits undertaken.</td>
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<tr>
<td><strong>6.2.3 EXTERNAL AUDIT</strong></td>
<td>WM</td>
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<tr>
<td>WM advised the Audit Committee that he received a 1(one) page update from the external auditors. He also noted that the Audit Committee will meet with the external auditors during the planning stage of the external audit.</td>
<td></td>
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<tr>
<td><strong>6.2.4 OPERATION CLEAN AUDIT REPORT (OPCAR) 11 JUNE 2016</strong></td>
<td>WM ZG PG</td>
</tr>
<tr>
<td>WM informed the Committee that the IT Manager position that is still vacant is of concern to him.</td>
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<tr>
<td>PG advised that it is in the process of shortlisting and that interviews will be held early July 2016.</td>
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<td>WM also raised the matter with regard to the Curlew Court contracts and that the contracts are also a concern. He further advised that he will have a look at the plan and provide the committee feedback.</td>
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<tr>
<td><strong>RECOMMENDATION TO AUDIT COMMITTEE</strong></td>
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<tr>
<td>➢ That the Audit Committee notes the progress made on the OPCAR;</td>
<td>WM</td>
</tr>
<tr>
<td>➢ That it be noted that the Director: Financial Services is in process of appointing shortlisting for the position of IT Manager and that interviews will be held early July 2016.</td>
<td>PG</td>
</tr>
<tr>
<td><strong>6.3 PERFORMANCE MATTERS</strong></td>
<td>WM</td>
</tr>
<tr>
<td><strong>RECOMMENDATION TO AUDIT COMMITTEE</strong></td>
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<tr>
<td>That it be noted that no reports were received at time of compilation of the agenda.</td>
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<td>Agenda Item and Discussions</td>
<td>Action items: Responsible Person</td>
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<td><strong>6.4</strong> RISK MANAGEMENT MATTERS</td>
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<tr>
<td><strong>6.4.1</strong> RISK MANAGEMENT: MINUTES</td>
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<tr>
<td>ZG took the Committee through the Progress report as circulated at the meeting.</td>
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<tr>
<td><strong>RECOMMENDATION TO AUDIT COMMITTEE</strong></td>
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</tr>
<tr>
<td>➢ That it be noted that the Risk Management Meeting has been scheduled for Monday, 27 June 2016 at 11:30 and that minutes of the meeting will be circulated to members of the Audit Committee as soon as the minutes are available;</td>
<td>WM ZG</td>
</tr>
<tr>
<td>➢ That the progress report on Risk Management as at June 2016, tabled at the Audit Committee meeting held on 23 June 2016, be noted.</td>
<td></td>
</tr>
<tr>
<td><strong>LITIGATION REPORT</strong></td>
<td></td>
</tr>
<tr>
<td><strong>6.4.2</strong> REPORT FROM DIRECTOR: CORPORATE SERVICES [LEGAL SERVICES]</td>
<td></td>
</tr>
<tr>
<td>A 10 minute break was held at this point in the meeting.</td>
<td></td>
</tr>
<tr>
<td><strong>RECOMMENDATION TO AUDIT COMMITTEE</strong></td>
<td></td>
</tr>
<tr>
<td>That it be noted that no Section 80 Committee meeting was held after the last Audit Committee which was held on 5 May 2016.</td>
<td>BE</td>
</tr>
<tr>
<td><strong>6.5</strong> IT MATTERS</td>
<td></td>
</tr>
<tr>
<td><strong>6.5.1</strong> IT STEERING COMMITTEE MEETING MINUTES: 8 MARCH 2016</td>
<td></td>
</tr>
<tr>
<td>PG informed the Audit Committee that there was nothing to highlight or raise at this stage.</td>
<td></td>
</tr>
<tr>
<td>Agenda Item and Discussions</td>
<td>Action items:</td>
</tr>
<tr>
<td>---------------------------------------------------------------------------------------------</td>
<td>---------------</td>
</tr>
<tr>
<td><strong>RECOMMENDATION TO AUDIT COMMITTEE</strong></td>
<td>Person</td>
</tr>
<tr>
<td>That it be noted that no meeting of the IT Steering Committee meeting was held after the Audit Committee meeting which was held on 5 May 2016.</td>
<td>PG</td>
</tr>
<tr>
<td></td>
<td>LP</td>
</tr>
<tr>
<td><strong>7. NEW ITEMS</strong></td>
<td></td>
</tr>
<tr>
<td><strong>7.1 GRAP TRAINING FOR NON-FINANCIAL STAFF</strong></td>
<td></td>
</tr>
<tr>
<td>PG informed the Audit Committee that the GRAP training for non-financial staff was held on 2 June 2016.</td>
<td></td>
</tr>
<tr>
<td>NM enquired whether PG was satisfied with the attendance of staff.</td>
<td></td>
</tr>
<tr>
<td>PG advised that the attendance could have been slightly better, but that given the time of year, it was sufficient.</td>
<td></td>
</tr>
<tr>
<td><strong>RECOMMENDATION TO AUDIT COMMITTEE</strong></td>
<td>Person</td>
</tr>
<tr>
<td>That the Audit Committee notes and recognizes the efforts made by the Chief Financial Officer to equip non-financial staff to understand and implement GRAP in their daily operations in order to maintain Knysna Municipality’s clean audit status.</td>
<td>PG</td>
</tr>
<tr>
<td></td>
<td>NH</td>
</tr>
<tr>
<td><strong>7.2 DETAILED BREAK-DOWN OF SUNDRY OTHER DEBTORS – MAY 2016</strong></td>
<td></td>
</tr>
<tr>
<td>PG took the Audit Committee through the figures on the Detailed Breakdown of Sundry Debtors as at May 2016.</td>
<td></td>
</tr>
<tr>
<td>NM thanked PG for the report and requested that a report be submitted to every meeting.</td>
<td></td>
</tr>
<tr>
<td>JR also requested that the report be submitted on a regular basis.</td>
<td></td>
</tr>
<tr>
<td><strong>RECOMMENDATION TO AUDIT COMMITTEE</strong></td>
<td>Person</td>
</tr>
<tr>
<td>➢ That the report on Sundry Other Debtors be noted;</td>
<td>PG</td>
</tr>
<tr>
<td>➢ That the report on Sundry Other Debtors be submitted to the Audit Committee at every meeting.</td>
<td></td>
</tr>
<tr>
<td><strong>7.3 MSCOA PRESENTATION UPDATED VERSION</strong></td>
<td></td>
</tr>
<tr>
<td>WM informed the Audit Committee that he attended the</td>
<td></td>
</tr>
<tr>
<td>Agenda Item and Discussions</td>
<td>Action items: Responsible Person</td>
</tr>
<tr>
<td>----------------------------</td>
<td>----------------------------------</td>
</tr>
<tr>
<td>mSCOA Steering Committee meeting in Ashton.</td>
<td>PG</td>
</tr>
<tr>
<td><strong>RECOMMENDATION TO AUDIT COMMITTEE</strong></td>
<td></td>
</tr>
<tr>
<td>That the presentation on updated version done by the Director: Financial Services, be noted.</td>
<td></td>
</tr>
<tr>
<td>7.4 <strong>COMPLIANCE MANAGEMENT FRAMEWORK</strong></td>
<td>All members WM</td>
</tr>
<tr>
<td>WM requested the Audit Committee to peruse the Framework and let him have comments with regard thereto.</td>
<td></td>
</tr>
<tr>
<td><strong>RECOMMENDATION TO AUDIT COMMITTEE</strong></td>
<td></td>
</tr>
<tr>
<td>That the Audit Committee discuss the Compliance Management Framework and make recommendations for inclusion in the Document.</td>
<td></td>
</tr>
<tr>
<td>7.5 <strong>AUDITORS GENERAL DASHBOARD REPORT</strong></td>
<td>WM MJ</td>
</tr>
<tr>
<td>WM informed the Audit Committee that the report has been sent to the Auditor-General but that a response has not yet been received.</td>
<td></td>
</tr>
<tr>
<td>He advised the Committee that he is concerned about the IT Manager position as well as the HR Manager position that has not yet been filled. He also mentioned that Contract Management is also of a concern, especially the Curlew Court leases.</td>
<td></td>
</tr>
<tr>
<td><strong>RECOMMENDATION TO AUDIT COMMITTEE</strong></td>
<td></td>
</tr>
<tr>
<td>That the Auditor-General Dashboard Report submitted by the Chief Audit Executive (CAE) be noted.</td>
<td></td>
</tr>
<tr>
<td>7.6 <strong>ANNUAL REVIEW OF THE AUDIT COMMITTEE AND INTERNAL AUDIT CHARTERS</strong></td>
<td>All members</td>
</tr>
<tr>
<td>MJ advised the Committee KING III is still applicable and that KING IV is still in draft form.</td>
<td></td>
</tr>
<tr>
<td>MJ requested that if Audit Committee members have any further comments or suggestions that members please forward same to WM or herself.</td>
<td></td>
</tr>
<tr>
<td><strong>RECOMMENDATION TO AUDIT COMMITTEE</strong></td>
<td></td>
</tr>
<tr>
<td>[a] That the amendments to the Audit Committee and</td>
<td></td>
</tr>
<tr>
<td>Agenda Item and Discussions</td>
<td>Action items: Responsible Person</td>
</tr>
<tr>
<td>-----------------------------</td>
<td>---------------------------------</td>
</tr>
<tr>
<td>Internal Audit Charters, as identified by the Committee, be made; That the amended charters be submitted to Council for notification.</td>
<td>WM MW MJ</td>
</tr>
<tr>
<td>8. <strong>GENERAL</strong></td>
<td>WM</td>
</tr>
<tr>
<td>JR enquired with regard to the extension of the term of office of the Audit Committee members.</td>
<td></td>
</tr>
<tr>
<td>WM informed the Committee that an item has been submitted by the Manager: Administration for an extension of three months.</td>
<td></td>
</tr>
<tr>
<td>NM suggested that it should be proposed that the Audit Committee members continue on a month-to-month basis until the new Audit Committee members have been appointed to replace the Audit Committee members’ terms that are ending on 30 June 2016.</td>
<td></td>
</tr>
<tr>
<td>JR mentioned that statistically only 10% of the current Councillors will remain in office.</td>
<td></td>
</tr>
<tr>
<td>NM advised that the matter is not in his hands and that he was not consulted.</td>
<td></td>
</tr>
<tr>
<td>JR and NM agreed that it be proposed that the Audit Committee members continue on a month-to-month basis until the new Audit Committee members have been appointed.</td>
<td></td>
</tr>
<tr>
<td>JR took the opportunity to thank staff for their hard work, especially the officials working at the dump site in Brenton.</td>
<td></td>
</tr>
<tr>
<td>MJ informed the Committee that JS requested her to raise the following matters:</td>
<td></td>
</tr>
<tr>
<td>• Tender his apology;</td>
<td></td>
</tr>
<tr>
<td>• Outstanding items on the OPCAR and enquired how it will be dealt with going forward;</td>
<td></td>
</tr>
<tr>
<td>• More detailed minutes of the Audit Committee; and</td>
<td></td>
</tr>
<tr>
<td>• His concern regarding the vacant IT Manager position</td>
<td></td>
</tr>
<tr>
<td>NM advised that he will liaise with JS with regard to a date for the next meeting.</td>
<td></td>
</tr>
<tr>
<td>NM suggested that Tuesday, 5 July 2016 at 9:00 be set down as a possible date for the next Audit Committee meeting.</td>
<td></td>
</tr>
<tr>
<td>WM will confirm with regard to the date of the next meeting.</td>
<td></td>
</tr>
</tbody>
</table>
| 9. | **DATE OF THE NEXT MEETING**  
Tuesday, 5 July 2016 at 9:00 (to be confirmed) | WM |
| 10. | **CLOSURE**  
The meeting concluded at 11:30 |
Knysna Municipality
Audit Committee 1/2016/17
Minutes of meeting held on 25 July

Present:

Members

Mr N Metelerkamp (NM)
Ms V Gungubele (VG)
Mr J Stoffels (JS)

Municipal Officials and other Invitees:

Mr B Ellman          Director: Corporate Services (BE)   10:10
Ms F Kruger          Acting: Director Financial Services (KF)
Mr W McCartney       Manager: Performance, Internal Audit and Risk
                      Management (WM)
Ms M Jacobs          Senior Manager: EY (MJ)
Mr C Mattheus        Manager: Administration (MC)
Ms N Fundi           Chief Accountant Budget (FN)
Ms N Haai            Chief Accountant Treasury and Account (HN)
Ms N Fandese         Committee Officer (NF)

Apologies:

Members

Mr M Hennessy (MH)
Mr J Roux (JR)

Officials

Mr G Easton          Municipal Manager (GE)
Ms Z Gutas           Performance, Internal Audit and Risk Management (ZG)

Without Leave

None
<table>
<thead>
<tr>
<th></th>
<th>Action items: Responsible Person</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td><strong>OPENING AND WELCOME</strong></td>
</tr>
<tr>
<td></td>
<td>The Chairman opened the meeting and welcomed everyone present.</td>
</tr>
<tr>
<td></td>
<td>NM</td>
</tr>
<tr>
<td>2.</td>
<td><strong>APOLOGIES</strong></td>
</tr>
<tr>
<td></td>
<td>➢ Mr M Hennessy (MH)</td>
</tr>
<tr>
<td></td>
<td>➢ Mr J Roux (JR)</td>
</tr>
<tr>
<td>3.</td>
<td><strong>DECLARATION OF MEMBERS INTEREST</strong></td>
</tr>
<tr>
<td></td>
<td><strong>RESOLVED</strong></td>
</tr>
<tr>
<td></td>
<td>[a] The Audit Committee members declared that they did not have any interest in any matter on the Agenda;</td>
</tr>
<tr>
<td></td>
<td>MN</td>
</tr>
<tr>
<td></td>
<td>[b] That the verbal report of WM, M: PIARM, regarding the extension of members Metelerkamp, Stoffels and Gungubele terms of office to 30 September 2016, be noted; and</td>
</tr>
<tr>
<td></td>
<td>[c] That it be noted that an advert calling for nominations of Audit Committee members has appeared in the local press.</td>
</tr>
<tr>
<td>4.</td>
<td><strong>MINUTES OF THE PREVIOUS MEETINGS: 23 JUNE 2016</strong></td>
</tr>
<tr>
<td></td>
<td><strong>RESOLVED</strong></td>
</tr>
<tr>
<td></td>
<td>That the minutes of the Audit Committee meeting held on 23 June 2016 (10/2015/16), be approved subject to the following amendment:</td>
</tr>
<tr>
<td></td>
<td>➢ That on the last page of the minutes of 5 May 2016 the date be amended in the recommendation.</td>
</tr>
<tr>
<td></td>
<td>MN</td>
</tr>
<tr>
<td></td>
<td>Proposer: Chairman Mr Metelerkamp (MN)</td>
</tr>
<tr>
<td></td>
<td>Seconder: Member Mr J Stoffels (JS)</td>
</tr>
<tr>
<td></td>
<td>Action items: Responsible Person</td>
</tr>
<tr>
<td>---</td>
<td>---------------------------------</td>
</tr>
<tr>
<td>5.</td>
<td><strong>MATTERS ARISING FROM THE MINUTES</strong></td>
</tr>
<tr>
<td></td>
<td><strong>RESOLVED</strong></td>
</tr>
<tr>
<td></td>
<td>5.1 That it be noted that the vacant post of the Manager: Information Technology shortlisting has been finalised and that interviews will be arranged shortly; and</td>
</tr>
<tr>
<td></td>
<td>5.2 That no further amendments have been suggested to the draft updated Audit Committee Charter and Internal Audit Charter. Both charters can therefore be updated and finalised with the amendments as discussed during the previous Audit Committee meeting held on 23 June 2016.</td>
</tr>
<tr>
<td></td>
<td>FK</td>
</tr>
<tr>
<td></td>
<td>MJ</td>
</tr>
<tr>
<td></td>
<td>Agenda Item and Discussions</td>
</tr>
<tr>
<td>6.</td>
<td><strong>STANDING ITEMS</strong></td>
</tr>
<tr>
<td></td>
<td><strong>FINANCIAL MATTERS</strong></td>
</tr>
<tr>
<td>6.1.1</td>
<td><strong>FINANCIAL REPORT: MONTHLY AND QUARTERLY BUDGET STATEMENT: JUNE 2016</strong></td>
</tr>
<tr>
<td></td>
<td><strong>RESOLVED</strong></td>
</tr>
<tr>
<td></td>
<td>[a] That the monthly and quarterly budget statement and supporting documentation for June 2016, be noted;</td>
</tr>
<tr>
<td></td>
<td>[b] That a report regarding sundry other debtors of R123,238M be submitted to the next Audit Committee meeting; and</td>
</tr>
<tr>
<td></td>
<td>[c] That details regarding revenue enhancement exercises and expenditure related programs, to eliminate the reported shortfall of R39,0M in cash and cash equivalents, in order to enhance the cash flow position of the Municipality, be submitted to the next Audit Committee meeting.</td>
</tr>
<tr>
<td></td>
<td>NH</td>
</tr>
<tr>
<td>7.</td>
<td><strong>NEW ITEMS</strong></td>
</tr>
<tr>
<td>7.1</td>
<td><strong>COMMENTS OF THE KNYSNA AUDIT COMMITTEE OF THE PERFORMANCE EVALUATION OF THE MUNICIPAL MANAGER AND SECTION 57 MANAGERS FOR THE SECOND PART OF 2014/15</strong></td>
</tr>
<tr>
<td></td>
<td><strong>RESOLVED</strong></td>
</tr>
<tr>
<td>Action items: Responsible Person</td>
<td></td>
</tr>
<tr>
<td>----------------------------------</td>
<td>---</td>
</tr>
<tr>
<td>That the performance evaluation of the Municipal Manager and Section 57 Managers for the second part of 2014/15, as compiled by member Roux, be approved.</td>
<td>WM</td>
</tr>
<tr>
<td><strong>7.2</strong> INTERNAL AUDIT REPORT: PERFORMANCE MANAGEMENT SYSTEM, QUARTERLY REPORTING 2014/2015 (QUARTER 4)</td>
<td></td>
</tr>
<tr>
<td>RESOLVED</td>
<td>MJ</td>
</tr>
<tr>
<td>That the Internal Audit Report: Performance Management System, Quarterly Reporting 2014/2015 (Quarter 4), be noted.</td>
<td></td>
</tr>
<tr>
<td><strong>7.3</strong> COUNCILLORS ARREARS AS FROM 30 JUNE 2015 TO 30 JUNE 2016</td>
<td></td>
</tr>
<tr>
<td>RESOLVED</td>
<td>FG, WM</td>
</tr>
<tr>
<td>[a] That the report regarding the councillors in arrears on their rates and service charges, be noted; and</td>
<td></td>
</tr>
<tr>
<td>[b] That the Executive Mayor and Municipal Manager be informed that the Audit Committee members have again raised serious concerns of Councillors who are in arrears and that the matter should be dealt with as a matter of urgency.</td>
<td></td>
</tr>
<tr>
<td><strong>7.4</strong> STRICTLY CONFIDENTIAL</td>
<td></td>
</tr>
<tr>
<td>RESOLVED</td>
<td>EB</td>
</tr>
<tr>
<td>That the verbal report from the Director Corporate Services regarding the allegations of misconduct against the Municipal Manager, be noted.</td>
<td></td>
</tr>
<tr>
<td><strong>8.</strong> GENERAL</td>
<td></td>
</tr>
<tr>
<td>No Matters discussed.</td>
<td></td>
</tr>
<tr>
<td><strong>9.</strong> DATE OF THE NEXT MEETING</td>
<td></td>
</tr>
<tr>
<td>Thursday, 18 August 2016 at 10:00 (to be confirmed).</td>
<td>WM</td>
</tr>
<tr>
<td><strong>10.</strong> CLOSURE</td>
<td></td>
</tr>
<tr>
<td>The meeting concluded at 10:45.</td>
<td></td>
</tr>
</tbody>
</table>
Knysna Municipality
Audit Committee 2/2016/17
Minutes of meeting held on 23 August 2016 at 9:00

Present:

Members
Mr N Metelerkamp (NM)
Mr J Roux (JR)
Mr J Stoffels (JS)

Municipal Officials and other Invitees:
Mr G Easton Municipal Manager (GE)
Mr B Ellman Director: Corporate Services (BE)
Ms F Kruger Acting: Director Financial Services (FK)
Mr W McCartney Manager: Performance, Internal Audit and Risk Management (WM)
Ms M Jacobs Senior Manager: EY (MJ)
Mr C Mattheus Manager: Administration (CM)
Ms J Lakay Head : Council Committees and Councillor Support (JL)
Ms L Fredericks Acting Manager : Information Technology
Ms I Van Schalkwyk Manager : Local Economic Development
Ms N Barnard Budget Office Clerk
Ms Z Gutas Performance, Internal Audit and Risk Management (ZG)

Apologies:

Members
Mr M Hennessy (MH)

Officials
None

Without Leave
Ms N V Gungubele (NG)
1. **OPENING AND WELCOME**

The Chairman opened the meeting and welcomed everyone present.

Action items:

<table>
<thead>
<tr>
<th>Action items:</th>
<th>Responsible Person</th>
</tr>
</thead>
<tbody>
<tr>
<td>OPENING AND WELCOME</td>
<td>NM</td>
</tr>
</tbody>
</table>

2. **APOLOGIES**

- Mr M Hennessy (MH)

3. **DECLARATION OF MEMBERS INTEREST**

**RESOLVED**

The Audit Committee members declared that they did not have any interest in any matter on the Agenda.

Action items:

<table>
<thead>
<tr>
<th>Action items:</th>
<th>Responsible Person</th>
</tr>
</thead>
<tbody>
<tr>
<td>DECLARATION OF MEMBERS INTEREST</td>
<td>MN</td>
</tr>
</tbody>
</table>

4. **MINUTES OF THE PREVIOUS MEETINGS: 25 JULY 2016**

**RESOLVED**

That the minutes of the Audit Committee meeting held on 25 July 2016 (1/2016/2017), be approved.

- Proposer: Member Mr J Stoffels (JS)
- Seconder: Chairman Mr Metelerkamp (MN)

Action items:

<table>
<thead>
<tr>
<th>Action items:</th>
<th>Responsible Person</th>
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</thead>
<tbody>
<tr>
<td>MINUTES OF THE PREVIOUS MEETINGS: 25 JULY 2016</td>
<td>MN</td>
</tr>
</tbody>
</table>

5. **MATTERS ARISING FROM THE MINUTES**

Mr Stoffels enquired with regard to the vacant position of the Manager: Information Technology and whether dates for interviews have been set.

The Acting Director: Financial Services, Ms F Kruger advised the Committee that interviews have been scheduled for 6 and 7 September 2016 and that five candidates have been shortlisted.

Cllr Myers enquired what the reason was for the Audit Committee's focus on the vacant Manager: Information Technology as there are other Manager positions that have also not been filled.

Action items:

<table>
<thead>
<tr>
<th>Action items:</th>
<th>Responsible Person</th>
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</thead>
<tbody>
<tr>
<td>MATTERS ARISING FROM THE MINUTES</td>
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<tr>
<td>Action items: Responsible Person</td>
<td></td>
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<tr>
<td>-------------------------------</td>
<td></td>
</tr>
<tr>
<td>The Chairman drew Cllr Myers’ attention to page 97 of the Annual Financial Statements.</td>
<td></td>
</tr>
<tr>
<td>Mr J Stoffels referred the Committee to item 7.3 on the agenda.</td>
<td></td>
</tr>
<tr>
<td>Cllr P Myers agreed that the arrear accounts of Councillors must be addressed and suggested that an item be submitted to Council.</td>
<td></td>
</tr>
<tr>
<td>The Chairman requested that Cllr Myers please follow-up on the matter with the Speaker.</td>
<td></td>
</tr>
<tr>
<td>The Municipal Manager suggested that a similar report be submitted with regard to the newly elected Councillors.</td>
<td></td>
</tr>
<tr>
<td><strong>RESOLVED</strong></td>
<td></td>
</tr>
<tr>
<td>5.1 That it be noted that the vacant post of the Manager: Information Technology shortlisting has been finalised and that interviews will be held on 6 and 7 September 2016;</td>
<td></td>
</tr>
<tr>
<td>5.2 That the draft updated Audit Committee Charter and Internal Audit Charter be submitted to Council for consideration;</td>
<td></td>
</tr>
<tr>
<td>5.3 That an item with regard to the arrear accounts of Councillors be submitted to Council for consideration.</td>
<td></td>
</tr>
</tbody>
</table>

**Agenda Item and Discussions**

6. **STANDING ITEMS**  
**FINANCIAL MATTERS**

6.1.1 **FINANCIAL REPORT: MONTHLY AND QUARTERLY BUDGET STATEMENT**

**RESOLVED**

That the monthly budget statements for August and September 2016 be submitted to the next Audit Committee meeting for consideration.

7. **NEW ITEMS**

**INTERNAL AUDIT REPORT : PERFORMANCE MANAGEMENT SYSTEM QUARTERLY REPORTING (QUARTERS 1-3 OF 2015/2016**
<table>
<thead>
<tr>
<th>Action items: Responsible Person</th>
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</thead>
<tbody>
<tr>
<td><strong>RESOLVED</strong></td>
</tr>
<tr>
<td>That the Internal Audit Report: Performance Management System Quarterly Reporting (Quarters 1-3 of 2015/2016), be noted.</td>
</tr>
<tr>
<td><strong>7.2 INTERNAL AUDIT – STATUS OF WORK (AS AT 10 AUGUST 2016)</strong></td>
</tr>
<tr>
<td><strong>RESOLVED</strong></td>
</tr>
<tr>
<td>That the Internal Audit: Status of Work as at 10 August 2016, be noted.</td>
</tr>
<tr>
<td><strong>7.3 ANNUAL FINANCIAL STATEMENTS</strong></td>
</tr>
<tr>
<td><strong>RESOLVED</strong></td>
</tr>
<tr>
<td>That a high level review of the Annual Financial statements, be conducted and thereafter a report on their findings, be submitted to the Audit Committee for consideration.</td>
</tr>
<tr>
<td><strong>8. GENERAL</strong></td>
</tr>
<tr>
<td>No matters raised.</td>
</tr>
<tr>
<td><strong>9. DATE OF THE NEXT MEETING</strong></td>
</tr>
<tr>
<td><strong>RESOLVED</strong></td>
</tr>
<tr>
<td>That a date be determined in due course, taking into account the dates provided by the Auditor-General.</td>
</tr>
<tr>
<td><strong>10. CLOSURE</strong></td>
</tr>
<tr>
<td>The meeting concluded at 9:53.</td>
</tr>
</tbody>
</table>
12. MATTERS SUBMITTED BY THE ACTING MUNICIPAL MANAGER

12.1  

C01/10/16 APPOINTMENT OF THREE (3) AUDIT COMMITTEE MEMBERS

REPORT FROM: ACTING DIRECTOR : CORPORATE SERVICES

PURPOSE OF THE REPORT

The purpose of this report is to inform the Municipal Council of the results of the interviews of applicants to serve on the independent Audit Committee as conducted by the Audit Committee Selection Committee.

BACKGROUND

Knysna Municipal Council elected to establish an Audit Committee as an independent advisory body as is envisaged in Section 166 of the Local Government: Municipal Finance Management Act, 2003. Interviews to fill the current vacancies on the Audit Committee were held on 30 September 2016.

Kindly refer to the attached minutes of the Audit Committee Selection Committee Meeting that was held in the Committee Room on 30 September 2016. The Chairperson, Councillor P Myers presided over the proceedings.

FINANCIAL IMPLICATIONS

Budgeted for.

RELEVANT LEGISLATION

Municipal Finance Management Act, No 56 of 2003; Knysna Municipality Internal Audit Charter.

RECOMMENDATION BY THE ACTING MUNICIPAL MANAGER

[a] That the report on the appointment of three (3) Audit committee Members, be noted;

[b] That the following candidates be appointed as members of the Audit Committee;

1. Mr R Barrell
2. Mr E Prins
3. Mr R Thorpe

[c] That Mr. R Barrell be appointed as Chairperson of the Audit Committee.

APPENDIX / ADDENDUM

Minutes of the Audit Committee Selection Committee Meeting;
Notice of the Audit Committee Meeting.
File Number: 4/4/3/3
Execution: Acting Municipal Manager
           Acting Director: Corporate Services
KNYSNA LOCAL MUNICIPALITY

MINUTES

of a meeting of the

AUDIT COMMITTEE SELECTION MEETING

held in the Council Chamber on

Friday, 30 September 2016

at

14:00
C05/30/2016 INTERVIEWS: APPLICANTS TO SERVE ON THE KNYSNA MUNICIPAL AUDIT COMMITTEE

1. Opening and Welcoming
   At 14:00 the Chairperson welcomed Councillors, officials, and the members.

2. Attendance of Members :
   2.1 Members Present
       Cllr P Myers Chairperson
       Cllr M Matiwane
   
   3.2 Members Absent with leave
       Cllr M Willemse

   3.3 Members Absent without leave
       None

   3.4. Other Councillors Present
       None

3.5 Officials Present
   Mr W McCartney Manager: Performance, Internal Audit and Risk Management
   Ms. Prinsloo, C Administrative Assistant

3.6. Members of the Audit Committee Present:

3.7. Members of the Public Present
       None


4. Disclosure of Interests by Councillors and Officials.

C05/30/2016 INTERVIEWS: APPLICANTS TO SERVE ON THE KNYSNA MUNICIPAL AUDIT COMMITTEE

RECOMMENDATION

[a] That the following applicants be appointed as members of the Audit Committee:

Mr R Barrell
Mr E Prins  
Mr R Thorpe

[b] That Mr R Barrell be appointed as Chairperson of the Audit Committee.

6. Closure

-oOo-
KNYSNA LOCAL MUNICIPALITY

Notice is hereby given of a meeting

of the

AUDIT COMMITTEE SELECTION COMMITTEE
MEETING

which will be held on

Friday, 30 September 2016

at

14:00

in the Committee Room

to consider the items as indicated in the Agenda

MUNICIPAL OFFICES

KNYSNA

C FB MATTHEUS

ACTING MUNICIPAL MANAGER

Chairperson : Cllr P Myers
Members : Cllr M Matiwane
Cllr M Willemsen

AGENDA

1 OPENING AND WELCOME
2 ATTENDANCE
3 NOTING OF PROVISIONS OF THE CODE OF CONDUCT FOR COUNCILLORS
4 DECLARATION OF INTEREST OF MEMBERS
5 INTERVIEWS : APPLICANTS TO SERVE ON THE KNYSNA MUNICIPAL AUDIT COMMITTEE
   14:00 Briefing Session : Mr W McCartney
   14:30 Mr R Barrell
   15:00 Mr I Uys
   15:30 Mr E Prins
   16:00 Mr R Thorpe
6 CLOSURE

-oOo-
12.2

C02/10/16 REPORT ON STATUS OF REGIONAL LANDFILL SITE

REPORT FROM THE DIRECTOR: COMMUNITY SERVICES

PURPOSE OF THE REPORT

To inform Council of the progress made by Eden with regards to a regional landfill site for George, Knysna, Bitou, Mosselbay and Hessequa.

BACKGROUND

Since there is no suitable land available for a waste disposal within the municipal areas of George, Knysna, Mossel Bay and Bitou, the Eden District Municipality has embarked on a regional site situated next to the Petro SA landfill site in Mossel Bay.

Due to the high costs involved in the construction and management of a landfill site, Eden District Municipality obtained permission from National Treasury to do the project on PPP (Public, Private Partnership) basis and initially it was estimated by consultants that the municipality’s costs will increase with approximately R3 million per annum. This however is proofed to be totally incorrect as tenders that were received by Eden District Municipality and indicated that the cost to Knysna Municipality will actually be R18 million per annum.

The PPP process took longer than anticipated, with the result that Eden had to apply to Petro SA to extend the municipalities contracts for the disposal of waste at their site. Extension was granted until 30 June 2017, on a condition that the four municipalities must pay for the installation of a finger drain system as part of their application to extend the height of the Petro SA landfill site.

Knysna Municipality’s part of the cost is R868,039.02, and no provision has been made for this payment in the 2016/17 operational budget. Municipalities also had to confirm their commitment to pay this amount over the next six months. The mentioned amount owned by Knysna Municipality will be submitted to the adjustment budget in February 2017 for council approval.

As a result of the complications experienced a provincial oversight committee was established by the Minister of Environmental Affairs and Development Planning to investigate ways and means to reduce the cost as tendered. The committee could not succeed in this and as a result, the Municipal Managers requested from the various authorities to withdraw from the process and that Eden DM invite new tenders where the local municipalities will form part of the specifications committee.

In consequence of the National Environmental Management Act, 1998 (NEMA) Knysna Municipality will not be granted a permit of licence for the establishment of a new landfill facility for domestic and industrial waste. Participation in Regional Landfill Facility is therefore inevitable and compulsory.
Unfortunately the tender costs for the establishment of the proposed Regional Landfill Facility next to PETROSA in Mossel Bay came out exorbitantly high with and will pose a major financial obstacle for the 4 participating municipalities.

Should Knysna participate in the current Tender of Eden District Municipality the cost implications would amount to an approximate 40% tariff increase for refuse removal. Indications from National Treasury are that they will in no way provide approval for such a high increase in any tariff.

It is consequently recommended that the Tender of Eden District Municipality be withdrawn and that a new tender process be embarked upon where the municipalities participating in the Regional Landfill Facility also be involved in the drafting of the specifications for the tender for such facility.

See attached letter dated 27 September 2016 from the Acting Municipal Manager, Mosselbay Municipality with regards to the tender process. Based on the aforementioned letter from Municipalities, Minister Bredell arrange meeting with the Mayors and Municipal Managers from all participating Municipalities to emphasize the importance of this landfill site to all municipalities. The Minister also cautioned the Accounting officers of Non-compliance in terms of the relevant environmental legislation if the process with the establishment of a regional waste facility are terminated.

RECOMMENDATION OF THE ACTING MUNICIPAL MANAGER

[a] That the process that was followed in connection with the Regional Landfill Facility and possible extraordinary increases on the tariff for waste management in the future, be noted;

[b] That Knysna Municipality’s contribution of R868,039.02, for the installation of a Finger-Drawing system at the Petro SA Landfill Site, be submitted to the adjustment budget in February 2017 for approval;

[c] That the Knysna Municipality commit themselves again to the regional landfill site, however the mandate to Eden District will be to ensure that the proportional cost to Municipalities should be bases on real tonnage dispose at the facility;

[d] That the Municipality be mandated to introduce waste reduction processes and also facilitate and efficiency audit with regards to the total waste operation within the Knysna Municipality.

APPENDIX / ADDENDUM


File number: 9/1/2/5
Execution: Community Services
Acting Manager: Solid Waste
The Municipal Manager
Eden District Municipality
P O Box 12
GEORGE
6530

Fax: (044) 874-1013
E-mail: louwg@edendm.co.za

Dear Mr Louw

TENDER E/02/14-15: PUBLIC PRIVATE PARTNERSHIP (PPP) FOR THE ESTABLISHMENT OF A REGIONAL LANDFILL FOR THE EDEN DISTRICT MUNICIPALITY IN THE MOSEL BAY AREA INCLUDING ALTERNATIVE WASTE TREATMENT TECHNOLOGY OPTIONS

At a meeting held between the Municipalities of George, Hessequa, Knysna and Mossel Bay on 12 September 2016, the following was decided with regard to the abovementioned tender:

1. That an urgent meeting be arranged between the Executive Mayors and Municipal Managers of Eden District, George, Mossel Bay, Hessequa, Knysna, Bitou and Oudtshoorn Municipalities to discuss the proposals contained hereunder:

   (a) that the Eden District Council be informed that the relevant Municipalities request that the tender not be awarded, but be cancelled due to the costs involved;
   (b) that the cancellation be dealt with in terms of the applicable Supply Chain Management legislation;
   (c) that a new tender with revised specifications be invited;
   (d) that the need for a PPP process be revisited;
   (e) that a new consultant be appointed to handle the new tender process;
   (f) that the relevant Provincial and National Departments be informed as such;
   (g) that the process be executed as a matter of urgency; and
   (h) that the process around the extension of the current PetroSA site be proceeded forthwith.

Your consideration of the above would be appreciated.

Yours sincerely

[Signature]

HC HILL
ACTING MUNICIPAL MANAGER

Also on behalf of:

Mr T Botha
Municipal Manager: George Municipality

Mr C Mattheus
Acting Municipal Manager: Knysna Municipality

Mr R Smith
Acting Municipal Manager: Bitou Municipality
13. Consideration of Motions

14. Consideration of Questions

15. Consideration of Motions of Exigency

16. In committee Items (See separate agenda)

17. Adjournment