KNYSNA LOCAL MUNICIPALITY

Notice is hereby given of a

COMMUNITY SERVICES COMMITTEE MEETING

which will be held on

Tuesday, 13 June 2017
at

09:00

in the Council Chamber
to consider the following items

AGENDA

Chairman: Cllr C Weideman
Members: Cllr D Pofadder
         Cllr M Salaze
         Cllr T Gombo
         Cllr D Skosana
         Cllr S Arends
<p>| 1.  | OPENING AND WELCOME | 4 |
| 2.  | ATTENDANCE: | 4 |
| 2.1 | MEMBERS: PRESENT | 4 |
| 2.2 | MEMBERS: ABSENT WITH LEAVE | 4 |
| 2.3 | MEMBERS: ABSENT WITHOUT LEAVE | 4 |
| 2.4 | Other Councillors Present | 4 |
| 2.5 | Officials Present | 4 |
| 2.6 | Members of the Audit Committee Present | 4 |
| 2.7 | Members of the Public Present | 4 |
| 3.  | NOTING OF THE PROVISIONS OF CODE OF CONDUCT FOR COUNCILLORS AND DECLARATION OF INTEREST | 4 |
| 4.1 | PRESENTATION: DROUGHT ASSESSMENT AND VERIFICATION BY NDMC (SEE ITEM 7.1) | 4 |
| 4.2 | PRESENTATION: REPORT ON WESTERN CAPE DROUGHT MONITORING SITUATION REPORT 10 OF THE 20 APRIL 2017 (SEE ITEM 7.2) | 4 |
| 4.3 | PRESENTATION: SAFA SAFE HUB (SEE ITEM 7.3) | 4 |
| 4.4 | PRESENTATION: KNYSNA MUNICIPALITY GOLF HALL OF FAME (SEE ITEM 7.4) | 4 |
| 5.  | MINUTES OF PREVIOUS MEETING | 5 |
| 6.  | MATTERS ARISING FROM THE MINUTES | 18 |
| 7.  | MATTERS SUBMITTED BY THE ACTING MUNICIPAL MANAGER | 19 |
| 7.1 | DROUGHT ASSESSMENT AND VERIFICATION BY NDMC | 19 |
| 7.2 | REPORT ON WESTERN CAPE DROUGHT MONITORING SITUATION REPORT 10 OF THE 20 APRIL 2017 | 44 |
| 7.3 | SAFA SAFE HUB | 69 |
| 7.4 | KNYSNA MUNICIPALITY GOLF HALL OF FAME PRESENTATION | 94 |
| 7.5 | DETAILED CAPITAL BUDGET REPORT FOR THE 2016/2017 FINANCIAL YEAR AS AT 25 MAY 2017 | 99 |
| 7.6 | TRAFFIC AND LAW ENFORCEMENT MONTHLY REPORT: APRIL 2017 | 103 |
| 7.7 | PARKS AND RECREATION MONTHLY REPORT: MARCH 2017 | 111 |
| 7.8 | PARKS AND RECREATION MONTHLY REPORT: APRIL 2017 | 115 |
| 7.9 | YOUTH DEVELOPMENT MONTHLY REPORT: MARCH AND APRIL 2017 | 119 |
| 7.10 | LIBRARIES AND HERITAGE MONTHLY REPORT: MARCH 2017 | 124 |
| 7.11 | LIBRARIES AND HERITAGE MONTHLY REPORT: APRIL 2017 | 134 |
| 7.12 | WASTE MANAGEMENT MONTHLY REPORT: MARCH 2017 | 145 |
| 7.13 | WASTE MANAGEMENT MONTHLY REPORT: APRIL 2017 | 148 |
| 7.14 | SOCIAL DEVELOPMENT MONTHLY REPORT: MARCH TO MAY 2017 | 151 |
| 7.15 | SPORT DESK MONTHLY REPORT: APRIL TO MAY 2017 | 164 |
| 7.16 | FIRE AND RESCUE STATION MONTHLY REPORT: MARCH 2017 | 167 |
| 7.17 | FIRE AND RESCUE STATION MONTHLY REPORT: APRIL 2017 | 171 |
| 7.18 | DISPUTE PERTAINING TO THE REMAINDER OF PORTION 107 (A PORTION OF PORTION 98) OF THE FARM RUYGTE VALLEY NO. 205 – KNYSNA MUNICIPALITY // NEW LINE INVESTMENTS 44 (PTY) LTD | 175 |
| 7.19 | GREATER KNYSNA SPORT AND RECREATION MASTER PLAN | 241 |
| 7.20 | YOUTH COUNCIL TERMS OF REFERENCE: AMENDMENTS | 319 |
| 7.21 | REPORT ON WESTERN CAPE WATER SECURITY INDABA | 332 |
| 7.22 | INCREASE IN STIPEND FOR YOUTH COUNCIL MEMBERS | 337 |
| 7.23 | STRATEGIC REPORT ON FIRE RISK ANALYSIS – KNYSNA | 338 |</p>
<table>
<thead>
<tr>
<th>MUNICIPAL AREA</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>7.24 DRAFT CONSTITUTION OF KNYSNA MUNICIPALITY HOME AFFAIRS STAKEHOLDER FORUM</td>
<td>345</td>
</tr>
<tr>
<td>7.25 MECHANISMS TO EASE TRAFFIC CONGESTION</td>
<td>359</td>
</tr>
<tr>
<td>7.26 REPORT ON STATUS OF REGIONAL LANDFILL SITE</td>
<td>395</td>
</tr>
<tr>
<td>7.27 INTEGRATED WASTE MANAGEMENT PLAN (IWMP)</td>
<td>399</td>
</tr>
<tr>
<td>7.28 STRATEGIC PLAN ON BUSH CLEARING – IN ALL WARDS 2017/2018 FINANCIAL YEAR</td>
<td>519</td>
</tr>
<tr>
<td>7.29 BULKY AND E-WASTE REMOVAL IN RESIDENTIAL AREAS</td>
<td>520</td>
</tr>
<tr>
<td>8. CLOSURE</td>
<td>523</td>
</tr>
</tbody>
</table>
1. Opening and Welcome

2. Attendance (as per attendance register)
   2.1 Members: Present
   2.2 Members: Absent with Leave
   2.3 Members: Absent Without Leave
   2.4 Other Councillors Present
   2.5 Officials Present
   2.6 Members of the Audit Committee Present
   2.7 Members of the Public Present

3. Noting of the Provisions of Code of Conduct for Councillors and Declaration of Interest

4. Presentation
   4.1 Presentation: Drought Assessment and Verification by NDMC
   4.2 Presentation: Report on Western Cape Drought Monitoring Situation Report 10 of the 20 April 2017
   4.3 Presentation: SAFA Safe Hub
      Mr Robin Petersen
   4.4 Presentation: Knysna Municipality Golf Hall of Fame

5. Minutes of Previous Meetings
   5.1 11 April 2017
5. **MINUTES OF PREVIOUS MEETING**

5.1 **COMMUNITY SERVICES COMMITTEE MEETING: 11 APRIL 2017**

That the minutes of the Community Services Committee meeting held on 11 April 2017, be approved.
KNYSNA LOCAL MUNICIPALITY

MINUTES

of a meeting of the

COMMUNITY SERVICES COMMITTEE

held in the Council Chamber on

Thursday, 11 April 2017

at

9:00
1. Opening and Welcoming

The Chairperson welcomed Councillors, officials and members of the public to the meeting and requested all to take a minute for personal reflection and silent prayer.

2. In Attendance:

2.1 Members Present

Cllr C Weideman Chairperson
Cllr D Pofadder
Cllr M Salaze
Cllr T Gombo
Cllr D Skosana
Cllr S Arends

2.2 Members Absent with leave

None

2.3 Members Absent without leave

None

2.4. Other Councillors Present

Cllr C Croutz
Cllr L Davis
Cllr S Kwinana
Cllr M Matiwane
Cllr M Molosi
Cllr P Myers
Cllr M Naki
Cllr A Tsengwa
Cllr E van Aswegen
Cllr V Waxa
Cllr M Willemsen
Cllr G Wolmarans

2.5 Officials Present

Adonis, D Director: Community Services
Langlands, S Manager: Protection Services
Meyer, R Head: Protection Services
Frans, X Manager: Libraries and Heritage
Phillips, E Manager: IDP
Van Wyk, I Acting Manager: Parks and Recreation
Manuel, C Fire Chief
Sigula, S Secretary to the Director Community Services
Kortje, V Sport Development Officer
Fearon, J Senior Environmental Officer
Botha, M Legal Advisor
Lakay, J  
Head : Committee and Councillor Support

Burger, T  
Committee Officer

Joyi, W  
Interpreter

2.6. Members of the Audit Committee Present:

None

2.7. Members of the Public Present

as per attendance register.


RESOLVED

1. That the provisions of the Code of Conduct for Councillors be noted;

2. That it be noted that no Councillor declared any interest in the items on the Agenda.

4. PRESENTATIONS

Eden Sport Council

Mr D van der Walt addressed the Committee on the Establishing of a Sports Council, referred to in item C01/04/17.

5. MINUTES OF THE PREVIOUS MEETING

5.1 COMMUNITY SERVICES COMMITTEE MEETING: 16 FEBRUARY 2017

On proposal by Cllr Salaze, seconded by Cllr Arends, it was

RESOLVED

That the minutes of the Community Services Committee meeting held on 16 February 2017, be approved.

6. MATTERS ARISING FROM THE MINUTES

None
7. MATTERS SUBMITTED BY THE ACTING MUNICIPAL MANAGER

C01/04/17  ESTABLISHING OF A KNYSNA MUNICIPAL SPORT COUNCIL

UNANIMOUSLY RESOLVED

[a] That the presentation on the Establishing of a Knysna Municipal Sport Council, be noted;

[b] That the Eden Sport Council assist with the facilitation of the restructuring of the Knysna Municipal Sport Council.

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

C02/04/17  DETAILED CAPITAL BUDGET REPORT FOR THE 2016/2017 FINANCIAL YEAR AS AT 22 MARCH 2017

UNANIMOUSLY RESOLVED

[a] That the Detailed Capital Budget Report : 2016/2017 as submitted in terms of Section 52(a) of the Local Government: Municipal Finance Management Act 56 of 2003, be noted;

[b] That a detailed Financial Report be submitted to future Community Services Committee Meetings which include details of all Capital projects, contracts managed by the Directorate and deviations requested by the Directorate;

[c] That the members of the Committee meet with the Director : Community Services with regards to the Vehicle Testing Station and the conversion thereof.

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

C03/04/17  COMMUNITY SERVICES MONTHLY REPORT : YOUTH DEVELOPMENT : FEBRUARY TO MARCH 2017

UNANIMOUSLY RESOLVED

[a] That the monthly report for Youth Development for February to March 2017 received from the Disaster Management Section of the Community Services Directorate, be noted;

[b] That a full report on the Youth Development and Young Entrepreneurs be submitted to the next Community Services Committee Meeting to be held on 13 June 2017;

[c] That a full report on the Youth Council Program to be held on 16 June 2017 with the full cost breakdown be submitted to the
Community Services Committee Meeting to be held on 13 June 2017;

[d] That the Youth Council Minutes be submitted on a quarterly basis to the Community Services Committee Meetings;

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

Tea break from 11:56 to 12:40.

C04/04/17 COMMUNITY SERVICES MONTHLY REPORT : LIBRARIES AND HERITAGE : JANUARY 2017

UNANIMOUSLY RESOLVED

That the monthly report for Libraries and Heritage for January 2017 received from the Director Community Services [Libraries and Heritage], be noted.

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

C05/04/17 COMMUNITY SERVICES MONTHLY REPORT : LIBRARIES AND HERITAGE : FEBRUARY 2017

UNANIMOUSLY RESOLVED

That the monthly report for Libraries and Heritage for February 2017 received from the Director Community Services [Libraries and Heritage], be noted.

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

C06/04/17 COMMUNITY SERVICES MONTHLY REPORT : WASTE MANAGEMENT : JANUARY 2017

UNANIMOUSLY RESOLVED

That the monthly report for Waste Management for January 2017 received from the Director Community Services [Waste Management], be noted.

File Number: 9/1/2/5
Execution: Director : Community Services
Manager : Waste Management
UNANIMOUSLY RESOLVED

[a] That the monthly report for Waste Management for February 2017 received from the Director Community Services [Waste Management], be noted;

[b] That a full report on the PetroSA Landfill site and the financial implication relating to the new site proposed by the Eden District Municipality be submitted to the Community Services Committee Meeting to be held on 13 June 2017;

[c] That the Integrated Waste Management Plan be resubmitted to the Community Services Committee Meeting to be held on 13 June 2017;

[d] That a plan be compiled to collect Bulk e-waste in the Greater Knysna and that a schedule with regard to the timeframes and in which wards, be submitted to the Community Services Committee Meeting to be held on 13 June 2017.

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

UNANIMOUSLY RESOLVED

[a] That the monthly report for Social Development for January to February 2017 received from the Community Services Directorate, be noted;

[b] That a detailed report on Older Persons, the Disability Program and the Early Childhood Development be submitted to the Community Services Committee Meeting to be held on 13 June 2017.

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

UNANIMOUSLY RESOLVED

That the monthly report for Sport Desk for February to March 2017 received from the Community Services Directorate, be noted.

File Number: 9/1/2/14
C10/04/17  COMMUNITY SERVICES MONTHLY REPORT : PARKS AND RECREATION : JANUARY 2017

UNANIMOUSLY RESOLVED

That the monthly report for Parks and Recreation for January 2017 received from the Community Services Directorate, be noted.

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

C11/04/17  COMMUNITY SERVICES MONTHLY REPORT : PARKS AND RECREATION : FEBRUARY 2017

UNANIMOUSLY RESOLVED

[a] That the monthly report for Parks and Recreation for February 2017 received from the Community Services Directorate, be noted;

[b] That the Directorate engage with Ward Councillors with regard to a strategic approach in creating parks within the communities;

[c] That a strategic plan on the clearing of bushes in wards be submitted to the Community Services Committee Meeting to be held on 13 June 2017.

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

C12/04/17  COMMUNITY SERVICES MONTHLY REPORT : TRAFFIC AND LAW ENFORCEMENT : JANUARY 2017

UNANIMOUSLY RESOLVED

That the monthly report for Traffic and Law Enforcement for January 2017 received from the Community Services Directorate, be noted.

File Number: 9/1/2/5
Execution: Director : Community Services
Manager : Protection Services
COMMUNITY SERVICES COMMITTEE MEETING
AGENDA
13 JUNE 2017

C13/04/17 COMMUNITY SERVICES MONTHLY REPORT : TRAFFIC AND LAW ENFORCEMENT : FEBRUARY 2017

UNANIMOUSLY RESOLVED

That the monthly report for Traffic and Law Enforcement for February 2017 received from the Community Services Directorate, be noted.

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

C14/04/17 COMMUNITY SERVICES MONTHLY REPORT : FIRE AND RESCUE STATION : JANUARY 2017

UNANIMOUSLY RESOLVED

That the monthly report for Fire and Rescue for January 2017 received from the Community Services Directorate, be noted.

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

C15/04/17 COMMUNITY SERVICES MONTHLY REPORT : FIRE AND RESCUE STATION : FEBRUARY 2017

UNANIMOUSLY RESOLVED

That the monthly report for Fire and Rescue for February 2017 received from the Community Services Directorate, be noted.

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

C16/04/17 REPORT ON FIRE RISK ANALYSIS – KNYNSA MUNICIPAL AREA

UNANIMOUSLY RECOMMENDED

[a] That the report on the Fire Risk Category of the greater Knysna Municipal Area, be noted;

[b] That the Knysna Fire Station be relocated to appropriate land more centrally located to enable a 360 degree turn out area and a quicker response to the risk areas;

[c] That the Sedgefield Fire Station be relocated to Chestnut and Oestervanger Streets, Smutsville, which is also closer to the risk area, on a Municipal site and that was already zoned for a new fire station;
[d] That Concordia Fire Station be expanded to allow for additional staff as the current staffing level is way below the required manning level;

[e] That pumping capacity of appliances be increased by retro-fitting with higher capacity pumps, in particular the water tankers used for firefighting purposes, and;

[f] That a strategic three to five year plan be set to achieve recommendations [b] to [e] above and that the Strategic plan must include increasing staffing levels and response vehicles which will render the fire services more mobile and with a compliant weight of response.

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

C17/04/17  FIRE HYDRANTS – KNYSNA MUNICIPALITY

UNANIMOUSLY RECOMMENDED

[a] That the report on the fire hydrants in the greater Knysna Municipal area, be noted; and

[b] That areas where there are inadequate numbers of fire hydrants be given attention by engaging in a joint project between Fire Department, Town Planning and Technical Services;

[c] That prior to the development of Temporary Relocation Areas that consultation be done with the Fire Department on the provision of firefighting equipment and safety measures of fire hydrants in particular.

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

C18/04/17  LIBRARY WI-FI HOTSPOTS

UNANIMOUSLY RESOLVED

That the report on the Library Wi-fi Hotspots, be noted.

File Number: 9/1/2/5
Execution: Director: Community Services
C19/04/17  NEW CEMETERY SITE, KNYSNA

UNANIMOUSLY RECOMMENDED

[a] That the report on progress with regard to the establishment of a new cemetery site in Knysna, be noted;

[b] That the decision to establish a cemetery on Council’s land, be approved in principle.

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

C20/04/17  HOME AFFAIRS STAKEHOLDERS FORUM

UNANIMOUSLY RECOMMENDED

[a] That the report with regard to the Home Affairs Stakeholders Forum, be noted;

[b] That Councillor C Weideman and Mrs L Smith, the Social Development Officer attend the Home Affairs Stakeholders Forum;

[c] That a Constitution governing the functions of the Forum, be drafted and presented for consideration.

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

C21/04/17  CAPACITY OF THE LAW ENFORCEMENT SECTION

UNANIMOUSLY RECOMMENDED

[a] That the lack of capacity in the Law Enforcement section, be noted;

[b] That the department reviews the current 5 day working system and change it to a shift system; and

[c] That this project be referred to the respective Budgets for consideration to implement;

[d] That a Workshop be arranged together with Legal Services to discuss the Strategic function of Law Enforcement Officers on a date to be determined by the Speaker.

File Number: 9/1/2/5
Execution: Director : Community Services
C22/04/17  MECHANISMS TO EASE TRAFFIC CONGESTION

UNANIMOUSLY RECOMMENDED

[a] That the report on the mechanisms to ease traffic congestion at both Nekkies and Hornlee intersections, be noted; and

[b] That the closure of the gap in Tom Botha Street for safety reasons, be approved;

[c] That a recommendation be submitted to SANRAL with regards to the possibility of a circle at the Hornlee and Nekkies intersections.

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

C23/04/17  DRAFT SPORT FACILITY DEVELOPMENT PLAN

UNANIMOUSLY RECOMMENDED

[a] That the report with regard to the Draft Sport Facility Development Plan, be noted; and

[b] That the Draft Sport Facility Development Plan, be workshopped.

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

C24/04/17  KNYSNA MUNICIPAL DRAFT SOCIAL DEVELOPMENT POLICY AND STRATEGY

UNANIMOUSLY RECOMMENDED

[a] That the report on the Draft Social Development Policy and Strategy, be noted;

[b] That the Draft Social Development Policy, be workshopped; and

[c] That after the Social Development Policy has been workshopped, it be resubmitted to the Committee for final consideration.

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

C25/04/17  MUNICIPAL SPORT SUMMIT

UNANIMOUSLY RESOLVED

That the contents of the report with regard to the Municipal Sport Summit held from 13 to 15 March 2017 in Worcester, be noted.

File Number: 9/1/2/5
Execution: Director: Community Services
Following a discussion between the Chairperson : Planning and Integrated Human Settlements Committee and the Chairperson : Community Services the following items were referred to the Community Services Committee meeting held on 11 April 2017.

However, during the meeting of 11 April 2017, it was agreed that the items be referred back to the Planning and Integrated Human Settlements Committee in terms of a previous Council resolution and that a report with regard to where the reports on Environmental Management resides, be submitted to Council by the Director : Community Services in order to ascertain to which Committee the reports must be submitted.

P06/04/17 REPORT ON WORLD WETLANDS DAY EVENT 2017
P07/04/17 THE CURRENT CONDITION OF THE ASHMEAD CHANNEL AND APPROACH AND POLLUTION PREVENTION
P08/04/17 INFORMATION ON MUNICIPAL HEALTH AND ENVIRONMENTAL SERVICES : JANUARY 2017 REPORTS

8. Closure

The Chairperson thanked everyone and the meeting concluded 16:18.

Approved

Chairperson: Cllr ACF Weideman
Date

-oo-
6. MATTERS ARISING FROM THE MINUTES
7. NEW ITEMS

7.1

C01/06/17  DROUGHT ASSESSMENT AND VERIFICATION BY NDMC

REPORT FROM THE DIRECTOR: COMMUNITY SERVICES

PURPOSE OF THE REPORT

To inform the Municipal Council about the Drought Assessment and Verification meeting by National Disaster Management Centre, on the 10 April 2017.

Due to the current status and Council declaring Knysna Municipality area as a local state of disaster, the Provincial and national Disaster Management Centre needs to assess and verify that, Knysna Municipality is currently experiencing a hydrological drought.

The area is declared a local disaster in term of section 55 of the Disaster Management Act, Act 57 of 2002 and Eden District Municipality was advised. Eden Council did support the Knysna Municipal decision in this regard. The declaration was forwarded to the Provincial Disaster Management Centre.

The reason for above meeting was according to Section 35(1), Disaster Management Act 57 of 2002, that the Disaster Management Centre of the Province concerned must determine whether the event should be regarded as a disaster in terms of this Act, and, if so, the Centre must immediately initiate efforts to assess the magnitude and severity or potential magnitude and severity of the disaster.

Inform the National Centre of the disaster and its initial assessment of the magnitude and severity or potential magnitude and severity of the disaster, and alert role-players in the Province that may be of assistance in the current circumstances.

Part of the assessment and verification for Knysna was to do a presentation with regard to our current status, short, medium and long term interventions (see attached presentation) The short and medium term intervention was part of our emergency procedures and contingency plans.

The following questions were raised by the different Provincial and National Departments:

They are under the impression that the desalination and reverse osmosis plant is not currently in use, working condition. Our response was that the current potential for both is 50%.

We questioned the withdrawal of the RBIG funds for the Regional Water Scheme, and it was said that it was allocated for a Regional project and not a local scheme. The relevant department indicated that we should re-submit our application.

Mr. Parry has also mentioned that he did speak to the relevant official and the response was that the current budget is already allocated for the next 3 years. Mr Parry also gave
reasons why we have such high losses and it’s due to the dry ground and old underground pipes.

Provincial and National Disaster Management Centre requested us to identify 2 critical interventions. Our response: The 55mil for the Charlesford project and the R21 million for the water demand management devices.

The Provincial and National Disaster Management will compile a report regarding all info received from the different Municipalities, still awaits such report.

**RECOMMENDATION OF THE ACTING MUNICIPAL MANAGER**

[a] That the report on the drought assessment and verification by National Disaster Management Centre, be noted;

[b] That the presentation made by the Municipality, be noted.

**APPENDIX / ADDENDUM**

Presentation.

File Number: 9/1/2/5
Execution: Director : Community Services
The Current Situation

The current Knysna Status Quo from 5 - 7 April 2017:

- Rainfall = 6.3mm
- Akkerkloof Dam = 40.8% (34 days) on current consumption
- Charlesford/ Knysna River = water is 3mm flow over the weir, pumping 79l/s
- Gouna River = flow over the weir, pumping 32l/s
- Glebe Dam = 30%
- Consumption = 10.24ML/day
- Production = 10.34ML/day
- Reverse Osmosis Plant = one unit is operational
The Water System

Knysna

- The Water Treatment Works normally draws water from Akkerkloof via a balancing dam

- Akkerkloof Dam is an off-channel dam and water is pumped into it

- The capacity is 860 Ml/d = 68 days storage capacity

- The Akkerkloof dam receives water from the:
  - Knysna river (Charlesford scheme) - 8.6 Ml/d
  - Gouna river - 2.8 Ml/d
  - Glebe dam via Arch dam - 4.0 Ml/d
The Water System

Knysna

- The following sources pump into the reticulation system:
  - The Bigai spring - 0.5 MI/d
  - Boreholes - 0.5 MI/d
  - The Reverse Osmosis Plant - 2.0 MI/d

- Total (potential) = 16.4 MI/d
- Current production = 11.1 MI/d
- Current usage = 10.24 MI/d
The Water System

Sedgefield

- The Water Treatment Works draw water from Karatara river:
  - Pumps to a Reservoir - 1.5 Mi/d
  - Also receives water from boreholes - 1.0 Mi/d
  - Total = 2.5 Mi/d
The Water System

Sedgefield

- The Sedgefield Desalination Plant is capable of adding a further 1.5 Ml/d when fully operational:
  - The Current potential is 50%
  - Not using it to produce … costly

- Current usage at 2.21 Ml/d
The Water System
Karatara & Rheenendal

• The Karatara Water Treatment Works draw from the Karatara river via Karatara dam:
  - Karatara dam is 100% full
  - Current usage = 0.10 MI/d

• The Rheenendal Water Treatment Works draw from the Homtini river:
  - VERY low flow
  - Current usage = 0.41 MI/d
The Water System

Buffalo Bay

- The Buffalo Bay Water Treatment Works draw from the Goukamma river:
  - VERY low flow
  - Current usage = 0.1 Mi/d
# Short Term Interventions

**Department: Water & Sewer**

<table>
<thead>
<tr>
<th>ACTIVITIES</th>
<th>TIMELINE</th>
<th>COSTING</th>
<th>Municipal Contribution</th>
<th>Provincial Contribution</th>
<th>National Contribution</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hippo bags</td>
<td>1 Month</td>
<td>R 50 000</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Domestic leak repair programme</td>
<td>3 Months</td>
<td>R 400 000</td>
<td>R 200 000</td>
<td></td>
<td>R 200 000</td>
</tr>
<tr>
<td>Repair Reverse Osmosis Plant</td>
<td>2 Months</td>
<td>R 2 500 000</td>
<td>R 2 500 000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Belvidere No. 4 borehole pump replacement</td>
<td>2 Weeks</td>
<td>R 20 000</td>
<td>R 20 000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Valve and hydrant repairs</td>
<td>2 Months</td>
<td>R 100 000</td>
<td>R 100 000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pipe replacement on Heads</td>
<td>3 Months</td>
<td>R 2 570 000</td>
<td>R 2 570 000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Replace 110kw motor at Eastford</td>
<td>2 Weeks</td>
<td>R 160 000</td>
<td>R 160 000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Closing redundant standpipes</td>
<td>1 Month</td>
<td>R 50 000</td>
<td>R 50 000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Retrofit Council buildings</td>
<td>1 Month</td>
<td>R 50 000</td>
<td>R 50 000</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
## Short Term Interventions

**Department: Community Services**

<table>
<thead>
<tr>
<th>ACTIVITIES</th>
<th>TIMELINE</th>
<th>COSTING</th>
<th>Municipal Contribution</th>
<th>Provincial Contribution</th>
<th>National Contribution</th>
</tr>
</thead>
<tbody>
<tr>
<td>Operational drought intervention Plan:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Different zones:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Zone 1 = Ward 10</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Zone 2 = Ward 6 &amp; 11</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Zone 3 = Ward 3 &amp; 7</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Zone 4 = Ward 9</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Zone 5 = Ward 4 &amp; 8</td>
<td>Daily</td>
<td>R 125 000</td>
<td></td>
<td>R 125 000</td>
<td></td>
</tr>
<tr>
<td>Stop car washing businesses that do not use recycled water</td>
<td>Weekly</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Declared a Local Disaster in terms of Legislation</td>
<td>Once off</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
# Short Term Interventions

**Department: Community Services**

## Community Services Committee Meeting

### Agenda

13 June 2017

<table>
<thead>
<tr>
<th>ACTIVITIES</th>
<th>TIMELINE</th>
<th>COSTING</th>
<th>Municipal Contribution</th>
<th>Provincial Contribution</th>
<th>National Contribution</th>
</tr>
</thead>
<tbody>
<tr>
<td>Apoint on contract: 27 Water Ambassadors from the CWP Database for Wards 3, 4, 6, 7, 8 &amp; 11</td>
<td>April - June 2017</td>
<td>± R 150 000</td>
<td>± R 150 000</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### Short Term Interventions

**Department: Communications**

<table>
<thead>
<tr>
<th>ACTIVITIES</th>
<th>TIMELINE</th>
<th>COSTING</th>
<th>Municipal Contribution</th>
<th>Provincial Contribution</th>
<th>National Contribution</th>
</tr>
</thead>
<tbody>
<tr>
<td>Social Media carried the message:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Facebook</td>
<td>Daily from 20 March 2017</td>
<td>R 8 650-00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Twitter</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Municipal MobiApp</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• SMS</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Website</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Media Statements:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Published in various Local &amp; National Media: The Edge; Knysna-Plett Herald; CX-Press; Argus; Die Burger; EP-Herald</td>
<td>20 March 2017</td>
<td></td>
<td>No Cost</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Second statement relating to what Knysna Municipality is doing to alleviate the problem</td>
<td>30 March 2017</td>
<td></td>
<td>No Cost</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
## Short Term Interventions

**Department: Communications ... continued**

<table>
<thead>
<tr>
<th>ACTIVITIES</th>
<th>TIMELINE</th>
<th>COSTING</th>
<th>Municipal Contribution</th>
<th>Provincial Contribution</th>
<th>National Contribution</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Radio:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• SABC Radio Stations</td>
<td>21 March 2017</td>
<td>No Cost</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Algoa FM</td>
<td>21 &amp; 24 March 2017</td>
<td>No Cost</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Eden FM</td>
<td>20 March 2017</td>
<td>No Cost</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Television:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• SABC 2 News</td>
<td>16 March 2017</td>
<td>No Cost</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Posters:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Lampposts</td>
<td>31 March 2017</td>
<td>R</td>
<td>5 355-00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Businesses and Places of Gathering</td>
<td>31 March 2017</td>
<td>R</td>
<td>5 200-00</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Flyers:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Knock-and-drop at all residences</td>
<td>3 April 2017</td>
<td>R</td>
<td>5 000-00</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Weekly Water Update Adverts:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Action Ads</td>
<td>6 April 2017</td>
<td>R</td>
<td>4 000-00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Short Term Interventions
Department: Communications ...

<table>
<thead>
<tr>
<th>ACTIVITIES</th>
<th>TIMELINE</th>
<th>COSTING</th>
<th>Municipal Contribution</th>
<th>Provincial Contribution</th>
<th>National Contribution</th>
</tr>
</thead>
<tbody>
<tr>
<td>Water Awareness Advertisement:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Depicting how much water is used by various household equipment</td>
<td>6 April 2017</td>
<td>R</td>
<td>10 000-00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Radio jingles and messages:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Algoa FM - 3/day; 3/week for 2 months</td>
<td>3 April 2017</td>
<td>R</td>
<td>34 200-00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Eden FM - 3/day; every day for 2 months plus 4 x 10m interviews</td>
<td>3 April 2017</td>
<td>R</td>
<td>29 640-00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Knysna FM - 3/day; 3/week for 2 months</td>
<td>3 April 2017</td>
<td>R</td>
<td>5 760-00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Heartbeat FM - 5/day; 22/months for 2 months plus 15 minute interview 4 x per month</td>
<td>3 April 2017</td>
<td>R</td>
<td>29 500-00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>School Theatre:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Short theatre piece to be presented to Greater Knysna Schools and Shopping Malls</td>
<td>Easter Weekend &amp; after school holidays</td>
<td>R</td>
<td>48 000-00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

ESTIMATED COSTS

R 185 305-00
## Medium Term Interventions

**Department: Water & Sewer**

<table>
<thead>
<tr>
<th>ACTIVITIES</th>
<th>TIMELINE</th>
<th>COSTING</th>
<th>Municipal Contribution</th>
<th>Provincial Contribution</th>
<th>National Contribution</th>
</tr>
</thead>
<tbody>
<tr>
<td>Replace membrane in Reverse Osmosis Plant</td>
<td>18 Months</td>
<td>R 1 000 000</td>
<td>R 1 000 000</td>
<td></td>
<td>R 20 000 000</td>
</tr>
<tr>
<td>Phase 2 of new Charlesford rising main</td>
<td>12 Months</td>
<td>R 51 000 000</td>
<td>R 8 100 000</td>
<td>R 23m (MIG)</td>
<td>R 20 000 000</td>
</tr>
<tr>
<td>Continue with pipe replacement</td>
<td>12 Months</td>
<td>R 2 000 000</td>
<td>R 1 000 000</td>
<td>R 1 000 000</td>
<td>R 21 000 000</td>
</tr>
<tr>
<td>Water Demand Management devices</td>
<td>6 Months</td>
<td>R 24 400 000</td>
<td>R 3 000 000</td>
<td></td>
<td>R 21 000 000</td>
</tr>
<tr>
<td>Pressure reducing valves</td>
<td>6 Months</td>
<td>R 200 000</td>
<td>R 100 000</td>
<td>R 100 000</td>
<td></td>
</tr>
<tr>
<td>Further retrofit Council buildings with</td>
<td>2 Months</td>
<td>R 100 000</td>
<td>R 50 000</td>
<td>R 50 000</td>
<td></td>
</tr>
<tr>
<td>Conservation measurements</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Membranes for Reverse Osmosis Plant</td>
<td>12 Months</td>
<td>R 1 500 000</td>
<td></td>
<td></td>
<td>R 1 500 000</td>
</tr>
</tbody>
</table>
## Medium Term Interventions

**Department: Community Services**

<table>
<thead>
<tr>
<th>ACTIVITIES</th>
<th>TIMELINE</th>
<th>COSTING</th>
<th>Municipal Contribution</th>
<th>Provincial Contribution</th>
<th>National Contribution</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monitoring all areas for people wasting water, using hosepipes or washing cars</td>
<td>Daily - till drop to level 1</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Respond to complaints</td>
<td>Ongoing</td>
<td>R 200 000</td>
<td>R 100 000</td>
<td>R 100 000</td>
<td></td>
</tr>
</tbody>
</table>

---

**Knysna Municipality | Where people and nature prosper**
## Medium Term Interventions

**Department: Communications**

<table>
<thead>
<tr>
<th>ACTIVITIES</th>
<th>TIMELINE</th>
<th>COSTING</th>
<th>Municipal Contribution</th>
<th>Provincial Contribution</th>
<th>National Contribution</th>
</tr>
</thead>
<tbody>
<tr>
<td>Awareness Campaign will be ongoing as indicated under short term interventions</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
## Long Term Interventions

**Department: Water & Sewer**

<table>
<thead>
<tr>
<th>ACTIVITIES</th>
<th>TIMELINE</th>
<th>COSTING</th>
<th>Municipal Contribution</th>
<th>Provincial Contribution</th>
<th>National Contribution</th>
</tr>
</thead>
<tbody>
<tr>
<td>Develop Ground Water Scheme</td>
<td>3 Years</td>
<td>R 40 000 000</td>
<td>R 10 000 000</td>
<td></td>
<td>R 30 000 000</td>
</tr>
<tr>
<td>Complete Charlesford pipeline</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Install pipelines</td>
<td>2 Years</td>
<td>R 38 800 000</td>
<td>R 8 000 000</td>
<td>R 8.8m (MIG)</td>
<td>R 22 000 000</td>
</tr>
<tr>
<td>- Upgrade Eastford P/S</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Upgrade Charlesford P/S</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Construct Raw Water Dam (Kruisfontein River dam)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Prelim and detail design</td>
<td>5 Years</td>
<td>R 102 000 000</td>
<td>R 20 000 000</td>
<td>R 8m (MIG)</td>
<td>R 20 000 000</td>
</tr>
<tr>
<td>- EIA</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Wula</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Construction</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Re-use of effluent</td>
<td>3 Years</td>
<td>R 260 000 000</td>
<td>R 7 500 000</td>
<td></td>
<td>R 252 500 000</td>
</tr>
<tr>
<td>- Treat water to Potable standard</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Pump to blending source</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
# Long Term Interventions

**Department:** Communications

<table>
<thead>
<tr>
<th>ACTIVITIES</th>
<th>TIMELINE</th>
<th>COSTING</th>
<th>Municipal Contribution</th>
<th>Provincial Contribution</th>
<th>National Contribution</th>
</tr>
</thead>
<tbody>
<tr>
<td>Campaign will be ongoing</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Knysna Municipality | Where people and nature prosper
C10/03/17  DECLARING KNYSNA MUNICIPALITY AREA AS A LOCAL STATE OF DISASTER

UNANIMOUSLY RESOLVED

[a] That the report on the severe situation of drought in the Knysna Municipal area, be noted;

[b] That the Knysna Municipal area be declared a local disaster area in terms of Section 55 of the Disaster Management Act, Act 57 of 2002 by notice in the Provincial Gazette; and

[c] That the Eden District Municipality be advised accordingly and that they be requested to support Council’s decision in this regard.
Water Ambassadors ... commencing 10 April 2017

- 27 Water Ambassadors appointed from CWP Database
- Deployed within the following Wards: 3, 4, 6, 7, 8 & 11
- 1 Supervisor for three Wards
- 4 Water Ambassadors per Ward
- Training done on saving water efficiently and community awareness
Support Needed

The Greater Knysna Municipal Area is in desperate need of short-, medium- and long term support on Provincial and National level.
Thank you
REPORT FROM THE DIRECTOR: COMMUNITY SERVICES

PURPOSE OF THE REPORT

To inform the Municipal Council on the Western Cape Drought monitoring situation report 10 of the 20 April 2017.

BACKGROUND

On 22 January 2016, Western Cape Disaster Management Centre (WCDMC) hosted a drought monitoring meeting in which all stakeholders affected directly or indirectly by the agricultural and hydrological drought were invited.

During this meeting it was resolved that a Drought Task Team would be established and be responsible for regularly providing feedback to MEC for Environmental Affairs and Development Planning and Local Government.

CURRENT SITUATION

On 13 – 15 March 2017 Western Cape Drought Tribunals were held with all 30 Municipalities to discuss the current drought and water stress situation in the Province. Knysna Municipality has submitted a declaration which has been supported by Cabinet.

WEATHER FORECAST FOR THE NEXT 3 MONTHS

There is significant uncertainty of rainfall over the winter areas with the possibility of a recurring El Nino next Summer, conservation planning is advised wherever possible.

RECOMMENDED DISASTER RISK REDUCTION AND RECOVERY INTERVENTION

A number of Disaster Interventions were registered during the Drought Task Team meeting held on 27 January 2017 which would be rolled out in a phased approach namely mid-term and long term interventions. See attached report, Point 4, for the update and progress made with regards to the identified interventions.

Emanating from the drought tribunals held on 13 – 15 March 2017 and subsequent Task Group meeting on 12 and 18 April 2017, a number of Municipalities have been identified that they are facing severe shortage in terms of available water resources and as a result the drought risk register has been developed to guide the current high risk Municipalities and also indicate the interventions that are required.

Prior to these meeting Knysna Municipality started with a Water Demand Awareness and Infrastructure Program which includes short, medium and long term interventions and capture most of the intervention mentioned in the attached document.(See attached presentation)
RECOMMENDATION OF THE ACTING MUNICIPAL MANAGER

That the report to Council on the Western Cape Drought Monitoring situation, Report 10 of 20 April 2017, be noted.

APPENDIX / ADDENDUM

Presentation.

File Number: 9/1/2/5
Execution: Director: Community Services
The current Knysna Status Quo from 5 - 7 April 2017:

- Rainfall = 6.3mm
- Akkerkloof Dam = 40.8% (34 days) on current consumption
- Charlesford/ Knysna River = water is 3mm flow over the weir, pumping 79l/s
- Gouna River = flow over the weir, pumping 32l/s
- Glebe Dam = 30%
- Consumption = 10.24MI/day
- Production = 10.34MI/day
- Reverse Osmosis Plant = one unit is operational
The Water System

Knysna

- The Water Treatment Works normally draws water from Akkerkloof via a balancing dam
- Akkerkloof Dam is an off-channel dam and water is pumped into it
- The capacity is 860 Ml/d = 68 days storage capacity
- The Akkerkloof dam receives water from the:
  - Knysna river (Charlesford scheme) - 8.6 Ml/d
  - Gouna river - 2.8 Ml/d
  - Glebe dam via Arch dam - 4.0 Ml/d
The Water System

Knysna

- The following sources pump into the reticulation system:
  - The Bigai spring - 0.5 MI/d
  - Boreholes - 0.5 MI/d
  - The Reverse Osmosis Plant - 2.0 MI/d

- Total (potential) = 16.4 MI/d
- Current production = 11.1 MI/d
- Current usage = 10.24 MI/d
The Water System

Sedgefield

- The Water Treatment Works draw water from Karatara river:
  - Pumps to a Reservoir - 1.5 Ml/d
  - Also receives water from boreholes - 1.0 Ml/d
  - Total = 2.5 Ml/d
The Water System

Sedgefield

• The Sedgefield Desalination Plant is capable of adding a further 1.5 Ml/d when fully operational:

  ➢ The Current potential is 50%
  ➢ Not using it to produce … costly

• Current usage at 2.21 Ml/d
The Water System

Karatara & Rheenendal

• The Karatara Water Treatment Works draw from the Karatara river via Karatara dam:
  - Karatara dam is 100% full
  - Current usage = 0.10 ML/d

• The Rheenendal Water Treatment Works draw from the Homtini river:
  - VERY low flow
  - Current usage = 0.41 ML/d
The Water System

Buffalo Bay

- The Buffalo Bay Water Treatment Works draw from the Goukamma river:
  - VERY low flow
  - Current usage = 0.1 Ml/d
# Short Term Interventions

**Department: Water & Sewer**

<table>
<thead>
<tr>
<th>ACTIVITIES</th>
<th>TIMELINE</th>
<th>COSTING</th>
<th>Municipal Contribution</th>
<th>Provincial Contribution</th>
<th>National Contribution</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hippo bags</td>
<td>1 Month</td>
<td>R 50 000</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Domestic leak repair programme</td>
<td>3 Months</td>
<td>R 400 000</td>
<td>R 200 000</td>
<td>R 200 000</td>
<td></td>
</tr>
<tr>
<td>Repair Reverse Osmosis Plant</td>
<td>2 Months</td>
<td>R 2 500 000</td>
<td>R 2 500 000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Belvidere No. 4 borehole pump replacement</td>
<td>2 Weeks</td>
<td>R 20 000</td>
<td>R 20 000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Valve and hydrant repairs</td>
<td>2 Months</td>
<td>R 100 000</td>
<td>R 100 000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pipe replacement on Heads</td>
<td>3 Months</td>
<td>R 2 570 000</td>
<td>R 2 570 000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Replace 110kw motor at Eastford</td>
<td>2 Weeks</td>
<td>R 160 000</td>
<td>R 160 000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Closing redundant standpipes</td>
<td>1 Month</td>
<td>R 50 000</td>
<td>R 50 000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Retrofit Council buildings</td>
<td>1 Month</td>
<td>R 50 000</td>
<td>R 50 000</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
## Short Term Interventions

**Department: Community Services**

<table>
<thead>
<tr>
<th>ACTIVITIES</th>
<th>TIMELINE</th>
<th>COSTING</th>
<th>Municipal Contribution</th>
<th>Provincial Contribution</th>
<th>National Contribution</th>
</tr>
</thead>
<tbody>
<tr>
<td>Operational drought intervention Plan:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Different zones:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Zone 1 = Ward 10</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Zone 2 = Ward 6 &amp; 11</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Zone 3 = Ward 3 &amp; 7</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Zone 4 = Ward 9</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Zone 5 = Ward 4 &amp; 8</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Stop car washing businesses that do not use recycled water</td>
<td>Daily</td>
<td>R 125 000</td>
<td>R 125 000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Declared a Local Disaster in terms of Legislation</td>
<td>Weekly</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Once off</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### Short Term Interventions

**Department: Community Services**

#### Activities

<table>
<thead>
<tr>
<th>ACTIVITIES</th>
<th>TIMELINE</th>
<th>COSTING</th>
<th>Municipal Contribution</th>
<th>Provincial Contribution</th>
<th>National Contribution</th>
</tr>
</thead>
</table>
| Appoint on contract:  
27 Water Ambassadors from the CWP Database for  
Wards 3, 4, 6, 7, 8 & 11  
Activities will include the following:  
- Create awareness regarding the water situation;  
- Educate the public regarding water saving tips;  
- Collect data regarding water & sewerage leaks;  
- Create awareness regarding water restricting devices that will be installed;  
- Collect demographic data per Ward | April - June 2017 | ± R 150 000 | ± R 150 000 | | |
# Short Term Interventions

**Department: Communications**

<table>
<thead>
<tr>
<th>ACTIVITIES</th>
<th>TIMELINE</th>
<th>COSTING</th>
<th>Municipal Contribution</th>
<th>Provincial Contribution</th>
<th>National Contribution</th>
</tr>
</thead>
<tbody>
<tr>
<td>Social Media carried the message:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Facebook</td>
<td>Daily from 20 March 2017</td>
<td>R 8 650-00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Twitter</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Municipal MobiApp</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• SMS</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Website</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Media Statements:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Published in various Local &amp; National</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Media: The Edge; Knysna-Plett Herald;</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CX-Press; Argus; Die Burger; EP-Herald</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Second statement relating to what Knysna</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Municipality is doing to alleviate the</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>problem</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>20 March 2017</td>
<td>No Cost</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>30 March 2017</td>
<td>No Cost</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
# Short Term Interventions

**Department: Communications ... continued**

<table>
<thead>
<tr>
<th>ACTIVITIES</th>
<th>TIMELINE</th>
<th>COSTING</th>
<th>Municipal Contribution</th>
<th>Provincial Contribution</th>
<th>National Contribution</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Radio:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SABC Radio Stations</td>
<td>21 March 2017</td>
<td>No Cost</td>
<td></td>
<td>R 5 355-00</td>
<td></td>
</tr>
<tr>
<td>Algoa FM</td>
<td>21 &amp; 24 March 2017</td>
<td>No Cost</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Eden FM</td>
<td>20 March 2017</td>
<td>No Cost</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Television:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SABC 2 News</td>
<td>16 March 2017</td>
<td>No Cost</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Posters:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lampposts</td>
<td>31 March 2017</td>
<td>R</td>
<td>5 355-00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Businesses and Places of Gathering</td>
<td>31 March 2017</td>
<td>R</td>
<td>5 200-00</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Flyers:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Knock-and-drop at all residences</td>
<td>3 April 2017</td>
<td>R</td>
<td>5 000-00</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Weekly Water Update Adverts:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Action Ads</td>
<td>6 April 2017</td>
<td>R</td>
<td>4 000-00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
# Short Term Interventions

**Department: Communications ... continued**

<table>
<thead>
<tr>
<th>ACTIVITIES</th>
<th>TIMELINE</th>
<th>COSTING</th>
<th>Municipal Contribution</th>
<th>Provincial Contribution</th>
<th>National Contribution</th>
</tr>
</thead>
</table>
| Water Awareness Advertisement:  
• Depicting how much water is used by various household equipment | 6 April 2017 | R 10 000-00 | | | |
| Radio jingles and messages:  
• Algoa FM - 3/day, 3/week for 2 months  
• Eden FM - 3/day; every day for 2 months  
• Knysna FM - 3/day; 3/week for 2 months  
• Heartbeat FM - 5/day; 22/months for 2 months  
  plus 4 x 10m interviews | 3 April 2017 | R 34 200-00 | | | |
| | 3 April 2017 | R 29 640-00 | | | |
| | 3 April 2017 | R 5 760-00 | | | |
| | 3 April 2017 | R 29 500-00 | | | |
| School Theatre:  
Short theatre piece to be presented to Greater Knysna Schools and Shopping Malls | | | | | |
| | Easter Weekend & after school holidays | R 48 000-00 | | | |
| Estimated Costs | | | | | R 185 305-00 |
## Medium Term Interventions

**Department: Water & Sewer**

<table>
<thead>
<tr>
<th>ACTIVITIES</th>
<th>TIMELINE</th>
<th>COSTING</th>
<th>Municipal Contribution</th>
<th>Provincial Contribution</th>
<th>National Contribution</th>
</tr>
</thead>
<tbody>
<tr>
<td>Replace membrane in Reverse Osmosis Plant</td>
<td>18 Months</td>
<td>R 1 000 000</td>
<td>R 1 000 000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Phase 2 of new Charlesford rising main</td>
<td>12 Months</td>
<td>R 51 000 000</td>
<td>R 8 100 000</td>
<td>R 23m (MIG)</td>
<td>R 20 000 000</td>
</tr>
<tr>
<td>Continue with pipe replacement</td>
<td>12 Months</td>
<td>R 2 000 000</td>
<td>R 1 000 000</td>
<td>R 1 000 000</td>
<td></td>
</tr>
<tr>
<td>Water Demand Management devices</td>
<td>6 Months</td>
<td>R 24 400 000</td>
<td>R 3 000 000</td>
<td></td>
<td>R 21 000 000</td>
</tr>
<tr>
<td>Pressure reducing valves</td>
<td>6 Months</td>
<td>R 200 000</td>
<td>R 100 000</td>
<td>R 100 000</td>
<td></td>
</tr>
<tr>
<td>Further retrofit Council buildings with Conservation measurements</td>
<td>2 Months</td>
<td>R 100 000</td>
<td>R 50 000</td>
<td>R 50 000</td>
<td></td>
</tr>
<tr>
<td>Membranes for Reverse Osmosis Plant</td>
<td>12 Months</td>
<td>R 1 500 000</td>
<td></td>
<td>R 1 500 000</td>
<td></td>
</tr>
</tbody>
</table>
## Medium Term Interventions

**Department: Community Services**

<table>
<thead>
<tr>
<th>ACTIVITIES</th>
<th>TIMELINE</th>
<th>COSTING</th>
<th>Municipal Contribution</th>
<th>Provincial Contribution</th>
<th>National Contribution</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monitoring all areas for people wasting water, using hosepipes or washing cars</td>
<td>Daily - till drop to level 1</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Respond to complaints</td>
<td>Ongoing</td>
<td>R 200 000</td>
<td>R 100 000</td>
<td>R 100 000</td>
<td></td>
</tr>
</tbody>
</table>
## Medium Term Interventions

**Department: Communications**

<table>
<thead>
<tr>
<th>ACTIVITIES</th>
<th>TIMELINE</th>
<th>COSTING</th>
<th>Municipal Contribution</th>
<th>Provincial Contribution</th>
<th>National Contribution</th>
</tr>
</thead>
<tbody>
<tr>
<td>Awareness Campaign will be ongoing as indicated under short term interventions</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
# Long Term Interventions

**Department: Water & Sewer**

<table>
<thead>
<tr>
<th>ACTIVITIES</th>
<th>TIMELINE</th>
<th>COSTING</th>
<th>Municipal Contribution</th>
<th>Provincial Contribution</th>
<th>National Contribution</th>
</tr>
</thead>
<tbody>
<tr>
<td>Develop Ground Water Scheme</td>
<td>3 Years</td>
<td>R 40 000 000</td>
<td>R 10 000 000</td>
<td></td>
<td>R 30 000 000</td>
</tr>
<tr>
<td>Complete Charlesford pipeline</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Install pipelines</td>
<td>2 Years</td>
<td>R 38 800 000</td>
<td>R 8 000 000</td>
<td>R 8.8m (MIG)</td>
<td>R 22 000 000</td>
</tr>
<tr>
<td>- Upgrade Eastford P/S</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Upgrade Charlesford P/S</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Construct Raw Water Dam</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(Kruisfontein River dam)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Prelim and detail design</td>
<td>5 Years</td>
<td>R 102 000 000</td>
<td>R 20 000 000</td>
<td>R 8m (MIG)</td>
<td>R 20 000 000</td>
</tr>
<tr>
<td>- EIA</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Wula</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Construction</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Re-use of effluent</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Treat water to Potable standard</td>
<td>3 Years</td>
<td>R 260 000 000</td>
<td>R 7 500 000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Pump to blending source</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
# Long Term Interventions

**Department: Communications**

<table>
<thead>
<tr>
<th>ACTIVITIES</th>
<th>TIMELINE</th>
<th>COSTING</th>
<th>Municipal Contribution</th>
<th>Provincial Contribution</th>
<th>National Contribution</th>
</tr>
</thead>
<tbody>
<tr>
<td>Campaign will be ongoing</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Knysna Municipality | Where people and nature prosper*
C10/03/17  DECLARING KNYSNA MUNICIPALITY AREA AS A LOCAL STATE OF DISASTER

UNANIMOUSLY RESOLVED

[a] That the report on the severe situation of drought in the Knysna Municipal area, be noted;

[b] That the Knysna Municipal area be declared a local disaster area in terms of Section 55 of the Disaster Management Act, Act 57 of 2002 by notice in the Provincial Gazette; and

[c] That the Eden District Municipality be advised accordingly and that they be requested to support Council’s decision in this regard.
Water Ambassadors ... commencing 10 April 2017

- 27 Water Ambassadors appointed from CWP Database
- Deployed within the following Wards: 3, 4, 6, 7, 8 & 11
- 1 Supervisor for three Wards
- 4 Water Ambassadors per Ward
- Training done on saving water efficiently and community awareness
Support Needed

The Greater Knysna Municipal Area is in desperate need of short-, medium- and long term support on Provincial and National level.
End

Thank you
7.3

C03/06/17  SAFA SAFE HUB

REPORT FROM THE DIRECTOR : COMMUNITY SERVICES

PURPOSE OF THE REPORT

Presentation to the Municipal Council to inform them of the SAFA Safe Hub.

BACKGROUND

Copy of Presentation attached.

RECOMMENDATION OF THE ACTING MUNICIPAL MANAGER

That the presentation on the SAFA Safe Hub, be noted.

APPENDIX / ADDENDUM

Presentation.

File Number: 9/1/2/5
Execution: Director : Community Services
HELP US TO DELIVER...

“The Largest and Most Likely to Succeed Youth Development Project in the Country” (Bobby Godsell)
We have the structure…

- The largest membership organisation
- 2-3 million members
- 341 Local Football Associations
- 52 Regions
- 9 Provinces

We have a unique hook…

- More than 50 NGOs that use football as a means for social change

We have proven outcomes that we can replicate
SAFE-HUB & SAFA DEVELOPMENT AGENCY

“A WORLD WHERE ALL YOUNG PEOPLE ACCESS EQUAL OPPORTUNITIES, STRIVE TO REALISE THEIR FULL POTENTIAL AND DARE TO DREAM...”
- Khayelitsha township (highest per capita murder and rape rate in the world in 2008)
- Reduction in incidents of violent crime of 42% in 600m radius
- Increase in educational results by 49% on average
THE KEY NATIONAL QUESTION

INTER-GENERATIONAL CYCLE OF POVERTY, INEQUALITY & UNEMPLOYMENT

- Boredom
- Influenced by deviant peers
- Lack of a sense of belonging
- Negative attitude towards school
- Positive attitude towards violence
THEORY OF CHANGE: PROTECTIVE FACTORS

- Viable & attractive alternative
- Physically & emotionally safe space
- Regular & structured activities
- Personal development / life skills
- Strong role models / safety net
- Access to education & training opportunities
- Access to meaningful employment
M&E: MEASURING OUTCOMES

Biometric Fingerprint Attendance Monitoring System

CCMF Center Activity
10232 Male
1659 Female

Gender Split
11891 Participants
14% Male
86% Female

AMANDLA EduFootball
GOAL:

400 SAFA FOOTBALL PLUS SAFE HUBS

- One in each LFA, one in each Region
- Over the next 10 years

SOCIAL FRANCHISING

THE MEANS TO SCALE

- Replicate outcomes
- Use third parties
- Mobilise power of SAFA brand and reach
HUB AND SPOKE

SAFE HUB
Development Centre

• 2,000 youth involved in “Football Plus” Programme at the Centre
• 40 in advanced talent development
• Night leagues involving 300 young adults
• SAFA Connect ITC centre

SPOKES OF HUB

• D licence coaching
• Life-skills
• Grassroots football
• Dreamfields Leagues
• Educational support
• Food Security

SAFA
“FOOTBALL PLUS”
SAFE HUB

PRIMARY SCHOOLS

• Grassroots football
• Youth Leagues [U13, U15, U17]
• Boys and Girls
• D, C and B licence Coaching
• Referee and admin develop

Clubs

High Schools

• C licence Coaches
• Entrepreneurship
• Food Security
COMMUNITY SERVICES COMMITTEE MEETING
AGENDA
13 JUNE 2017

YOUTH CAFÉ & SPORT FACILITY
Ground Floor, 300m²

THE FIELD
Full-size Artificial Turf

YOUTH RESOURCE & TRAINING HUB
1st Floor, 300m²
ONE PROGRAMME, TWO OUTCOMES

GOAL:
400
SAFA
Safe-Hubs

* Base Of 800,000 Youth
directly engaged and over 2m indirectly affected

TALENT STREAM
(12,000 IN TALENT PIPELINE FROM 9-19)

FOOTBALL PLUS STREAM
All 800,000

ACADEMIES
SCHOOLS OF EXCELLENCE
DEVELOPMENT CENTRES

Fair-play Football
Life Skills
Educational Support
Entrepreneurial Training
Leadership Development
Health and Nutrition
BUILDING HOPE
CREATING ACTIVE CITIZENS
WE HAVE A GOAL: VISION 2022...

That will change how the nation feels about itself..

- Always Top 3 in Africa by 2022
- Always Top 20 in World by 2022
- Internationally recognised for football development and social transformation
THE 7 STREAMS OF SUCCESS:

1. Develop and entrench a uniform South African **National Football Philosophy**

2. Build rich and robust **Talent Identification & Development** pipeline that starts at U13 at a Local Football Association (LFA) level.

3. Build and administer a comprehensive **National Competitions Framework** built on a foundation of licensed and developed clubs.

4. Train and deploy sufficient **Coaches** to create a 1:20 ratio of coach to players (100 000 coaches in ten years or 10 000 per annum)

5. Upgrade **Football Infrastructure and Administration** at all levels

6. Identify and utilise the **Best Technology** at all levels

7. Utilise the the best researched and most up to date practice of **Sports Science** and medicine to ensure full development of players.
SAFA DEVELOPMENT AGENCY TRUST

Five outcomes:
• Transform football
• Grow skills
• Create employment
• Change communities
• Change the Nation!

- Independent Trustees:
  □ Vusi Khanyile
  □ Kuben Naidoo
  □ Maurizio Mariano
  □ Garth Towell

- Business Patrons:
  □ Bobby Godsell,
  □ Sandile Zungu
  □ Brian Molefe
  □ Nolitha Fakude
  □ Vincent Maphai
  □ Joel Netshitenzhe
WE HAVE STARTED THE JOURNEY...

- **FIFA 2010 World Cup Legacy Fund** – R450m over 10 years
- **SAFA Infrastructure Development Foundation** – Built 27 artificial turfs and clubhouses throughout the country (R170m)
- **SASOL** – R3m for 3 years
- **PPC** – R3m for 3 years
- **Total Sports** – R8.5m capex for new facility
  
  R5.4m opex for SAFA Johannesburg for 5 years
- **With current partners**, have 35 facilities ready to implement “Football Plus” programme

LOOKING FOR PARTNERS TO BUILD FURTHER 350 CENTRES AND FUND PROGRAMMES
CLUB 300 MEMBERSHIP CLUB

To support core funding of football development

- R60,000 pa membership fee
- Range of membership benefits
- Suite tickets (Bafana Bafana and Soweto Derby)
- Memorabilia
- Legends visit
- Wall of Fame at FNB Stadium
- Meet the Coach
- Golf day and gala dinner
- Unique solution for SED, ED and SD
- Can offer points across all elements dependent on your needs
- Work with ADVANCE (Transcend) CORPORATE ADVISORS to provide full audit and verification trail
INDICATIVE BUDGETS

- **Building/Upgrade Of Facility**
  Around R15m for greenfield site

- **Operating costs for full programme**
  Around R3m per annum
HELP US GO FROM THIS...
Dr. Robin Petersen
CHIEF EXECUTIVE OFFICER
SAFA DEVELOPMENT AGENCY

robin.petersen@safa.net
+27-72-5871778

Thank you.
7.4

C04/06/17 KNYSNA MUNICIPALITY GOLF HALL OF FAME PRESENTATION

REPORT FROM THE DIRECTOR : COMMUNITY SERVICES

PURPOSE OF THE REPORT

Presentation to the Municipal Council to inform them of Knysna Municipality Golf Hall of fame.

BACKGROUND

Copy of presentation attached

RECOMMENDATION OF THE ACTING MUNICIPAL MANAGER

That the presentation on the Knysna Municipality Golf Hall of Fame, be noted.

APPENDIX / ADDENDUM

Copy of Presentation.

File Number: 9/1/2/5
Execution: Director : Community Services
KNYSNA MUNICIPALITY GOLF HALL OF FAME PRESENTATION

Opportunities

Three-day Southern Africa Golf Hall of Fame celebration

Programme

Day 1 PM: Cocktail – welcome
Day 2 AM: Hall of Fame Pro-Am Open
Day 3 AM: Hall of Fame Pro-Am Open
Day 3 PM: Southern Africa Golf Hall of Fame Induction Gala Banquet
Day 4 AM: SA Hall of Fame Putting Open Championship

Detail

1. Southern Africa Golf Hall of Fame Induction Gala Banquet

   1.1 Induction Gala Banquet for 240
       - considered the ‘event of the year’
       - black-tie
       - entertainment
   1.2 Attended by politicians, Captains of Industry, and iconic golfers from all over South Africa and abroad.
   1.3 Our next induction sees the following being inducted
       • Rory Sabbatini (US Masters 2nd & Ranked Top 5)
       • Bobby Verwey (British Senior Open)
       • Laurette Maritz (3x SA Woman’s Open)
       • Ismail Chowglay (2x SA Non-European Opens)
       • Micky Janks (SA Amateur & Open)

Benefits Knysna Municipality

2.1 Knysna Municipality free attendance
   - Knysna Municipality could invite maximum of 100 guests
   - Knysna Municipality guests receive preferential seating

2.2 Knysna Municipality branding
   - 6x eCard mailings with Knysna Municipality logo and name to 100 000 database informing and inviting
   - 3x Event with Knysna Municipality logos featured pre and post induction newsletters
   - Logo on menu
   - Logo on each of the 12 page programme
   - Banners inside banquet venue

2.2 Knysna Municipality Mayor address guests at induction with video & logo featured on televisions

2.3 Television coverage on SuperSport – normally 5-7 minutes

2.4 Database of guests attending for follow-up

2.5 Auction in aid of Knysna Municipality Education bursary fund

Return on Investment
• R 85 000 – Knysna Municipality free attendance: 100 invitee x R850 p.p
  - Knysna Municipality guests receive preferential seating
• R 100 000 - Television coverage duration and flighting numbers
• R1000 000 - Tourism spend within Knysna Municipality – 2-6 nights
• R 120 000 - Host auction in aid of Knysna Municipality Education Bursary Fund
• R 1 200 - Database of guests attending for follow-up: 240 guests x R5
• Unknown - Knysna Municipality Mayor address guests at induction with video & logo featured on televisions
• Unknown – various forms of branding

2. Southern Africa Golf Hall of Fame Induction Pro-Am/PGA event

2.1 2x Day Pro-Am golf with amateurs playing with iconic professionals
2.2 Field 120 per day
2.3 R300 000 prize money for professionals
2.3 Entry fee includes
  - Shirt, cap
  - Goody bag
  - Caddy or cart
  - Halfway voucher
  - Cocktail
  - Prizes for all
2.4 Cocktail including prize-giving
2.6 Auction and silent auction for charity
2.7 Likely inductees attending and participating – Rory Sabbatini, Laurette Maritz, Bobby Verwey, John Bland, Hugh Baiocchi, Dale Hayes, Sally Little, Roger Wessels, Denis Hutchinson, Fulton Allem, Mark McNulty. Addition – if held in April: Denis Watson, James Kingston; if December: Branden Grace, Louis Oosthuizen, Lee-Anne Pace, David Frost

Benefit Knysna Municipality
• Knysna Municipality invitees receive free entry
  - Knysna Municipality may invite maximum 60 golfers per day x2 days
• Key Knysna Municipality invitees play with iconic professional golfers or Hall of Fame Inductees
• Access to database of players participating for follow-up
  - Branding/logo – shirts, caps, goody bag, banners at event
  - Free golf hole(s) branding for interaction
  - Numerous boards featuring the brand and logo on-course
  - Personally thanked at prize-giving
• Auction and silent auction in aid of Knysna Municipality Education Bursary Fund

Return on Investment
• R 102 000 - Knysna Municipality invitees receive free entry: 120 invitees x R850 p.p
• R 60 000 - Host auction and silent auction in aid of Knysna Municipality Education Bursary Fund
• R1000 000 - Tourism spend within Knysna Municipality – 3-6 nights
• R 300 - Database of players participating for follow-up: 60 players x R5
• Unknown - Key Knysna Municipality invitees play with icon golfers or Hall of Fame Inductees
• Unknown – Various forms of branding
• Unknown - Utilise participant database for follow-up
• Unknown – Media publicity for Knysna including television

* We are considering turning this into a 3 day event (with the Senior Tour instead of the PGA), and hosting this event together with the Induction Banquet, including a one-hour television package

3. SA Golf Hall of Fame National Putting Championship

1. Format
   1.1 Host an annual national South African ‘Hall of Fame’ Putting Championship
      1.1.1 No age or sex restriction – nor whether they are amateurs or professionals
   1.2 Regional qualifying events x4 around the country
      1.2.1 Cape Town
      1.2.2 Knysna
      1.2.3 Port Elizabeth
      1.2.4 Johannesburg
      1.2.5 Durban
   1.3 Prize money R25 000 per qualifying event
   1.4 Finals at Knysna Golf Club (if allowed) otherwise Sedge Links
   1.5 Prize money R300 000
   1.6 SuperSport, SATV exposure
   1.7 Timing – depends upon Knysna’s needs
      1.7.1 Easter holidays
      1.7.2 Freedom Day weekend
      1.7.3 July school holidays
      1.7.4 Summer holidays

Benefit for Knysna Municipality
• Final with additional qualifying and R300 000 prize money draws families to holiday in Knysna – generate tourism and revenue
• Ideal for spectator viewing
• Events creates publicity for Knysna including television
• Media exposure for Knysna at all qualifying events
• Knysna Municipality invite unlimited guest participants – free entry
• Special VIP lounge at final for entertaining Knysna Municipality guests
• Substantial branding exposure
  - Knysna Municipality boards and banners around venue and around certain putting greens
  - Knysna Municipality handover of cheque
  - 6x eCard mailings with Knysna Municipality logo and name to 60 000 database informing and inviting
  - 3x Event with Knysna Municipality logos featured pre and post induction newsletters
  - Branding – banners at event
  - Numerous boards featuring the brand and logo on-course
  - Personally thanked at prize-giving
• Television exposure
• Street posters
• Set up SNAG programme at Knysna events to introduce people to ‘golf’
• Allocate entry fees to Knysna Municipality preferred charity
Return on Investment

- R 50 000 – Knysna Municipality free entry to their guests (500 x R100)
- R 100 000 – Auction for Knysna Municipality education bursary fund
- R 10 000 – Nett entry fee allocated Knysna Municipality Education Bursary Fund
- R 150 000 - Television exposure – filming cost – 9x 26 minute flighting
- R 5 000 - Database of participants for follow-up: 1000 participants x R5
- R1000 000  Tourism spend within Knysna Municipality – 2-5 nights
- Unknown - Special VIP lounge for Knysna Municipality invited participants and guests
- Unknown – Various branding
  - 5x Qualifying events
  - Street posters
  - Substantial branding exposure

Sponsorship cost

Sponsorship can either include overall or individual projects

OVERALL – R2 000 000 per year x 3 years (plus CPI)

1. Southern Africa Golf Hall of Fame Induction Gala Banquet
2. Hall of Fame Pro-Am Open
3. Hall of Fame SA Putting Open Championship

INDIVIDUALLY

1. R 600 000 per year x 3 years (plus CPI): Southern Africa Golf Hall of Fame Induction Gala Banquet
2. R1000 000 per year x 3 years (plus CPI): Hall of Fame Pro-Am Open
3. R1000 000 per year x 3 years (plus CPI): Hall of Fame SA Putting Open Championship

Kind regards,
Barry Cohen

Trustee
South African Golf Heritage Trust
Cell: 082 6907952
Email: bcohen@mweb.co.za
Website: www.golffhalloffame.co.za
Facebook: Southern Africa Golf Hall of Fame
### REPORT FROM THE DIRECTOR: FINANCIAL SERVICES

**PURPOSE OF THE REPORT**

For comments to the Executive Mayor in order to provide political guidance as is envisaged in Section 52(a) of the Local Government: Municipal Finance Management Act 56 of 2003.

**BACKGROUND**

As requested by the Executive Mayoral committee this report will be submitted monthly to each portfolio committee in order to facilitate discussions on any issues that may arise with the responsible directors.

*See annexure A for full details of all Capital Projects*

**Capital budget YTD progress per directorate as at 25 May 2017**

<table>
<thead>
<tr>
<th>DIRECTORATE</th>
<th>Original Approved Budget</th>
<th>Adjusted Budget</th>
<th>YTD Actual</th>
<th>YTD Budget</th>
<th>Commitments</th>
<th>Annual Variance</th>
<th>% Annual Budget Utilized</th>
</tr>
</thead>
<tbody>
<tr>
<td>Executive &amp; Council</td>
<td>4 420 000.00</td>
<td>7 791 001.00</td>
<td>3 287 293.00</td>
<td>5 885.00</td>
<td>686 410.00</td>
<td>4 503 708.00</td>
<td>42%</td>
</tr>
<tr>
<td>Corporate</td>
<td>7 050 000.00</td>
<td>50 000.00</td>
<td>230 266.00</td>
<td>23 795.00</td>
<td>539 461.00</td>
<td>-180 266.00</td>
<td>461%</td>
</tr>
<tr>
<td>Finance</td>
<td>1 402 000.00</td>
<td>2 092 001.00</td>
<td>587 655.00</td>
<td>1 844 321.00</td>
<td>851 636.00</td>
<td>1 504 346.00</td>
<td>28%</td>
</tr>
<tr>
<td>Planning &amp; Development</td>
<td>57 353 000.00</td>
<td>49 000 000.00</td>
<td>39 809 531.00</td>
<td>44 862 250.00</td>
<td>1 529 689.00</td>
<td>9 190 469.00</td>
<td>81%</td>
</tr>
<tr>
<td>Community</td>
<td>22 832 500.00</td>
<td>17 713 750.00</td>
<td>6 078 767.00</td>
<td>7 187 617.00</td>
<td>3 377 851.00</td>
<td>11 634 983.00</td>
<td>34%</td>
</tr>
<tr>
<td>Electrical</td>
<td>20 155 000.00</td>
<td>8 769 001.00</td>
<td>4 946 348.00</td>
<td>6 412 016.00</td>
<td>5 169 083.00</td>
<td>3 822 653.00</td>
<td>56%</td>
</tr>
<tr>
<td>Technical</td>
<td>62 360 770.00</td>
<td>60 081 104.00</td>
<td>19 579 823.00</td>
<td>39 803 611.00</td>
<td>30 124 517.00</td>
<td>40 501 281.00</td>
<td>33%</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>175 573 270.00</strong></td>
<td><strong>145 496 857.00</strong></td>
<td><strong>74 519 683.00</strong></td>
<td><strong>106 019 082.00</strong></td>
<td><strong>42 278 646.00</strong></td>
<td><strong>70 977 174.00</strong></td>
<td><strong>51%</strong></td>
</tr>
</tbody>
</table>
FINANCIAL SUMMARY

Any over expenditure of the approved budget will be classified as unauthorized expenditure.

RELEVANT LEGISLATION

MFMA Act 56 of 2003;
Section 32 Unauthorized, irregular or fruitless and wasteful expenditure;
Section 52(a) The Mayor of the municipality must provide general political guidance over the fiscal and financial affairs of the municipality

RECOMMENDATION OF THE ACTING MUNICIPAL MANAGER

That the Detailed Capital Budget Report: 2016/2017 as submitted in terms of Section 52(a) of the Local Government: Municipal Finance Management Act, 2003, be noted.

APPENDIX / ADDENDUM

Detailed Capital Budget Report.

File Number: 9/1/2/10
Execution: Director: Financial Services
Manager: Budget
<table>
<thead>
<tr>
<th>Item</th>
<th>Amount</th>
<th>Change</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>CAPITAL LINE ITEM BUDGET REPORT: 2016/2017 as at 25 MAY 2017</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Revenue</td>
<td>4,410,000</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>Transfer</td>
<td>2,870,000</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>NET BUDGET</td>
<td>7,280,000</td>
<td>-</td>
<td></td>
</tr>
</tbody>
</table>

**Reconciliation**

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount</th>
<th>Change</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Direct Expenditure</td>
<td>2,870,000</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>Indirect Expenditure</td>
<td>4,410,000</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>Net Budget</td>
<td>7,280,000</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>Investment</td>
<td>Amount</td>
<td>Description</td>
<td></td>
</tr>
<tr>
<td>------------</td>
<td>----------</td>
<td>------------------------------------------------------------------------------</td>
<td></td>
</tr>
<tr>
<td>Electricity Distribution</td>
<td>425,000</td>
<td>New cable distribution network</td>
<td></td>
</tr>
<tr>
<td>Water Supply</td>
<td>1,500,000</td>
<td>Expansion of water distribution network</td>
<td></td>
</tr>
<tr>
<td>Sewerage</td>
<td>2,500,000</td>
<td>New sewerage pipeline</td>
<td></td>
</tr>
<tr>
<td>Road Infrastructure</td>
<td>3,000,000</td>
<td>Road construction and maintenance</td>
<td></td>
</tr>
<tr>
<td>Community Housing</td>
<td>5,000,000</td>
<td>Housing development and improvement</td>
<td></td>
</tr>
<tr>
<td>Health Care</td>
<td>7,000,000</td>
<td>Hospital and medical facilities</td>
<td></td>
</tr>
<tr>
<td>Education</td>
<td>10,000,000</td>
<td>School construction and educational programs</td>
<td></td>
</tr>
<tr>
<td>Transportation</td>
<td>15,000,000</td>
<td>Road and public transportation</td>
<td></td>
</tr>
<tr>
<td>Agriculture</td>
<td>20,000,000</td>
<td>Agricultural development and infrastructure</td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td>35,500,000</td>
<td>Total investment for the current year</td>
<td></td>
</tr>
</tbody>
</table>

Note: The above table represents the expected investments for various sectors for the current year 2021/2022.
7.6

C06/06/17 TRAFFIC AND LAW ENFORCEMENT MONTHLY REPORT : APRIL 2017

REPORT FROM THE DIRECTOR : COMMUNITY SERVICES [TRAFFIC AND LAW ENFORCEMENT]

PURPOSE OF THE REPORT

Attached as annexure is a copy of the monthly report for Traffic and Law Enforcement for April 2017 received from the Director : Community Services [Traffic and Law Enforcement].

RECOMMENDATION OF THE ACTING MUNICIPAL MANAGER

That the monthly report for Traffic and Law Enforcement for April 2017 received from the Director Community Services [Traffic and Law Enforcement], be noted.

Delegation to Committee to Resolve. (Delegation G.2.1).

APPENDIX / ADDENDUM


File Number: 9/1/2/5
Execution: Director : Community Services
Manager : Protection Services
Knysna Local Municipality
Traffic Department
Road Safety Enforcement Project
Business Review at end of
Apr-17
Contact People at TMT:
Frank Aspeling (General Manager Operations) — 083 450 8399
faspeling@tmrtservices.co.za
Nantus Bester (Regional Manager) — 083 235 9057 (c)
nantus@tmrtservices.co.za
www.paymyfines.co.za
## Community Services Committee Meeting

### Agenda

13 June 2017

<table>
<thead>
<tr>
<th>PERIOD</th>
<th>FINANCIAL YEAR</th>
<th>FINES ISSUED</th>
<th>REDUCED BY</th>
<th>WITHDRAWN</th>
<th>WRITTEN OFF</th>
<th>PAID</th>
<th>YEAR TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Value</td>
<td>Count</td>
<td>Value</td>
<td>Count</td>
<td>Value</td>
<td>Count</td>
<td>OUTSTANDING</td>
</tr>
<tr>
<td>1 July 2010 - 30 June 2011</td>
<td>R 1,000</td>
<td>1 R</td>
<td>1 R</td>
<td>0</td>
<td>0 R</td>
<td>0</td>
<td>R 1,000</td>
</tr>
<tr>
<td>1 July 2011 - 30 June 2012</td>
<td>R 15,922,750</td>
<td>58,115 R</td>
<td>1,050 R</td>
<td>-609,900</td>
<td>1,457 R</td>
<td>0</td>
<td>R -2,194,410</td>
</tr>
<tr>
<td>1 July 2012 - 30 June 2013</td>
<td>R 45,152,375</td>
<td>120,029 R</td>
<td>-1,356,135</td>
<td>5,865 R</td>
<td>-2,954,213</td>
<td>5,201 R</td>
<td>0</td>
</tr>
<tr>
<td>1 July 2013 - 30 June 2014</td>
<td>R 50,836,000</td>
<td>118,754 R</td>
<td>-2,040,749</td>
<td>8,389 R</td>
<td>-6,164,073</td>
<td>10,472 R</td>
<td>0</td>
</tr>
<tr>
<td>1 July 2014 - 30 June 2015</td>
<td>R 84,038,800</td>
<td>180,739 R</td>
<td>-3,243,125</td>
<td>11,126 R</td>
<td>-2,630,790</td>
<td>5,970 R</td>
<td>-75,000</td>
</tr>
<tr>
<td>1 July 2016 - 30 June 2017</td>
<td>R 82,867,168</td>
<td>178,383 R</td>
<td>-1,742,215</td>
<td>9,402 R</td>
<td>-7,824,018</td>
<td>16,488 R</td>
<td>-46,016,850</td>
</tr>
</tbody>
</table>

106 | Page
## 1. Monthly Statistics

<table>
<thead>
<tr>
<th>Description</th>
<th>Actual</th>
</tr>
</thead>
<tbody>
<tr>
<td>Revenue generated from vehicle licensing section</td>
<td>R 246 805.23</td>
</tr>
<tr>
<td>Revenue generated from all the other sections</td>
<td>R 197 659.91</td>
</tr>
<tr>
<td>Revenue generated from speeding</td>
<td>R 1 141 982.62</td>
</tr>
<tr>
<td>Number of road traffic accidents formally logged</td>
<td>142</td>
</tr>
<tr>
<td>Number of speeding tickets issued</td>
<td>12433</td>
</tr>
<tr>
<td>Number of violations:</td>
<td></td>
</tr>
<tr>
<td>Tags Summons</td>
<td>236</td>
</tr>
<tr>
<td>Number of driving tests administered</td>
<td>174</td>
</tr>
<tr>
<td>Number of learners tests administered</td>
<td>352</td>
</tr>
<tr>
<td>Number of PrDP applications</td>
<td>83</td>
</tr>
<tr>
<td>Number of lives lost due to accidents/disasters</td>
<td>4</td>
</tr>
<tr>
<td>Total Number of call outs – Emergency</td>
<td>6</td>
</tr>
<tr>
<td>Total Number of call outs – Standard</td>
<td>67</td>
</tr>
<tr>
<td>Arrests: Knysna (Warrant of Arrests)</td>
<td>Ongoing</td>
</tr>
<tr>
<td>Road Safety Training at Schools/Institutions</td>
<td>1</td>
</tr>
<tr>
<td>Visible policing: Old Age Pay-out points:</td>
<td>As per schedule</td>
</tr>
<tr>
<td>Complaints: Wild Animals: Baboons/Monkeys</td>
<td>5</td>
</tr>
<tr>
<td>Complaints: Dogs</td>
<td>8</td>
</tr>
<tr>
<td>Pigs</td>
<td>10</td>
</tr>
<tr>
<td>Cows</td>
<td>6</td>
</tr>
<tr>
<td>Complaints: Homeless People</td>
<td>4</td>
</tr>
<tr>
<td>Complaints: Noise: Knysna – CBD</td>
<td>6</td>
</tr>
</tbody>
</table>
## COMMUNITY SERVICES COMMITTEE MEETING

### AGENDA

13 JUNE 2017

<table>
<thead>
<tr>
<th>Roadblocks:</th>
<th>0</th>
</tr>
</thead>
<tbody>
<tr>
<td>Demolishing of illegal structures: White Location</td>
<td>11</td>
</tr>
<tr>
<td>Concordia</td>
<td>20</td>
</tr>
<tr>
<td>Ethembeni</td>
<td>5</td>
</tr>
<tr>
<td>Greenfields</td>
<td>3</td>
</tr>
<tr>
<td>Joodse Kamp</td>
<td>11</td>
</tr>
<tr>
<td>Dam se Bos</td>
<td>11</td>
</tr>
<tr>
<td>Oupad</td>
<td>3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Complaints: Illegal dumping</th>
<th>6</th>
<th>21</th>
</tr>
</thead>
<tbody>
<tr>
<td>Illegal Traders</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Illegal Structures</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Others (parking, etc)</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>Water usage</td>
<td>6</td>
<td></td>
</tr>
</tbody>
</table>

| Special Operations: Homeless people: Knysna and surroundings | Fruit & Veg Railway Station Hospital Graveyard The Point Train Bridge The Link Cathy Park Yacht Club Loerie Park Kwik Spar Church Street Steers Taxi Rank Angling Club Knysna: Cathy Park | 365 days |

<table>
<thead>
<tr>
<th>Street Painting:</th>
<th>Greater Knysna area</th>
<th>101</th>
</tr>
</thead>
<tbody>
<tr>
<td>Road Signs: fixed/replaced:</td>
<td>Greater Knysna area</td>
<td>28</td>
</tr>
</tbody>
</table>

### 2. DISASTER STATISTICS

<table>
<thead>
<tr>
<th>Disaster complaints:</th>
<th>Food</th>
<th>Blankets</th>
<th>Plastic</th>
<th>Sandbags</th>
<th>Mattress</th>
<th>Actual</th>
</tr>
</thead>
<tbody>
<tr>
<td>Khayalethu</td>
<td>3</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td>6</td>
</tr>
<tr>
<td>Rholobolo</td>
<td></td>
<td></td>
<td>2</td>
<td></td>
<td></td>
<td>2</td>
</tr>
<tr>
<td>Nekkies</td>
<td>3</td>
<td>5</td>
<td>4</td>
<td></td>
<td></td>
<td>12</td>
</tr>
<tr>
<td>Concordia</td>
<td></td>
<td></td>
<td>1</td>
<td></td>
<td></td>
<td>1</td>
</tr>
<tr>
<td>White Location</td>
<td></td>
<td></td>
<td>1</td>
<td></td>
<td></td>
<td>1</td>
</tr>
<tr>
<td>Oupad</td>
<td>2</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td>5</td>
</tr>
<tr>
<td>Hornlee</td>
<td>2</td>
<td>1</td>
<td>1</td>
<td></td>
<td></td>
<td>4</td>
</tr>
<tr>
<td>Social Relief</td>
<td>Rhenenental</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>6</td>
</tr>
<tr>
<td>Joodse Kamp</td>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>2</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>18</strong></td>
<td><strong>12</strong></td>
<td><strong>9</strong></td>
<td></td>
<td></td>
<td><strong>39</strong></td>
</tr>
</tbody>
</table>
3. HALLS

<table>
<thead>
<tr>
<th>Halls usage:</th>
<th>134</th>
</tr>
</thead>
<tbody>
<tr>
<td>Karatara</td>
<td>13</td>
</tr>
<tr>
<td>Rheenendal</td>
<td>13</td>
</tr>
<tr>
<td>Knysna Town Hall</td>
<td>4</td>
</tr>
<tr>
<td>Khayalethu Hall</td>
<td>11</td>
</tr>
<tr>
<td>Chris Hani Hall</td>
<td>16</td>
</tr>
<tr>
<td>Sedgefield Town Hall</td>
<td>18</td>
</tr>
<tr>
<td>Smutsville Hall</td>
<td>10</td>
</tr>
<tr>
<td>Brenton Hall</td>
<td>22</td>
</tr>
<tr>
<td>Hornlee</td>
<td>27</td>
</tr>
</tbody>
</table>

4. ACTIVITIES

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Staff meetings held monthly for both Administration and Traffic Law Enforcement</td>
</tr>
<tr>
<td>2</td>
<td>Special operations: Northern Area, Leisure Isle, Belvidere, Hornlee &amp; Sedgefield</td>
</tr>
<tr>
<td>3</td>
<td>Roadblocks to enhance fine collection will be held; Three a month with TMT Services’ vehicle.</td>
</tr>
<tr>
<td>4</td>
<td>Stop &amp; check on public transport, vehicle and drivers fatigue as per duty roster</td>
</tr>
<tr>
<td>5</td>
<td>Illegal Traders c/o Grey &amp; Nelson Street</td>
</tr>
<tr>
<td>6</td>
<td>Illegal structures</td>
</tr>
<tr>
<td>7</td>
<td>Land Invasions</td>
</tr>
<tr>
<td>8</td>
<td>Water Restrictions</td>
</tr>
<tr>
<td>9</td>
<td>Enforcement of Easter Plan operations</td>
</tr>
<tr>
<td>10</td>
<td>Foot Patrol during all pay days</td>
</tr>
<tr>
<td>KPI</td>
<td>UNIT OF MEASUREMENT</td>
</tr>
<tr>
<td>-----</td>
<td>---------------------</td>
</tr>
<tr>
<td>Management of camera contract through quarterly meetings held with service providers to ensure service excellence</td>
<td>Quarterly meetings with SP’s</td>
</tr>
<tr>
<td>Report on learners, drivers licences submitted</td>
<td># of reports submitted within 7 calendar days</td>
</tr>
<tr>
<td>Prepare report for payment of agency fees</td>
<td># of reports prepared within 2 working days</td>
</tr>
<tr>
<td>Provide road safety training</td>
<td>12 educational Institutions training presented (Primary Schools)</td>
</tr>
</tbody>
</table>

A BANS
TRAFFIC CHIEF
Tel: 044 3026361
REPORT FROM THE DIRECTOR: COMMUNITY SERVICES [PARKS AND RECREATION]

PURPOSE OF THE REPORT

Attached as annexure is a copy of the monthly report for Parks and Recreation for March 2017 received from the Director: Community Services [Parks and Recreation].

RECOMMENDATION OF THE ACTING MUNICIPAL MANAGER

That the monthly report for Parks and Recreation for March 2017 received from the Director Community Services [Parks and Recreation], be noted.

Delegation to Committee to Resolve. (Delegation G.2.1).

APPENDIX / ADDENDUM


File Number: 9/1/2/5
Execution: Director: Community Services
Manager: Parks and Recreation
PORTFOLIO S80 MEETING

DIRECTORATE: COMMUNITY SERVICES

PARKS AND RECREATION
MONTHLY REPORT: March 2017

1. HUMAN RESOURCES:

<table>
<thead>
<tr>
<th>Staff Level</th>
<th>Approved post Knys.</th>
<th>Vacant this month Knys.</th>
<th>Position Filled Knys.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chief Parks</td>
<td>1</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Admin Asst.</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Horticulturist</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Foreman</td>
<td>5</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Caretakers</td>
<td>2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Drivers</td>
<td>7</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>SPO</td>
<td>30</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>Labour</td>
<td>17</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td>64</td>
<td>7</td>
<td></td>
</tr>
</tbody>
</table>

1. SDBIP INDICATORS

<table>
<thead>
<tr>
<th></th>
<th>Month actual</th>
<th>Month target</th>
</tr>
</thead>
<tbody>
<tr>
<td>Creation of person days – casual/contracting jobs</td>
<td>0</td>
<td>200</td>
</tr>
<tr>
<td>Maintenance of landscaped areas re maintenance plan</td>
<td>31%</td>
<td>50%</td>
</tr>
<tr>
<td>Monthly mowing cycles completed re maintenance plan</td>
<td>94%</td>
<td>70%</td>
</tr>
<tr>
<td>Maintain sport Facilities (buildings and grounds)</td>
<td>100%</td>
<td>100%</td>
</tr>
</tbody>
</table>

3. OVERTIME

<table>
<thead>
<tr>
<th>Staff Level</th>
<th>Reasons</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Caretakers</td>
<td>Sport field duties</td>
<td>143.5</td>
</tr>
<tr>
<td>Driver Belvedere</td>
<td>Transport workers</td>
<td>21</td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
<td>164.5</td>
</tr>
</tbody>
</table>
4. COMPLAINTS

<table>
<thead>
<tr>
<th>Type</th>
<th>No.</th>
<th>Colab.</th>
<th>Tel.</th>
<th>e-mail</th>
<th>Received other.</th>
<th>Completed</th>
<th>Ward</th>
</tr>
</thead>
<tbody>
<tr>
<td>Trees</td>
<td>5</td>
<td>2</td>
<td>2</td>
<td>1</td>
<td>3</td>
<td></td>
<td>3,9,10</td>
</tr>
<tr>
<td>Bush related</td>
<td>6</td>
<td>3</td>
<td></td>
<td>3</td>
<td>6</td>
<td></td>
<td>3,5,6,9,10,11</td>
</tr>
<tr>
<td>Grass</td>
<td>1</td>
<td>1</td>
<td></td>
<td></td>
<td>1</td>
<td></td>
<td>10</td>
</tr>
<tr>
<td>Play Parks</td>
<td>1</td>
<td>1</td>
<td></td>
<td></td>
<td>1</td>
<td></td>
<td>8</td>
</tr>
<tr>
<td>Boardwalks / Safety Barriers</td>
<td>2</td>
<td>2</td>
<td></td>
<td></td>
<td>2</td>
<td></td>
<td>9</td>
</tr>
<tr>
<td>Park Benches</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Verges/Branches</td>
<td>1</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>5</td>
</tr>
<tr>
<td>Other:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td>16</td>
<td>9</td>
<td>3</td>
<td>4</td>
<td>13</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
4. ACTIVITIES FOR MONTH OF MARCH 2017

<table>
<thead>
<tr>
<th>AREA</th>
<th>GRASS CUTTING</th>
<th>SIDE WALK BUSH ENCROACTMENT</th>
<th>GARDENING</th>
<th>BOARD WALK &amp; BRAAI FACILITIES MAINTENANCE</th>
<th>PLAY PARK MAINTENANCE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>SEDGEFIELD</td>
<td>UPPER TOWN</td>
<td>LOWER CBD</td>
<td>CONEY GLEN</td>
<td>GENERAL INSPECTION</td>
</tr>
<tr>
<td></td>
<td>BELVIDERE</td>
<td>PARADISE</td>
<td>PORTION OF WATERFRONT DRIVE</td>
<td>HEADS VIEW POINT</td>
<td></td>
</tr>
<tr>
<td></td>
<td>KNYSGNA CBD</td>
<td>BELVIDERE</td>
<td>MUNICIPAL BUILDINGS</td>
<td>SEDGEFIELD – KING FISHER DRIVE</td>
<td></td>
</tr>
<tr>
<td></td>
<td>KNYSNA HEIGHTS, PARADISE, HEUWELKRUIN, SIMOLA</td>
<td>UPPER OLD PLACE</td>
<td>MAIN ROAD</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>HEADS, LEISURE ISLE, HUNTERSHOME, REXFORD, OLD PLACE</td>
<td>KNYSNA HEIGHTS</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>SEDGEFIELD</td>
<td>BRENTON ON SEA</td>
<td>SEDGEFIELD</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
REPORT FROM THE DIRECTOR : COMMUNITY SERVICES [PARKS AND RECREATION]

PURPOSE OF THE REPORT

Attached as annexe is a copy of the monthly report for Parks and Recreation for April 2017 received from the Director : Community Services [Parks and Recreation].

RECOMMENDATION OF THE ACTING MUNICIPAL MANAGER

That the monthly report for Parks and Recreation for April 2017 received from the Director Community Services [Parks and Recreation], be noted.

Delegation to Committee to Resolve. (Delegation G.2.1).

APPENDIX / ADDENDUM


File Number: 9/1/2/5
Execution: Director : Community Services
Manager : Parks and Recreation
PORTFOLIO S80 MEETING

DIRECTORATE: COMMUNITY SERVICES

PARKS AND RECREATION
MONTHLY REPORT: April 2017

1. HUMAN RESOURCES:

<table>
<thead>
<tr>
<th>Staff Level</th>
<th>Approved post</th>
<th>Vacant this month</th>
<th>Position Filled</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chief Parks</td>
<td>1</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Admin Asst.</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Horticulturist</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Foreman</td>
<td>5</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Caretakers</td>
<td>2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Drivers</td>
<td>7</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>SPO</td>
<td>30</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>Labour</td>
<td>17</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td>64</td>
<td>7</td>
<td></td>
</tr>
</tbody>
</table>

1. SDBIP INDICATORS

<table>
<thead>
<tr>
<th></th>
<th>Month actual</th>
<th>Month target</th>
</tr>
</thead>
<tbody>
<tr>
<td>Creation of person days – casual/contracting jobs</td>
<td>20%</td>
<td>70%</td>
</tr>
<tr>
<td>Maintenance of landscaped areas re maintenance plan</td>
<td>39%</td>
<td>50%</td>
</tr>
<tr>
<td>Monthly mowing cycles completed re maintenance plan</td>
<td>84%</td>
<td>70%</td>
</tr>
<tr>
<td>Maintain sport complexes / buildings and grounds</td>
<td>100%</td>
<td>100%</td>
</tr>
</tbody>
</table>

3. OVERTIME

<table>
<thead>
<tr>
<th>Staff Level</th>
<th>Reasons</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Driver Belvedere</td>
<td>Transport workers</td>
<td>17</td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
<td>17</td>
</tr>
</tbody>
</table>
### 4. COMPLAINTS

<table>
<thead>
<tr>
<th>Type</th>
<th>No.</th>
<th>Colab.</th>
<th>Tel.</th>
<th>e-mail</th>
<th>Received other.</th>
<th>Completed</th>
<th>Ward</th>
</tr>
</thead>
<tbody>
<tr>
<td>Trees</td>
<td>3</td>
<td>1</td>
<td>2</td>
<td></td>
<td>1</td>
<td></td>
<td>10,3</td>
</tr>
<tr>
<td>Bush related</td>
<td>1</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>6</td>
</tr>
<tr>
<td>Grass</td>
<td>1</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>5</td>
</tr>
<tr>
<td>Play Parks</td>
<td>1</td>
<td>1</td>
<td></td>
<td></td>
<td>1</td>
<td></td>
<td>8</td>
</tr>
<tr>
<td>Boardwalks / Safety Barriers</td>
<td>1</td>
<td>1</td>
<td></td>
<td></td>
<td>1</td>
<td></td>
<td>9</td>
</tr>
<tr>
<td>Park Benches</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Verges/Branches</td>
<td>3</td>
<td>3</td>
<td></td>
<td></td>
<td>3</td>
<td></td>
<td>9,10</td>
</tr>
<tr>
<td>Other:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TOTAL</td>
<td>10</td>
<td>3</td>
<td>7</td>
<td></td>
<td></td>
<td></td>
<td>6</td>
</tr>
<tr>
<td>4. ACTIVITIES FOR MONTH OF APRIL 2017</td>
<td>AREA</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>--------------------------------------</td>
<td>------</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>GRASS CUTTING</td>
<td>SEDGEFIELD BELVIDERE KNYSNA CBD KNYSNA HEIGHTS, PARADISE, HEUWELKRUIN, SIMOLA HEADS, LEISURE ISLE, HUNTERSHOME, REXFORD, FISHER HAVEN, OLD PLACE</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SIDE WALK BUSH ENCROACTMENT</td>
<td>SEDGEFIELD SIMOLA RD BELVIDERE GEORGE REX DRIVE LEISURE ISLE</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>GARDENING</td>
<td>LOWER CBD TEMPLEMAN SQUARE THE LINKS MEMORIAL SQUARE</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BOARD WALK &amp; BRAAI FACILITIES MAINTENANCE</td>
<td>HEADS VIEW POINT CONEY GLEN GREEN HOLE CATHY PARK</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PLAY PARK MAINTENANCE</td>
<td>GENERAL INSPECTION - Broken parts have been removed where nesacery to avoid injuries.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

AUTHOR OF REPORT
Acting Manager: Ivan van Wyk
7.9

<table>
<thead>
<tr>
<th>No:</th>
<th>Youth Centers</th>
<th>Unemployment</th>
<th>Job application</th>
<th>Successful Job</th>
<th>Bursary Application/Career</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Youth Registration</td>
<td>Assistance / CV writing</td>
<td>application Assistance</td>
<td>guidance</td>
</tr>
<tr>
<td></td>
<td></td>
<td>April</td>
<td>May</td>
<td>April</td>
<td>May</td>
</tr>
<tr>
<td>1</td>
<td>WARD 5</td>
<td>19</td>
<td>13</td>
<td>23</td>
<td>17</td>
</tr>
<tr>
<td>2</td>
<td>WARD 6 &amp; 9 &amp;11</td>
<td>21</td>
<td>6</td>
<td>21</td>
<td>19</td>
</tr>
<tr>
<td>3</td>
<td>WARD 3 &amp;7</td>
<td>23</td>
<td>9</td>
<td>67</td>
<td>57</td>
</tr>
<tr>
<td>4</td>
<td>WARD 4 &amp; 8</td>
<td>9</td>
<td>2</td>
<td>53</td>
<td>35</td>
</tr>
<tr>
<td>5</td>
<td>WARD 1 &amp; 2</td>
<td>16</td>
<td>11</td>
<td>22</td>
<td>26</td>
</tr>
<tr>
<td></td>
<td>Totals</td>
<td>88</td>
<td>41</td>
<td>186</td>
<td>154</td>
</tr>
</tbody>
</table>

1. LEARNERS LICENSE PROGRAM

This initiative is a Youth Development section program in partnership with the Knysna Youth Council. This program will become an annual skill development programme for the young people of Knysna.

The official launch of the Learners Programme was held on 8 March 2017. The total beneficiaries for this program is 382 and classes will be categorized as follows: Employed; Unemployed and Scholars.

The following service providers have been appointed to facilitate the classes:

**Mandalay Driving School**: Wards 1, 2, 5, 8
**Victoria Driving School**: Ward 3, 4, 7
Soul buddies driving school: Wards 6, 9, 10, 11

Classes commenced the week of 20 March 2017. The content of the classes will include theory on road signs; rules of road; vehicle control, pre-trip inspection; maneuvers in the yard and driving on the road technical questions. The training for the learner lessons to be conducted at venues identified by the municipality per ward. The training should be completed within 7 months, which will also include the appointment for the learners test at the Traffic department. All participants have been informed that they are not allowed to miss more than two classes and that they will have to assist with any community projects identified by the Youth desk and/or ward councilor.

Financial Implication Phase One: R116 482

Current Status

The learners are currently in process of writing their learners test. However we are experiencing challenges in terms of attendance of classes and some learners do not show up for their tests. Reports from the service providers have been requested to show the pass rates per ward and this will be circulated to the councilors.

The RFQ for first group in second phase have been advertised. The second phase will be dealt with in smaller groups of 45 (15 learner per service provider) over three month period. The RFQ have not been rewarded by the time of submitted this report. But the specs was as follows:
Driver’s License for code 10 (C1)
Training of Learners lesson 45 participant x 8 lessons each
Traffic Department Fees for appointment of 45 participant for drivers test
Issue of driver’s license to successful participant (traffic department fees)

Special Condition: That service provider should commit a complimentary practical driver’s lesson to each of the participant as per programme.

Estimated Budget: 45 learners for drivers – R80 850

2. YOUTH TALENT DEVELOPMENT PROGRAM

Background

During youth public meetings held in October and November 2016 in all wards, it was evident to the Youth desk that the youth of Knysna are looking for a platform to showcase their talent, the youth desk in collaboration with Youth Council identified a Talent scouting initiative as part of our 2016/2017 Youth Programmes.. The objective of this Programme is for the young local artist to gain relevant skill in terms of the entertainment industry and also to promote themselves in the entertainment business as entrepreneurs and to start careers in the arts.

Auditions

The auditions were well attended and was held from 28 February until 13 March and 117 golden ticket were handed out to Knysna most talented youth. The focus areas was music, script and song writing, short film, dance, fashion, dj/production, photography and graphic design. Attached as Annexure A is copy of all the golden ticket winners.
Platinum Workshop

The Platinum workshop with all who was awarded a golden ticket were held on 3 and 4 April 2017 at Knysna Secondary School Hall. Various celebrities, including Afrotainment record label owner DJ Tira, actor and film producer Dumisani Dlamani, music producer Ngane Sikobi, fashion mogul and celebrity stylist, Pamela James and choreographer and dancer Flexi facilitated these sessions. Antonio Cleophas, from Ward 6 was awarded an opportunity to dance with Flexi and their video shoot was done on the second day of the workshop. This dance video will be slot into Flexi dance video. Antonio and Unlimited Dance Crew, also from Ward 6, was elected to be the opening act for Duncan, rap artist from Afrotainment in his show held in Plettenberg Bay over Easter Weekend.

The Golden ticket winners will further be afforded an opportunity to perform on Youth Day to be held on Loeriepark, this includes utilising their photography, poster and fashion design, marketing and performing skills.

Financial Breakdown

<table>
<thead>
<tr>
<th>Description</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Marketing:</strong> advertising in local newspapers for auditions</td>
<td>R8200</td>
</tr>
<tr>
<td>Social Media poster &amp; teasers</td>
<td></td>
</tr>
<tr>
<td><strong>Auditions 28 February – 13 April</strong></td>
<td></td>
</tr>
<tr>
<td>Sound &amp; Equipment</td>
<td>R7500</td>
</tr>
<tr>
<td>DJ Rays, Demo and mixers</td>
<td>R4500</td>
</tr>
<tr>
<td>Stage Lighting</td>
<td>R5000</td>
</tr>
<tr>
<td>Tshirts</td>
<td>R5500</td>
</tr>
<tr>
<td><strong>Workshop 3 &amp; 4 April 2017</strong></td>
<td></td>
</tr>
<tr>
<td>Hiring of venue</td>
<td>R2600</td>
</tr>
<tr>
<td>Setup of venue</td>
<td>R3500</td>
</tr>
<tr>
<td>Sound &amp; Equipment</td>
<td>R3000</td>
</tr>
<tr>
<td>Refreshments for Celebrity Guests</td>
<td>R2000</td>
</tr>
<tr>
<td>Celebrity Guest Panel - facilitators fees</td>
<td>R41 900</td>
</tr>
<tr>
<td>Bay TV – covering workshop and airtime slot</td>
<td>R5000</td>
</tr>
<tr>
<td>Participant Packs</td>
<td>R3000</td>
</tr>
<tr>
<td>DJ Rays &amp; demo</td>
<td></td>
</tr>
<tr>
<td><strong>Total Cost of program</strong></td>
<td>R108 200</td>
</tr>
</tbody>
</table>
2.1 Young Entrepreneurs Expo – 25 May 2017

This program is run in partnership with Knysna Municipal LED section and SEDA. The purpose of this initiative is to enhance the accessibility and capacity of SMMEs by bringing all services related to entrepreneurship development under one roof. The focus areas will be Start-Up, Business Advice, Finance, and Business Services.

Stakeholders invited include all business services related: SARS, NDA, NYDA, SEFA, Cape Nature, Garden Route Sanparks, GCIS (media partner); Absa, Standard Bank, Nedbank, George Business Chambers and SCM municipality. EdenFm also done a live broadcasting of the event. The stakeholders hosted mini workshops throughout the day in relation to business-concept development, SMME incubator programme and how to be a successful entrepreneur. The program ended with a networking session as a platform for all young entrepreneurs and small business owners to interact and share ideas after the expo. 160 Participants registered for this program.

Financial Breakdown

Transport – R4500  
Catering – R4366.

2.2 Youth Day - June 16, 2017

Background

In Youth Day 2016 was spread with events across all ward, with the same concept. This resulted in difficulties for administration in terms of the logistical arrangements.

A Special Youth Council were held on 29 March 2017, to discuss ideas around June 16, 2017. At a previous meeting held between youth council and youth desk it was agreed that the 2017 event will only be held at one location – Loerie Park.

Theme:

The National theme for 2017, Youth Moving South Africa forward, Knysna youth desk shorten this them into: #ChampionsofHOPE! Throughout the programmes held in this financial year, we realised how much the youth of Knysna feel, helpless and hopeless. As ambassadors of youth, through our event we would like to restore their hope.

Concept and Stakeholder involved:

The event will consist of awareness of Alcohol and Drug Substance Abuse, as the international substance abuse day will be held on 26 June 2017 as part of our youth month activities. Stakeholder invited to the day is, NYDA, Department of Health, Knysna SAPS, CPF, Department of Social Development, Local Navy Cadets and Anglican Church Brigade. Score will assist with energy drinks for all participants that will form part of the performers and EdenFM will be doing live broadcasting during the official commemorative event that will start at 16h00. The official ceremony will be followed by an Entertainment Show, choreographed by Redefined 101 Amalgamated, based on our theme of NEVERLOSEHOPE.

The performers for this show are all the golden tickets holders from all wards that were part of our Youth Talent Development Program. Mafa Bavuma from Umhlobo Wenene
who were also part of the judging panel for these golden ticket holder will be our Celebrity personalities of the day and they will also collaborate with our local deejays as part of the entertainment.

Our keynote speaker is Enrico Prins, local accountant and treasurer of the KLFA and Dino Geswindt, a former member of the Hornlee Youth Forum. Currently he is an aspiring law student and also Global Youth Ambassador for South Africa, who would like to share the opportunities of this program with his own community and fellow Knysna youth.

**Financial Implication – Available budget R190 000**

All services related to the expenses and supplies required for this event have followed the proper SCM processes as follows:

C-order advert for Choreography of Show – Redefined 101 Amalgamated. – R29 600

C-order advert for Coordinating of artist – Garden Route projects - R28 300

*The following SCM processes have not yet been finalised at the time of submitting the report.*

RFQ for supplies: Stage, Stage Lighting, Sound and Equipment, technicians etc.

Transport, Catering, Marketing, Miscellaneous

**RECOMMENDATION OF THE ACTING MUNICIPAL MANAGER**

That the monthly report for Youth Development for March and April 2017 received from the Disaster Management Department, be noted.

*Delegation to Committee to Resolve. *(Delegation G.2.1).*

**APPENDIX / ADDENDUM**

March and April 2017 Monthly Reports.

File Number: 9/1/2/5

Execution: Director : Community Services  
Manager : Protection Services
7.10

C10/06/17 LIBRARIES AND HERITAGE MONTHLY REPORT : MARCH 2017

REPORT FROM THE DIRECTOR : COMMUNITY SERVICES [LIBRARIES AND HERITAGE]

PURPOSE OF THE REPORT

Attached as annexure is a copy of the monthly report for Libraries and Heritage for March 2017 received from the Director : Community Services [Libraries and Heritage].

RECOMMENDATION OF THE ACTING MUNICIPAL MANAGER

That the monthly report for Libraries and Heritage for March 2017 received from the Director Community Services [Libraries and Heritage], be noted.

Delegation to Committee to Resolve. (Delegation G.2.1).

APPENDIX / ADDENDUM


File Number: 9/1/2/5
Execution: Director : Community Services
Manager : Libraries and Heritage
COMMUNITY SERVICES PORTFOLIO S80 MEETING
MONTHLY REPORT: MARCH 2017

KEY PERFORMANCE INDICATORS

<table>
<thead>
<tr>
<th>SDPIP INDICATORS</th>
<th>Actual</th>
<th>Monthly Target</th>
<th>Annual Target</th>
</tr>
</thead>
<tbody>
<tr>
<td>(D127): Implement 3 initiatives from outreach strategy</td>
<td>3</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td><strong>Activities</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. Computer Lessons</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- No of participants: 35</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Users accessing the Computers &amp; internet</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- No of Users: 2475</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Suitcase library Project</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- No of participants: 52</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(D128 ): Monthly reports</td>
<td>12</td>
<td>12</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Statistics 1</th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>TOTAL</td>
<td>94</td>
<td>36</td>
<td>19</td>
</tr>
<tr>
<td>Town</td>
<td>36</td>
<td>14407</td>
<td>4244</td>
</tr>
<tr>
<td>H/lee</td>
<td>19</td>
<td>1527</td>
<td>525</td>
</tr>
<tr>
<td>Masif</td>
<td>0</td>
<td>1333</td>
<td>3562</td>
</tr>
<tr>
<td>L.Isl</td>
<td>8</td>
<td>525</td>
<td>828</td>
</tr>
<tr>
<td>Rhee</td>
<td>0</td>
<td>1333</td>
<td>349</td>
</tr>
<tr>
<td>Sedg</td>
<td>12</td>
<td>3562</td>
<td>2558</td>
</tr>
<tr>
<td>Smut</td>
<td>0</td>
<td>525</td>
<td>1104</td>
</tr>
<tr>
<td>Kara</td>
<td>3</td>
<td>1333</td>
<td>122</td>
</tr>
<tr>
<td>Kha</td>
<td>11</td>
<td>3562</td>
<td>19</td>
</tr>
<tr>
<td>R Balie</td>
<td>0</td>
<td>525</td>
<td>175</td>
</tr>
<tr>
<td>F/view</td>
<td>0</td>
<td>1333</td>
<td>79</td>
</tr>
<tr>
<td>B/kop</td>
<td>0</td>
<td>3562</td>
<td>34</td>
</tr>
<tr>
<td>B/hill</td>
<td>5</td>
<td>525</td>
<td>221</td>
</tr>
</tbody>
</table>

<p>| No. new members registered                                                      | 30753  | 14407          | 4244          |
| Total number of members                                                         | 23188  | 8327           | 2837          |
| Volume circulation All items                                                    | 488    | 34             | 38            |
| Study material                                                                  | 31     | 201            | 1021          |
| No of computer users                                                            | 2475   | 736            | 308           |
| 453                                                                             | 31     | 132            | 31            |
| 300                                                                             | 0      | 132            | 31            |
| 302                                                                             | 0      | 132            | 31            |
| 48                                                                              | 0      | 132            | 31            |
| 165                                                                             | 0      | 132            | 31            |
| 0                                                                               | 0      | 132            | 31            |</p>
<table>
<thead>
<tr>
<th></th>
<th>35</th>
<th>0</th>
<th>3</th>
<th>18</th>
<th>0</th>
<th>14</th>
<th>0</th>
<th>0</th>
<th>0</th>
<th>8</th>
<th>0</th>
<th>0</th>
<th>0</th>
<th>0</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of participants in</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Computer lessons</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Number of participants in</td>
<td>5012</td>
<td>912</td>
<td>260</td>
<td>2520</td>
<td>0</td>
<td>120</td>
<td>330</td>
<td>61</td>
<td>60</td>
<td>552</td>
<td>66</td>
<td>11</td>
<td>0</td>
<td>120</td>
</tr>
<tr>
<td>outreach programs</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>No suitcase libraries: Crèches &amp; O/A homes</td>
<td>52</td>
<td>7</td>
<td>11</td>
<td>8</td>
<td>1</td>
<td>3</td>
<td>8</td>
<td>0</td>
<td>1</td>
<td>10</td>
<td>2</td>
<td>0</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>Library exhibitions held</td>
<td>14</td>
<td>2</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>0</td>
<td>1</td>
<td>3</td>
<td>1</td>
<td>1</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>Total Stock</td>
<td>117937</td>
<td>41119</td>
<td>10360</td>
<td>10865</td>
<td>7076</td>
<td>7544</td>
<td>18781</td>
<td>4628</td>
<td>3062</td>
<td>6519</td>
<td>4540</td>
<td>1436</td>
<td>0</td>
<td>2007</td>
</tr>
<tr>
<td>Library material outstanding</td>
<td>365</td>
<td>75</td>
<td>45</td>
<td>60</td>
<td>0</td>
<td>7</td>
<td>44</td>
<td>49</td>
<td>6</td>
<td>8</td>
<td>71</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Library material recovered</td>
<td>99</td>
<td>19</td>
<td>8</td>
<td>15</td>
<td>6</td>
<td>5</td>
<td>11</td>
<td>0</td>
<td>4</td>
<td>2</td>
<td>29</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>
3. ACTIVITIES
Incl: Detailed reports as Annexure

Policies to be developed and draft policies attached as Annexure
Issues to be brought to the attention of the committee attached as Annexure

### KNYSNA LIBRARIES ROUTINE TASK
MONTHLY REPORT
March 2017

#### STATISTICS 2

<table>
<thead>
<tr>
<th></th>
<th>TOTAL</th>
<th>Town</th>
<th>H/le</th>
<th>Masi</th>
<th>Lisl</th>
<th>Rhee</th>
<th>Sedg</th>
<th>Smuts</th>
<th>Karat</th>
<th>Kha S</th>
<th>R Balie</th>
<th>FV</th>
<th>B/kop</th>
<th>B/hill</th>
</tr>
</thead>
<tbody>
<tr>
<td>Books circulated</td>
<td>22756</td>
<td>8137</td>
<td>2837</td>
<td>1021</td>
<td>1140</td>
<td>1007</td>
<td>4814</td>
<td>443</td>
<td>630</td>
<td>1181</td>
<td>1212</td>
<td>79</td>
<td>34</td>
<td>221</td>
</tr>
<tr>
<td>Browses</td>
<td>1714</td>
<td>117</td>
<td>225</td>
<td>401</td>
<td>25</td>
<td>135</td>
<td>119</td>
<td>206</td>
<td>148</td>
<td>66</td>
<td>195</td>
<td>8</td>
<td>0</td>
<td>69</td>
</tr>
<tr>
<td>Audio-visual</td>
<td>255</td>
<td>157</td>
<td>0</td>
<td>0</td>
<td>89</td>
<td>0</td>
<td>5</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>circulation</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>LBC Books</td>
<td>48</td>
<td>18</td>
<td>4</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>21</td>
<td>0</td>
<td>0</td>
<td>5</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Study Books manual</td>
<td>514</td>
<td>0</td>
<td>38</td>
<td>226</td>
<td>0</td>
<td>18</td>
<td>17</td>
<td>11</td>
<td>0</td>
<td>25</td>
<td>174</td>
<td>0</td>
<td>0</td>
<td>5</td>
</tr>
<tr>
<td>New members</td>
<td>94</td>
<td>36</td>
<td>19</td>
<td>0</td>
<td>8</td>
<td>0</td>
<td>12</td>
<td>0</td>
<td>3</td>
<td>11</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>5</td>
</tr>
<tr>
<td>Total Junior</td>
<td>21806</td>
<td>14105</td>
<td>2043</td>
<td>1010</td>
<td>69</td>
<td>764</td>
<td>662</td>
<td>333</td>
<td>98</td>
<td>1715</td>
<td>837</td>
<td>84</td>
<td>16</td>
<td>70</td>
</tr>
<tr>
<td>Total Adult</td>
<td>24276</td>
<td>15713</td>
<td>2201</td>
<td>420</td>
<td>456</td>
<td>573</td>
<td>2900</td>
<td>504</td>
<td>248</td>
<td>842</td>
<td>267</td>
<td>44</td>
<td>3</td>
<td>105</td>
</tr>
<tr>
<td>Members dropped</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

#### COUNTER TASKS
<table>
<thead>
<tr>
<th></th>
<th>TOTAL</th>
<th>Town</th>
<th>H/lee</th>
<th>Masif</th>
<th>L.Iisle</th>
<th>Rheen</th>
<th>Sedg</th>
<th>Smuts</th>
<th>Karat</th>
<th>Kha S</th>
<th>R Balie</th>
<th>FV</th>
<th>B.Kop</th>
<th>B/hill</th>
</tr>
</thead>
<tbody>
<tr>
<td>Telephonic renewals</td>
<td>394</td>
<td>157</td>
<td>23</td>
<td>10</td>
<td>23</td>
<td>27</td>
<td>78</td>
<td>9</td>
<td>02</td>
<td>60</td>
<td>5</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Newspapers read</td>
<td>996</td>
<td>175</td>
<td>105</td>
<td>101</td>
<td>0</td>
<td>144</td>
<td>147</td>
<td>185</td>
<td>21</td>
<td>42</td>
<td>76</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Local Info</td>
<td>32</td>
<td>2</td>
<td>5</td>
<td>2</td>
<td>3</td>
<td>1</td>
<td>6</td>
<td>0</td>
<td>0</td>
<td>8</td>
<td>5</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

### EDUCATION SUPPORT

<table>
<thead>
<tr>
<th></th>
<th>TOTAL</th>
<th>Town</th>
<th>H/lee</th>
<th>Masif</th>
<th>L.Iisle</th>
<th>Rheen</th>
<th>Sedg</th>
<th>Smuts</th>
<th>Karat</th>
<th>Kha S</th>
<th>R Balie</th>
<th>FV</th>
<th>B.Kop</th>
<th>B/hill</th>
</tr>
</thead>
<tbody>
<tr>
<td>Staff to Schools</td>
<td>34</td>
<td>13</td>
<td>2</td>
<td>8</td>
<td>0</td>
<td>3</td>
<td>2</td>
<td>0</td>
<td>1</td>
<td>2</td>
<td>2</td>
<td>0</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>Class visits to Libraries</td>
<td>19</td>
<td>10</td>
<td>3</td>
<td>0</td>
<td>0</td>
<td>3</td>
<td>2</td>
<td>0</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Study topics prepared</td>
<td>140</td>
<td>19</td>
<td>22</td>
<td>10</td>
<td>0</td>
<td>23</td>
<td>21</td>
<td>5</td>
<td>0</td>
<td>25</td>
<td>10</td>
<td>0</td>
<td>0</td>
<td>5</td>
</tr>
</tbody>
</table>

### EXTENSION SERVICES

<table>
<thead>
<tr>
<th></th>
<th>TOTAL</th>
<th>Town</th>
<th>H/lee</th>
<th>Masif</th>
<th>L.Iisle</th>
<th>Rheen</th>
<th>Sedg</th>
<th>Smuts</th>
<th>Karat</th>
<th>Kha S</th>
<th>R Balie</th>
<th>FV</th>
<th>B.Kop</th>
<th>B/hill</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jnr Ext Program</td>
<td>43</td>
<td>13</td>
<td>0</td>
<td>14</td>
<td>1</td>
<td>6</td>
<td>2</td>
<td>1</td>
<td>1</td>
<td>2</td>
<td>2</td>
<td>1</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Videos Jnr shown</td>
<td>21</td>
<td>2</td>
<td>6</td>
<td>3</td>
<td>0</td>
<td>0</td>
<td>2</td>
<td>0</td>
<td>0</td>
<td>8</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Adult Ext Program</td>
<td>4</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>1</td>
<td>2</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Hall used – Public</td>
<td>41</td>
<td>25</td>
<td>0</td>
<td>16</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

### PHOTOCOPIES
<table>
<thead>
<tr>
<th>TOTAL</th>
<th>Town</th>
<th>H/lee</th>
<th>Masif</th>
<th>L.Isle</th>
<th>Rhee</th>
<th>Sedg</th>
<th>Smuts</th>
<th>Karat</th>
<th>Kha S</th>
<th>R Balie</th>
<th>FV</th>
<th>B.Kop</th>
<th>B/hill</th>
</tr>
</thead>
<tbody>
<tr>
<td>ABET</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Study</td>
<td>7710</td>
<td>4435</td>
<td>203</td>
<td>936</td>
<td>0</td>
<td>32</td>
<td>312</td>
<td>71</td>
<td>217</td>
<td>1100</td>
<td>404</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Libraries Official</td>
<td>4236</td>
<td>2785</td>
<td>220</td>
<td>301</td>
<td>20</td>
<td>12</td>
<td>21</td>
<td>430</td>
<td>177</td>
<td>150</td>
<td>120</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Duds</td>
<td>289</td>
<td>64</td>
<td>8</td>
<td>105</td>
<td>5</td>
<td>10</td>
<td>12</td>
<td>25</td>
<td>05</td>
<td>6</td>
<td>49</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

### USER ACTIVITIES

<table>
<thead>
<tr>
<th>TOTAL</th>
<th>Town</th>
<th>H/lee</th>
<th>Masif</th>
<th>L.Isle</th>
<th>Rhee</th>
<th>Sedge</th>
<th>Smut</th>
<th>Kar</th>
<th>Khay</th>
<th>R.Balie</th>
<th>FV</th>
<th>B/Kop</th>
<th>B/hill</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business corner activities</td>
<td>62</td>
<td>18</td>
<td>4</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>14</td>
<td>11</td>
<td>10</td>
<td>5</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Phone Transactions</td>
<td>567</td>
<td>78</td>
<td>23</td>
<td>120</td>
<td>25</td>
<td>7</td>
<td>78</td>
<td>123</td>
<td>1</td>
<td>10</td>
<td>102</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Ref searches</td>
<td>174</td>
<td>6</td>
<td>18</td>
<td>28</td>
<td>7</td>
<td>26</td>
<td>41</td>
<td>3</td>
<td>0</td>
<td>25</td>
<td>20</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Exhibitions</td>
<td>16</td>
<td>3</td>
<td>1</td>
<td>1</td>
<td>0</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>0</td>
<td>1</td>
<td>2</td>
<td>6</td>
<td>0</td>
</tr>
<tr>
<td>Displays</td>
<td>20</td>
<td>0</td>
<td>2</td>
<td>4</td>
<td>0</td>
<td>4</td>
<td>2</td>
<td>2</td>
<td>1</td>
<td>3</td>
<td>1</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Requests, holds</td>
<td>30</td>
<td>12</td>
<td>0</td>
<td>0</td>
<td>5</td>
<td>0</td>
<td>9</td>
<td>2</td>
<td>0</td>
<td>2</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Regional requests</td>
<td>4</td>
<td>2</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>2</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

129 | Page
<table>
<thead>
<tr>
<th></th>
<th>TOTAL</th>
<th>Town</th>
<th>H/lee</th>
<th>Masif</th>
<th>Lisle</th>
<th>Rhenen</th>
<th>Sedg</th>
<th>Smuts</th>
<th>Karat</th>
<th>Khai S</th>
<th>R Balie</th>
<th>FV</th>
<th>B.Kop</th>
<th>B/hill</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Overdues posted</strong></td>
<td>146</td>
<td>96</td>
<td>8</td>
<td>2</td>
<td>4</td>
<td>7</td>
<td>11</td>
<td>1</td>
<td>02</td>
<td>1</td>
<td>8</td>
<td>7</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>Overdues generated</strong></td>
<td>296</td>
<td>223</td>
<td>8</td>
<td>15</td>
<td>1</td>
<td>5</td>
<td>11</td>
<td>1</td>
<td>01</td>
<td>0</td>
<td>2</td>
<td>29</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>Bills contacted</strong></td>
<td>143</td>
<td>33</td>
<td>37</td>
<td>15</td>
<td>0</td>
<td>7</td>
<td>23</td>
<td>0</td>
<td>0</td>
<td>9</td>
<td>19</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>Active blacklist</strong></td>
<td>545</td>
<td>28</td>
<td>45</td>
<td>37</td>
<td>0</td>
<td>25</td>
<td>178</td>
<td>131</td>
<td>28</td>
<td>8</td>
<td>65</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>Blacklist retrieved</strong></td>
<td>127</td>
<td>19</td>
<td>37</td>
<td>12</td>
<td>0</td>
<td>9</td>
<td>23</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>27</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>TOTAL</th>
<th>Town</th>
<th>H/lee</th>
<th>Masif</th>
<th>Lisle</th>
<th>Rhenen</th>
<th>Sedg</th>
<th>Smuts</th>
<th>Karat</th>
<th>Khai S</th>
<th>R Balie</th>
<th>FV</th>
<th>B.Kop</th>
<th>B/hill</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>New books</strong></td>
<td>754</td>
<td>563</td>
<td>163</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>38</td>
</tr>
<tr>
<td><strong>Weeding</strong></td>
<td>794</td>
<td>551</td>
<td>176</td>
<td>20</td>
<td>9</td>
<td>0</td>
<td>33</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>5</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>Own stock accessioned</strong></td>
<td>47</td>
<td>46</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>Periodicals accessioned</strong></td>
<td>117</td>
<td>25</td>
<td>14</td>
<td>12</td>
<td>8</td>
<td>11</td>
<td>2</td>
<td>9</td>
<td>18</td>
<td>10</td>
<td>8</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>
### INCOME / REVENUE

<table>
<thead>
<tr>
<th></th>
<th>Town</th>
<th>H/lee</th>
<th>Masi</th>
<th>L.Isle</th>
<th>Rheen</th>
<th>Sedgren</th>
<th>Smurden</th>
<th>Karat</th>
<th>Kha</th>
<th>R Balie</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fines paid</td>
<td>R3115.10</td>
<td>R1620.50</td>
<td>R423.50</td>
<td>R22.40</td>
<td>R165.80</td>
<td>R28.50</td>
<td>R747.10</td>
<td>R15.20</td>
<td>R40.00</td>
<td>R25.00</td>
</tr>
<tr>
<td>Lost paid CPLS</td>
<td>R916.97</td>
<td>R857.50</td>
<td>R0.00</td>
<td>R0.00</td>
<td>R0.00</td>
<td>R0.00</td>
<td>R0.00</td>
<td>R0.00</td>
<td>R0.00</td>
<td>R0.00</td>
</tr>
<tr>
<td>Hall bookings</td>
<td>R3060.00</td>
<td>R516.00</td>
<td>R0.00</td>
<td>R2544.00</td>
<td>R0.00</td>
<td>R0.00</td>
<td>R0.00</td>
<td>R0.00</td>
<td>R0.00</td>
<td>R0.00</td>
</tr>
<tr>
<td>Visitors deposits</td>
<td>R150.00</td>
<td>R0.00</td>
<td>R0.00</td>
<td>R0.00</td>
<td>R0.00</td>
<td>R0.00</td>
<td>R150.00</td>
<td>R0.00</td>
<td>R0.00</td>
<td>R0.00</td>
</tr>
<tr>
<td>Petty cash</td>
<td>R0.00</td>
<td>R0.00</td>
<td>R0.00</td>
<td>R0.00</td>
<td>R0.00</td>
<td>R0.00</td>
<td>R0.00</td>
<td>R0.00</td>
<td>R0.00</td>
<td>R0.00</td>
</tr>
<tr>
<td>Refunds</td>
<td>R107.00</td>
<td>R107.00</td>
<td>R0.00</td>
<td>R0.00</td>
<td>R0.00</td>
<td>R0.00</td>
<td>R0.00</td>
<td>R0.00</td>
<td>R0.00</td>
<td>R0.00</td>
</tr>
<tr>
<td>Photocopies</td>
<td>R3626.00</td>
<td>R857.00</td>
<td>R406.00</td>
<td>R468.50</td>
<td>R16.00</td>
<td>R802.50</td>
<td>R215.50</td>
<td>R108.50</td>
<td>R0.00</td>
<td>R550.00</td>
</tr>
<tr>
<td>Internet</td>
<td>R166.00</td>
<td>R100.00</td>
<td>R0.00</td>
<td>R0.00</td>
<td>R0.00</td>
<td>R11.00</td>
<td>R0.00</td>
<td>R0.00</td>
<td>R50.00</td>
<td>R0.00</td>
</tr>
<tr>
<td>Computer usage</td>
<td>R1498.00</td>
<td>R286.00</td>
<td>R30.00</td>
<td>R259.00</td>
<td>R0.00</td>
<td>R686.00</td>
<td>R0.00</td>
<td>R115.00</td>
<td>R75.00</td>
<td>R46.00</td>
</tr>
</tbody>
</table>

### 4. SDBIP’s

**S: Arts and Culture Report**

<table>
<thead>
<tr>
<th>Activities</th>
<th>Year to Date</th>
<th>Actual</th>
<th>Annual Target</th>
</tr>
</thead>
</table>

131 | P a g e
### Funding proposals completed & submitted

**Activities:**
- Information regarding the Department of Arts and Culture’s Mzansi Golden Economy call for funding distributed. No new application submitted this month.

### Number of development projects completed

**Activities:**
1. **Continuation of the 3D Modeling & animation workshops:** The participants were introduced to three facets of the 3D Software Suite; the types of software and the software interface. We then proceeded, to understand the workflow within the software. Finally, we focused on gender specific character modelling and animation. All participants showed great interest and enthusiasm.
2. **Baxter Theatre’s Zabalaza Festival:** Two groups from Knysna participated at the Zabalaza fringe festival gaining invaluable experience in performing on a main-stream platform.

### Heritage & Museum

#### Number of Museum events

<table>
<thead>
<tr>
<th>Actual</th>
<th>Monthly Target</th>
<th>Annual Target</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>2</td>
<td></td>
</tr>
</tbody>
</table>

**Activities:**
- Knysna Historical society meeting (13/03/2017)
- Talk by Phillip Caveney on Squatter Woodcutters (21/03/2017)

#### Upgrading of Museum buildings

<table>
<thead>
<tr>
<th>35.81% budget spent</th>
<th>100% budget</th>
</tr>
</thead>
</table>
**Activities:** Work on Research room has commenced

### 6.1 Statistics Report Museums: Old Gaol and Millwood House

<table>
<thead>
<tr>
<th></th>
<th>January</th>
<th>February</th>
<th>March</th>
</tr>
</thead>
<tbody>
<tr>
<td>Visitors: Old Goal</td>
<td>426</td>
<td>389</td>
<td>461</td>
</tr>
<tr>
<td>Visitors: Museum</td>
<td>327</td>
<td>291</td>
<td>302</td>
</tr>
<tr>
<td>Class Visits: Old Goal</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Class Visits: Museum</td>
<td>0</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>Researchers</td>
<td>10</td>
<td>12</td>
<td>3</td>
</tr>
</tbody>
</table>

**Number of Events**

<table>
<thead>
<tr>
<th></th>
<th>January</th>
<th>February</th>
<th>March</th>
</tr>
</thead>
<tbody>
<tr>
<td>Old Goal including Art Gallery</td>
<td>1</td>
<td>0</td>
<td>2</td>
</tr>
<tr>
<td>Museum</td>
<td>0</td>
<td>1</td>
<td>2</td>
</tr>
</tbody>
</table>

**Number of Participants**

<table>
<thead>
<tr>
<th></th>
<th>January</th>
<th>February</th>
<th>March</th>
</tr>
</thead>
<tbody>
<tr>
<td>Old Goal</td>
<td>8</td>
<td>0</td>
<td>22</td>
</tr>
<tr>
<td>Museum</td>
<td>0</td>
<td>6</td>
<td>8</td>
</tr>
</tbody>
</table>

**Museum Special Events**

*Compiled by:* Kola Frans

*Manager:* Libraries & Heritage
7.11

C11/06/17 LIBRARIES AND HERITAGE MONTHLY REPORT : APRIL 2017

REPORT FROM THE DIRECTOR : COMMUNITY SERVICES [LIBRARIES AND HERITAGE]

PURPOSE OF THE REPORT

Attached as annexure is a copy of the monthly report for Libraries and Heritage for April 2017 received from the Director : Community Services [Libraries and Heritage].

RECOMMENDATION OF THE ACTING MUNICIPAL MANAGER

That the monthly report for Libraries and Heritage for April 2017 received from the Director Community Services [Libraries and Heritage], be noted.

Delegation to Committee to Resolve. (Delegation G.2.1).

APPENDIX / ADDENDUM


File Number: 9/1/2/5
Execution: Director : Community Services
Manager : Libraries and Heritage
COMMUNITY SERVICES PORTFOLIO S80 MEETING
MONTHLY REPORT: APRIL 2017

1. KEY PERFORMANCE INDICATORS

<table>
<thead>
<tr>
<th>Activities</th>
<th>Actual</th>
<th>Monthly Target</th>
</tr>
</thead>
<tbody>
<tr>
<td>(D127): Implement 3 initiatives from outreach strategy</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>1. Computer Lessons</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- No of participants: 23</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Users accessing the Computers &amp; internet</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- No of Users: 1929</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Suitcase library Project</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- No of participants: 58</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(D128): Monthly reports</td>
<td>13</td>
<td>13</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Statistics 1</th>
</tr>
</thead>
<tbody>
<tr>
<td>TOTAL</td>
</tr>
<tr>
<td>No. new members registered</td>
</tr>
<tr>
<td>Total number of members</td>
</tr>
<tr>
<td>Volume circulation All items</td>
</tr>
<tr>
<td>Study material</td>
</tr>
<tr>
<td>-----------------------------------</td>
</tr>
<tr>
<td>No of computer users</td>
</tr>
<tr>
<td>Number of participants in computer lessons</td>
</tr>
<tr>
<td>No of participants in outreach programs</td>
</tr>
<tr>
<td>No suitcase libraries: Caches &amp; O/A homes</td>
</tr>
<tr>
<td>Library exhibitions held</td>
</tr>
<tr>
<td>Total Stock</td>
</tr>
<tr>
<td>Library material outstanding</td>
</tr>
<tr>
<td>Library material recovered</td>
</tr>
</tbody>
</table>
3. ACTIVITIES
Incl: Detailed reports as Annexure
Policies to be developed and draft policies attached as Annexure
Issues to be brought to the attention of the committee attached as Annexure

<table>
<thead>
<tr>
<th></th>
<th>TOTAL</th>
<th>Town</th>
<th>H/le</th>
<th>Masi</th>
<th>L.Isl</th>
<th>Rheee</th>
<th>Sedg</th>
<th>Smuts</th>
<th>Karat</th>
<th>Kha S</th>
<th>R Balie</th>
<th>FV</th>
<th>B/kop</th>
<th>B/hill</th>
</tr>
</thead>
<tbody>
<tr>
<td>Books circulated</td>
<td>17986</td>
<td>6774</td>
<td>1939</td>
<td>658</td>
<td>873</td>
<td>640</td>
<td>4333</td>
<td>356</td>
<td>514</td>
<td>835</td>
<td>671</td>
<td>159</td>
<td>34</td>
<td>200</td>
</tr>
<tr>
<td>Browses</td>
<td>1686</td>
<td>132</td>
<td>185</td>
<td>452</td>
<td>28</td>
<td>112</td>
<td>131</td>
<td>117</td>
<td>107</td>
<td>79</td>
<td>261</td>
<td>7</td>
<td>0</td>
<td>75</td>
</tr>
<tr>
<td>Audio-visual circulation</td>
<td>235</td>
<td>147</td>
<td>0</td>
<td>0</td>
<td>84</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>LBC Books</td>
<td>46</td>
<td>18</td>
<td>2</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>18</td>
<td>0</td>
<td>0</td>
<td>8</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Study Books manual</td>
<td>503</td>
<td>0</td>
<td>25</td>
<td>205</td>
<td>0</td>
<td>23</td>
<td>29</td>
<td>9</td>
<td>0</td>
<td>14</td>
<td>198</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>New members</td>
<td>84</td>
<td>37</td>
<td>15</td>
<td>0</td>
<td>2</td>
<td>0</td>
<td>8</td>
<td>0</td>
<td>0</td>
<td>18</td>
<td>4</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Total Junior</td>
<td>12049</td>
<td>4244</td>
<td>2053</td>
<td>1103</td>
<td>67</td>
<td>764</td>
<td>665</td>
<td>333</td>
<td>98</td>
<td>1715</td>
<td>841</td>
<td>80</td>
<td>16</td>
<td>70</td>
</tr>
<tr>
<td>Total Adult</td>
<td>18728</td>
<td>10129</td>
<td>2206</td>
<td>430</td>
<td>458</td>
<td>573</td>
<td>2905</td>
<td>504</td>
<td>248</td>
<td>860</td>
<td>267</td>
<td>40</td>
<td>3</td>
<td>105</td>
</tr>
<tr>
<td>Members dropped</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
## Community Services Committee Meeting

**Agenda**

13 June 2017

### Counter Tasks

<table>
<thead>
<tr>
<th></th>
<th>TOTAL</th>
<th>Town</th>
<th>H/lee</th>
<th>Masif</th>
<th>L.Isle</th>
<th>Rhoen</th>
<th>Sedg</th>
<th>Smuts</th>
<th>Karat</th>
<th>Kha S</th>
<th>B. Balie</th>
<th>FV</th>
<th>B.Kop</th>
<th>B/hill</th>
</tr>
</thead>
<tbody>
<tr>
<td>Telephonic renewals</td>
<td>321</td>
<td>106</td>
<td>28</td>
<td>7</td>
<td>12</td>
<td>21</td>
<td>64</td>
<td>5</td>
<td>03</td>
<td>72</td>
<td>3</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Newspapers read</td>
<td>991</td>
<td>131</td>
<td>92</td>
<td>85</td>
<td>0</td>
<td>143</td>
<td>234</td>
<td>167</td>
<td>28</td>
<td>51</td>
<td>60</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Local Info</td>
<td>517</td>
<td>106</td>
<td>6</td>
<td>277</td>
<td>3</td>
<td>1</td>
<td>77</td>
<td>0</td>
<td>0</td>
<td>12</td>
<td>35</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

### Education Support

<table>
<thead>
<tr>
<th></th>
<th>TOTAL</th>
<th>Town</th>
<th>H/lee</th>
<th>Masif</th>
<th>L.Isle</th>
<th>Rhoen</th>
<th>Sedg</th>
<th>Smuts</th>
<th>Karat</th>
<th>Kha S</th>
<th>B. Balie</th>
<th>FV</th>
<th>B.Kop</th>
<th>B/hill</th>
</tr>
</thead>
<tbody>
<tr>
<td>Staff to Schools</td>
<td>30</td>
<td>2</td>
<td>2</td>
<td>10</td>
<td>0</td>
<td>4</td>
<td>2</td>
<td>0</td>
<td>0</td>
<td>2</td>
<td>9</td>
<td>0</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>Class visits to Libraries</td>
<td>13</td>
<td>4</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>3</td>
<td>2</td>
<td>0</td>
<td>0</td>
<td>3</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Study topics prepared</td>
<td>90</td>
<td>3</td>
<td>12</td>
<td>5</td>
<td>0</td>
<td>21</td>
<td>16</td>
<td>9</td>
<td>1</td>
<td>18</td>
<td>5</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

### Extension Services

<table>
<thead>
<tr>
<th></th>
<th>TOTAL</th>
<th>Town</th>
<th>H/lee</th>
<th>Masif</th>
<th>L.Isle</th>
<th>Rhoen</th>
<th>Sedg</th>
<th>Smuts</th>
<th>Karat</th>
<th>Kha S</th>
<th>B. Balie</th>
<th>FV</th>
<th>B.Kop</th>
<th>B/hill</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jnr Ext Program</td>
<td>37</td>
<td>6</td>
<td>0</td>
<td>10</td>
<td>1</td>
<td>4</td>
<td>2</td>
<td>0</td>
<td>1</td>
<td>4</td>
<td>9</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Videos Jnr shown</td>
<td>24</td>
<td>1</td>
<td>4</td>
<td>3</td>
<td>0</td>
<td>0</td>
<td>2</td>
<td>0</td>
<td>0</td>
<td>14</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Adult Ext Program</td>
<td>6</td>
<td>2</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>1</td>
<td>3</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>
## Community Services Committee Meeting

### Agenda
13 June 2017

### Photocopies

<table>
<thead>
<tr>
<th></th>
<th>TOTAL</th>
<th>Town</th>
<th>H/lee</th>
<th>Masif</th>
<th>L.Isle</th>
<th>Rleen</th>
<th>Sedg</th>
<th>Smuts</th>
<th>Karat</th>
<th>Kha S</th>
<th>R Balie</th>
<th>FV</th>
<th>B.Kop</th>
<th>B/hill</th>
</tr>
</thead>
<tbody>
<tr>
<td>ABET</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Study</td>
<td>3814</td>
<td>999</td>
<td>197</td>
<td>834</td>
<td>0</td>
<td>36</td>
<td>148</td>
<td>53</td>
<td>173</td>
<td>1100</td>
<td>274</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Libraries Official</td>
<td>2320</td>
<td>1263</td>
<td>180</td>
<td>155</td>
<td>10</td>
<td>9</td>
<td>43</td>
<td>342</td>
<td>88</td>
<td>150</td>
<td>80</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Duds</td>
<td>712</td>
<td>112</td>
<td>12</td>
<td>500</td>
<td>5</td>
<td>7</td>
<td>19</td>
<td>15</td>
<td>15</td>
<td>6</td>
<td>21</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

### User Activities

<table>
<thead>
<tr>
<th></th>
<th>TOTAL</th>
<th>Town</th>
<th>H/lee</th>
<th>Masif</th>
<th>L.Isle</th>
<th>Rleen</th>
<th>Sedge</th>
<th>Smut</th>
<th>Kar</th>
<th>Khay</th>
<th>R.Balie</th>
<th>FV</th>
<th>B/Kop</th>
<th>B/hill</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business corner activities</td>
<td>42</td>
<td>18</td>
<td>2</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>9</td>
<td>5</td>
<td>3</td>
<td>5</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Phone Transactions</td>
<td>635</td>
<td>156</td>
<td>25</td>
<td>99</td>
<td>25</td>
<td>9</td>
<td>64</td>
<td>131</td>
<td>2</td>
<td>46</td>
<td>78</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Ref searches</td>
<td>136</td>
<td>5</td>
<td>12</td>
<td>16</td>
<td>9</td>
<td>21</td>
<td>33</td>
<td>5</td>
<td>5</td>
<td>18</td>
<td>12</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Exhibitions</td>
<td>8</td>
<td>2</td>
<td>1</td>
<td>1</td>
<td>0</td>
<td>1</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>2</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Displays</td>
<td>18</td>
<td>0</td>
<td>2</td>
<td>4</td>
<td>0</td>
<td>3</td>
<td>2</td>
<td>1</td>
<td>1</td>
<td>3</td>
<td>2</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Requests, holds</td>
<td>29</td>
<td>8</td>
<td>0</td>
<td>0</td>
<td>8</td>
<td>0</td>
<td>9</td>
<td>2</td>
<td>2</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Service Type</td>
<td>13</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>12</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>--------------------------------------</td>
<td>----</td>
<td>----</td>
<td>----</td>
<td>----</td>
<td>----</td>
<td>----</td>
<td>----</td>
<td>----</td>
<td>----</td>
<td>----</td>
<td>----</td>
<td>----</td>
<td>----</td>
<td>----</td>
</tr>
<tr>
<td>Regional requests</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Knysna system loans</td>
<td>18</td>
<td>0</td>
<td>0</td>
<td>1</td>
<td>8</td>
<td>0</td>
<td>9</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Inter-library loans</td>
<td>21</td>
<td>15</td>
<td>0</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>3</td>
<td>0</td>
<td>0</td>
<td>2</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

### BOOK CONTROL

<table>
<thead>
<tr>
<th></th>
<th>TOTAL</th>
<th>Town</th>
<th>H/lee</th>
<th>Masif</th>
<th>Lisle</th>
<th>Rhen</th>
<th>Sedg</th>
<th>Smuts</th>
<th>Karat</th>
<th>Kha S</th>
<th>R Balie</th>
<th>FV</th>
<th>B.Kop</th>
<th>B/hill</th>
</tr>
</thead>
<tbody>
<tr>
<td>Overdus posted</td>
<td>193</td>
<td>129</td>
<td>7</td>
<td>8</td>
<td>7</td>
<td>5</td>
<td>26</td>
<td>4</td>
<td>1</td>
<td>2</td>
<td>4</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Overdues generated</td>
<td>429</td>
<td>349</td>
<td>7</td>
<td>9</td>
<td>7</td>
<td>3</td>
<td>26</td>
<td>4</td>
<td>1</td>
<td>0</td>
<td>23</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Bills contacted</td>
<td>106</td>
<td>7</td>
<td>30</td>
<td>11</td>
<td>0</td>
<td>5</td>
<td>34</td>
<td>0</td>
<td>0</td>
<td>2</td>
<td>17</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Active blacklist</td>
<td>526</td>
<td>18</td>
<td>37</td>
<td>52</td>
<td>0</td>
<td>13</td>
<td>186</td>
<td>131</td>
<td>28</td>
<td>2</td>
<td>59</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Blacklist retrieved</td>
<td>111</td>
<td>10</td>
<td>30</td>
<td>18</td>
<td>0</td>
<td>3</td>
<td>34</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>26</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

### STOCKTAKING COLLECTION CONTROL

<table>
<thead>
<tr>
<th></th>
<th>TOTAL</th>
<th>Town</th>
<th>H/lee</th>
<th>Masif</th>
<th>Lisle</th>
<th>Rhen</th>
<th>Sedg</th>
<th>Smuts</th>
<th>Karat</th>
<th>Kha S</th>
<th>R Balie</th>
<th>FV</th>
<th>B.Kop</th>
<th>B/hill</th>
</tr>
</thead>
<tbody>
<tr>
<td>New books</td>
<td>563</td>
<td>563</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Weeding</td>
<td>817</td>
<td>551</td>
<td>15</td>
<td>42</td>
<td>9</td>
<td>0</td>
<td>47</td>
<td>0</td>
<td>0</td>
<td>101</td>
<td>52</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Own stock accessioned</td>
<td>48</td>
<td>24</td>
<td>0</td>
<td>0</td>
<td>5</td>
<td>0</td>
<td>19</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Periodicals accessioned</td>
<td>118</td>
<td>25</td>
<td>10</td>
<td>12</td>
<td>9</td>
<td>11</td>
<td>8</td>
<td>7</td>
<td>18</td>
<td>10</td>
<td>8</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>
### INCOME / REVENUE

<table>
<thead>
<tr>
<th></th>
<th>TOTAL</th>
<th>Town</th>
<th>H/lee</th>
<th>Masi</th>
<th>L.Iisle</th>
<th>Rhee</th>
<th>Sedg</th>
<th>Smut</th>
<th>Karat</th>
<th>Kha</th>
<th>R.Balle</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fines paid</td>
<td>R4469.29</td>
<td>R2463.80</td>
<td>R419.80</td>
<td>R26.29</td>
<td>R354.40</td>
<td>R4,00</td>
<td>R923.70</td>
<td>R41.10</td>
<td>R84.20</td>
<td>R54.00</td>
<td>R98.00</td>
</tr>
<tr>
<td>Lost paid CFLS</td>
<td>R71.96</td>
<td>R41.96</td>
<td>R0.00</td>
<td>R0.00</td>
<td>R0.00</td>
<td>R0.00</td>
<td>R30.00</td>
<td>R0.00</td>
<td>R0.00</td>
<td>R0.00</td>
<td>R0.00</td>
</tr>
<tr>
<td>Hall bookings</td>
<td>R2732.00</td>
<td>R172.00</td>
<td>R0.00</td>
<td>R0.00</td>
<td>R0.00</td>
<td>R0.00</td>
<td>R0.00</td>
<td>R0.00</td>
<td>R0.00</td>
<td>R0.00</td>
<td>R0.00</td>
</tr>
<tr>
<td>Visitors deposits</td>
<td>R150.00</td>
<td>R0.00</td>
<td>R0.00</td>
<td>R0.00</td>
<td>R0.00</td>
<td>R0.00</td>
<td>R150.00</td>
<td>R0.00</td>
<td>R0.00</td>
<td>R0.00</td>
<td>R0.00</td>
</tr>
<tr>
<td>Petty cash</td>
<td>R50.00</td>
<td>R0.00</td>
<td>R0.00</td>
<td>R0.00</td>
<td>R0.00</td>
<td>R0.00</td>
<td>R50.00</td>
<td>R0.00</td>
<td>R0.00</td>
<td>R0.00</td>
<td>R0.00</td>
</tr>
<tr>
<td>Refunds</td>
<td>R107.00</td>
<td>R107.00</td>
<td>R0.00</td>
<td>R0.00</td>
<td>R0.00</td>
<td>R0.00</td>
<td>R0.00</td>
<td>R0.00</td>
<td>R0.00</td>
<td>R0.00</td>
<td>R0.00</td>
</tr>
<tr>
<td>Photocopies</td>
<td>R2242.50</td>
<td>R506.00</td>
<td>R395.00</td>
<td>R417.00</td>
<td>R0.00</td>
<td>R18.00</td>
<td>R296.50</td>
<td>R171.50</td>
<td>R86.50</td>
<td>R215.00</td>
<td>R137.00</td>
</tr>
<tr>
<td>Internet</td>
<td>R86.00</td>
<td>R44.00</td>
<td>R11.00</td>
<td>R0.00</td>
<td>R0.00</td>
<td>R0.00</td>
<td>R11.00</td>
<td>R0.00</td>
<td>R0.00</td>
<td>R20.00</td>
<td>R0.00</td>
</tr>
<tr>
<td>Computer usage</td>
<td>R993.50</td>
<td>R146.00</td>
<td>R0.00</td>
<td>R255.00</td>
<td>R0.00</td>
<td>R0.00</td>
<td>R402.50</td>
<td>R0.00</td>
<td>R0.00</td>
<td>R113.00</td>
<td>R59.00</td>
</tr>
<tr>
<td>Subscriptions</td>
<td>R0.00</td>
<td>R0.00</td>
<td>R0.00</td>
<td>R0.00</td>
<td>R0.00</td>
<td>R0.00</td>
<td>R0.00</td>
<td>R0.00</td>
<td>R0.00</td>
<td>R0.00</td>
<td>R0.00</td>
</tr>
<tr>
<td>Printing – out</td>
<td>R0.00</td>
<td>R0.00</td>
<td>R0.00</td>
<td>R0.00</td>
<td>R0.00</td>
<td>R0.00</td>
<td>R0.00</td>
<td>R0.00</td>
<td>R0.00</td>
<td>R0.00</td>
<td>R0.00</td>
</tr>
</tbody>
</table>
4. Arts and Culture

<table>
<thead>
<tr>
<th>Activity</th>
<th>Year to Date</th>
<th>Actual</th>
<th>Annual Target</th>
</tr>
</thead>
<tbody>
<tr>
<td>(D113) Funding proposals completed &amp; submitted Activities:</td>
<td>2</td>
<td>0</td>
<td>4</td>
</tr>
<tr>
<td>• Information regarding the Department of Arts and Culture’s Mzansi Golden Economy call for funding is still open.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(D114) Number of development projects completed Activities:</td>
<td>8</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>1. <strong>Provincial drama finals performance:</strong> After a sterling performance at the Baxter theatre’s Zabalaza fringe festival, the Moonstones added another feather to their hat by winning the second prize in the provincial amateur performing arts competition which took place at the Artscape during the Suidooster festival. The script writer, Ms M Litoyi took the honours for the best script in the competition.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

5. Heritage & Museum

<table>
<thead>
<tr>
<th>Activity</th>
<th>Actual</th>
<th>Monthly Target</th>
<th>Annual Target</th>
</tr>
</thead>
<tbody>
<tr>
<td>(D130): Number of Museum events</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
The events which occurred during April are listed below.

<table>
<thead>
<tr>
<th>Activities</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Knysna Historical Society Meeting</td>
<td>10/04/2017</td>
</tr>
<tr>
<td>2. Knysna Historical Society AGM &amp; talk by Murray Douglas “some interesting places along the passes Road</td>
<td>25/04/2017</td>
</tr>
</tbody>
</table>

(D 131). Upgrading of Museum buildings | 42.86 | budget spent | 100 | budget |

Activities: 1. Quotes received for carpeting & shelving in Research room.

2. Cupboard delivered for storing Research Documents

### 6.1 Statistics Report Museums: Old Gaol and Millwood House

<table>
<thead>
<tr>
<th></th>
<th>APRIL</th>
<th>MAY</th>
<th>JUNE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Visitors: Old Goal</td>
<td>368</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Visitors: Museum</td>
<td>315</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Class Visits: Old Goal</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Class Visits: Museum</td>
<td></td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Researchers</td>
<td></td>
<td>11</td>
<td></td>
</tr>
</tbody>
</table>
### Number of Events

<table>
<thead>
<tr>
<th>Event Type</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Old Goal including Art Gallery</td>
<td>1</td>
</tr>
<tr>
<td>Museum</td>
<td>3</td>
</tr>
</tbody>
</table>

### Number of Participants

<table>
<thead>
<tr>
<th>Event Type</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Old Goal</td>
<td>36</td>
</tr>
<tr>
<td>Museum</td>
<td>76</td>
</tr>
</tbody>
</table>

- **Museum Special Events:**
  
  Jan Thompson who appeared in “The living Heritage video viewed it with his family.

---

Compiled by: Xola Frans  
Manager: Libraries & Heritage
REPORT FROM THE DIRECTOR: COMMUNITY SERVICES [WASTE MANAGEMENT]

PURPOSE OF THE REPORT

Attached as annexure is a copy of the monthly report for Waste Management for March 2017 received from the Director: Community Services [Waste Management].

RECOMMENDATION OF THE ACTING MUNICIPAL MANAGER

That the monthly report for Waste Management for March 2017 received from the Director Community Services [Waste Management], be noted.

Delegation to Committee to Resolve. (Delegation G.2.1).

APPENDIX / ADDENDUM


File Number: 9/1/2/5
Execution: Director: Community Services
Manager: Waste Management
COMMUNITY SERVICES PORTFOLIO S80 MEETING
DIRECTORATE: COMMUNITY SERVICES

WASTE MANAGEMENT : MONTHLY REPORT: MARCH 2017

1. INSTITUTIONAL CAPACITY:

<table>
<thead>
<tr>
<th></th>
<th>Refuse</th>
<th>Sanitation</th>
<th>Ablutions</th>
<th>Street Cleaning</th>
<th>Cemeteries</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vacancies</td>
<td>0</td>
<td>0</td>
<td>1</td>
<td>3</td>
<td>0</td>
<td>4</td>
</tr>
<tr>
<td>Appointments</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

2. SDBIP INDICATORS

<table>
<thead>
<tr>
<th>Ref.</th>
<th>TL Ref.</th>
<th>Indicator</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>D117</td>
<td>-</td>
<td>Address cemetery complaints w/in 10 working days</td>
<td>100%</td>
</tr>
<tr>
<td>D118</td>
<td>-</td>
<td>Identify suitable land for cemetery</td>
<td>T57/15 Closed on 20/01/16</td>
</tr>
<tr>
<td>D125</td>
<td>TL37</td>
<td>Green waste site establishment</td>
<td>Performance not yet due</td>
</tr>
<tr>
<td>D140</td>
<td>-</td>
<td>Increased the amount of waste recycled</td>
<td>Target: 2% - Actual: 2.5%</td>
</tr>
</tbody>
</table>

3. ACTIVITIES

3.1. Refuse Removal

Waste to Landfill Costs:

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Transport Cost</td>
<td>R330,328.68</td>
</tr>
<tr>
<td>Landfill Cost</td>
<td>R306,143.19</td>
</tr>
<tr>
<td>Total Cost</td>
<td>R636,471.87</td>
</tr>
</tbody>
</table>

3.1.1. Own Collection

<table>
<thead>
<tr>
<th>Point</th>
<th>Volume (m³)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Knysna</td>
<td>1881m³</td>
</tr>
<tr>
<td>Sedgefield</td>
<td>758m³</td>
</tr>
<tr>
<td>Total</td>
<td>2639m³</td>
</tr>
</tbody>
</table>

3.1.2. Outsourced

Volume (m³) Collected  | 770

3.2. Sanitation (Conservancy & Septic Tank Removals)

<table>
<thead>
<tr>
<th>Area</th>
<th>Service Requests</th>
<th>Revenue</th>
</tr>
</thead>
<tbody>
<tr>
<td>Knysna</td>
<td>61</td>
<td>R35 987.22</td>
</tr>
<tr>
<td>Sedgefield</td>
<td>310</td>
<td>R55 675.00</td>
</tr>
<tr>
<td>Total</td>
<td>371</td>
<td>R91 662.22</td>
</tr>
</tbody>
</table>
3.3. Cemeteries
3.3.1. Capacity

<table>
<thead>
<tr>
<th></th>
<th>Knysna</th>
<th>Sedgefield</th>
<th>Rheenendal/Karatara</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Burials</td>
<td>21</td>
<td>0</td>
<td>3</td>
<td>24</td>
</tr>
<tr>
<td>Remaining Plots</td>
<td>955</td>
<td>0</td>
<td>409</td>
<td>1364</td>
</tr>
</tbody>
</table>

3.3.2. Council Assisted Burials

<table>
<thead>
<tr>
<th>Adult Burials</th>
<th>Quantity</th>
<th>Unit cost</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Knysna</td>
<td>1</td>
<td>R1, 269.00</td>
<td>R1269.00</td>
</tr>
<tr>
<td>Sedgefield</td>
<td>0</td>
<td>R1, 269.00</td>
<td>R487.00</td>
</tr>
<tr>
<td>Rheenendal</td>
<td>1</td>
<td>R 487.00</td>
<td>R487.00</td>
</tr>
<tr>
<td>Karatara</td>
<td>0</td>
<td>R 487.00</td>
<td></td>
</tr>
<tr>
<td><strong>Subtotal</strong></td>
<td></td>
<td></td>
<td><strong>R1756.00</strong></td>
</tr>
<tr>
<td>Child Burials</td>
<td>Quantity</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Knysna</td>
<td>1</td>
<td>R1, 119.00</td>
<td>R1119.00</td>
</tr>
<tr>
<td>Sedgefield</td>
<td>0</td>
<td>R1, 119.00</td>
<td></td>
</tr>
<tr>
<td>Rheenendal</td>
<td>0</td>
<td>R 487.00</td>
<td></td>
</tr>
<tr>
<td>Karatara</td>
<td>0</td>
<td>R 487.00</td>
<td></td>
</tr>
<tr>
<td><strong>Subtotal</strong></td>
<td></td>
<td></td>
<td><strong>R1119.00</strong></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td></td>
<td><strong>R2875.00</strong></td>
</tr>
</tbody>
</table>

3.4. Waste Reduction
3.4.1. Recycling

<table>
<thead>
<tr>
<th>Facility</th>
<th>Tonnage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Knysna</td>
<td>88.34</td>
</tr>
<tr>
<td>Sedgefield</td>
<td>5.90</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>94.24</strong></td>
</tr>
</tbody>
</table>

3.5. Business Licenses Issued

<table>
<thead>
<tr>
<th>Service</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sale of Perishable Goods</td>
<td>1</td>
</tr>
<tr>
<td>Food Preparation</td>
<td>0</td>
</tr>
<tr>
<td>Hawker’s</td>
<td>0</td>
</tr>
<tr>
<td>Entertainment</td>
<td>0</td>
</tr>
<tr>
<td>Business Trading</td>
<td>0</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>1</strong></td>
</tr>
</tbody>
</table>

Author of Report
Mr. S Langlands
REPORT FROM THE DIRECTOR: COMMUNITY SERVICES [WASTE MANAGEMENT]

PURPOSE OF THE REPORT

Attached as annexure is a copy of the monthly report for Waste Management for April 2017 received from the Director: Community Services [Waste Management].

RECOMMENDATION OF THE ACTING MUNICIPAL MANAGER

That the monthly report for Waste Management for April 2017 received from the Director Community Services [Waste Management], be noted.

Delegation to Committee to Resolve. (Delegation G.2.1).

APPENDIX / ADDENDUM


File Number: 9/1/2/5
Execution: Director: Community Services
Manager: Waste Management
1. **INSTITUTIONAL CAPACITY:**

<table>
<thead>
<tr>
<th></th>
<th>Refuse</th>
<th>Sanitation</th>
<th>Ablutions</th>
<th>Street Cleaning</th>
<th>Cemeteries</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vacancies</td>
<td>0</td>
<td>0</td>
<td>1</td>
<td>3</td>
<td>0</td>
<td>4</td>
</tr>
<tr>
<td>Appointments</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

2. **SDBIP INDICATORS**

<table>
<thead>
<tr>
<th>Ref.</th>
<th>TL Ref.</th>
<th>Indicator</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>D117</td>
<td>-</td>
<td>Address cemetery complaints w/in 10 working days</td>
<td>100%</td>
</tr>
<tr>
<td>D118</td>
<td>-</td>
<td>Identify suitable land for cemetery</td>
<td>T57/15 Closed on 20/01/16</td>
</tr>
<tr>
<td>D125</td>
<td>TL37</td>
<td>Green waste site establishment</td>
<td>Performance not yet due</td>
</tr>
<tr>
<td>D140</td>
<td>-</td>
<td>Increased the amount of waste recycled</td>
<td>Target: 2% - Actual: 2.5%</td>
</tr>
</tbody>
</table>

3. **ACTIVITIES**

3.1. **Refuse Removal**

Waste to Landfill Costs:

- **Transport Cost**: R384 843.48
- **Landfill Cost**: R184 674.84
- **Total Cost**: R569 518.32

3.1.1. **Own Collection**

<table>
<thead>
<tr>
<th>Point</th>
<th>Volume (m³)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Knysna</td>
<td>2278</td>
</tr>
<tr>
<td>Sedgefield</td>
<td>615³</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>2893³</strong></td>
</tr>
</tbody>
</table>

3.1.2. **Outsourced**

**Volume (m³) Collected**: 988

3.2. **Sanitation (Conservancy & Septic Tank Removals)**

<table>
<thead>
<tr>
<th>Area</th>
<th>Service Requests</th>
<th>Revenue</th>
</tr>
</thead>
<tbody>
<tr>
<td>Knysna</td>
<td>95</td>
<td>R53 224.14</td>
</tr>
<tr>
<td>Sedgefield</td>
<td>291</td>
<td>R26 841.00</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>386</strong></td>
<td><strong>R80 065.14</strong></td>
</tr>
</tbody>
</table>
3.3. Cemeteries
3.3.1. Capacity

<table>
<thead>
<tr>
<th></th>
<th>Knysna</th>
<th>Sedgefield</th>
<th>Rheenendal/Karatara</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Burials</td>
<td>28</td>
<td>0</td>
<td>7</td>
<td>35</td>
</tr>
<tr>
<td>Remaining Plots</td>
<td>927</td>
<td>0</td>
<td>402</td>
<td>1329</td>
</tr>
</tbody>
</table>

3.3.2. Council Assisted Burials

<table>
<thead>
<tr>
<th>Adult Burials</th>
<th>Quantity</th>
<th>Unit cost</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Knysna</td>
<td>2</td>
<td>R1, 269.00</td>
<td>R2 538.00</td>
</tr>
<tr>
<td>Sedgefield</td>
<td>0</td>
<td>R1, 269.00</td>
<td></td>
</tr>
<tr>
<td>Rheenendal/Karatara</td>
<td>1</td>
<td>R 487.00</td>
<td>R487.00</td>
</tr>
<tr>
<td></td>
<td>0</td>
<td>R 487.00</td>
<td></td>
</tr>
<tr>
<td><strong>Subtotal</strong></td>
<td><strong>1</strong></td>
<td><strong>R3 025.00</strong></td>
<td><strong>R3 025.00</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Child Burials</th>
<th>Quantity</th>
<th>Unit cost</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Knysna</td>
<td>0</td>
<td>R1, 119.00</td>
<td></td>
</tr>
<tr>
<td>Sedgefield</td>
<td>0</td>
<td>R1, 119.00</td>
<td></td>
</tr>
<tr>
<td>Rheenendal/Karatara</td>
<td>0</td>
<td>R 487.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>1</td>
<td>R 487.00</td>
<td>R487.00</td>
</tr>
<tr>
<td><strong>Subtotal</strong></td>
<td><strong>1</strong></td>
<td><strong>R487.00</strong></td>
<td><strong>R487.00</strong></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>1</strong></td>
<td><strong>R3 512.00</strong></td>
<td><strong>R3 512.00</strong></td>
</tr>
</tbody>
</table>

3.4. Waste Reduction
3.4.1. Recycling

<table>
<thead>
<tr>
<th>Facility</th>
<th>Tonnage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Knysna</td>
<td>54.57</td>
</tr>
<tr>
<td>Sedgefield</td>
<td>11.11</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>65.68</strong></td>
</tr>
</tbody>
</table>

3.5. Business Licenses Issued

<table>
<thead>
<tr>
<th>Type of License</th>
<th>Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sale of Perishable Goods</td>
<td>0</td>
</tr>
<tr>
<td>Food Preparation</td>
<td>0</td>
</tr>
<tr>
<td>Hawker’s</td>
<td>0</td>
</tr>
<tr>
<td>Entertainment</td>
<td>0</td>
</tr>
<tr>
<td>Business Trading</td>
<td>0</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>0</strong></td>
</tr>
</tbody>
</table>

Author of Report
Mr. S Langlands
REPORTS FROM THE DIRECTOR: COMMUNITY SERVICES

PURPOSE OF THE REPORT

Attached as annexure is a copy of the monthly reports for Social Development for March to May 2017 received from the Disaster Management Department.

RECOMMENDATION OF THE ACTING MUNICIPAL MANAGER

That the monthly reports for Social Development for March to May 2017 received from the Community Services Department, be noted.

Delegation to Committee to Resolve. (Delegation G.2.1).

APPENDIX / ADDENDUM


File Number: 9/1/2/5
Execution: Director: Community Services
           Manager: Disaster Manager
June 2017

REPORT FROM DIRECTOR: COMMUNITY SERVICES [SOCIAL DEVELOPMENT]

PURPOSE OF THE REPORT
The purpose of the report is to inform Council about the activities of Social Development office for the month of April- May 2017.

Highlighted activities for April - May 2017

- Knysna Literary Festival
- Planning meetings for International Family Day and mini sport’s day
- Planning meeting for ECD workshop with Department of Social Development, Eden District Municipality and inter sectorial engagements
- Planning meeting Knysna Local Drug Action Committee
- NMMU Open Day
- Gardening project meeting for ward 6
- Engagement with Department of Health to establish a Chronic Disease Forum
- Memorandum of Understanding with Department of Social Development
- Engagement with SASSA regarding Social Delivery Outreach program for the GKhA.
- Child Protection Week (Outreach Program to Primary schools)

1. STAKEHOLDER ENGAGEMENTS / MEETINGS

Knysna Literary Festival
The Knysna Literary festival in conjunction with Knysna Municipality hosted a Creative Writing workshop and a Children’s Theatre. The aim of the Creative Writing workshop was to teach grade 7 learners how to write a story. The Children’s Theatre play focused on bullying and the importance of writing. The Creative writing workshop and the children’s theatre was well attended by our local primary schools. The Young writers Award Ceremony/creative writing workshop was held on the 16th March at Knysna Primary School, and on the same day the
Children Theatre play was at Hornlee Community Hall attended by grade 5 learners from Karatara Primary School, Sedgefield Primary school, Hornlee Primary school and Sunridge Primary school

**Elderly Program**

According to 2016 Community Survey of StatSA indicate that there are 8308 older persons in Knysna. There is two registered funded Old Age Homes (residential facilities) in the area eg. Vermont Old Home (Hornlee) and Loeriehof Old Age Home (Town). A Total of 107 persons benefit from these programs that include recreational programmes, spiritual activities and health needs (occupational therapists and physiotherapy). A Total of 3 community based support service centres is active in the communities eg. Masibonisane, Masakhane and Itemba, currently not receiving any funding. A Total of 163 older persons benefiting from these community based programs.

**Current Programmes: Interventions**

- To strengthen and support the functioning of the Elderly forum and the Golden Games.
- Celebrating special days through education programmes eg. Older Person Week, International Family Day, Mini Sport day, Nelson Mandela Day and assistance to Elderly Service Center clubs (Community Based).

**Programs:**

International Family Day was celebrated on the 21/05/2017 at Vermont Old Age Home (frail care) in conjunction with Age-In-Action. A total of 60 residents participated in the program through entertainment by Fraaisig Primary school and St. James Band.

A Mini Sport Day was held on 26/05/2017, due to bad weather conditions the event was moved from Hornlee Sportfield to Hornlee community hall. The program focused on recreational activities eg. Card games and dominoes etc. The program was very successful as the older person enjoyed the day and gave them an opportunity to socialize with their peers. The older person from all the service centres in the Northern Areas, Rheenendal and Sedgefield was part of the program. The event was done in conjunction with Department of Social Development, Age-In-Action and Department of Cultural Affairs and Sport. A Total of 117 older persons was reached through this program. The aim is to get the elderly physically active for the Golden Games on the 8th June 2017.

**Disability Program**

Epilepsy SA, South Cape Karoo & Association for Physically Disabled Knysna, renders services to the people with disabilities on behalf of the Department of Social Development and also fund these organizations. Currently, the Knysna Association for People with Disabilities (APD) have approximately 317 clients excluding the elderly disabled people in the Greater Knysna Municipal Area.
Current Programs

Partnerships was formed with different stakeholders; Association for Physical Disabled and Department of Social Development to identify the major challenges that exist in the GKMA. These challenges was identified through a need assessment road show in ward 5, ward 6 and 9 (Hornlee area); ward 3; and ward 7. The need assessment focus on the following challenges in terms of Health Care; Social development services; SASSA; Housing and accessibility of welfare services. People living with disabilities identified that more developmental programs needs to be implemented eg more Forums/Network opportunities, housing remains a big concern and need ramps for houses. No accessibility in and around their houses and wheelchair users struggle to move around their yards. In terms of Health challenges: long waiting periods at local clinics, more training and awareness programs in terms of their rights and more social activities etc. It is clear that these challenges needs a holistic, comprehensive integrated approach that include all government departments and NGO’s to address these challenges.

With reference to IDP of 2015/2016 during a workshop that was held by a number of stakeholders which focused on the challenges faced by people with disabilities in the GKMA, highlighted the following matters:

- Absence of an early child hood development centre for children living with disability.
- Parents indicated that it is difficult for them to keep a job especially in the case where their child are cerebral handicapped, and need special care.
- The closest school for children with disability is in Carpe Diem in George which impacts negatively on the social fabric of families in Knysna and surrounding, because they are separated for long periods of time.
- Limited economic and employment opportunities for people living with disabilities.
- Limited opportunities for students with disabilities to further their studies at a facility for higher education.
- Unsafe living conditions for people who are wheelchair bound in the informal settlements.
- Limited housing opportunities for people with disabilities.
- Potholes in pavements make it difficult to move in a wheelchair.
- Over reliance on NGO’s to render services to people with disabilities.
- Limited community based services for people living with disabilities.

Report on Need Assessment in the different areas:

**Accredited training for PLWD (People living with Disability) and to link them with job opportunities.**
Opportunities to emerging contractors

**Housing**
Roads not accessible/uneven surface
Potholes on pavements
Need ramps for houses
Rails for blind people
Disabled people feel unsafe, need safety gates
Need more space and cement surface on yard (around the house)
Bush clearing needs to be done in Concordia, leads to Robbery and Rape
Lack of space in house to move around with wheelchair
Toilets to small
Major leaks, cracks at houses

**Health Services**
Transport to the clinics and hospitals is not accessible and the cost is very expensive
Need mobile clinics
No speech therapist in Knysna
Long waiting periods at clinics
Need new wheelchairs
Need therapeutic services
Caring aid
Lack of medication at clinics
Medical files get lost at clinics
Door-to-door services/visits
Disabled people needs to be helped first
Lack of transport to go to clinics/town

**Social Grants (SASSA)**
Some clients are uneducated regarding SASSA’s services, clients been exploited to unauthorized deduction.
Grant applications been denied
Misuse of grants
Transport expenses to come to town (pay points)

**SAPS:**
- SAPS not attending to calls eg. Robbery and housebreakings

**Programs/Activities in communities:**
- Play areas/play parks for children with disabilities
- Sport activities for children with disabilities
- More programmes eg. Social programmes and life skills needs to be available for disabled people
Transport:
- Transport system not accessible for wheelchair users
- APD have limited transport to include more disabled people at the workshop in Hornlee

Welfare Services
- Lack of after care programmes for rehabilitated addicts

Programmes:
- Lack of sport fields
- Need community hall in Concordia
- Skills development for children after enrollment at Carpe Diem
- Excursion activities
- Sport for disabled people wheelchair basketball, Fun days, talent show etc.

Memorandum of Understanding-Department of Social Development

Knysna Municipality and Department of Social Development are in discussion regarding a Memorandum of Understanding to highlight the priority programmes for the next 5 years. The aim will be to do an annual review to ensure implementation plans are executed and to track progress on the agreed projects/programs. The decision was taken that only a few changes will be made on the MOU, and only 3 programmes will be priorities eg. Early Childhood Development, Youth and Substance Abuse. The other programmes will remain as part of the daily operational programs. The MOU is in progress to be sign off by all parties.

One of the focus areas / priorities in the Knysna Municipality’s formal Memorandum of Understanding (MOU) with the Department of Social Development will be their assistance in registering unregistered ECD Centres within Greater Knysna. This workshop will take place on the 29 June 2017 at Khayalethu Hall.

This information session will provide an overview of the importance of adhering to the norms and standards of the Children’s Act 38 of 2005. The workshop will focus on the registration procedures for ECD and each Department’s role (Knysna Municipality; Town Planning & building control, Fire Department) Eden District Municipality; Health Clearance certificate. The workshop will be done in conjunction with other stakeholders eg. National Development Agency and Knysna Education Trust.

See attached unregistered ECD facilities in the different wards:
<table>
<thead>
<tr>
<th>Name of facility</th>
<th>Wards</th>
<th>Address</th>
<th>Building plan</th>
<th>Emergenc y Plan</th>
<th>Fire Clearanc e</th>
<th>Electrical Clearance</th>
<th>Health Clearance</th>
<th>Form 29</th>
<th>Lease Agreement Of Proof of Ownership</th>
<th>Zoning</th>
<th>Reasons for Non Compliance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ward 11 Clr Donovan Pofadder</td>
<td>Little Hearts</td>
<td>16 Bitou Str Hornlee</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>Await Health Clearance Report</td>
</tr>
<tr>
<td>Ward 10 Clr Peter Meyers</td>
<td>Busy Bee</td>
<td>19 Tide Str Knysna</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>Facility Complies, Reluctant to submission of application</td>
</tr>
<tr>
<td>rainbow Play school</td>
<td>Long Street, Knysna</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>Facility Reluctant to submission of application, complies with norms and standard</td>
</tr>
<tr>
<td>Smarties Nursery</td>
<td>Cove Str Knysna</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>No reason</td>
</tr>
<tr>
<td>Ward 9 Clr Mark Willems</td>
<td>Willow Tree Educare Centre</td>
<td>Brackenhill</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>Facility Moved and in process with application for registration</td>
</tr>
<tr>
<td>Ward 8 Clr Victor Molsi</td>
<td>Tweede dum</td>
<td>CE 336 Concordia</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>Structural Challenge</td>
</tr>
<tr>
<td>Sophokame Playschool</td>
<td>R173 Rhobololo Knysna</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>Structural Challenge, Reluctance to submission of documents</td>
<td></td>
</tr>
<tr>
<td>Ward 6 Clr Erick Van Aswegan</td>
<td>Little Stars</td>
<td>101 Wingstreet Hornlee</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>Ward 5</td>
<td>Happy Families</td>
<td>493 Protea Str R</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>Structural problems, facility does not meet requirements</td>
<td></td>
</tr>
<tr>
<td>--------</td>
<td>----------------</td>
<td>-----------------</td>
<td>----</td>
<td>----</td>
<td>----</td>
<td>----</td>
<td>----</td>
<td>----</td>
<td>----</td>
<td>------------------------------------------------------</td>
<td></td>
</tr>
<tr>
<td>Ward 4</td>
<td>Born to Care</td>
<td>C826 Concordia</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>Structural challenge, facility reluctant to submission of documents</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Busy Bees</td>
<td>MTO Forestry Buffelsnek Knysna</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>Facility complies, reluctant to submission of application package</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Gugulethu Creche</td>
<td>77 Ethembeni Location</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>Structural Problems, facility does not comply with requirements</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Kingdom Kiddies</td>
<td>50 Gijima Str White Location</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>Structural Challenge, facility does not comply to requirements</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Little Angles</td>
<td>C816 Concordia Knysna</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>Await Health Clearance Report</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Maranatha</td>
<td>CW 271 Concordia</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>Facility currently extending their buildings as well as renovating in order to comply</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Nokhanyiso</td>
<td>123 Greenfield Knysna</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>Structural challenges, reluctant to submission of documents</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Sunrise Educare Centre</td>
<td>16 Mpaneli str, White Location, Knysna</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>Facility does not comply to norms and standards, have to comply to Health Inspector</td>
<td></td>
</tr>
<tr>
<td>Ward 3</td>
<td>Joyfullnoise Creche</td>
<td>179 Oupad Knysna</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>Structural challenges, facility does not comply to requirements</td>
<td></td>
</tr>
<tr>
<td>Ward 1 Clr Leveal Davis</td>
<td>Ward 2 Clr Caty Weideman</td>
<td>Gummy Bears</td>
<td>Little Teddies</td>
<td>Wielie Wailie Playgroup</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>------------------------</td>
<td>--------------------------</td>
<td>-------------</td>
<td>---------------</td>
<td>------------------------</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>217 David Curry Avenue Smutsville</td>
<td>212 David Curry Avenue</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Babbels Bekkies</td>
<td>7 Melkhout str Smutsville</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Jolly Kids</td>
<td>Pine Street</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Phakamani Day Care</td>
<td>Neikkies West Knysna</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hlalani Preschool</td>
<td>Hlalani Knysna</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Nearly Registered**

- Facility complies: 5
- Reluctant to submit application: 5
- Awaiting Health Clearance Report: 2
- Zoning Outstanding: 1
- Difficult to Register: 11
- Structural Reasons: 11
- Facilities busy moving and renovation reason: 2
- Facility does not comply with norms and standards, reluctant to submit application: 2
- No reasons: 2
**Substance Abuse:**

**Current Programs:**
Knysna Municipality in the process of establish a Knysna Local Drug Action Committee and to nominate members of the different stakeholders to represent organization on the Knysna Local Drug Action Committee according to Section 60 of the prevention and Treatment of Substance abuse Act 70 of 2008. The launch of the Knysna Local Drug Action Committee will be done on the 27/06/2017 after the election of all the nominees.

**The objectives for the KLDAC (Knysna Local Drug Action Committee) are:**
To develop such a committee to combat substance abuse
To ensure coordination and integration of departmental activities
To promote partnership amongst departments and stakeholders
To ensure substance abuse is highlighted in all relevant documents

International Substance Abuse day will be celebrated on the 26/06/2017 at the Knysna Secondary High School Hall. The aim is to host a Substance Abuse summit. The aim is to create a platform to debate and to be part of different commissions to come up with proposals to address substance abuse in their own schools. This program will ensure that the learners take ownership with the support of Safer schools (Department of Education) and KADC (Knysna Alcohol and Drug Centre) to address substance abuse.

Accredited Substance Abuse, lay counselling training will be done during July for 5 days. The councillors will identify 2 delegates per ward as part of the criteria application. The lay counsellors will be equipped and capacitated to do referrals and will be supported and assisted by Knysna Alcohol and drug centre and the Knysna Municipality to ensure sustainability of the program.

**The 10 models will include:**
Module 1: Explain the function and scope of practice of a councillor.
Module 2: Set up an enabling counselling environment
Module 3: Explain the principles and processes of counselling
Module 4: Explain the role of values and attitudes in behavior and counselling
Module 5: Apply a counselling process in a specific context
Module 6: Reflect on the counselling process
Module 7: What is a Drug?
Module 8: Recognise the sign and symptoms of substance abuse and addiction

Module 9: Describe the implications and consequences of substance abuse and addiction for the individual and the organization

Module 10: Explain your role in dealing with intoxicated and addicted employees.

Greater Knysna Community Care Forum

This section continue to attend and support the Greater Knysna Community Care Forum to mainstream HIV/AIDS and TB programme. Engagement with Department of Health to discuss involvement during 16 June programme to do HIV/AIDS testing/exhibition table and to establish a Chronic Disease Forum focusing on HIV/AIDS and TB programmes. The aim will be to have an integrated action plan (draft strategy) with all stakeholders health sector, youth council and the community involve to take ownership for intervention plans to enhance these programs eg. World AIDS Day.

Current/planned Programs

Accredited HIV/AIDS Mentor training will start from the 19th to 21 May 2017 at Loeriepark. The aim of this training is to have mentors in the communities and will be equipped to do HIV/AIDS awareness and adherence support to people living with HIV/AIDS. These mentors will be able to assist the Knysna Municipality social service section to promote HIV/AIDS testing among women and men and to do awareness.

Community Food Gardening will start during May with 10 affected HIV/AIDS families in ward 6. The food gardening training will take place at Hornlee Primary school and Community Work Program will give assistance in the form of equipment to these families. The next meeting with Department of Agriculture will be on the 10th June 2017 to discuss possible assistance to these families.

Garden boxes with seeds will be donated to impoverish household to alleviate poverty. These families will be identified through Department of Health.

The following programs will be done in conjunction with Department of Health:

Learners from High schools will be identified as peer counsellors in terms of information and training to enhance HIV/AIDS awareness.

Target pre-school children to do “poppekas” (puppets/dolls) to create awareness of body functions and respect for body, blood and body fluids.

Celebrate Khomanani Day to focus on pampering day and memorial service.
Celebrate Year end Chronic illness day young children that is been diagnosed with chronic illness such as cancer, HIV/AIDS and Diabetic. The aim will be to motivate adherence support, and to have fun.

Child Protection Outreach

The child Protection Outreach program was done in conjunction with the National Prosecuting Authority (NPA), Gerda Marx (Prosecutor) to visit some primary schools to talk about Sexual offenses Act, Pornography, Cellphone texting, Bullying and Court proceedings. The program was well received by the grade 7 learners of Chris Nissan Primary school, Sunridge Primary school and Smutsville Primary school. There will be some follow up visits to Karatara Primary school and Concordia primary school during June 2017.

It is evident that our young boys and girls needs to be informed regarding this Act and how to protect them. These talks form part of National Child Protection Week from 27 May to 2 June 2017.

Open Day NMMU (Nelson Mandela Metropolitan University)

This initiative was done in conjunction with NMMU to give youngster the opportunity to be exposed to information regarding further education and the minimum requirements to apply. The young people (matriculantes) from Rheenendal, Northern Areas (White Location /Khayalethu) and Hornlee was accompany by the Youth Desk to attend the open day in George. A Total of 60 learners was part of this program.

South African Social Security Agency (SASSA)

Attended a service delivery outreach program to get the buy in of all relevant stakeholder in the roll out of this program. SASSA is responding to National Development Plan (NDP) strategic outcome-to have an inclusive and responsive Social Protection system. AZANDE is appointed to be the service provider to do survey in the different ward eg. 3,4,6,7,8 and to assess why citizens in targeted wards experience challenges to access social grants and any other government services (referrals)

Service providers to assess 70% of the household within a targeted ward. Local unemployed youth will be trained as Action Researchers (AR) to conduct Door-to-Door surveys and household
profiling. The training will start in June. The councilors identified 5 youth and only two youth per mentioned wards will be identified.

Follow up planned SASSA integrated service delivery meeting was attended to discuss the jamboree that will take place on the 28 June 2017 at the Khayalethu Community Hall with the different stakeholder that will display exhibition table to provide clients with information regarding their services.

L. Smith
SOCIAL DEVELOPMENT OFFICER
Tel: 3026343
REPORT FROM DIRECTOR: COMMUNITY SERVICES [SPORTS DESK]

PURPOSE OF THE REPORT

The purpose of the report is to inform the Municipal Council about the activities of the Sports Desk for the months of April to May 2017.

ACTIVITIES

1. Development

Soccer Development

Soccer development is presented by Arthur Halters and takes place on a weekly basis in the afternoons on Loerie Park B field. Children are coached from a grassroots level on the basics of soccer. Practice session differ for the more senior children playing U/16 soccer.

The session are as follows

- Running with the ball/passing (6-8 years old)
- Control, running with the ball and passing (9-10 year old)
- Work in front of goal (11-12 year old)

The older children practice on a more advanced level as the juniors and their extra session takes place on Fridays. Development of soccer is of utmost importance to ensure that the next generation of soccer are well groomed and that the sport prosper.

4 Day Soccer Challenge
- Day 1 fitness challenge
- Day 2 shooting challenge
- Day 3 individual challenge
- Day 4 skills challenge

On 13 May 2017 the youngsters took part in an under 5 a side festival. The following teams took part in the festival with age groups under 8, 11 and 13, Concordia, Young Chiefs, Bongani, Super Strikers (A and B), CX United and Knysna a total of 180 children attended the festival. The Winner of the festival in all age groups was Super Strikers, team from Karatara.

11 Coaches went on development training to advance their skills and coaching abilities. 5 completed the Licence C coaching course which enables them to coach on regional level and 6 completed the Licence C coaching which enables them to coach on SAFA Second Division. The coaching will be ploughing back into the communities by coaching at schools during the week. The coaching programme still needs to be finalised.
Rugby Development

The community of Hornlee was embraced by a surprised visit from the Springboks on 01 June 2017.

With the majority rugby teams that reside in Knysna in White Location we found it vital in order for us to grow the sport that the players on a regular basis take part in the sport on a competitive level to ensure that the sport be played on the highest level. At present with the six teams all contributing to the successfulness of Greater Knysna and to allow that all the players grow with the sport.

2. Sport Facilities

In ensuring that the communities of Knysna can exercise and develop themselves we need to ensure that our facilities are in a condition whereby individuals do not injure themselves. We are in the process of developing/upgrading facilities throughout the municipal area as identified in the IDP as one of the priority projects in most of the wards as well as ensuring that there are sufficient practice facilities in the various areas where it is needed the most. We sit in a better position than last year with the state of our facilities.

With a total of 53 soccer teams affiliated to the local football association funding for additional facilities are needed.

Bongani field (Soccer) – Phase 1 of the upgrading of the facility started. Work to be done include the following;

1. The existing gravel soccer field will be ripped, repositioned and regraded, with some layer works prepared for Phase 2 surfacing. This one will also get the synthetic surface. Tender for the installation of the electrical supply and floodlights was advertised.
2. Installation of electrical supply to the site, including DB’s for future phase 2 ablations.
3. Installation of high mast lighting similar to Smutsville.

Due to the stream on the western side of the field the surface of the playing field had to shift east. With this more civil work had to be done. The work had to be extended due to the wall on the Northern side of the field collapsing. Work on the packing of the gabion wall has started.

Rheenendal sport field (Soccer/Rugby) – Currently being utilised by federations, social groups, faith based organisations and individuals, events and league matches.

Loerie Park – Currently being utilised by federations, social groups, faith based organisations and individuals for practices, events and league matches.

Hornlee – Currently being utilised by federations, social groups, faith based organisations and individuals for practices, events and league matches.

Smutsville – Currently being utilised by federations, social groups, faith based organisations and individuals for practices, events and league matches.
3. Maintenance

Smutsville field (Soccer/Rugby) - A member from the parks department was allocated to the facility to ensure that the facility is well looked after.

Rheenendal (Multipurpose Field) – The changing rooms, caretaker house and clubhouse has been completed. The caretaker has been appointed and the field is currently being utilized by the community.

Loerie Park (Multipurpose Field) – General maintenance done on a regular basis.

Dam-se-bos field (Soccer) – Field was open to the public on 13 May 2017. General maintenance done on a regular basis.

Hornlee - General maintenance done on a regular basis.

White Location – Earmarked as one of the multi-purpose community centres. Contractor has been appointed and the work has started.

4. Upcoming events

16 June 2017 – Youth Day (Youth day celebrations in conjunction with Youth Development)
14-16 July 2017 – Oyster Festival Rugby tournament (Loerie Park)
15 July 2017 – Regional Boxing Tournament – Eden District (Chris Hani Hall)
01 August 2017 - International soccer match, visiting team from UK u/17 (Loerie Park)

RECOMMENDATION OF THE ACTING MUNICIPAL MANAGER

That the monthly reports for Sport Desk for April to May 2017 received from the Community Services Department, be noted.

Delegation to Committee to Resolve. (Delegation G.2.1).

APPENDIX / ADDENDUM

None

File Number: 9/1/2/5
Execution: Director : Community Services
           Manager : Disaster Manager
REPORT FROM THE DIRECTOR: COMMUNITY SERVICES [FIRE AND RESCUE]

PURPOSE OF THE REPORT

Attached as annexure is a copy of the monthly report for Fire and Rescue for March 2017 received from the Director: Community Services [Traffic and Law Enforcement].

RECOMMENDATION OF THE ACTING MUNICIPAL MANAGER

That the monthly report for Fire and Rescue for March 2017 received from the Director Community Services [Traffic and Law Enforcement] be noted.

Delegation to Committee to Resolve. (Delegation G.2.1).

APPENDIX / ADDENDUM


File Number: 9/1/2/5
Execution: Director: Community Services
Manager: Protection Services
FIRE AND RESCUE
STATION MONTHLY REPORT

Month: March  Year: 2017

1. HUMAN RESOURCES

<table>
<thead>
<tr>
<th>RESERVISTS</th>
<th>Knysna</th>
<th>Sedgefield</th>
</tr>
</thead>
<tbody>
<tr>
<td>Type</td>
<td>Total number of staff</td>
<td>Total number of shifts</td>
</tr>
<tr>
<td>Control room operator</td>
<td>03</td>
<td>08</td>
</tr>
<tr>
<td>Firefighter</td>
<td>05</td>
<td>26</td>
</tr>
<tr>
<td>TOTAL</td>
<td>08</td>
<td>34</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>VACANCIES</th>
<th>Knysna</th>
<th>Sedgefield</th>
</tr>
</thead>
<tbody>
<tr>
<td>Position</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Control Room Operators</td>
<td>01</td>
<td>00</td>
</tr>
<tr>
<td>Total</td>
<td>01</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PROMOTIONS</th>
<th>Knysna</th>
<th>Sedgefield</th>
</tr>
</thead>
<tbody>
<tr>
<td>Position</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>00</td>
<td>00</td>
</tr>
<tr>
<td>Total</td>
<td>00</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>APPOINTMENTS</th>
<th>Knysna</th>
<th>Sedgefield</th>
</tr>
</thead>
<tbody>
<tr>
<td>Position</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Senior Firefighter</td>
<td>0</td>
<td>01</td>
</tr>
<tr>
<td></td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td>01</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>STAFF TRAINING INTERVENTIONS</th>
<th>Knysna</th>
<th>Sedgefield</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hazmat Operations (own cost)</td>
<td>01</td>
<td>00</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td>01</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COMMUNITY TRAINING INTERVENTIONS</th>
<th>Knysna</th>
<th>Sedgefield</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fire Extinguisher, Fire awareness, Public Education</td>
<td>03</td>
<td>00</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td>03</td>
</tr>
</tbody>
</table>
### Total Number of Calls for the Month

<table>
<thead>
<tr>
<th>Category</th>
<th>Knysna</th>
<th>Sedgefield</th>
<th>Concordia</th>
<th>Category</th>
<th>Knysna</th>
<th>Sedgefield</th>
<th>Concordia</th>
</tr>
</thead>
<tbody>
<tr>
<td>Residential</td>
<td>00</td>
<td>00</td>
<td></td>
<td>Medical</td>
<td>00</td>
<td>02</td>
<td></td>
</tr>
<tr>
<td>Storage</td>
<td>00</td>
<td>00</td>
<td></td>
<td>Trauma</td>
<td>00</td>
<td>00</td>
<td></td>
</tr>
<tr>
<td>Institutional</td>
<td>00</td>
<td>00</td>
<td></td>
<td>MVA Trauma</td>
<td>07</td>
<td>03</td>
<td></td>
</tr>
<tr>
<td>Public Assembly</td>
<td>00</td>
<td>00</td>
<td></td>
<td>Miscellaneous (snake removals)</td>
<td>09</td>
<td>07</td>
<td></td>
</tr>
<tr>
<td>Transport</td>
<td>02</td>
<td>00</td>
<td></td>
<td>Hazmat</td>
<td>00</td>
<td>00</td>
<td></td>
</tr>
<tr>
<td>Industry</td>
<td>00</td>
<td>00</td>
<td></td>
<td>Code calls</td>
<td>00</td>
<td>00</td>
<td></td>
</tr>
<tr>
<td>Commercial</td>
<td>00</td>
<td>00</td>
<td></td>
<td>False Alarms</td>
<td>00</td>
<td>00</td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td>59 (bush)</td>
<td>08 (bush)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>False Alarms</td>
<td>02</td>
<td>00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>63</td>
<td>09</td>
<td></td>
<td><strong>Total</strong></td>
<td>16</td>
<td>12</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Indicator</th>
<th>Knysna</th>
<th>Sedgefield</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Fire Hydrant Maintenance (min 10 per month)</td>
<td>13</td>
<td>00</td>
<td>13</td>
</tr>
<tr>
<td>2 Community Visits to Fire Stations</td>
<td>00</td>
<td>00</td>
<td>00</td>
</tr>
<tr>
<td>3 Visits to community and schools (min 4 per month)</td>
<td>06</td>
<td>00</td>
<td>06</td>
</tr>
<tr>
<td>4 Fire safety risk inspections (min 10 per month)</td>
<td></td>
<td>Fire Safety Section</td>
<td>10</td>
</tr>
<tr>
<td>5 Fire safety non-compliance notices issued</td>
<td></td>
<td>Fire Safety Section</td>
<td>10</td>
</tr>
<tr>
<td>6 Flammable substance licence inspections</td>
<td></td>
<td>Fire Safety Section</td>
<td>04</td>
</tr>
<tr>
<td>7 Events meetings attended</td>
<td></td>
<td>Fire Safety Section</td>
<td>01</td>
</tr>
<tr>
<td>8 Events approved</td>
<td></td>
<td>Fire Safety Section</td>
<td>00</td>
</tr>
<tr>
<td>9 Dangerous goods vehicle inspections (min 4 per month)</td>
<td>07</td>
<td>04</td>
<td>11</td>
</tr>
<tr>
<td>10 Burn Permits Issued</td>
<td>00</td>
<td>00</td>
<td>00</td>
</tr>
<tr>
<td>11 Notifications on overgrown properties</td>
<td>03</td>
<td>02</td>
<td>05</td>
</tr>
<tr>
<td>12 Overgrown properties cleaned</td>
<td>03</td>
<td>00</td>
<td>03</td>
</tr>
<tr>
<td>13 Fire breaks created (Min 2 per year)</td>
<td>00</td>
<td>00</td>
<td>00</td>
</tr>
<tr>
<td>14 Fire breaks maintained</td>
<td>00</td>
<td>00</td>
<td>00</td>
</tr>
<tr>
<td>15 Building Plans Scrutiny</td>
<td>01</td>
<td>00</td>
<td>01</td>
</tr>
<tr>
<td>16 Response time for non-emergency call out</td>
<td>10 min</td>
<td>10 min</td>
<td></td>
</tr>
<tr>
<td>Monthly target = max 4 hours turn out time per call</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>17 Response time for emergency call out</td>
<td>3 min</td>
<td>3 min</td>
<td></td>
</tr>
<tr>
<td>Monthly target = max 13 minutes call out time per call</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>18 Station staffed 24 hours (Monthly target = 100%)</td>
<td>100%</td>
<td>100%</td>
<td></td>
</tr>
<tr>
<td>19 Loss Of Lives</td>
<td>00</td>
<td>00</td>
<td>00</td>
</tr>
<tr>
<td>20 Fire Practice and training: Staff</td>
<td>00</td>
<td>00</td>
<td>00</td>
</tr>
<tr>
<td>KPI</td>
<td>UNIT OF MEASUREMENT</td>
<td>PERFORMANCE STANDARD</td>
<td>Target</td>
</tr>
<tr>
<td>--------------------------------------------------------------------</td>
<td>---------------------</td>
<td>-------------------------------------------</td>
<td>--------</td>
</tr>
<tr>
<td>Reaction time to emergencies: Fire brigade Services Act (13 minutes) average response time</td>
<td># within 13 minutes</td>
<td>Response time to emergencies</td>
<td>100%</td>
</tr>
<tr>
<td>Compliance with hazardous substances legislation (Dangerous goods)</td>
<td>Compliance</td>
<td>1 Road Block per month</td>
<td>1</td>
</tr>
<tr>
<td>Response times are within the SANS 10090 Table 2 guidelines</td>
<td>% of response within guidelines</td>
<td>% of responses</td>
<td>100%</td>
</tr>
<tr>
<td>Monitor vehicle availability and equipment based through two inspections per day</td>
<td>Monitor</td>
<td>Check list Two inspections per day</td>
<td>100%</td>
</tr>
<tr>
<td>Complaints addressed regarding cleaning of private erven posing a fire hazard within 10 days</td>
<td>% of complaints addressed</td>
<td>Complaints to be addressed within 10 days</td>
<td>100%</td>
</tr>
<tr>
<td>Monthly fire hydrants inspections according to schedule</td>
<td>Inspections conducted</td>
<td>At least 10 inspection per month</td>
<td>10</td>
</tr>
<tr>
<td>Enhancement of fire prevention through awareness and education sessions and projects</td>
<td># Sessions per annum</td>
<td>A minimum of 4 per month</td>
<td>04</td>
</tr>
<tr>
<td>Monthly operational fire safety risk inspections at buildings and businesses</td>
<td># of inspections completed for the month</td>
<td>At least 10 per month</td>
<td>10</td>
</tr>
<tr>
<td>Review and approved building plans by Fire Department on first submission within 10 days</td>
<td>% of building plans reviewed and approved by Fire Department on first submission</td>
<td>Within 10 days</td>
<td>100%</td>
</tr>
<tr>
<td>Staff attending training courses within the budget (Internal and External)</td>
<td># of training programs for staff – Fire</td>
<td>At least one training session per month</td>
<td>01</td>
</tr>
</tbody>
</table>

Author of report:
C MANUEL
Chief Fire Officer
Tel: 044 3028911
### REPORT FROM THE DIRECTOR : COMMUNITY SERVICES [FIRE AND RESCUE]

**PURPOSE OF THE REPORT**

Attached as annexure is a copy of the monthly report for Fire and Rescue for April 2017 received from the Director : Community Services [Traffic and Law Enforcement].

**RECOMMENDATION OF THE ACTING MUNICIPAL MANAGER**

That the monthly report for Fire and Rescue for April 2017 received from the Director Community Services [Traffic and Law Enforcement] be noted.

_Delegation to Committee to Resolve. (Delegation G.2.1)._  

**APPENDIX / ADDENDUM**


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

### RESERVISTS

<table>
<thead>
<tr>
<th>Station Type</th>
<th>Knysna</th>
<th>Sedgefield</th>
<th>Knysna</th>
<th>Sedgefield</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Total number of staff</td>
<td>Total number of shifts</td>
<td>Total number of staff</td>
<td>Total number of shifts</td>
</tr>
<tr>
<td>Control room operator</td>
<td>03</td>
<td>12</td>
<td>00</td>
<td>00</td>
</tr>
<tr>
<td>Firefighter</td>
<td>07</td>
<td>37</td>
<td>03</td>
<td>22</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td>10</td>
<td>47</td>
<td>03</td>
<td>22</td>
</tr>
</tbody>
</table>

### VACANCIES

<table>
<thead>
<tr>
<th>Position</th>
<th>Knysna</th>
<th>Sedgefield</th>
</tr>
</thead>
<tbody>
<tr>
<td>Control Room Operators</td>
<td>01</td>
<td>00</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>01</td>
<td>00</td>
</tr>
</tbody>
</table>

### PROMOTIONS

<table>
<thead>
<tr>
<th>Position</th>
<th>Knysna</th>
<th>Sedgefield</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>00</td>
<td>00</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>00</td>
<td>00</td>
</tr>
</tbody>
</table>

### APPOINTMENTS

<table>
<thead>
<tr>
<th>Position</th>
<th>Knysna</th>
<th>Sedgefield</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

### STAFF TRAINING INTERVENTIONS

<table>
<thead>
<tr>
<th>Course</th>
<th>Knysna</th>
<th>Sedgefield</th>
</tr>
</thead>
<tbody>
<tr>
<td>Firefighter 1</td>
<td>02</td>
<td>02</td>
</tr>
<tr>
<td>ABET</td>
<td>01</td>
<td>03</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>05</td>
<td>08</td>
</tr>
</tbody>
</table>

### COMMUNITY TRAINING INTERVENTIONS

<table>
<thead>
<tr>
<th>Course</th>
<th>Knysna</th>
<th>Sedgefield</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fire Extinguisher, Fire awareness, Public Education</td>
<td>02</td>
<td>00</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>02</td>
<td>02</td>
</tr>
</tbody>
</table>
## 2. SDBIP INDICATOR

### TOTAL NUMBER OF CALLS FOR THE MONTH

<table>
<thead>
<tr>
<th>Category</th>
<th>Knysna</th>
<th>Sedgefield</th>
<th>Concordia</th>
<th>Category</th>
<th>Knysna</th>
<th>Sedgefield</th>
<th>Concordia</th>
</tr>
</thead>
<tbody>
<tr>
<td>Residential</td>
<td>09</td>
<td>01</td>
<td></td>
<td>Medical</td>
<td>00</td>
<td>00</td>
<td></td>
</tr>
<tr>
<td>Storage</td>
<td>00</td>
<td>00</td>
<td></td>
<td>Trauma</td>
<td>00</td>
<td>00</td>
<td></td>
</tr>
<tr>
<td>Institutional</td>
<td>00</td>
<td>00</td>
<td></td>
<td>MVA Trauma</td>
<td>12</td>
<td>07</td>
<td></td>
</tr>
<tr>
<td>Public Assembly</td>
<td>00</td>
<td>00</td>
<td></td>
<td>Miscellaneous (snake removals)</td>
<td>16</td>
<td>07</td>
<td></td>
</tr>
<tr>
<td>Transport</td>
<td>01</td>
<td>00</td>
<td></td>
<td>Hazmat</td>
<td>00</td>
<td>00</td>
<td></td>
</tr>
<tr>
<td>Industry</td>
<td>00</td>
<td>00</td>
<td></td>
<td>Code calls</td>
<td>00</td>
<td>00</td>
<td></td>
</tr>
<tr>
<td>Commercial</td>
<td>00</td>
<td>00</td>
<td></td>
<td>False Alarms</td>
<td>01</td>
<td>00</td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td>44 (bush)</td>
<td>03 (bush)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>False Alarms</td>
<td>00</td>
<td>01</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>54</td>
<td>05</td>
<td></td>
<td><strong>Total</strong></td>
<td>29</td>
<td>14</td>
<td></td>
</tr>
</tbody>
</table>

### Indicator

<table>
<thead>
<tr>
<th>Indicator</th>
<th>Knysna</th>
<th>Sedgefield</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Fire Hydrant Maintenance (min 10 per month)</td>
<td>49</td>
<td>14</td>
<td>63</td>
</tr>
<tr>
<td>2 Community Visits to Fire Stations</td>
<td>02</td>
<td>00</td>
<td>02</td>
</tr>
<tr>
<td>3 Visits to community and schools (min 4 per month)</td>
<td>05</td>
<td>01</td>
<td>06</td>
</tr>
<tr>
<td>4 Fire safety risk inspections (min 10 per month)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5 Fire safety non-compliance notices issued</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6 Flammable substance licence inspections</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7 Events meetings attended</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8 Events approved</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9 Dangerous goods vehicle inspections (min 4 per month)</td>
<td>00</td>
<td>00</td>
<td>00</td>
</tr>
<tr>
<td>10 Burn Permits Issued</td>
<td>05</td>
<td>02</td>
<td>07</td>
</tr>
<tr>
<td>11 Notifications on overgrown properties</td>
<td>01</td>
<td>08</td>
<td>09</td>
</tr>
<tr>
<td>12 Overgrown properties cleaned</td>
<td>03</td>
<td>00</td>
<td>03</td>
</tr>
<tr>
<td>13 Fire breaks created (Min 2 per year)</td>
<td>00</td>
<td>00</td>
<td>00</td>
</tr>
<tr>
<td>14 Fire breaks maintained</td>
<td>00</td>
<td>00</td>
<td>00</td>
</tr>
<tr>
<td>15 Building Plans Scrutiny</td>
<td>00</td>
<td>00</td>
<td>00</td>
</tr>
<tr>
<td>16 Response time for non-emergency call out</td>
<td>10 min</td>
<td>10 min</td>
<td></td>
</tr>
<tr>
<td>Monthly target = max 4 hours turn out time per call</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>17 Response time for emergency call out</td>
<td>3 min</td>
<td>3 min</td>
<td></td>
</tr>
<tr>
<td>Monthly target = max 13 minutes call out time per call</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>18 Station staffed 24 hours (Monthly target = 100%)</td>
<td>100%</td>
<td>100%</td>
<td></td>
</tr>
<tr>
<td>19 Loss Of Lives</td>
<td>01</td>
<td>00</td>
<td>01</td>
</tr>
<tr>
<td>20 Fire Practice and training: Staff</td>
<td>00</td>
<td>00</td>
<td>00</td>
</tr>
<tr>
<td>KPI</td>
<td>UNIT OF MEASUREMENT</td>
<td>PERFORMANCE STANDARD</td>
<td>Target</td>
</tr>
<tr>
<td>----------------------------------------------------------------------</td>
<td>---------------------</td>
<td>--------------------------------</td>
<td>--------</td>
</tr>
<tr>
<td>Reaction time to emergencies: Fire brigade Services Act (13 minutes)</td>
<td># within 13 minutes</td>
<td>Response time to emergencies</td>
<td>100%</td>
</tr>
<tr>
<td>average response time</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Compliance with hazardous substances legislation (Dangerous goods)</td>
<td>Compliance</td>
<td>1 Road Block per month</td>
<td>1</td>
</tr>
<tr>
<td>Response times are within the SANS 10090 Table 2 guidelines</td>
<td>% of response within guidelines</td>
<td>% of responses</td>
<td>100%</td>
</tr>
<tr>
<td>Monitor vehicle availability and equipment based through two inspections per day</td>
<td>Monitor</td>
<td>Check list</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Two inspections per day</td>
<td></td>
</tr>
<tr>
<td>Complaints addressed regarding cleaning of private erven posing a fire hazard within 10 days</td>
<td>% of complaints addressed</td>
<td>Complaints to be addressed within 10 days</td>
<td>100%</td>
</tr>
<tr>
<td>Monthly fire hydrants inspections according to schedule</td>
<td>Inspections conducted</td>
<td>At least 10 inspection per month</td>
<td>10</td>
</tr>
<tr>
<td>Enhancement of fire prevention through awareness and education sessions and projects</td>
<td># Sessions per annum</td>
<td>A minimum of 4 per month</td>
<td>04</td>
</tr>
<tr>
<td>Monthly operational fire safety risk inspections at buildings and businesses</td>
<td># of inspections completed for the month</td>
<td>At least 10 per month</td>
<td>10</td>
</tr>
<tr>
<td>Review and approved building plans by Fire Department on first submission within 10 days</td>
<td>% of building plans reviewed and approved by Fire Department on first submission</td>
<td>Within 10 days</td>
<td>100%</td>
</tr>
<tr>
<td>Staff attending training courses within the budget (Internal and External)</td>
<td># of training programs for staff – Fire</td>
<td>At least one training session per month</td>
<td>01</td>
</tr>
</tbody>
</table>

Author of report:
C MANUEL
Chief Fire Officer
Tel: 044 3028911
REPORT FROM THE ACTING MUNICIPAL MANAGER [LEGAL SERVICES]

PURPOSE OF THE REPORT

To report to the Mayoral Committee on the dispute between the Knysna Municipality and New Line Investments 44 (Pty) Ltd, pertaining to the Remainder of Portion 107 (a Portion of Portion 98) of the Farm Ruygte Valley No. 205, also known as the Sedgefield Cemetery. A map of the property in question is attached hereto as Annexure “A”.

BACKGROUND

Before the disestablishment of the old Sedgefield Municipal Council, said Council expropriated a piece of land from one late Dr J van Der Merwe in 1999. From archive documents retrieved, it showed that an expropriation notice was served on the late van Der Merwe whereby he was informed that the land in question will be expropriated and that he will be compensated accordingly.

For reasons unbeknown to us, the expropriation transaction was never recorded in the Deeds Office and accordingly never formally registered into the name of the old Sedgefield Council. Said expropriation was effected in terms of section 123 of the Municipal Ordinance, 20 of 1974, in conjunction with the Expropriation Act, 63 of 1975.

The old Sedgefield Council proceeded and established a cemetery on the property. A copy of the Record of Decision (ROD) is attached hereto as Annexure “B”. In terms of the ROD, authorization was granted for 850 burial sites.

Dr J van Der Merwe passed away in 2009 and in winding up his estate it was found that the property was still registered in his name and as such was sold from the estate to New Line Investments 44 (Pty) Ltd in 2013. Accordingly, the sale transaction was registered in the Deeds Office and New Line Investments became the registered owners of the Remainder of Portion 107 (A portion of portion 98) of the Farm 205 Ruygte Valley, Deed of Transfer T 38770/2013.

During the assessment of certain town planning applications, the Knysna Municipality started questioning the ownership of the land and it is our opinion that although New Line Investments are the registered owners, the Knysna Municipality is the lawful owner of the property.

The Mayoral Committee might be aware that during 2016, New Line Investments applied for approval for a storage facility on the land in question. After a public participation phase were conducted and after various objections were received, the parties started to engage in without prejudice talks regarding the ownership of the property.

It is the contention of New Line Investments that the old Sedgefield Council never lawfully expropriated the land from the late Van Der Merwe. This is based on the fact that we
could not find the signed expropriation notice that was served. On this basis New Line Investment insisted that the Knysna Municipality has no claim to the land.

New Line Investments also averred that even if the expropriation notice was served, the old Sedgefield Council never compensated van Der Merwe accordingly, thus making the expropriation null and void.

After various unsuccessful attempts to locate any documentary proof to substantiate our claim, Raubenheimers Attorneys, (Council’s attorneys of record), was approached for a legal opinion on the matter. Said legal opinion by senior council is attached hereto as Annexure “C”.

The legal opinion supports our contention that the Knysna Municipality is the lawful owner of the property and that ownership was derived from section 8(1) of the Expropriation Act, which provides that “the ownership of property expropriated in terms of the provisions of this Act shall, subject to the provisions of sub-section 3(3) and on the date of expropriation, vest in the State…the municipality did not derive its title from the previous owner but by consequences of operation of law and from the date of expropriation any right in regard to ownership, of the expropriate, is extinguished. Registration of transfer is not necessary for ownership to pass to the expropriator.”

A letter from Raubenheimers Attorneys dated 30 June 2016 addressed to Adriaan Venter Attorneys, (attorneys of record for New Line Investments), is attached hereto as Annexure “D”. The content of the letter outlines the Knysna Municipality’s entitlement on the property.

In response Adriaan Venter, advised that his clients maintains that they are the registered owners of the property.

During September 2016 it became clear that the existing cemetery will soon reach its capacity and the Community Services Department proceeded and cleared another portion of the grounds in order to have available burial space. Subsequently, one burial was conducted on the extended portion of the cemetery. New Line Investments became aware of this and instructed the municipality to cede all “unlawful” activities on the property.

During November 2016 the Municipality via its attorney of record were served with a Notice of Motion whereby New Line Investments applied for a rule nisi order to be granted against the municipality in terms of which the municipality were to be interdicted and restrained from entering the property and expanding the cemetery until Council has procured dominium of the property.

On advice from senior council, it was though best not to oppose above-mentioned action due to Council not having the necessary environmental authorisation to lawfully embark on the expansion of the cemetery. It was at the time best to obtain an unopposed court order in terms of the notice of motion (refer to Annexure “E”: Advice from senior council).

In a letter dated 1 November 2016, Mr Adriaan Venter indicated that his clients were prepared to on an ad hoc basis, by way of written agreement between the parties, and I respect of a single grave on the property:

- waive the mandamus order granted against the municipality;
• agree to have the single grave on the extended cemetery form part of the existing cemetery; and
• A possible waiver of the court order in respect of the single grave.

On above basis, a possible cost order and as per advise from senior council, the municipality did not file opposing papers. Subsequently and attached as Annexure “F”, a report on the matter as per the system of delegations was done and the subsequent instruction given to Raubenheimers Attorneys. Attached as Annexure “G” is the court order which was subsequently granted against the Knysna Municipality on 4 November 2016.

Pending the institution of urgent legal proceedings for a declaratory order confirming the municipality’s ownership of the property, a last round table discussion was held with Adriaan Venter and his clients on 31 January 2017, as a means to settle the dispute. The agenda points for discussion were:

• dominium of the property in question;
• dominium of the existing cemetery;
• finalization of pending land use change application lodged in respect of a portion of the above-mentioned property; and
• finalization of pending closure process in respect of Erf 1669, Aviemore Security Estate.

From above-mentioned meeting with New Line Investments it was clear that the parties will not be able reach an amicable settlement agreement and Andriaan Venter advised, that should we proceed to court to get a declaratory order, Council would be wasting rate-payers money and even if we get an order, confirming our ownership, that his clients will do everything to object against Council getting all necessary approvals to continue a cemetery on the grounds.

It should be noted that the morning before, above-mentioned meeting, Legal Services were provided with a copy of a signed letter by the late Dr Van der Merwe. From the content of the letter it is clear that the late Dr Van der Merwe acknowledges that the old Sedgefield Council did in fact expropriate the land from him and that he was compensated accordingly – proving Council’s claim that the municipality is the lawful owners.

As a last attempt to resolve the dispute, Raubenheimers Attorneys was instructed to convey the content of the letter to Adriaan Venter and his clients. The letter is attached as Annexure “H” and instructs the latter to “take further instructions from your clients and we look forward to receiving your confirmation that New Line Investments 44 (Pty) Ltd agrees to the transfer of the property to the Knysna Municipality at no consideration, and costs related to the transfer to be for the account of New Line Investments 44 (Pty) Ltd.”

A response on above is attached hereto as Annexure “I”. Said response states as follows:

“…such expropriation endeavour on the part of your client, was never pursued to finality, that no compensation by virtue of such intended expropriation, was paid by your client to our client’s predecessor and that the expropriation notice itself, in unambiguous terms recorded that ownership of such property shall only pass to the expropriator i.e. your
client, on date of registration of such property in the name of your client in the Deeds Registry. It is common cause that the latter has not occurred.”

The Mayoral Committee is accordingly requested to confirm the prior instruction to Raubenheimers Attorneys to proceed with an application to the High Court, for a declaratory order confirming Council’s ownership, as a means to bring finality to the ongoing dispute.

This report served at the Mayoral Committee meeting on 26 April 2017 and the committee under Item MO6/04/17 unanimously resolved that:

a) That the report on the Sedgefield Cemetery be noted; and
b) That the report on the dispute pertaining to the Remainder of Portion 107 (a Portion of Portion 98) of the Farm Ruygte Valley No. 205. Knysna Municipality // New Line Investments 44 (Pty) Ltd, be referred back to the Community Services meeting at its meeting to be held on 13 June 2017.

The report is accordingly re-submitted for consideration.

Comments from Community Services on the way forward

It is of the utmost importance that we obtain clarity on the ownership of the property as soon as possible. The Directorate supports above-mentioned report and recommendations.

Comments from Properties Section

1. It must be noted that the portion being referred to is now registered at the Surveyor General's office as Portion 153 of the Farm Ruygte Valley No. 205 (being a portion of Portion 107 of the Farm Ruygte Valley No. 205), the map and the following information is attached under Annexure “A”;
2. Surveyor General's diagram indicating the subdivision of Portion 107 (a portion of Portion 98) of the Farm Ruygte Valley No. 205;
3. The surveyor general diagram, S.G. No. 1536/2004 for Portion 153 of the Farm Ruygte Valley No. 205 (being a portion of Portion 107 of the Farm Ruygte Valley No. 205);
4. The deed search for Portion 107 of the Farm Ruygte Valley No. 205 (Remaining extent); and
5. The deed search for Portion 153 of the Farm Ruygte Valley No. 205.

FINANCIAL IMPLICATIONS

Cost of instituting High Court proceedings.

RECOMMENDATION OF THE ACTING MUNICIPAL MANAGER

[a] That the report on the Sedgefield Cemetery be noted by the Mayoral Committee; and
[b] That the Mayoral Committee confirm the prior instruction to Raubenheimers Attorneys to proceed with an application to the High Court to obtain a declaratory order confirming Council’s ownership of the property in question.
APPENDIX / ADDENDUM

Annexure “A”  Map of the property in question
Annexure “B”  Copy of the Record of Decision
Annexure “C”  Legal Opinion on the Ownership Dispute
Annexure “D”  Letter to Adriaan Venter dated 30 June 2016
Annexure “E”  Advise from Senior Council
Annexure “F”  Report and Formal Instruction to Raubenheimers
Annexure “G”  4 November 2016 Court Order
Annexure “H”  Letter to Adriaan Venter dated 06 March 2017
Annexure “I”  Letter from Adriaan Venter dated 16 March 2017

File Number:  9/1/2/14
Execution:  Acting Municipal Manager
Manager: Legal Services
Appendix “A”  Map of the property in question
# Deeds Office Property

**RUYGTE VALLEY, 205, 107 (REMAINING EXTENT) (CAPE TOWN)**

## GENERAL INFORMATION

<table>
<thead>
<tr>
<th>Deeds Office</th>
<th>CAPE TOWN</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date Requested</td>
<td>2015/05/14 08:50</td>
</tr>
<tr>
<td>Information Source</td>
<td>DEEDS OFFICE</td>
</tr>
<tr>
<td>Reference</td>
<td>-</td>
</tr>
</tbody>
</table>

## PROPERTY INFORMATION

<table>
<thead>
<tr>
<th>Property Type</th>
<th>FARM</th>
</tr>
</thead>
<tbody>
<tr>
<td>Farm Name</td>
<td>RUYGTE VALLEY</td>
</tr>
<tr>
<td>Farm Number</td>
<td>205</td>
</tr>
<tr>
<td>Portion Number</td>
<td>107 (REMAINING EXTENT)</td>
</tr>
<tr>
<td>Local Authority</td>
<td>OUTENIQUA DC</td>
</tr>
<tr>
<td>Registration Division</td>
<td>KNYSNA RD</td>
</tr>
<tr>
<td>Province</td>
<td>WESTERN CAPE</td>
</tr>
<tr>
<td>Diagram Deed</td>
<td>T2286/1/1964</td>
</tr>
<tr>
<td>Extent</td>
<td>6,5939H</td>
</tr>
<tr>
<td>Previous Description</td>
<td>PTN OF 98</td>
</tr>
<tr>
<td>LPI Code</td>
<td>CO9000000000020500107</td>
</tr>
</tbody>
</table>

## OWNER INFORMATION

<table>
<thead>
<tr>
<th>Owner 1 of 1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Person Type</td>
</tr>
<tr>
<td>Name</td>
</tr>
<tr>
<td>Registration Number</td>
</tr>
<tr>
<td>Title Deed</td>
</tr>
<tr>
<td>Registration Date</td>
</tr>
<tr>
<td>Purchase Price (R)</td>
</tr>
<tr>
<td>Purchase Date</td>
</tr>
<tr>
<td>Share</td>
</tr>
<tr>
<td>Multiple Properties</td>
</tr>
<tr>
<td>Multiple Owners</td>
</tr>
</tbody>
</table>

## ENDORSEMENTS (2)

<table>
<thead>
<tr>
<th>#</th>
<th>Document</th>
<th>Institution</th>
<th>Amount (R)</th>
<th>Microfilm</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>VA4396/2013</td>
<td>MERWE JOHN VAN DER</td>
<td>UNKNOWN</td>
<td>-</td>
</tr>
<tr>
<td>2</td>
<td>FARM KN 205/107</td>
<td>-</td>
<td>UNKNOWN</td>
<td>-</td>
</tr>
</tbody>
</table>

## HISTORIC DOCUMENTS (6)

<table>
<thead>
<tr>
<th>#</th>
<th>Document</th>
<th>Owner</th>
<th>Amount (R)</th>
<th>Microfilm</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>L7467/93C-9735/74T</td>
<td>-</td>
<td>UNKNOWN</td>
<td>-</td>
</tr>
<tr>
<td>2</td>
<td>EX399/1985-2/4/85-97</td>
<td>-</td>
<td>UNKNOWN</td>
<td>-</td>
</tr>
<tr>
<td>3</td>
<td>VA2836/2003</td>
<td>-</td>
<td>UNKNOWN</td>
<td>2003 0512 4722</td>
</tr>
<tr>
<td>4</td>
<td>VA3304/2001</td>
<td>-</td>
<td>UNKNOWN</td>
<td>2001 0486 0428</td>
</tr>
<tr>
<td>5</td>
<td>EX75/2014</td>
<td>-</td>
<td>UNKNOWN</td>
<td>-</td>
</tr>
<tr>
<td>6</td>
<td>T9735/1974</td>
<td>MERWE JOHN VAN DER</td>
<td>UNKNOWN</td>
<td>2003 0512 4729</td>
</tr>
</tbody>
</table>
Deeds Office Property

KNYSNA RD, RUYGTE VALLEY, 205, 153 (CAPE TOWN)

GENERAL INFORMATION
Date Requested: 2015/05/14 08:46
Deeds Office: CAPE TOWN
Information Source: DEEDS OFFICE
Reference: -

PROPERTY SEARCH DETAILS
Property Type: FARM
Registration Division: KNYSNA RD
Farm Name: RUYGTE VALLEY
Farm Number: 205
Portion Number: 153

THERE IS NO INFORMATION AVAILABLE THAT MATCHES YOUR SEARCH CRITERIA.

DISCLAIMER
This report contains information gathered from our suppliers and we do not make any representations about the accuracy of the data displayed nor do we accept responsibility for inaccurate data. WinDeed will not be liable for any damage caused by reliance on this report. This report is subject to the terms and conditions of the WinDeed End User Licence Agreement EULA.
APPLICATION: THE CHANGE IN LAND USE TO ESTABLISH A MUNICIPAL CEMETARY ON PORTION 107 OF THE FARM RUYGTE VALLEY 205, SEDGEFIELD, KNYSNA

With reference to your application, find below the Record of Decision in respect of this application.

RECORD OF DECISION

A. DESCRIPTION OF ACTIVITY:

The Knysna Municipality intends, for the first phase, to prepare a 4200m² piece of land to establish a graveyard for 850 graves, including the establishment of associated infrastructure inter alia toilet blocks and an access road to the site. These are activities identified in Schedule 1 of Government Notice No. R1182 of 5 September 1997, as amended, being: 1 (d) "the construction, erection or upgrading of roads, railways, airfields and associated structures" and 2 (c) "agricultural or zoned undetermined use or an equivalent zoning, to any other land use". Hereinafter referred to as "the activity".

B. LOCATION:

The proposed cemetery will be located on portion 107 of the farm Ruygte Valley 205. This portion of land is located north of the town Sedgefield that falls within the municipal district of Knysna. The cemetery will be located on the south-facing slope of a stabilised dune directly north of the railway line. The approximate co-ordinates are:

Latitude 34° 00’ 58”
Longitude 22° 48’ 58”

186 | Page
Department of Environmental Affairs and Development Planning
Chief Directorate: Environmental Affairs

3. APPLICANT:
Knysna Municipality
DeWaal Lombard
PO Box 21
KNYSNA
6570
Tel: (044) 382 5068
Fax: (044) 382 5551

D. CONSULTANT:
CODEV
Chris Gaigher
PO Box 100
WILDERNESS
6560
Tel & Fax: (044) 877 1182

E. SITE VISIT(S):
Date: 4 June 2002
Persons Present: Eldon van Boom and Kirsten Frickleton of DECAS

F. DECISION:
In accordance with regulation 4 3(b) & (d) of Government Notice No. R1183 of 5 September 1997, (as amended), the Director General of the National Department of Environmental Affairs and Tourism has agreed that this application be considered by the undersigned of this Department.

In terms of Sections 28 & 33 of the Environment Conservation Act, 1989 (Act No. 73 of 1989), the Chief Director: Environmental Affairs of the Department of Environmental Affairs and Development Planning hereby grants authorisation, with the conditions contained in this Record of Decision, for the execution of the activity described above.

This Authorisation has been granted in terms of section 22 of the Environment Conservation Act, 1989 (Act No. 73 of 1989) solely for the purposes of undertaking the activity referred to above, and does not exempt the holder thereof from compliance with any other relevant legislation.

G. CONDITIONS OF AUTHORISATION:
1. The activity, including site preparation, may not commence before the statutory 30 day appeal period expires.

2. One week’s notice, in writing, must be given to the Directorate: Environmental Management, (hereinafter referred to as “this Directorate”), before commencement of construction activities.
2.1 Such notice shall make clear reference to the site location details and reference number given above.

2.2 The said notice must also include proof of compliance with the following conditions described herein:

Conditions: 1 & 5

3. One week’s notice, in writing, must be given to the Directorate: Environmental Management, (hereinafter referred to as “this Directorate”), before commencement of operation activities.

3.1 Such notice shall make clear reference to the site location details and reference number given above.

3.2 The said notice must also include proof of compliance with the following conditions described herein:

Conditions: 6, 7, 8, 9 & 13

4. An integrated waste management approach must be used that is based on waste minimisation and should incorporate reduction, recycling, re-use and disposal where appropriate. Any solid waste shall be disposed of at a landfill licensed in terms of section 20 of the Environment Conservation Act, 1989 (Act No. 73 of 1989).

5. The applicant must compile and submit an acceptable construction phase Environmental Management Plan (“EMP”), for the installation of the services, roads, ablution facilities and other infrastructure to this Directorate for approval prior to any land clearing and construction commencing. The EMP must:

5.1 Be submitted to this Directorate at least three weeks prior to construction activities commencing.

5.2 Be included in all contract documentation for the construction phase of the development.

5.3 Address, but is not limited to, the demarcation of the site, the erection of camp site for construction teams, establishments of working and storage areas, environmental awareness training of employees, protection of flora, fauna, natural features and any archaeological material of significance that may be discovered, cultural issues (e.g. protection of archaeological artefacts), erosion prevention methods, refuse and waste management, dust and noise control, effluent and stormwater management, materials use, handling, storage and transport, site rehabilitation and/or revegetation, safety and security measures, fencing, fire prevention, measures, pollution control measures, penalties, claims and damages, rehabilitation.

5.4 Be a dynamic document that is usually iterative in nature.

6. The applicant must compile and submit an acceptable operational phase Environmental Management Plan (EMP) for the entire property before the first grave is dug. The EMP must:

6.1 Address, but is not limited to, the protection of flora, fauna, natural features and any archaeological material of significance that may be
discovered, erosion prevention methods, refuse and waste management, effluent and stormwater management, materials use, handling, storage and transport, safety and security measures, fencing, fire prevention measures, pollution control measures, monitoring and reporting.

6.2. Incorporate the conditions of authorisation given in this Record of Decision, as appropriate to the operational phase of the project. The Municipality must implement and ensure compliance with this EMP.

6.3. Should be a dynamic document that is usually iterative in nature.

7. The Knysna Municipality must drill at least two monitoring well points upstream and downstream (i.e. south and east) of the proposed cemetery and implement a six monthly monitoring programme to detect any contamination. Records of results must be kept and made available to the Department of Water Affairs and Forestry (DWAF) and the Chief Directorate: Environmental Affairs. A recognised hydrogeologist must review these results every two years, who must provide recommendation as to how to further operate and manage the site.

8. The ablation facilities must be connected to the municipal sewage removal network.

9. Water saving devices must be installed, i.e. by making use of dual flush toilets and putting up notices to inform guests to save water.

10. The development must adhere to all regulations (i.e. section 8 Zoning Scheme Regulation in terms of LUPD and the National Building Regulations and Standards (Act 103 of 1977)) administered by the town-planning department and building inspector of the local authority.

11. Local indigenous vegetation (both forest and fynbos) must be planted and exotic plant species kept to the minimum. The developer must keep the property void of any invasive species that are listed under regulation 15 of the Conservation of Agricultural Resources Act (Act 43 of 1983).

12. Adherence to all relevant sections and regulations contained in the National Water Act 1998 (Act 36 of 1998). No pollution of surface water or ground water resources may occur during the construction and operational phase. All activities must at all times comply with the requirements of Sections 22 and 40 of the National Water Act 36, Act 36 of 1998. Preventative measures must be put in place to prevent pollution of water bodies.

13. The Municipality must implement measures to deal with storm water effectively to keep soil erosion to the minimum, for example, berms that follow the contours of the site.

14. The applicant must, within five calendar days of receipt of this Record of Decision:

- Inform the relevant local authority as well as all Interested and Affected Parties ("I&APs") registered during the Scoping and Impact Assessment processes, of the outcome of this application and, if requested, provide copies of this Record of Decision.
Department of Environmental Affairs and Development Planning
Chief Directorate: Environmental Affairs

- Include in such information the provisions of Regulations 11 of Government Notices No. R 1183 of 5 September 1997, as amended, which reads as follows:
  
  (1) An appeal to the Minister or provincial authority under section 35(3) of the Act must be done in writing within 30 days from the date on which the record of decision was issued to the applicant in terms of regulation 10(1);

  (2) An appeal must set out all the facts as well as the grounds of appeal, and must be accompanied by all relevant documents or copies of them which are certified as true by a commissioner of oaths.

- Include the date on which the record of decision was issued to the applicant in terms of regulation 10(1) and the date by which appeals must reach the Minister.

- Inform all I & AP’s that a signed and certified Appeal Questionnaire, is obtainable from the Minister’s office at tel. (021) 483 3915, URL http://westcape.wcape.gov.za/environmental_cultural_affairs/default.asp or e-mail Gbrummer@pawc.wcape.gov.za must accompany the appeal.

- If the applicant should appeal against this Record of Decision, he must inform all interested and affected persons that such an appeal is being lodged with the Minister and the applicant/appellant must provide those persons with reasonable access to a full copy of the appeal, if requested.

15. This Directorate must be notified, within 30 days thereof, of any change of ownership and/or project developer, as well as any change of address of the owner and/or project developer. Conditions imposed in this record of decision must be made known to the new owner and/or developer and are binding on the new owner and/or developer.

16. The conditions of the authorisation must be brought to the attention of all persons (employees, sub-consultants etc.) associated with the undertaking of this activity and the applicant shall take such measures necessary to bind such persons to these conditions.

17. All outdoor advertising associated with this activity, whether on or off the property concerned, shall comply with the South African Manual for Outdoor Advertising Control (SAMOAC) available from:

   The Director: Environmental Impact Management
   Department of Environmental Affairs and Tourism
   Private Bag X447, Pretoria, 0001

18. The owner and/or developer must notify this Directorate and any other relevant authority, in writing, within 24 hours thereof if any condition of this authorisation is not adhered to.
COMMUNITY SERVICES COMMITTEE MEETING
AGENDA
13 JUNE 2017

H. RECOMMENDATIONS:
This Chief Directorate would recommend that:
1. The Municipality tar the access road to the cemetery.
2. Consult a landscape architect to ensure that the visual character of the cemetery is as close as possible consistent with the visual character of the surrounding landscape.
3. Retain as many of the natural features of the proposed site in the cemetery layout.

I. KEY FACTORS AFFECTING THE DECISION:

Biophysical
The proposed site is located on permeable Tertiary to Quaternary sands, which form part of a stabilised sand dune. The site is at an elevation of between 24 and 42 m above sea level and has a slope of some 25%. The water table is expected to be between 5 and 6 m below sea level. The cemetery is expected to be at least 18 m above the water table. Groundwater flow is expected to be in a southerly direction.

Given the prevailing geo-hydrological conditions, the Sedgefield Primary aquifer is classified as a minor aquifer system, i.e. moderately yielding aquifer of variable quality. The aquifer is also described as being moderate to highly vulnerable to anthropogenic impacts.

Groundwater use in Sedgefield is limited to garden irrigation. The quality of groundwater stored in the aquifer is generally good, but poor quality is found in places. Poor quality groundwater can be found in the vicinity of the existing cemetery, but the impact was expected to remain localised.

The proposed cemetery is not located in any of the groundwater units identified by Parsons (1992) and according to the groundwater consultant it is unlikely to impact any of the proposed abstraction areas. He postulates that it is unlikely that the area around the proposed cemetery will be developed as a source of water as better groundwater targets exist elsewhere. According to him the cemetery will not pose a threat to potential water sources for the town, as potential contamination from the cemetery is unlikely to have any significant consequences for the current groundwater users.

Though the impact of contamination of any groundwater is both negative and of a long-term duration, the extent of contamination is considered local while significance is set as low. The cemetery is expected to remain small, thereby ensuring the contamination threat is of low intensity.

The natural environment has to a large extent already been impacted by human activity. An abandoned pine plantation dominates the vegetation as well as kikuyu. The vegetation can be regarded of "no specific environmental importance" or sensitivity. No intact natural ecological functioning ecosystem is prevalent, as it has been impacted by human activity.
The proposed graveyard, from a visual point of view, is at present screened by old pine trees. Hedges and shrubs have the potential to screen the gravesite from the N2.

**Alternatives**
According to the consultant, various alternative sites have been looked at by the Municipality, but were rejected because it were either in low-lying areas or not accessible to a large portion of the Sedgefield community. The site was previously expropriated for a low-cost housing scheme, but was abandoned mainly because of strong objections and that the site is more suitable for a cemetery.

**Public Participation**
The public participation process was completed according to the accepted Plan of Study for Scoping. During the public participation process no objections were received in the prescribed timeframes from I&AP's.

**J. DURATION AND DATE OF EXPIRY:**
This authorisation shall lapse if the activity does not commence within two (2) years of the date of issue of this authorisation.

**K. APPEAL:**
In terms of Section 35 of the Environment Conservation Act, 1989 (Act No. 73 of 1989), formal, motivated appeals can be directed within thirty (30) days of the date of the issuing of this Record of Decision, to:

The Minister of Environmental Affairs and Development Planning
Western Cape Province
PO Box 15653
Vlaeborg
8018
Fax: (021) 483-6081


If the appellant is not the applicant, the latter must be informed of the appeal within the appeal period referred to above and must provide the applicant with reasonable access to a full copy of the appeal, if requested.

A signed and certified Appeal Questionnaire, obtainable from the Minister's office at tel. (021) 483 3915, e-mail Gbrummer@pawc.wcape.gov.za, or URL http://westcape.wcape.gov.za/environmental_cultural_affairs/default.asp must accompany the appeal.

If any condition imposed in terms of this authorisation is not being complied with, the authorisation may be withdrawn after 30 days written notice to the applicant in terms of Section 22(4). Failure to comply with any of these conditions is also an offence and may be dealt with in terms of Sections 29, 30 and 31 of the
Department of Environmental Affairs and Development Planning
Chief Directorate: Environmental Affairs

Environment Conservation Act, 1989 (Act No. 73 of 1989) as well as any other appropriate legal mechanisms.

Provincial Government, Local Authority or committees appointed in terms of the conditions of the application or any other public authority or organisation shall not be held responsible for any damages or losses suffered by the developer or his successor in title in any instance where construction or operation subsequent to construction be temporarily or permanently stopped for reasons of non-compliance by the developer with the conditions of authorisation as set out in this document or any other subsequent document emanating from these conditions of authorisation.

Your interest in the future of our environment is greatly appreciated.

Yours faithfully,

DIPOLELO ELFORD
CHIEF DIRECTOR: ENVIRONMENTAL AFFAIRS

DATE OF DECISION: 09/07/92

Copies to: Mr C Gaigher – CODEV
Mr J. van Staden / Mr P Van Coller – DWAF
Mr I. Donlen – Western Cape Nature Conservation Board, George
Mr S Uysel – South African National Parks, Wilderness

Fax: (044) 877 1182
Fax: (021) 946 3666
Fax: (044) 874 1567
Fax: (044) 877 0111

EG12/2/1-343 – Farm Ruygle Valley 205/107, Sedgefield (8974)
OPINION

KNYSNA MUNICIPALITY:

REMAINDER PORTION 107 (a Portion of Portion 98) of the Farm Ruygte Valley
No 205, Knysna.

1. I have been requested to provide an opinion regarding the ownership of the abovementioned property. Certain further particulars were requested from the municipality but none have been received. In view of the urgency of the matter, I herewith proceed with the opinion and a draft letter to the attorneys acting for the present registered owners of the abovementioned property.

2. For brevity, I refer instructing attorney and client to the proposed draft letter which is in essence, my opinion in regard to ownership. The opinion is in favour of client but with the following provisos, which I have no documentary or other proof of:

2.1. the expropriation was effected in terms of Section 123 of the Municipal Ordinance, 20 of 1974. Section 123(2) was amended by Ordinance 18/07/1979. Only the Afrikaans version was at my disposal. Section 123(2) deals with expropriation of any immovable property by the municipality within its area of jurisdiction. Section 123(3) prescribes a special resolution by the municipal Council, ‘n voorlopige kennisgewing’ to be served on the owner informing the owner of the Council’s intention to expropriate a specifically described property and this ‘voorlopige
kennisgewing’ must also be served on the Registrar of Deeds. Section 123(5)(b) requires the Administrator's (now Premier's), consent for such expropriation. Section 123(6)(a) has also been included in Section 18 of Ordinance 7/79 which authorises the Council to expropriate after receiving the Premier's consent. The expropriation must then continue in terms of the Expropriation Act, Act 63 of 1975.

2.2. Section 7 of the Expropriation Act, 63 of 1975 requires a notice of expropriation to be served on the owner and in a case where only a portion of a piece of land is expropriated, a sketch plan showing the approximate position of such portion and to state the approximate extent of such portion. Section 7(2)(b) prescribes that it should contain a statement to the date of expropriation and also to state a date upon which possession will be taken. Section 7(2)(c) provides that the notice should draw the attention of the owner to the provisions of Section 9(1) and Section 12(3)(a)(ii).

2.3. Section 9(1) deals with the duties of an owner of property being expropriated in regard to the compensation and if no such compensation is offered by providing certain particulars to the municipality as well as providing information in regard to leases, sale of the property prior to the date of the notice and building liens.

2.4. Section 12(3)(a)(ii) deals with the position if the owner fails to comply with the provisions of Section 9(1) above.
2.5. The Knysna Municipality has not yet provided any proof of an agreement in regard to the amount of compensation and the payment thereof.

3. I recommend the following letter be forwarded to Attorney Adriaan Venter & Associates:

‘Dear Sir

Re: Dispute pertaining to the Remainder of Portion 107 (a Portion of Portion 98) of the Farm Ruygte Vally No 205, Knysna: Knysna Municipality; Newline Investments 44 (Pty) Ltd

1. We refer to previous correspondence regarding the above. We have now received an opinion, confirming the entitlement of Knysna Municipality to the above property. In an endeavour to prevent litigation and in fairness to your client and to enable yourself to consider the legal position, we provide a summary of how we see the factual and legal position.

2. Factual Background:

2.1 A resolution by the municipality, dated 3 December 1998 that a special resolution to be taken for the expropriation of the said property being the average between two sworn appraisals plus 10% solatium. That the amount of R320,000.00 as at 3
September 1999 be paid to Dr van der Merwe’s attorneys in full and final compensation for the cemetery property.

2.2 On 25 February 1999 the notice of expropriation was served on Dr van der Merwe, and his attorneys acting on his behalf, Adams & Adams stating:

(a) the description of the property expropriated with a sketch explaining the approximate extent of the expropriated portion.

The sketch described the beacons as:

A…planted stone in fence proj 12”;
B…planted stone in fence proj 14”;
C…Iron standard;
D…round iron peg 3 ft long and ¼ inch dia;

(b) the date of expropriation to be 26 February 1999;

(c) occupation date to be the date of registration of the property in the name of the municipality;

(d) the expropriation is in terms of Section 123 of the Municipal Ordinance No 20 of 1974 read with the Expropriation Act, 63 of 1975 and drawing Dr van der Merwe’s attention to Section 9(1) and Section 12(3)(a)(ii) of the Expropriation Act, 63 of 1975.
2.3 A letter from Adams & Adams dated 30 June 1999, the attorneys acting for Dr van der Merwe, confirming that their sworn appraiser appraised the property for the amount of R300,000.00 without the solatium and that his client is therefore only claiming R300,000.00 plus the solatium.

2.4 On 8 July 2000 Raubenheimers requested the Deed of Transfer of the property from Adams & Adams.


2.6 Registered letter from Raubenheimers to Dr van der Merwe, dated 8 September 2003 referring to the telephonic conversation between Dr van der Merwe and Me Griessel. The original Deed of Transfer No T9735/1974 is enclosed as requested by Dr van der Merwe. That transfer had not yet taken place of the expropriated portion as Raubenheimers are still waiting for the consent of the Department of Agriculture. As soon as same is received, the transaction will be finalised. The letter ended with the following remark "Ons vertrou u vind bogenoemde in orde en ontvang graag die dokument terug sodra vir u geleë".

2.7 Letter from Adams & Adams on behalf of Dr van der Merwe, dated 28 October 2003 and addressed to Raubenheimers Attorneys.
They request whether Raubenheimers need any further information or requirements. That there is a dispute regarding the taxes raised by Council and they would appreciate receiving the exact description of the property "that was expropriated by the Council". Dr van der Merwe informed Adams & Adams that the Council has occupied the portion of his property and have commenced with the installation of a cemetery.

2.8 On 27 November 2003, Raubenheimers wrote to Adams & Adams and confirmed the description of the property to be as follows:

Portion 153 (a Portion of Portion 107) of the Farm Ruygte Vally No 205, Division of Knysna, Western Cape Province;
In Extent: 6.5443 hectares.

2.9 On 21 April 2004 the land surveyor drafted the exact co-ordinates of the expropriated portion. It represents 6.5543 hectares being the figure ABCDEFGHJKLMNPQR on S.G. No 1536/2004.

2.10 On 15 September 2015 Raubenheimers requested information from Adams & Adams in regard to the amount of R320,000.00 paid by the municipality to Adams & Adams on behalf of Dr van der Merwe.
2.11 On 23 September 2015 Adams & Adams replied that there file number G22/99 has already been destroyed and they implemented a new bookkeeping system and can only retrieve records as from March 2005. There is however, a journal entry of an amount received but that it was substantially less than the R320,000.00. (It can only be presumed, from the information presently available, that all arrear municipal rates and taxes were deducted from this amount).

2.12 In terms of the mutual Last Will of Dr & Mrs van der Merwe, they dealt extensively with each and every property but did not mention the expropriated property. The Will is dated 8 November 2011. The first and final liquidation and distribution account also did not take this expropriated property into consideration as being owned by Dr van der Merwe.

2.13 However, there was a further liquidation and distribution account filed, dated 3 April 2013, where the only aspect dealt with is the said expropriated property of 6.54393 hectares and that it has been sold for R100,000.00. The nett amount to be paid to the wife of Dr van der Merwe.

2.14 Dr van der Merwe’s daughter and son-in-law, Liezle and Leon Gregory, were involved in the development of the properties of Dr van der Merwe. That is stated in the Last Will.
2.15 Newline Investment 44 (Pty) Ltd, reflects the husband, Leon Gregory as the only Director. Liezie Gregory resigned as Director on 11 October 2001.

2.16 Newline Investment 44 (Pty) Ltd purchased this property by deed of sale on 8 March 2013 for the amount of R100,000.00 and received transfer in terms of Deed of Transfer No T38770/2013.

3. Legal Position:

3.1. Municipal Ordinance 20/1974 and the Expropriation Act 63 of 1975 authorised the municipality to expropriate the property. The power by the municipality to expropriate therefore has a statutory basis. The decision to expropriate is the exercise of public power and administrative action and is valid until set aside.

3.2. The municipality did not derive its title from the previous owner but by consequences of operation of law. The expropriated property is not affected by the transfer of rights from the previous owner and the expropriated right so acquired by notice, is an original mode of acquisition. (Union Government (Minister of Justice) v Bolam, 1927 AD 467 at 472; Mathiba v Moschke, 1920 AD 354 at 365; Minister of Minerals and Energy v Agri SA, 2012 (5) SA 1 SCA).
3.3. The notice of expropriation clearly stated that the purpose of the notice is the expropriation of the affected property. The date of expropriation and the amount offered as compensation is specifically stated. This notice was delivered, served and received by Dr van der Merwe and Adams & Adams, the attorneys acting on behalf of Dr van der Merwe.

"...the legal consequences of expropriation are the destruction of a right in the hands of the expropriatee, the unilateral acquisition or vesting of a right in the hands of the expropriator and the vesting of a right to compensation in favour of the expropriatee". (Lawsa: supra para 38).

3.4. The property so expropriated vests in the expropriator, it's a new right, created by the expropriation, on the date of expropriation. This is confirmed by the Expropriation Act, 63 of 1975. (See Section 2(1) and (2); Section 3(3); Section 5 and Section 8 of the Expropriation Act 63 of 1975. Section 8(1) reads:

"8(1) the ownership of property expropriated in terms of the provisions of this act shall, subject to the provisions of sub-section 3(3) and on the date of expropriation, vest in the State,..."
3.5. From the date of expropriation any right in regard to ownership, of the expropriatee, is extinguished. Registration of transfer is not necessary for ownership to pass to the expropriator.

3.6. Although under compulsion of law to relinquish all rights to the expropriated property, the expropriatee is entitled to compensation. The Constitution requires that the compensation for expropriation must be just and equitable.

3.7. The payment of compensation, however, is not a prerequisite for the vesting of the ownership in the expropriator. "Die oorgang van eiendomsreg op die onteienaar ingevolge die Onteieningswet is nie afhanklik van die betaling van vergoeding nie. Dit klop met die gemenereg. Daar is geen vereiste van vooraf of gelyktydige betaling van vergoeding nie." Geldenhuys: Onteieningsreg (2de uitgawe), bl 65 referring to Section 8(1) of the Expropriation Act).

3.8. On the date of expropriation, the owner is completely divested of all its rights in regard to the property. Including the right to dispose thereof. "A portion of the concession dealt with was, after the conclusion of the contract, arbitrarily taken way by a legislative enactment for reasons of State. If the purchaser had taken transfer of the land sold, as they might have done, their rights would have been diminished by 1/3, not through any vitium of the thing sold, but by the arbitrary act of the legislature. The loss seems to be to be a periculum rei venditae, which in our law is borne
by the purchaser”. Rood's Trustee v Scott & de Villiers, 1910, TPD 47 at 67.

3.9. Even an option to buy a property cannot be effectively exercised after expropriation of the property since the owner is divested of the right to dispose of the land. The option is extinguished by the expropriation and cannot be exercised after the date of the expropriation. See Talu Ranching (Pty) Ltd v Circle “A” Ranching Company (Pty) Ltd, 1975 (3) SA 612 W at 613 G and 614 H.

3.10. “As set out above the legal consequences of an expropriation are the destruction of a right in the hands of the expropriatee, the unilateral acquisition or vesting of a right in the hands of the expropriator or a third party and the vesting of a right to compensation in favour of the expropriatee. (Lawsa, supra, para 38). Property expropriated in terms of the Act vests in the expropriator, being a new right created by the expropriation on the date of expropriation and there is no need or necessity for ownership to pass by registration.

3.11. Following from the above, the principle is that no one can transfer to another a greater right than he himself has. Nemo plus luris ad alium transferree potest quam ibse haberet. No person, including Dr van der Merwe or his estate, consequently has power to alienate a thing which does not belong to themselves. They could not pass good title of ownership to your client, even if the latter be a bona fide purchaser of
the thing. (Breytenbach v Frenkel, 1913 AD 390 at 399; Van der Merwe vs Webb (1883) 3 EDC 97 at 102; Woodhead Plant & Company v Gunn (1894) 11 SC 4 at 7; see also Bles v Botha, 1910 EDL 15 at 18; Glatterhaar v Hussan, 1912 TPD 322 at 327; Mngadi N.O. v Nduli, 1981 (3) SA 478 D).

3.12. In previous letters you indicated your intention to launch High Court proceedings. Public money and public interest are at stake. We therefore give you our reasons for our viewpoint for your consideration. We urge you to do the same if you disagree on the facts or the law. Please then provide us with your reasons on the facts and the law, why our client cannot insist on re-transfer of the property in their name. We will reconsider the position. Both parties should consider the situation responsibly and it should be settled without and before, embarking on a costly court case.

We await your urgent reply.

Yours faithfully.’

5. Various documents in my brief appear to be the duplications. My advice is, that a bundle of those documents that we refer to in this opinion and the draft letter be compiled, for future reference.

6. I advise accordingly.
J Y CLAASEN SC

Chambers, George

28.06.16
ADRIAAN VENTER ATTORNEYS

For Attention: Mr. Adriaan Venter

info@avatt.co.za

YOUR REF: JA Venter/LJ/AN0018 OUR REF: JC / Jackie / W17814 / S182(C) DATE: 30 June 2016

Dear Sir

RE: DISPUTE PERTAINING TO THE REMAINDER OF PORTION 107 (A PORTION OF PORTION 98) OF THE FARM RUGYTE VALLEY NO. 205, KNYSNA : KNYSNA MUNICIPALITY : NEW LINE INVESTMENTS 44 (PTY) LTD

1. We refer to previous correspondence regarding the above. We have now received an opinion, confirming the entitlement of Knysna Municipality to the above property. In an endeavour to prevent litigation and in fairness to your client and to enable yourself to consider the legal position, we provide a summary of how we see the factual and legal position.

2. **Factual Background:**

   2.1. A resolution by the municipality, dated 3 December 1998 that a special resolution to be taken for the expropriation of the said property being the average between two sworn appraisals plus 10% solatium. That the amount of R320,000.00 as at 3 September 1999 be paid to Dr van der Merwe's attorneys in full and final compensation for the cemetery property.

   2.2. On 25 February 1999 the notice of expropriation was served on Dr van der Merwe, and his attorneys acting on his behalf, Adams & Adams stating:
(a) the description of the property expropriated with a sketch explaining the approximate extent of the expropriated portion. The sketch described the beacons as:

"A...planted stone in fence proj 12";
B...planted stone in fence proj 14";
C...Iron standard;
D...round iron peg 3 ft long and ¼ inch dia";

(b) the date of expropriation to be 26 February 1999;

(c) occupation date to be the date of registration of the property in the name of the municipality;

(d) the expropriation is in terms of Section 123 of the Municipal Ordinance No 20 of 1974 read with the Expropriation Act, 63 of 1975 and drawing Dr van der Merwe’s attention to Section 9(1) and Section 12(3)(a)(ii) of the Expropriation Act, 63 of 1975.

2.3 A letter from Adams & Adams dated 30 June 1999, the attorneys acting for Dr van der Merwe, confirming that their sworn appraiser appraised the property for the amount of R300, 000.00 without the solatium and that his client is therefore only claiming R300, 000.00 plus the solatium.

2.4 On 8 July 2000 Raubenheimer requested the Deed of Transfer of the property from Adams & Adams.


2.6 Registered letter from Raubenheimer to Dr van der Merwe, dated 8 September 2003 referring to the telephonic conversation between Dr van der Merwe and Me Griessel. The original Deed of Transfer No T9735/1974 is enclosed as requested by Dr van der Merwe. That transfer had not yet taken place of the expropriated portion as Raubenheimer are still waiting for the consent of the Department of Agriculture. As soon as same is received, the transaction will be finalised. The letter ended with the following remark “Ons vertrou u vind bogenoemde in orde en ontvang graag die dokument terug sodra vir u gelee”.
2.7 Letter from Adams & Adams on behalf of Dr van der Merwe, dated 28 October 2003 and addressed to Raubenheimers Attorneys. They request whether Raubenheimers need any further information or requirements. That there is a dispute regarding the taxes raised by Council and they would appreciate receiving the exact description of the property 'that was expropriated by the Council'. Dr van der Merwe informed Adams & Adams that the Council has occupied the portion of his property and have commenced with the installation of a cemetery.

2.8 On 27 November 2003, Raubenheimers wrote to Adams & Adams and confirmed the description of the property to be as follows:

Portion 153 (a Portion of Portion 107) of the Farm Ruygte Valley No 205, Division of Knysna, Western Cape Province;
In Extent: 6.5443 hectares.

2.9 On 21 April 2004 the land surveyor drafted the exact co-ordinates of the expropriated portion. It represents 6.5543 hectares being the figure ABCDEFGHJKLMNPQR on S.G. No 1536/2004.

2.10 On 15 September 2015 Raubenheimers requested information from Adams & Adams in regard to the amount of R320, 000.00 paid by the municipality to Adams & Adams on behalf of Dr van der Merwe.

2.11 On 23 September 2015 Adams & Adams replied that there file number G22/99 has already been destroyed and they implemented a new bookkeeping system and can only retrieve records as from March 2005. There is however, a journal entry of an amount received but that it was substantially less than the R320, 000.00. (It can only be presumed, from the information presently available, that all arrear municipal rates and taxes were deducted from this amount).

2.12 In terms of the mutual Last Will of Dr & Mrs van der Merwe, they dealt extensively with each and every property but did not mention the expropriated property. The Will is dated 8 November 2011. The first and final liquidation and distribution account also did not take this expropriated property into consideration as being owned by Dr van der Merwe.
2.13 However, there was a further liquidation and distribution account filed, dated 3 April 2013, where the only aspect dealt with is the said expropriated property of 6.54393 hectares and that it has been sold for R100, 000.00. The nett amount to be paid to the wife of Dr van der Merwe.

2.14 Dr van der Merwe’s daughter and son-in-law, Liezle and Leon Gregory, were involved in the development of the properties of Dr van der Merwe. That is stated in the Last Will.

2.15 Newline Investment 44 (Pty) Ltd, reflects the husband, Leon Gregory as the only Director. Liezle Gregory resigned as Director on 11 October 2001.

2.16 Newline Investment 44 (Pty) Ltd purchased this property by deed of sale on 8 March 2013 for the amount of R100, 000.00 and received transfer in terms of Deed of Transfer No T38770/2013.

3. **Legal Position:**

3.1 Municipal Ordinance 20/1974 and the Expropriation Act 63 of 1975 authorised the municipality to expropriate the property. The power by the municipality to expropriate therefore has a statutory basis. The decision to expropriate is the exercise of public power and administrative action and is valid until set aside.

3.2 The municipality did not derive its title from the previous owner but by consequences of operation of law. The expropriated property is not affected by the transfer of rights from the previous owner and the expropriated right so acquired by notice, is an original mode of acquisition. *(Union Government (Minister of Justice) v Bolam, 1927 AD 467 at 472; Mathiba v Moschke, 1920 AD 354 at 365; Minister of Minerals and Energy v Agri SA, 2012 (5) SA 1 SCA).*


3.3 The notice of expropriation clearly stated that the purpose of the notice is the expropriation of the affected property. The date of expropriation and the amount offered as compensation is specifically stated. This notice was delivered, served and received
by Dr van der Merwe and Adams & Adams, the attorneys acting on behalf of Dr van der Merwe.

"...the legal consequences of expropriation are the destruction of a right in the hands of the expropriatee, the unilateral acquisition or vesting of a right in the hands of the expropriator and the vesting of a right to compensation in favour of the expropriatee". (Lawsa: supra para 38)."

3.4 The property so expropriated vests in the expropriator, it's a new right, created by the expropriation, on the date of expropriation. This is confirmed by the Expropriation Act, 63 of 1975. (See Section 2(1) and (2); Section 3(3); Section 5 and Section 8 of the Expropriation Act 63 of 1975. Section 8(1) reads:

"8(1) the ownership of property expropriated in terms of the provisions of this act shall, subject to the provisions of sub-section 3(3) and on the date of expropriation, vest in the State,..."

3.5 From the date of expropriation any right in regard to ownership, of the expropriatee, is extinguished. Registration of transfer is not necessary for ownership to pass to the expropriator.

3.6 Although under compulsion of law to relinquish all rights to the expropriated property, the expropriatee is entitled to compensation. The Constitution requires that the compensation for expropriation must be just and equitable.

3.7 The payment of compensation, however, is not a prerequisite for the vesting of the ownership in the expropriator. "Die oorgang van eiendomsreg op die onteienaar ingevolge die Onteieningswet is nie afhanklik van die betaling van vergoeding nie. Dit klop met die gemene reg. Daar is geen vereiste van vooraf of gelykydige betaling van vergoeding nie." Geldenhuis: Onteieningsreg (2de uitgawe), bl 65 referring to Section 8(1) of the Expropriation Act).

3.8 On the date of expropriation, the owner is completely divested of all its rights in regard to the property. Including the right to dispose thereof. "A portion of the concession dealt with was, after the conclusion of the contract, arbitrarily taken way by a legislative enactment for reasons of State. If the purchaser had taken transfer of the land sold, as they might have done, their rights would have been diminished by 1/3, not through any vitium of the thing sold, but by the arbitrary act of the legislature. The loss seems to be to be a periculum rei venditae, which in our law is borne by the purchaser". Rood's Trustee v Scott & de Villiers, 1910, TPD 47 at 67.
3.9 Even an option to buy a property cannot be effectively exercised after expropriation of the property since the owner is divested of the right to dispose of the land. The option is extinguished by the expropriation and cannot be exercised after the date of the expropriation. See *Talu Ranching (Pty) Ltd v Circle “A” Ranching Company (Pty) Ltd*, 1975 (3) SA 612 W at 613 G and 614 H.

3.10 As set out above the legal consequences of an expropriation are the destruction of a right in the hands of the expropriatee, the unilateral acquisition or vesting of a right in the hands of the expropriator or a third party and the vesting of a right to compensation in favour of the expropriatee. (Lawsa, supra, para 38). Property expropriated in terms of the Act vests in the expropriator, being a new right created by the expropriation on the date of expropriation and there is no need or necessity for ownership to pass by registration.

3.11 Following from the above, the principle is that no one can transfer to another a greater right than he himself has. *Nemo plus luris ad alium transferere potest quam ibse habere*. No person, including Dr van der Merwe or his estate, consequently has power to alienate a thing which does not belong to themselves. They could not pass good title of ownership to your client, even if the latter be a bona fide purchaser of the thing. *(Breytenbach v Frenkel, 1913 AD 390 at 399; Van der Merwe vs Webb (1883) 3 EDC 97 at 102; Woodhead Plant & Company v Gunn (1894) 11 SC 4 at 7; see also Bles v Botha, 1910 EDL 15 at 18; Glatterhaar v Hussan, 1912 TPD 322 at 327; Mngadi N.O. v Ntuli, 1981 (3) SA 478 D).*

3.12 In previous letters you indicated your intention to launch High Court proceedings. Public money and public interest are at stake. We therefore give you our reasons for our viewpoint for your consideration. We urge you to do the same if you disagree on the facts or the law. Please then provide us with your reasons on the facts and the law, why our client cannot insist on re-transfer of the property in their name. We will reconsider the position. Both parties should consider the situation responsibly and it should be settled without and before, embarking on a costly court case.
4. We await your urgent reply.

Yours faithfully

JAMES CLAASEN

Ref.  : Jackie Basson
Tel.  : 044 873 2043 x119
E-mail: jackies@raubenheimers.co.za
Fax   : 086 600 4536
MEMORANDUM TO INSTRUCTING ATTORNEY

1. Consultant is the Knysna Local Municipality.

2. On 24 October 2016 an urgent application, under case number 19752/2016 was launched against consultant as first respondent. The applicants were New Line Investments 44 (Pty) Ltd and two others.

3. The orders sought against consultant were:
3.1. That the first respondent be interdicted from entering upon the property known as Portion 107 (a portion of Portion 98) of the Farm Ruygte Vally No 205, District Knysna. Such interdict shall not pertain to the existing municipal cemetery established on the subject property;

3.2. That the aforesaid interdict to operate until such time as the first respondent has:

3.2.1. procured dominion of the subject property and registration thereof in its name in the office of the Registrar of Deeds;

3.2.2. by way of statutory process, successfully obtained appropriate land use rights to lawfully expand the cemetery onto the subject property; and

3.2.3. successfully obtained all necessary authorisations for the abovementioned purpose in terms of the National Environmental Management Act, of 1998, the National Water Act, the Water Services Act, 1997 and the National Health Act, 2003.

3.3. The first respondent be ordered to close any burial ground or areas prepared for use as burial ground on the subject property and to procure that no access can be obtained thereto by members of the public for burials or any other purpose.
3.4. That a *mandamus* be ordered against the first respondent to close all graves dug on the subject property and if applicable, to remove all and any corpses which have, on the date of granting of this order, been buried on the subject property, except for burials which occurred in the existing cemetery.

3.5. The first respondent be ordered to pay the costs of this application.

4. In summary, the orders sought are a prohibition to extend the cemetery until the first respondent has amended the present zoning of the subject property, which is currently zoned as ‘agricultural zone 1’; the present cemetery ROD, in terms of Section 22 of the old Environmental Conservation Act, only applied to a portion of the subject property, in extent 4,200m². Authorisation needs therefore to be first obtained in terms of the National Environmental Management Act, Section 24(f) thereof, read with the listing notice 1, in Government Notice R983 published on 4 December 2014. Environmental authorisation is necessary before any person may lawfully embark on or any expansion of a cemetery. Authorisation to be obtained in terms of the regulations published under the National Health Act, Act 61 of 2003 which provides that no land shall be used for purposes of a burial site unless Environmental authorisation has been granted in terms of the National Environmental Management Act, Act 107 of 1998 and the regulations published thereunder. These regulations provide that a cemetery must be located at least 350m from underground water resources and at least 500m from the nearest habitable building. The National Water Act,
Act 36 of 1998 obliges a municipality which occupies or uses land which activity is likely to cause pollution to a water resource. It is clear that a cemetery does cause pollution of underground water resources; the Water Services Act, Act 108 of 1997 obliges a municipality to provide adequate water supply to households within its area of jurisdiction and to ensure the reliable supply of sufficient quantity and quality of water to households. The conduct of the consultant creates a serious pollution and contamination risk to the only and exclusive water resource of the estate on which the residence rely for their basic water supply.

5. The basis for the requested orders relies on the prevailing town planning legislation, environmental authorisation and the pollution risk referred to in the National Water Act, Water Services Act and National Health Act of 2003.

6. I have carefully perused the present application and the applicable legislation and regulations. Same was also discussed in a consultation with Mrs Marilyn Botha, the legal adviser of the consultant, Mr Seretse Mthembu, the senior town planner, Mrs Zinhoe Thwala, the town planner and case officer and Mr Hennie Smit, the manager: town planning and building control.

7. After discussions it is our considered opinion that consultant cannot proceed to develop the said property as a cemetery unless it first obtains the appropriate land use right and has successfully obtained all the necessary authorisations for the said purpose in terms of the National Environmental Management Act of 1998, the National Water Act of 1998 and the Water Services Act of 1997 and
the National Health Act of 2003. There is therefore no legal or factual grounds on which the first respondent can oppose the present application. If it is opposed, it will result in an enormous increase of the legal costs in comparison with the legal cost for an unopposed motion. Any cost of opposition would also be classifiable as reckless and as fruitless and wasteful expenditure.

8. It is, in my opinion, in the best interest of the first respondent to approach the applicant and to obtain a unopposed court order in terms of the present notice of motion. One aspect is that there is already a grave dug and a corpse buried in the extended cemetery. We must agree with the applicants to leave that grave untouched and that consultant is not obliged to remove such corpse from the subject property.

9. The background to this property is of relevance. The present application does not deal with any declaration in regard to the ownership of the said property. The then Sedgefield Municipality expropriated the said property approximately 16 years ago. The then owner was a certain Van der Merwe. In Van der Merwe’s last will and liquidation and distribution account, this property is not mentioned as property owned by van der Merwe. There was however, an amended liquidation and distribution account in terms of which this property was then sold to Newline Investments 44 (Pty) Ltd. They rely on the deed of transfer as prima facie evidence that they are now the owners of this property. In terms of the Expropriation Act, the notice of expropriation caused ex lege transfer of the property into the name of our consultant. No agreement could be reached in regard to ownership as the applicant alleges that there is no proof regarding
the service of the expropriation notices and of payment of compensation to Van der Merwe. The application which we foreshadow was an action or application for a declaratory order regarding ownership; not the present application dealing with other aspects.

10. To enable consultant to apply for the rezoning and/or all the other necessary authorisations and/or consents in terms of the aforesaid legislation, it is necessary for a declarator that the consultant is the owner. We therefore urgently require instructions from consultant that we may proceed with the necessary legal process for such a declarator. Unfortunately, in the meantime, consultant will be prohibited from extending the cemetery on the said property.

11. We again reiterate that it is the correct and responsible way forward and that the legal costs be minimized by the suggested procedure.

12. I advise accordingly.

__________________________

J Y CLAASEN SC
To: Acting Municipal Manager  
Executive Mayor  
Portfolio Chairperson- Clr Weideman  

From: Manager: Legal Services  

Date: 28 October 2016  
Cc: Director: Community Services  

Collab. Ref: 624205  
File Ref: 13/R  

Re.: DISPUTE PERTAINING TO THE REMAINDER OF PORTION 107 (PORTION OF PORTION 98) OF THE FARM RUYGTE VALLY NO. 205, KNYSNA: KNYSNA MUNICIPALITY // NEW LINE INVESTMENTS 44 (PTY) LTD  

Applicable Delegation: K. 1. 55 – Legal actions and proceedings  

Dear AMM, Madam Mayor and Clr Weideman,  

The above matter refers.  

On 24 October 2016 an urgent application, under case number 19752/2016 was launched against the municipality as first respondent. The applicants were New Line Investments 44 (Pty) Ltd and two other. Enclosed is a copy of the Notice of motion and attachments.  

The relief sought is mainly that the municipality be interdicted from entering and conducting activities upon the property known as Portion 107 (a portion of portion 98) of the Farm Ruygte Vally No 205, Knysna. The first applicant is the registered owner of the subject property and there is an ongoing dispute between us and the first applicants regarding the lawful ownership thereof.  

I have briefed yourself with regards to the background of this matter and that the old Sedgefield Council, expropriated the property, which vested the ownership thereof with the municipality.
Enclosed is a copy of Adv. Claasen’s memorandum which outlines his advises to the municipality. It is his opinion that it is in the best interest of the municipality, as first respondent, to approach the first applicant and to obtain an unopposed court order in terms of above-mentioned notice of motion.

The reason for above advises of Adv. Claasen is set out in full in the memorandum. It is my view that we concur with him on this matter.

**Recommendation:**

a) That under-above mentioned case, the municipality do not oppose the matter and that we instruct our attorneys of record, Raubenheimers Attorneys, to file a notice to abide on our behalf; and

b) That Raubenheimers Attorneys be instructed to initiate urgent legal processes to obtain a declaratory order, to prove that the municipality is the lawful owner of the subject property.

Thank you.

**APPROVALS:**

Date: 28/07/2016
Signature: Manager: Legal Services

Date: 28/10/2016
Signature: Acting Director: Corporate Services

Date: 28/10/16
Signature: Municipal Manager:

Date: 28/10/16
Signature: Acting Municipal Manager

Date: 
Signature: Portfolio Chairperson: Cllr Weideman

Date: 
Signature: Executive Mayor: Cllr Bouw-Spies
JY Claassen
Raubenheimers Attorneys
PO Box 21
George
6530

Via email: jackies@raubenheimers.co.za

Dear Sir,

DISPUTE PERTAINING TO THE REMAINDER OF PORTION 107 (PORTION OF PORTION 98) OF THE FARM RUYGE VALLY NO. 205, KNYSNA: KNYSNA MUNICIPALITY // NEW LINE INVESTMENTS 44 (PTY) LTD


We wish to advise that we have familiarized ourselves with the content of Adv. Claassen’s memorandum. Accordingly, herewith an instruction to file the necessary notice to abide and to agree with the applicants to leave the grave on the subject property untouched and that the municipality is not obliged to remove such corpse from the subject property.

Herewith also an instruction that your firm may proceed with the necessary legal process for a declaratory order to prove that the municipality is the lawful owner of the subject property.

Yours faithfully,

BEVAN ELLMAN
ACTING MUNICIPAL MANAGER

CC: Manager: Legal Services
    Director: Community Services
    Ward 2 Councillor : Cathy Weideman
    Executive Mayor: Councillor Eleanore Bouw-Spies

Please address all correspondence to the Municipal Manager and quote the above reference.
PO Box 21, Knysna, 6570 | Tel: 044 302 6300 | Fax: 044 302 6333 | Email: knysna@knysna.gov.za | www.knysna.gov.za
IN THE HIGH COURT OF SOUTH AFRICA
(WESTERN CAPE DIVISION, CAPE TOWN)

CASE NO: 19752/2016

On Friday 4 November 2016 at CAPE TOWN

Before Mr Acting Justice Smuts

In the matter between:-

NEW LINE INVESTMENTS 44 (PTY) LTD  First Applicant
AVIEPROP DEVELOPMENTS (PTY) LTD  Second Applicant
AVIEMORE HOME OWNERS ASSOCIATION  Third Applicant

and

THE KNYSNA LOCAL MUNICIPALITY  First Respondent
THE MINISTER: NATIONAL DEPARTMENT OF WATER AND SANITATION  Second Respondent
THE PROVINCIAL MINISTER FOR LOCAL GOVERNMENT, ENVIRONMENTAL AFFAIRS AND DEVELOPMENT PLANNING, WESTERN CAPE  Third Respondent

Having read the papers filed of record, and heard Counsel for the Applicants, the following Order is made:
The First Respondent is interdicted and restrained from entering upon the property known as Portion 107 (a portion of portion 98) of the Farm Ruugte Vally 205, District Knysna ("the subject property"), either by way of nominees, employees, contractors or third parties, for any purpose whatsoever including the preparation of the subject property or any part or portion thereof for the utilisation thereof, for the purpose of a burial ground / cemetery or any other similar or ancillary purpose: Provided that such interdict shall not pertain to the existing Municipal graveyard established on the subject property ("the graveyard"), depicted on ANNEXURE X hereto as "Existing Cemetery", and the utilisation of the access road to such existing graveyard.

The interdict in terms of paragraph 1 hereof, shall operate until such time as the First Respondent has:

2.1 Procured dominium of the subject property, and registration thereof in its name in the office of the Registrar of Deeds; and

2.2 By way of statutory process, successfully obtained appropriate land use rights to lawfully expand the graveyard onto the subject property; and
2.3 Has successfully obtained all necessary authorisations for the abovementioned purpose in terms of the National Environmental Management Act 1998, the National Water Act 1998, the Water Services Act 1997 and the National Health Act 2003.

3. The First Respondent is ordered and directed, with immediate effect, to close (save for the existing graveyard and access road thereto), any burial grounds or areas prepared for use as burial grounds, or which are to be utilised for such purpose in future, on the subject property, and furthermore to procure that no access whatsoever can be obtained thereto by members of the public for burials, or any other purposes.

4. A Mandamus Order is issued, compelling the First Respondent, with immediate effect, to close all graves dug on the subject property and if applicable, remove all and any corpses which have, on date of granting of this order, been buried on the subject property, except for burials that occurred in the existing graveyard.

5. The First Respondent is ordered to pay the costs of this Application.

15 Smith Tabata Buchanan Boyes, BELLVILLE

/ec
Dear Sir

DISPUTE PERTAINING TO THE REMAINDER OF PORTION 107 (A PORTION OF PORTION 98) OF THE FARM RUYGTE VALLEY NO. 205, KNYSNA : KNYSNA MUNICIPALITY : NEW LINE INVESTMENTS 44 (PTY) LTD

1. We refer to the above matter.

2. Although we have not yet received the minutes of the meeting that was held at Knysna Municipality on the 31st of January 2017 as recorded by you, we have been instructed to forward the following documents to you:

   2.1 Letter dated 18 April 2008 from the late Dr. Van der Merwe to Knysna Municipality;

   2.2 Letter dated 7 October 2003 from Earle, Nel & Strampe Attorneys to Knysna Municipality, which relates to the expropriation.

3. The letter from the late Dr. Van der Merwe places it beyond doubt that the property was expropriated by the Municipality and the following extracts from the letter of Earle, Nel & Strampe Attorneys confirms this:

   “2. Our client wishes to take this matter no further, but wishes to place on public record that your aforesaid letter contains an untrue statement in paragraph 2, namely: “Sedgefield Municipality, before the amalgamation process acquired portion of lot 205/107 for the purpose of the establishment of a cemetery and waste disposal facility.”

3. Our client wishes to record that the expropriation was solely for the purposes of a cemetery and not a waste disposal facility, as can be seen from the expropriation notice dated 25 February 1998 and the scoping report of Mr C Gaigher of CODEV.”
4. In view of the aforesaid confirmations by and on behalf of late Dr Van der Merwe, we have been instructed to request you, as we hereby do, to take further instructions from your clients and we look forward to receiving your confirmation that New Line Investments 44 (Pty) Ltd agrees to the transfer of the property to Knysna Municipality at no consideration, and costs relating to the transfer to be for the account of New Line Investments 44.

5. We look forward to hearing from you by not later than 12:00 on Friday, 17 March 2017.

Yours faithfully

JAMES CLAASEN

Ref. : Jackie Basson
Tel. : 044 873 2043 x119
E-Mail : jackies@raubenheimers.co.za
Fax : 086 600 4536

*(not signed – electronically transmitted)*
Re. Uitklaring s syfers en uitklaring s sertifikaat vir Resterende Gedeelte van Gedeelte 135 ('n Gedeelte van Gedeelte 107) van die plaas Ruygte Vally nommer 205, in die Plaaslike Oorgangsraad van Sedgefield, in die Administratiewe Distrik van Knysna, in die Provincie Wes Kaap.

Geagte Dame/Meneer,
Daar was ongelukkig 'n lang vertraging voordat die titelakte vir die grond aan ons terug besorg is nadat U Munisipaliteit die boonste stuk van die grond bo die tellingspoor van my onteien het.
Dit het veroorsaak dat ek vir 'n lang tyd nog aan U raad belasting daarop betaal het- wat U raad toe later aan my terug betaal het (Luanne van U kantoor het die saak hanteer)
Ons is tans besig met die ontwikkeling van die grond soos goedgekeur deur U raad. Ons sou graag 'n uitklaring sertifikaat wou he aangesi en ons die grond soos dit nou staan nog as landbougrond wou oordra na ons ontwikkelings maatskappy.
Dit is nodig volgens ons bankiers om sodoende 'n verband te kan registeer oor die grond.
Ons bly steeds deel van die ontwikkelingsmaatskappy maar saam met die bank.
Sal U asb bereid wees om vir ons solank 'n uitklaring sertifikaat te gee terwyl U die berekeninge doen. As verteenwoordiger van JMLAMI onder neem ek om enige belasting agtrestallig so bereken.
onmiddelik te betaal na U berekening en by ontvangs van u belasting rekening.
Alle ander betalings wat in die toekoms nodig sou wees aan U raad vir die ontwikkeling sal na ooreenkoms met u raad summier betaal word. Ons professionele span sal met Mr Neil Perring nog die finale Ooreenkoms aangaan nadat hulle die planne vir die dienste goedgekeur het.

Baie Dankie
Die uwe
Dr J Van Der Merwe
Namens JMLAMI development Vat no 4490152875

Ns. Sien asb die brief van ons prokuteurs hierby en afskrif van die titelakte soos dit nou staan
7 October 2003

Kynsna Municipality
Corner Clyde and Queen Streets
KNYSNA
6570

Tel no: (044) 302 6300

CC: Mr Putter
2 Hammerhead Street
SEDGEFIELD
6573

Messieurs et Mesdames

Re: Portion 107 of Farm 205, Ruyqte Valley, Sedgefield

1. We refer to the above and to previous correspondence herein, specifically your letter of 16 July 2003.

2. Our client wishes to take this matter no further, but wishes to place on public record that your aforesaid letter contains an untrue statement in paragraph 2, namely: "Sedgefield Municipality, before the amalgamation process acquired portion of lot 205/107 for the purpose of the establishment of a cemetery and waste disposal facility".

3. Our client wishes to record that the expropriation was solely for the purposes of a cemetery and not a waste disposal facility, as can be seen from the expropriation notice dated 25 February 1998 and the scoping report of Mr C Gaigher of CODEV.

4. During previous correspondence herein it transpired that you are not in possession of a copy of the scoping report and, at our client’s request, we annex hereto a copy for your records and ease of reference.

[Handwritten signature]

09 OCT 2003
5. We trust you find it in order.

Yours faithfully

EARLE, NEL & STRAMPE
Per: André Nel
OUR REF / ONS VERW: JA VENTER/LJ/AN0018
YOUR REF / U VERW: WML/Jackie/W17814/S182(C)

DATE / DATUM: 2017-03-16

THE DIRECTORS:
RAUBENHEIMERS ATTORNEYS
60 CATHEDRAL STREET
GEORGE, 6529
ATT: MR. JAMES CLAASEN
E-MAIL: jackies@raubenheimers.co.za

AND TO: MR & MRS GREGORY
BY E-MAIL

Sir/Madam

"WITHOUT PREJUDICE"

DISPUTE –
NEW LINE INVESTMENTS 44 (PTY) LIMITED / KNYSNA MUNICIPALITY - THE
REMAINDER OF PORTION 107 (A PORTION OF PORTION 98) OF THE FARM
RUYGTE VALLEY NO 205 KNYSNA: KNYSNA MUNICIPALITY

1. We refer to the above matter and the "without prejudice" discussions held
between our respective clients, at which meeting, both writer and your Mr.
Claassen were present.

JAN ADRIAAN VENTER
(BA B.PROC LLB LIMB)
Bygestaan deur / Assisted by
DANIELE SMIT (LLB)
2. We also acknowledge receipt of your letter of the 6th instant with attachments thereto and your request to respond thereto and in accordance with the arrangement made at the abovementioned inter partes discussion.

3. We really, with respect, fail to appreciate the alleged significance of the contents of the letters attached to your latest correspondence referred to supra.

4. It is clear from all the historical correspondence exchanged between our respective Offices, that there indeed was an endeavor on the part of your client, to expropriate the property or a portion of the property referred to above, dominion of which vests in our client.

5. The essence of the current dispute between our respective clients is that such expropriation endeavor on the part of your client, was never pursued to finality, that no compensation by virtue of such intended expropriation, was paid by your client to our client’s predecessor and that the expropriation notice itself, in unambiguous terms recorded that ownership of such property shall only pass to the expropriator i.e. your client, on date of registration of such property in the name of your client in the Deeds Registry. It is common cause that the latter has not occurred.

6. Your client to the contrary avers that notwithstanding the contents of the expropriation notice itself and despite the fact that your client for approximately 2 (two) years could not prove payment of the expropriation amount to our client’s predecessor, dominion of such property has passed to your client on the date on which the expropriation notice was allegedly served on our client’s predecessor.

7. It is in the aforementioned circumstances, clear that the versions of our respective clients are irreconcilable and that intervention by way of High Court litigation, in all probability is inevitable.

JAN ADRIAAN VENTER
(BA B.PROC LLB LIMB)
Bygstaan deur / Assisted by
DANIELE SMIT (LLB)
8. The attachments to your most recent letter, moreover clearly do not assist at all as far as the abovementioned *inter partes* dispute is concerned and the abovementioned discussion between our respective clients indeed had the intention to possibly, defuse such dispute from a practical point of view.

9. In the latter regard, as agreed during such *inter partes* meeting, we herewith record, irrespective of the merits of the demerits of the respective stances adopted by our clients the following:

9.1 The subject property has now twice formed the subject matter of High Court litigation; and

9.2 2 (two) Court Orders, with costs have already been granted in that regard against your client.

10. From the contents of the Court papers and the Expert Reports relied upon by both parties, it is common cause that:

10.1 The residential development already embarked upon in respect of Portion 135 of the Farm Ruyghe Vally, directly South of the subject property in the form of the Aviemore Security Village and the land use rights already procured in respect of the same property, also for higher density residential dwellings, are and shall exclusively, be reliant on ground water sources in the form of existing or future bore holes on such property.

10.2 Your client is not in a position to supply a potable, Municipal water source to such existing development and related land use rights to be exercised on such property.

JAN ADRIAAN VENTER
(BA B.Proc LLB LMB)
Bygestaan deur / Assisted by
DANIELE SMIT (LLB)
10.3 The historical, restricted Municipal Cemetery established on the subject property i.e. Portion 107 of the Farm Ruygte Vally No. 205 Knysna already poses a serious ground water pollution risk for the residential developments embarked upon, or to be developed on such Portion 135 of the Farm Ruygte Vally, to the South thereof.

11. It is for this very reason that the Western Cape Department of Environmental Affairs and Development Planning has imposed strict conditions in respect of such small restricted historical Cemetery on the subject property which inter alia include continuous water monitoring measures to be executed by your client.

12. It is also for this reason that the Court has at your client's cost issued a declaratory order against your client with regard to its obligation to give effect to such water monitoring measures and the reason why the Court prohibited the expansion of the existing small historical Municipal Cemetery or the utilization of the subject property for a garden refuse dumping site by your client.

13. The development potential of the subject property, in the abovementioned factual circumstances, which cannot be in dispute, is therefore extremely limited hence the intention of our client, to procure land use rights for a storage facility on the subject property, the land use change application which is now for an unreasonable time, currently pending before your client.

14. The intended storage land use for such property, was carefully considered and decided upon due to the fact that such intended land use, generates restricted traffic, requires extremely little if any water demand, can be developed without any wet services or ablution facilities which may pose a risk for the generation of a significant sewerage flow and pollution and such intended development therefore in practice poses no risk at all to the adjacent Southern residential developments on Portion 135 of the Farm Ruygte Vally
No. 205, Knysna.

15. It is moreover common cause that the sub surface ground water direction is South towards the residential properties and while such properties are exclusively reliant on ground water as the only potable water source for its daily water requirements, any development North of these properties undoubtedly poses a health risk to the residential developments to the South thereof.

16. In circumstances where your client has now repeatedly, unsuccessfully endeavoured, to establish land uses on the subject property which may pose a pollution or health risk for the residential properties to the South it should further be common cause that even if your client on whatever basis ultimately procure dominium of the subject property, the prospects of success to ever utilize such subject property for purposes of an expanded cemetery or dumping site are extremely slim. Fact is that it is inevitable that any such intentions or to use such property for other incompatible use must probably shall give rise to numerous future disputes and costly litigation.

17. With due consideration of the aforementioned facts, it seem to be prudent to establish what ultimate value the relevant subject property, may have for your client should it on whatever basis in the future procure transfer thereof into its name.

18. Such clearly limited value and restricted development potential of the subject property, moreover begs the question whether further costly litigation in an endeavor to procure dominium of the subject property, is sensible.
19. In these circumstances we have, irrespective of the merits or demerits of the respective stances of our clients, been instructed to, in order to procure a pragmatic and practical possible solution to the current dispute, after the following:

19.1 The existing, restricted and historic cemetery on the subject property, be retained as is, without any expansion at all, and such property is formally transferred into the name of your client without any compensation payable by your client;

19.2 The property located directly adjacent and West of the existing historical cemetery site is save for the single, unlawful grave thereon, retained as is and the entire extent thereof, together with the abovementioned cemetery property the aggregate size of which is approximately 8538m², are to be utilized for purposes of access and parking directly relating to and subservient to the adjacent historical cemetery land use. This is necessary since there currently are no such facilities available. Such small property is similarly to be transferred into the name of your client without any compensation to be paid by your client.

19.3 The abovementioned respective transfers of the portions of the subject property, are procured by way of formal subdivision and the remainder of the subject property in extent approximately 48 975m², shall then remain vested in our client subject however thereto that such remainder of the subject property shall not be utilized in future by our client for any land use which may pose a significant risk to water pollution and the health of the residential developments developed and envisaged to the South thereof.

JAN ADRIAAN VENTER
(BA B.PROC LLB LIMB)
Bygestaan deur / Assisted by
DANIELE SMIT (LLB)
19.4 The alleged expropriation amount paid by your Municipality to our client's predecessor in respect of the subject property, is pro-rata to be reduced with the value of land to be transferred into the name of your client as set out hereinbefore and the remainder of such expropriation amount with interest thereon, calculated at CPIX rate retrospectively, is calculated up to 2017.

19.5 Our client's legal costs taxable by virtue of the last Court order granted against your client, as well as the purchase price for the land paid by our client to its predecessor with interest thereon calculated on the same basis as set out supra, added to the pro rata assessment rates paid by our client and its predecessor as from the alleged date of expropriation in respect of those portions of the subject property to be transferred to your client, with interest thereon similarly calculated, shall be discounted against the balance of the expropriation amount and interest thereon calculated as set out herein before and be payable to your client within 14 (fourteen) days after a written settlement agreement to the abovementioned effect, has been signed by the parties.

19.6 The cost for the registration of a right of way servitude of ± 7880m² (already approved by your client) over the subject property in favour of the future development of Portion 13 of the Farm Ruygte Vally and for subdivision of the subject property as dealt with hereinabove and the Conveyancing costs in order to procure transfer of the abovementioned property portions into the name of your Municipality shall be borne by our client.

20. Our instructions are to make this "without prejudice" pragmatic offer to your client as a last endeavour to settle this somewhat unsavoury dispute, amicably, for purposes of which your client's response within 14 (fourteen) days from the date hereof is required.

JAN ADRIAAN VENTER
(BA B.PROC LLB LIMB)
Bygestaan deur / Assisted by
DANIELE SMIT (LLB)
Should we not receive a constructive response from your client in this regard within the time frame set above, we shall assume that your client has no intention to settle this matter and our client consequently shall have no alternative but to embark on such actions as it may be advised to take.

Yours faithfully

ADRIAAN VENTER
ATTORNEYS & ASSOCIATES

JAN ADRIAAN VENTER
(BA B.PROC LLB LIMB)
Bygestaan deur / Assisted by
DANIELE SMIT (LLB)
7.19

REPORT FROM DIRECTOR : COMMUNITY SERVICES [SPORT DESK]

PURPOSE OF THE REPORT

The purpose of the report is to submit the Greater Knysna Sport and Recreation Master Plan to the Municipal Council.

BACKGROUND

The above report was tabled at the Mayoral Committee Meeting on 21 May 2015. The recommendations were as follows:

[a] That cognizance be taken of the report with regard to the Great Knysna Sport and Recreation Master Plan;
[b] That the changes as recommended be approved;
[c] That the Greater Knysna Sport and Recreation Master Plan, be work shopped with the ward committee members and all the sport forums;
[d] That the Greater Knysna Sport and Recreation Master Plan be work shopped with all Councilors, Ward Committees and the Sports Forum.

This Master Plan includes the Facility Development Plan and time frames (page 26-30)

Knysna Municipality has identified with our community stakeholders that the areas of sports and recreational facilities need specific interventions to satisfy the need experienced in this community. Many of the areas have existing facilities that have been neglected in the past, are being over-utilized due to Knysna’s inherent shortage of land or are being vandalized due to lack of secure perimeters around the facility.

A rapid assessment was done of the requirements at the identified facility and it was found that the financial needs far exceeds the budgetary capacity of the municipality, due to other necessary expenditure priorities on service delivery and housing provision. As a matter of interest, the Bongani facility was taken out of commission to accommodate temporary housing while permanent housing was being built.

Knysna Municipality has made a firm commitment to review its management and maintenance programme for its sports facilities with a view to reducing its own expenditure and increasing community participation in the management of the facilities. A first step was to appoint designated officials (Sport Development Coordinators), tasked with reviewing current assets and mapping a way forward in the implementation, upgrading and provision of facilities, where most needed.

This master plan is part of the first initiative of our Comprehensive Sports Facilities Upgrade that seeks to implement this vision. We require a substantial financial injection from external sources in order to kick-start this programme and make it successful.
The White Paper schedule 5(b) of 1998 specifies roles and responsibilities of local municipalities in providing of facilities but that programme provision is unclear.

**FINANCIAL IMPLICATIONS**

Upgrading of the facilities, R127 415 336.00  
MIG Funding – R42 471 778.70 (To be rolled out over the next 10 years)  
Donor Funding – R42 471 778.70 (To be rolled out over the next 10 years)  
Total Cost to Council R42 471 778.70 (To be rolled out over the next 10 years)

**RECOMMENDATION OF THE ACTING MUNICIPAL MANAGER**

[a] That the report on the Greater Knysna Sport and Recreation Master Plan and the financial implications, be noted;  

[b] That the Greater Knysna Sport and Recreation Master Plan be work shopped with all Councilors and relevant sector departments.

**APPENDIX / ADDENDUM**

Greater Knysna Sport and Recreation Master Plan.

File Number: 9/1/2/14  
Execution: Director: Community Services  
Manager: Disaster Manager
“Sport has the power to change the world.

It has the power to inspire.

It has the power to unite people in a way that

Little else can.

Sport can awaken hope where there was

Previously only despair.”

(Nelson Mandela, Laurels Sports Awards Ceremony 2000)
EXECUTIVE SUMMARY

Municipal Manager Grant Easton

South Africa as a developing country with rapidly growing socio-economic demands and as a respectable player in global affairs including sport and recreation is facing numerous challenges, which include amongst other things the creation of sustainable sport and recreation infrastructure.

Remarkable disparities between the previously advantaged areas and disadvantaged areas of our population in the provision of sport and recreation facilities exist. Although the extent of the disparity is not well documented, information from the IDP (Integrated Development Plan) has revealed that a significant number of communities do not have any access to even a basic sport and recreation facility. In some areas where facilities exist, they are not properly located for easy access, not properly constructed, not well operated and maintained and some not effectively utilized.

Notwithstanding the expressed need to focus more on disadvantaged areas, there is also an increasing crisis particularly in rapidly growing urban areas.
TABLE OF CONTENT

<table>
<thead>
<tr>
<th>TOPIC</th>
<th>PAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Facility Audit</strong></td>
<td></td>
</tr>
<tr>
<td>Introduction and background</td>
<td>7</td>
</tr>
<tr>
<td>Location</td>
<td>7</td>
</tr>
<tr>
<td>Knysna municipality at a glance</td>
<td>8</td>
</tr>
<tr>
<td>Demographics</td>
<td>8</td>
</tr>
<tr>
<td>Facility details</td>
<td>9</td>
</tr>
<tr>
<td>Existing sport and recreation facilities at the venues</td>
<td>11</td>
</tr>
<tr>
<td>Facility Audit (Breakdown)</td>
<td>12</td>
</tr>
<tr>
<td>Usage and Activities</td>
<td>14</td>
</tr>
<tr>
<td>Facility Mapping – Ward Based</td>
<td>15</td>
</tr>
<tr>
<td>Sport Facilities Totals</td>
<td>25</td>
</tr>
<tr>
<td>Facility Development Strategy</td>
<td>26</td>
</tr>
<tr>
<td>Budget</td>
<td>31</td>
</tr>
<tr>
<td>Major Sport Codes</td>
<td>33</td>
</tr>
<tr>
<td>Formal contracts with existing sport clubs</td>
<td>34</td>
</tr>
<tr>
<td><strong>Sport and Recreation Facilities (SRF) Managements Plan</strong></td>
<td></td>
</tr>
<tr>
<td>Introduction</td>
<td>37</td>
</tr>
<tr>
<td>Administration, Access, Fees and Prohibited Behaviour</td>
<td>37</td>
</tr>
<tr>
<td>Organised Sport Activities</td>
<td>41</td>
</tr>
<tr>
<td>Miscellaneous Provisions</td>
<td>45</td>
</tr>
<tr>
<td><strong>Sport and Recreation Facilities (SRF) Classification Framework</strong></td>
<td></td>
</tr>
<tr>
<td>Introduction</td>
<td>47</td>
</tr>
<tr>
<td>Classifications of single facility according to functional requirements</td>
<td>47</td>
</tr>
<tr>
<td>Categorization according to precinct</td>
<td>48</td>
</tr>
<tr>
<td>Categorization according to type</td>
<td>48</td>
</tr>
<tr>
<td>School sport facilities</td>
<td>49</td>
</tr>
<tr>
<td>Artificial turf sport facilities</td>
<td>51</td>
</tr>
</tbody>
</table>
Facility Maintenance Plan

- Mission 59
- Short term maintenance 59
- Medium term maintenance 60
- Long term maintenance 61
- Preventative maintenance 61

Sport Development Plan

- Definitions 66
- Long term participation – Seven stages of development 67
- Sport development continuum 68
- Mission Statement 69
- Strategic Aims 69
- Coaching, Training and Support 73
- Marketing 75
- Conclusion 76
1. **INTRODUCTION AND BACKGROUND**

Knysna Municipality has identified with our community stakeholders that the areas of sports and recreational facilities need specific interventions to satisfy the need experienced in this community. Many of the areas have existing facilities that have been neglected in the past, are being over-utilized due to Knysna’s inherent shortage of land or are being vandalized due to lack of secure perimeters around the facility.

A rapid assessment was done of the requirements at the identified facility and it was found that the financial needs far exceeds the budgetary capacity of the municipality, due to other necessary expenditure priorities on service delivery and housing provision. As a matter of interest, the Bongani facility was taken out of commission to accommodate temporary housing while permanent housing was being built.

Knysna Municipality has made a firm commitment to review its management and maintenance programme for its sports facilities with a view to reducing its own expenditure and increasing community participation in the management of the facilities. A first step was to appoint designated officials (Sport Development Coordinators), tasked with reviewing current assets and mapping a way forward in the implementation, upgrading and provision of facilities, where most needed.

This master plan is part of the first initiative of our Comprehensive Sports Facilities Upgrade that seeks to implement this vision. We require a substantial financial injection from external sources in order to kick-start this programme and make it successful.

2. **LOCATION**

Province: Western Cape

District Municipality: Eden District Municipality

Local Municipality: Knysna Municipality
3. KNYSNA MUNICIPALITY AT A GLANCE

The Knysna region (GPS position: - 34,029999 Latitude / 23,059999 Longitude, Time Zone: GMT + 2 hours) covers a total surface 1 059 km². The town is situated along the northern shores of the Knysna Lagoon, while the region is bordered by the Outeniqua Mountains and the Indian Ocean.

The area enjoys a mild climate with an average annual rainfall of 750 mm and temperatures ranging from 8°C in winter, to 28°C in summer, making it both a favourite holiday and retirement destination. The natural beauty of the surroundings has enticed artists of all discipline, earning it the reputation of artistic capital of the Garden Route. It should however also be recognised that there is significant social inequality with a high percentage of unemployment.

The region's flora includes Afro-montane, or temperate rainforest, which covers the hilly terrain. An abundance of unique Cape Fynbos ('fine or delicate bush') grows throughout the region.

Knysna Municipality is situated in the Southern Cape which is a renowned tourist destination in the Republic of South Africa. It is on the Garden Route, about 500 km’s East of Cape Town on the N2 between George and Plettenberg Bay. At present, the Municipal area of Knysna includes the surrounding towns of Buffalo Bay, Sedgefield, Rheenendal, Brenton, Karatara, Knoetzie and Belvidere. Although branch offices exist in the surrounding towns, the main Municipal activities take place in Knysna.

4. DEMOGRAPHICS

4.1 Knysna Municipality (Areas/Ward) (Statistics per ward courtesy of Knysna Municipality IDP 2013/2014 – Source: Census 2011)

<table>
<thead>
<tr>
<th>Ward</th>
<th>Community Name/Area</th>
<th>Population</th>
<th>Black</th>
<th>Coloured</th>
<th>Other</th>
<th>White</th>
<th>Unemployed</th>
<th>Female</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Smutsville/Sizzamille (Smutsville Sport Field)</td>
<td>6210</td>
<td>32.32%</td>
<td>39.61%</td>
<td>3.40%</td>
<td>24.67%</td>
<td>461</td>
<td>49.34%</td>
</tr>
<tr>
<td>2.</td>
<td>Sedgefield/Karatara (Sedgefield/Karatara)</td>
<td>5793</td>
<td>6.47%</td>
<td>43.09%</td>
<td>1.26%</td>
<td>50.20%</td>
<td>118</td>
<td>49.66%</td>
</tr>
<tr>
<td>3.</td>
<td>Dam-se-bos/Nekkies (Dam-se-bos)</td>
<td>4582</td>
<td>68.03%</td>
<td>28.04%</td>
<td>1.15%</td>
<td>2.75%</td>
<td>503</td>
<td>48.25%</td>
</tr>
<tr>
<td>4.</td>
<td>White Location (Flenters/Greenfields)</td>
<td>5256</td>
<td>79.51%</td>
<td>3.86%</td>
<td>2.13%</td>
<td>14.46%</td>
<td>881</td>
<td>49.87%</td>
</tr>
<tr>
<td>5.</td>
<td>Rheenendal (Rheenendal Sport Field)</td>
<td>6067</td>
<td>8.67%</td>
<td>63.85%</td>
<td>0.62%</td>
<td>26.87%</td>
<td>632</td>
<td>50.93%</td>
</tr>
<tr>
<td>6.</td>
<td>Homileo</td>
<td>8692</td>
<td>24.03%</td>
<td>74.26%</td>
<td>1.48%</td>
<td>0.22%</td>
<td>1236</td>
<td>50.84%</td>
</tr>
</tbody>
</table>
### 5. FACILITY DETAILS

<table>
<thead>
<tr>
<th>No.</th>
<th>Community Name/Area</th>
<th>Distance from Knysna CBD</th>
<th>Co-ordinates</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Sedgefield</td>
<td>27.3km</td>
<td>34°00'52&quot;S, 22°47'08&quot;E</td>
</tr>
<tr>
<td>2.</td>
<td>Smutsville/Sizamille</td>
<td>24.2km</td>
<td>34°01'41&quot;S, 22°48'45&quot;E</td>
</tr>
<tr>
<td>3.</td>
<td>Karatara</td>
<td>26.7km</td>
<td>33°54'40&quot;S, 22°50'13&quot;E</td>
</tr>
<tr>
<td>4.</td>
<td>Rheenendal</td>
<td>16.8km</td>
<td>33°56'47&quot;S, 22°56'20&quot;E</td>
</tr>
<tr>
<td>5.</td>
<td>Flenters</td>
<td>2.5km</td>
<td>34°01'40&quot;S, 23°03'30&quot;E</td>
</tr>
<tr>
<td>6.</td>
<td>Greenfields</td>
<td>2.3km</td>
<td>34°01'46&quot;S, 23°03'33&quot;E</td>
</tr>
<tr>
<td>7.</td>
<td>Loerie Park</td>
<td>1.2km</td>
<td>34°02'51&quot;S, 23°04'06&quot;E</td>
</tr>
<tr>
<td>8.</td>
<td>Hornlee</td>
<td>1.3km</td>
<td>34°02'48&quot;S, 23°05'33&quot;E</td>
</tr>
<tr>
<td>9.</td>
<td>Hornlee (East)</td>
<td>2.2km</td>
<td>34°02'47&quot;S, 23°06'09&quot;E</td>
</tr>
<tr>
<td>10.</td>
<td>Damselbos</td>
<td>2.8km</td>
<td>34°02'21&quot;S, 23°06'33&quot;E</td>
</tr>
<tr>
<td>11.</td>
<td>Thembalitsha</td>
<td>1.6km</td>
<td>34°01'45&quot;S, 23°05'12&quot;E</td>
</tr>
<tr>
<td>12.</td>
<td>Heidevallei</td>
<td>0.5km</td>
<td>34°02'32&quot;S, 23°04'54&quot;E</td>
</tr>
<tr>
<td>13.</td>
<td>Jood-se-kamp</td>
<td>1.5km</td>
<td>34°01'45&quot;S, 23°04'27&quot;E</td>
</tr>
<tr>
<td>14.</td>
<td>Concordia</td>
<td>2.3km</td>
<td>34°01'41&quot;S, 23°05'56&quot;E</td>
</tr>
<tr>
<td>15.</td>
<td>Bongani</td>
<td>2.3km</td>
<td>34°01'57&quot;S, 23°06'09&quot;E</td>
</tr>
</tbody>
</table>

Ward locality plans showing the exact location of the various facilities are attached.
### 6. **EXISTING SPORT AND RECREATION FACILITIES AT THE VENUE**

<table>
<thead>
<tr>
<th>No.</th>
<th>Community Name/Area</th>
<th>Existing facilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Sedgefield</td>
<td>Bowling, tennis</td>
</tr>
<tr>
<td>2.</td>
<td>Smutsville/Sizamille</td>
<td>Rugby, soccer, netball</td>
</tr>
<tr>
<td>3.</td>
<td>Karatara</td>
<td>Soccer, netball</td>
</tr>
<tr>
<td>4.</td>
<td>Rheenendal</td>
<td>Soccer, rugby, netball</td>
</tr>
<tr>
<td>5.</td>
<td>Flenters</td>
<td>Soccer, Rugby</td>
</tr>
<tr>
<td>6.</td>
<td>Greenfields</td>
<td>Soccer</td>
</tr>
<tr>
<td>7.</td>
<td>Loerie Park</td>
<td>Rugby, soccer, netball, tennis, croquet, squash, cricket</td>
</tr>
<tr>
<td>8.</td>
<td>Hornlee</td>
<td>Soccer, rugby, netball, cricket</td>
</tr>
<tr>
<td>9.</td>
<td>Hornlee (East)</td>
<td>Soccer</td>
</tr>
<tr>
<td>10.</td>
<td>Dam-se-bos</td>
<td>Soccer, netball</td>
</tr>
<tr>
<td>11.</td>
<td>Thembalitsha</td>
<td>None (occupied by temporary school)</td>
</tr>
<tr>
<td>12.</td>
<td>Heidevallei</td>
<td>Soccer</td>
</tr>
<tr>
<td>13.</td>
<td>Jood-se-kamp</td>
<td>None (Practice facility)</td>
</tr>
<tr>
<td>14.</td>
<td>Concordia</td>
<td>None (occupied by temporary school)</td>
</tr>
<tr>
<td>15.</td>
<td>Bongani</td>
<td>Soccer</td>
</tr>
</tbody>
</table>
## FACILITY AUDIT (breakdown)

<table>
<thead>
<tr>
<th>Community Name/Area</th>
<th>Flood lights</th>
<th>Changing Rooms</th>
<th>Caretaker</th>
<th>Ablution</th>
<th>Surface</th>
<th>Condition</th>
<th>Parking</th>
<th>Fenced</th>
<th>Usage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sedgefield</td>
<td>No</td>
<td>4</td>
<td>No</td>
<td>Yes</td>
<td>Grass</td>
<td>Adequately maintained, regular local competition</td>
<td>20</td>
<td>Yes</td>
<td>Federations and community</td>
</tr>
<tr>
<td>Smutsville/Sizamille</td>
<td>Yes</td>
<td>2</td>
<td>No</td>
<td>Yes</td>
<td>Synthetic turf</td>
<td>Upgrading in process</td>
<td>20</td>
<td>Yes</td>
<td>Federations and community</td>
</tr>
<tr>
<td>Karatara</td>
<td>No</td>
<td>1</td>
<td>No</td>
<td>Yes</td>
<td>Grass</td>
<td>Adequately maintained, re maintain regular local competition</td>
<td>-</td>
<td>Yes</td>
<td>Federations and community</td>
</tr>
<tr>
<td>Rheenendal</td>
<td>No</td>
<td>-</td>
<td>No</td>
<td>No</td>
<td>Grass</td>
<td>Adequately maintain regular local competition</td>
<td>20</td>
<td>Yes</td>
<td>Federations and community</td>
</tr>
<tr>
<td>Flenters</td>
<td>Yes</td>
<td>-</td>
<td>No</td>
<td>No</td>
<td>Sand</td>
<td>Unusable for organized competition or events</td>
<td>-</td>
<td>Yes</td>
<td>Federations and community</td>
</tr>
<tr>
<td>Greenfields</td>
<td>No</td>
<td>-</td>
<td>No</td>
<td>No</td>
<td>Sand</td>
<td>Unusable for organized competition or events</td>
<td>-</td>
<td>No</td>
<td>Community</td>
</tr>
<tr>
<td>Loerie Park</td>
<td>Yes</td>
<td>4</td>
<td>Yes</td>
<td>Yes</td>
<td>Grass</td>
<td>Adequately maintained, regular local ,regional and provincial competition or events</td>
<td>100</td>
<td>Yes</td>
<td>Federations and community</td>
</tr>
<tr>
<td>Hornlee</td>
<td>Yes</td>
<td>2</td>
<td>Yes</td>
<td>Yes</td>
<td>Grass</td>
<td>Adequately maintained,</td>
<td>50</td>
<td>Yes</td>
<td>Federations and community</td>
</tr>
<tr>
<td>Community Services Committee Meeting</td>
<td>13 June 2017</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Location</th>
<th>Access</th>
<th>Use</th>
<th>Condition</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hornlee (East)</td>
<td>No</td>
<td>-</td>
<td>No</td>
<td>Grass Adequately maintained</td>
</tr>
<tr>
<td>Dam-se-bos</td>
<td>Yes</td>
<td>2</td>
<td>Yes</td>
<td>In the process of being upgraded Unusable for organized competition</td>
</tr>
<tr>
<td>Thembalitsha</td>
<td>No</td>
<td>-</td>
<td>No</td>
<td>Unusable for organized competition or events</td>
</tr>
<tr>
<td>Heidevallei</td>
<td>No</td>
<td>-</td>
<td>No</td>
<td>Unusable for organized competition or events</td>
</tr>
<tr>
<td>Jood-se-kamp</td>
<td>No</td>
<td>-</td>
<td>No</td>
<td>Unusable for organized competition or events</td>
</tr>
<tr>
<td>Concordia</td>
<td>No</td>
<td>-</td>
<td>No</td>
<td>Unusable for organized competition or events</td>
</tr>
<tr>
<td>Bongani</td>
<td>No</td>
<td>-</td>
<td>No</td>
<td>Unusable for organized competition or events</td>
</tr>
</tbody>
</table>
### 8. Usage and Activities

<table>
<thead>
<tr>
<th>No.</th>
<th>Community Name/Area</th>
<th>Activities</th>
<th>Purposes</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Sedgefield</td>
<td>Soccer, rugby, netball, tennis, bowling, cricket, athletics</td>
<td>Competitive matches</td>
</tr>
<tr>
<td>2.</td>
<td>Smutsville/Sizamille</td>
<td>Rugby, soccer, netball</td>
<td>Practice field</td>
</tr>
<tr>
<td>3.</td>
<td>Karatara</td>
<td>Soccer, rugby, netball</td>
<td>Competitive matches</td>
</tr>
<tr>
<td>4.</td>
<td>Rheenendal</td>
<td>Soccer, rugby, netball</td>
<td>Competitive matches</td>
</tr>
<tr>
<td>5.</td>
<td>Flenters</td>
<td>Soccer, rugby, athletics</td>
<td>Competitive matches</td>
</tr>
<tr>
<td>6.</td>
<td>Greenfields</td>
<td>Soccer</td>
<td>Practice field</td>
</tr>
<tr>
<td>7.</td>
<td>Loerie Park</td>
<td>Rugby, soccer, cricket, hockey, netball, tennis, croquet, squash</td>
<td>Competitive matches/Practice field</td>
</tr>
<tr>
<td>8.</td>
<td>Hornlee</td>
<td>Soccer, rugby, netball, athletics</td>
<td>Competitive matches/Practice field</td>
</tr>
<tr>
<td>9.</td>
<td>Hornlee (East)</td>
<td>Soccer</td>
<td>Practice field</td>
</tr>
<tr>
<td>10.</td>
<td>Dam-se-bos</td>
<td>Soccer, athletics</td>
<td>Competitive matches/Practice field</td>
</tr>
<tr>
<td>11.</td>
<td>Thembalitsha</td>
<td>None (occupied by temporary school)</td>
<td>-</td>
</tr>
<tr>
<td>12.</td>
<td>Heidevallei</td>
<td>Soccer</td>
<td>Practice field</td>
</tr>
<tr>
<td>13.</td>
<td>Jood-se-kamp</td>
<td>Soccer, rugby</td>
<td>Practice field</td>
</tr>
<tr>
<td>14.</td>
<td>Concordia</td>
<td>None (occupied by temporary school)</td>
<td>-</td>
</tr>
<tr>
<td>15.</td>
<td>Bongani</td>
<td>Soccer</td>
<td>Practice field</td>
</tr>
</tbody>
</table>
Existing Sport and Recreation Facilities - Ward 4

Legend

Municipal Facilities
- Athletics
- Bowling
- Cricket
- Croquet
- Golf
- Netball
- None - Practice facility
- None - Temporary school
- Rugby
- Soccer
- Squash
- Swimming
- Tennis

Private Facilities
- Cricket
- Golf
- Hockey
- Netball
- Rugby
- Soccer
- Tennis

Scale: 1:20 000
1 cm = Approx. 200 meters
### 10. SPORT FACILITIES TOTALS

<table>
<thead>
<tr>
<th>No.</th>
<th>Sport Code</th>
<th>Municipal Facilities</th>
<th>Private Facilities</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Bowling</td>
<td>2</td>
<td>0</td>
<td>2</td>
</tr>
<tr>
<td>2.</td>
<td>Tennis</td>
<td>9</td>
<td>3</td>
<td>12</td>
</tr>
<tr>
<td>3.</td>
<td>Rugby</td>
<td>5</td>
<td>7</td>
<td>12</td>
</tr>
<tr>
<td>4.</td>
<td>Soccer</td>
<td>14</td>
<td>8</td>
<td>22</td>
</tr>
<tr>
<td>5.</td>
<td>Netball</td>
<td>10</td>
<td>8</td>
<td>18</td>
</tr>
<tr>
<td>6.</td>
<td>Cricket</td>
<td>2</td>
<td>3</td>
<td>5</td>
</tr>
<tr>
<td>7.</td>
<td>Squash</td>
<td>1</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>8.</td>
<td>Croquet</td>
<td>1</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>9.</td>
<td>Athletics</td>
<td>1</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>10.</td>
<td>Hockey</td>
<td>1</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>11.</td>
<td>Golf</td>
<td>1</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>12.</td>
<td>Swimming</td>
<td>1</td>
<td>1</td>
<td>2</td>
</tr>
</tbody>
</table>
## 11. FACILITY DEVELOPMENT STRATEGY

<table>
<thead>
<tr>
<th>Nr</th>
<th>Facility Priority List</th>
<th>Time Frame 15 Year implementation</th>
<th>Activities</th>
<th>Estimate Cost</th>
<th>Potential Source Funding</th>
<th>GAPS /Required</th>
<th>Responsible</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Hombre 1</td>
<td>2014-2019</td>
<td>Soccer</td>
<td>R5 397 600</td>
<td>Clubhouse</td>
<td>Community Services</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Rugby</td>
<td></td>
<td>Gym</td>
<td>Technical Services</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Netball</td>
<td></td>
<td>Locker rooms</td>
<td>Sport desk</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Basketball</td>
<td></td>
<td>Parking</td>
<td>Sport council</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Athletics</td>
<td></td>
<td>Pavilion roofing</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Street soccer</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Cricket</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Smutsville 2</td>
<td>2014-2019</td>
<td>Soccer</td>
<td>R23 477 972</td>
<td>Pavilion</td>
<td>Community Services</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Rugby</td>
<td></td>
<td>Netball courts</td>
<td>Technical Services</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Netball</td>
<td></td>
<td>Locker rooms</td>
<td>Sport desk</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Showers</td>
<td>Sport council</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Indoor facility</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Damsebos 3</td>
<td>2015-2020</td>
<td>Soccer</td>
<td>R6 278 543</td>
<td>Netball court</td>
<td>Community Services</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Athletics</td>
<td></td>
<td>Board rooms</td>
<td>Technical Services</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Showers</td>
<td>Sport desk</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Locker rooms</td>
<td>Sport council</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Pavilion</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Roofing</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Jood-se-kamp</td>
<td>2016-2021</td>
<td>Soccer Rugby</td>
<td>R9 506 710</td>
<td>Council budget Eden District Provincial government MIG NEDBANK SPORT TRUST Private donors National Lottery Board Sport and Recreation Facilities Funds Local investors</td>
<td>Pavilion Changing rooms Board room Club house</td>
<td>• Community Services • Technical Services • Sport desk • Sport council</td>
</tr>
<tr>
<td>---</td>
<td>-------------</td>
<td>-----------</td>
<td>--------------</td>
<td>------------</td>
<td>-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
<td>---------------------------------------------------------------------------------</td>
<td>--------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>5</td>
<td>Rheenendal</td>
<td>2016-2021</td>
<td>Soccer Netball</td>
<td>R18 797 189</td>
<td>Council budget Eden District Provincial government MIG NEDBANK SPORT TRUST Private donors National Lottery Board Sport and Recreation Facilities Funds Local investors</td>
<td>Athletic track Pavilion Clubhouse Gym Sport office</td>
<td>• Community Services • Technical Services • Sport desk • Sport council</td>
</tr>
<tr>
<td>6</td>
<td>Bongani</td>
<td>2016-2021</td>
<td>Soccer</td>
<td>R4 773 105</td>
<td>Council budget Eden District Provincial government MIG NEDBANK SPORT TRUST Private donors National Lottery Board Sport and Recreation Facilities Funds Local investors</td>
<td>Potential for hockey Changing room Pavilion Swimming pool 7’s rugby</td>
<td>• Community Services • Technical Services • Sport desk • Sport council</td>
</tr>
<tr>
<td>#</td>
<td>Community</td>
<td>Budget Year</td>
<td>Sport</td>
<td>Funding</td>
<td>Obligation</td>
<td>Challenges</td>
<td></td>
</tr>
<tr>
<td>---</td>
<td>----------</td>
<td>-------------</td>
<td>-------</td>
<td>---------</td>
<td>------------</td>
<td>------------</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Concordia</td>
<td>2018-2023</td>
<td>None (occupied by temporary school)</td>
<td>R8 361 656</td>
<td>Council budget Eden District Provincial government MIG NEDBANK SPORT TRUST Private donors National Lottery Board Sport and Recreation Facilities Funds Local investors</td>
<td>Availability of land currently the biggest challenge. Need to draw up memorandum of understanding with education department</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Greenfields</td>
<td>2018-2023</td>
<td>Soccer</td>
<td>R2 746 736</td>
<td>Council budget Eden District Provincial government MIG NEDBANK SPORT TRUST Private donors National Lottery Board Sport and Recreation Facilities Funds Local investors</td>
<td>Artificial turf Five aside hockey and street soccer Changing rooms Board rooms</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Thembalitsha</td>
<td>2018-2023</td>
<td>None (occupied by temporary school)</td>
<td>R2 658 415</td>
<td>Council budget Eden District Provincial government MIG NEDBANK SPORT TRUST Private donors National Lottery Board Sport and Recreation Facilities Funds Local investors</td>
<td>Locker rooms Board room Playing field Setting stadia</td>
<td></td>
</tr>
</tbody>
</table>

- Community Services
- Technical Services
- Sport desk
- Sport council
<table>
<thead>
<tr>
<th>Area</th>
<th>Year</th>
<th>Sport Activities</th>
<th>Amount</th>
<th>Details</th>
<th>Responsible Party</th>
</tr>
</thead>
<tbody>
<tr>
<td>Loerie park</td>
<td>2020-2025</td>
<td>Rugby, Soccer, Cricket, Tennis, Croquet, Netball, Squash</td>
<td>R11 738 175</td>
<td>Council budget Eden District Provincial government MIG NEDBANK SPORT TRUST Private donors National Lottery Board Sport and Recreation Facilities Funds Local investors</td>
<td>Need more netball court Pavilion Gym Changing rooms Boardrooms Community Services Technical Services Sport desk Sport council</td>
</tr>
<tr>
<td>Flenters</td>
<td>2020-2025</td>
<td>Soccer, Rugby, Athletics</td>
<td>R7 615 369</td>
<td>Council budget Eden District Provincial government MIG NEDBANK SPORT TRUST Private donors National Lottery Board Sport and Recreation Facilities Funds Local investors</td>
<td>Indoor Netball court Indoor soccer Pavilion stands Indoor basketball Volleyball Community Services Technical Services Sport desk Sport council</td>
</tr>
<tr>
<td>Homlee East</td>
<td>2020-2025</td>
<td>Soccer, Golf development</td>
<td>R4 173 379</td>
<td>Council budget Eden District Provincial government MIG NEDBANK SPORT TRUST Private donors National Lottery Board Sport and Recreation Facilities Funds Local investors</td>
<td>Locker rooms Hockey field 7s rugby Pavilion Community Services Technical Services Sport desk Sport council</td>
</tr>
<tr>
<td>Karatara</td>
<td>2022-2027</td>
<td>Soccer, Rugby, Netball</td>
<td>R3 750 091</td>
<td>Council budget Eden District Provincial government MIG NEDBANK SPORT TRUST</td>
<td>Board room Pavilion stands Showers Community Services Technical Services Sport desk Sport council</td>
</tr>
<tr>
<td></td>
<td>Area</td>
<td>Time Period</td>
<td>Sport</td>
<td>Amount</td>
<td>Fund Sources</td>
</tr>
<tr>
<td>---</td>
<td>------------</td>
<td>-------------</td>
<td>---------</td>
<td>----------</td>
<td>-------------------------------------------------------------------------------</td>
</tr>
</tbody>
</table>
| 14| Heidevallei| 2025-2030   | Soccer  | R10 075 177 | Council budget  
Eden District  
Provincial government  
MIG  
NEDBANK SPORT TRUST  
Private donors  
National Lottery Board  
Sport and Recreation  
Facilities Funds  
Local investors | Athletic track  
Rugby field  
Cricket oval  
Pavilion  
Boardroom  
Changing rooms | Community Services  
Technical Services  
Sport desk  
Sport council |
| 15| Sedgefield | 2030-2035   | Bowling Tennis | R 7 787 917 | Council budget  
Eden District  
Provincial government  
MIG  
NEDBANK SPORT TRUST  
Private donors  
National Lottery Board  
Sport and Recreation  
Facilities Funds  
Local investors | Parking area  
Pavilion  
Changing rooms  
Boardroom | Community Services  
Technical Services  
Sport desk  
Sport council |

**Planning obligation** – In order to create sustainable communities the local authority must ensure that future infrastructure requirements generate. As a result new developments are put in place to address community needs, developers and applicants are therefore expected to contribute.
## 12. BUDGET (Construction/Upgrading of facilities)

<table>
<thead>
<tr>
<th>No.</th>
<th>Community Name/Area</th>
<th>Construction Cost</th>
<th>Professional fees &amp; Disbursement</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Hornlee</td>
<td>R 4 797 867</td>
<td>R 599 733</td>
<td>R 5 397 600</td>
</tr>
<tr>
<td>2</td>
<td>Smutsville - MPCC</td>
<td>R 21 313 753</td>
<td>R 2 164 219</td>
<td>R 23 477 972</td>
</tr>
<tr>
<td>3</td>
<td>Dam-se-bos</td>
<td>R 5 580 927</td>
<td>R 697 616</td>
<td>R 6 278 543</td>
</tr>
<tr>
<td>4</td>
<td>Jood-se-kamp</td>
<td>R 8 694 853</td>
<td>R 811 857</td>
<td>R 9 506 710</td>
</tr>
<tr>
<td>5</td>
<td>Rheenendal</td>
<td>R 17 997 501</td>
<td>R 799 688</td>
<td>R 18 797 189</td>
</tr>
<tr>
<td>6</td>
<td>Bongani</td>
<td>R 4 309 427</td>
<td>R 463 678</td>
<td>R 4 773 105</td>
</tr>
<tr>
<td>7</td>
<td>Concordia</td>
<td>R 7 432 583</td>
<td>R 929 073</td>
<td>R 8 361 656</td>
</tr>
<tr>
<td>8</td>
<td>Greenfields</td>
<td>R 2 485 988</td>
<td>R 260 748</td>
<td>R 2 746 736</td>
</tr>
<tr>
<td>9</td>
<td>Thembalitsha</td>
<td>R 2 658 415</td>
<td>R 277 302</td>
<td>R 2 935 717</td>
</tr>
<tr>
<td>10</td>
<td>Loerie Park</td>
<td>R 10 656 156</td>
<td>R 1 082 019</td>
<td>R 11 738 175</td>
</tr>
<tr>
<td>11</td>
<td>Fienters</td>
<td>R 6 769 217</td>
<td>R 846 152</td>
<td>R 7 615 369</td>
</tr>
<tr>
<td>12</td>
<td>Hornlee (East)</td>
<td>R 3 843 004</td>
<td>R 330 375</td>
<td>R 4 173 379</td>
</tr>
<tr>
<td>13</td>
<td>Karatara</td>
<td>R 3 33 3414</td>
<td>R 416 677</td>
<td>R 3 750 091</td>
</tr>
<tr>
<td>14</td>
<td>Heidevallei</td>
<td>R 9 133 491</td>
<td>R 941 686</td>
<td>R 10 075 177</td>
</tr>
<tr>
<td>15</td>
<td>Sedgefield</td>
<td>R 6 772 102</td>
<td>R 1 015 815</td>
<td>R 7 787 917</td>
</tr>
</tbody>
</table>

TOTAL (Including VAT) **R 127 415 336**

1. Estimates are based on the conceptual layout proposals dated September 2008.
2. Estimated costs reflect present value and exclude escalation.
3. Design standards and aspects need to be finalised and approved by the local authority before a detailed estimate can be provided.
4. Professional fees, site monitoring, investigations and disbursement costs are provisional and have to be agreed between the parties concerned.
5. P&G costs have been estimated and are subject to change.
6. The requirements of all services authorities need to be confirmed during the final design stage.
## Community Services Committee Meeting

### Agenda

13 June 2017

### Major Sport Codes

#### Rugby

**Affiliation**  
- National: South African Rugby Association (SARU)
- Provincial: Western Province Rugby Union (SWDRU)
- District: South Western District Rugby Union (SWDRU)
- Local: South Western District Rugby Union (SWDRU)

#### Soccer

**Affiliation**  
- National: South African Football Association (SAFA)
- Provincial: South African Football Association Western Cape (SAFA WC)
- District: South African Football Association Eden (SAFA Eden)
- Local: Knysna local Football Association (KLFA)

#### Netball

**Affiliation**  
- National: Netball South Africa (NSA)
- Provincial: Western Province Netball Association (NSAWP)
- District: South Western District Netball Board (SWD Netball)
- Local: Knysna Local Netball Association (KLNA)

#### Cricket

**Affiliation**  
- National: Cricket South Africa (CSA)
- Provincial: Western Province Cricket Association (WPCA)
- District: South Western District Cricket Board (SWD Cricket)
- Local: South Western District Cricket Board (SWD Cricket)
### 13. FORMAL CONTRACTS WITH EXISTING SPORT CLUBS

<table>
<thead>
<tr>
<th>No.</th>
<th>Property Name</th>
<th>Property Description</th>
<th>End of Lease</th>
<th>Usage and Function</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>The Knysna Golf Club</td>
<td>Erf 2233 and erf 2232, Knysna. Situated in Howard Street, Ouplaas, Knysna.</td>
<td>1 June 2038</td>
<td>The facility is run as a Golf Club. A Constitution describing the Club, The facilities and the functioning of the Club is in existence. The course have 18 holes, there is a Club House, outbuildings for Storage and a parking area.</td>
</tr>
<tr>
<td>2.</td>
<td>The Knysna Bowling Club</td>
<td>A portion of erf 211, Knysna. Situated in Rawson Street.</td>
<td>30 June 2026</td>
<td>It is run as a Bowling Club only. A Constitution describing the Club, the facilities and the functioning of the Club is in existence. There is a Club House, outbuildings for storage, parking area and Three bowling greens on the premises.</td>
</tr>
<tr>
<td>3.</td>
<td>The Leisure Isle Boat Club</td>
<td>Erf 2060, Knysna and two portions of erf 2813 next to Links Drive On Leisure Island.</td>
<td>31 January 2042</td>
<td>Small Boat Harbour facilities and clubhouse. A Constitution describing the Club, the facilities and the functioning of the Club is in existence.</td>
</tr>
<tr>
<td>4.</td>
<td>The Leisure Isle Country Club</td>
<td>Cearn Memorial Hall (on erf 1907) and a Portion of Erf 2813, Knysna</td>
<td>31 December 2043</td>
<td>Sporting Purposes</td>
</tr>
<tr>
<td>5.</td>
<td>Knysna Marathon Club</td>
<td>Portion of erf 2725, Knysna (commonly known as “the old Super tube site and building&quot; situated at Loeriepark.</td>
<td>30 September 2017</td>
<td>Amateur road running club activities</td>
</tr>
<tr>
<td>6.</td>
<td>Buffalo Bay Ski Boat Club</td>
<td>Slipway and adjacent area – Walker Drive Buffalo Bay</td>
<td>1 December 2013</td>
<td>Launching facility for Ski Boats</td>
</tr>
<tr>
<td>7.</td>
<td>Provincial Admin: Western Cape</td>
<td>Portion of farm Walkers Point 215, buffalo Bay</td>
<td>31 January 2009</td>
<td>Nature walking trail</td>
</tr>
<tr>
<td></td>
<td>Community</td>
<td>Address</td>
<td>Date</td>
<td>Usage</td>
</tr>
<tr>
<td>---</td>
<td>-----------</td>
<td>----------------------------------------------</td>
<td>--------------------</td>
<td>------------------------</td>
</tr>
<tr>
<td>8</td>
<td>Mr. DB Ferguson Driving Range</td>
<td>Portion of erf 1390, Knysna</td>
<td>31 December 2012</td>
<td>Golf Driving Range</td>
</tr>
<tr>
<td>9</td>
<td>Knysna Tennis Club</td>
<td>Portion of Loerie park, Erf 2725, Knysna</td>
<td>31 March 2011</td>
<td>Tennis Club and Club House</td>
</tr>
<tr>
<td>10</td>
<td>Knysna Primary School (Knysna Sport School)</td>
<td>Portion of erf 1390, Knysna</td>
<td>30 November 2020</td>
<td>Sports Fields for Primary School</td>
</tr>
<tr>
<td>11</td>
<td>The Sedgefield Bowling Club</td>
<td>Portion of erf2058 and Reg Basson Hall with Kitchen, Sedgefield</td>
<td>30 June 2012</td>
<td>Bowling</td>
</tr>
<tr>
<td>12</td>
<td>The Sedgefield Tennis Club</td>
<td>Portion of erf 2058, Sedgefield</td>
<td>30 June 2012</td>
<td>Tennis Club</td>
</tr>
<tr>
<td>13</td>
<td>Knysna Croquet Club</td>
<td>Portion of erf 2725, Knysna</td>
<td>30 June 2011</td>
<td>Croquet Court</td>
</tr>
</tbody>
</table>
**SPORT AND RECREATION FACILITIES (SRF) MANAGEMENT PLAN**

**Introduction**

1.1. This document refers specifically to community SRF on municipal property.
1.2. Vision: To manage and maintain sport and recreational facility sustainably and profitably.
1.3. Sports facility should be accessible to all.
1.4. All sport users of municipal sport facility should be affiliated to a sport organisation or sport committee.
1.5. Knysna Municipality takes the view that sport should be used as a vehicle to address inequalities, anti-social behaviour, capacity building and social integration.

**CHAPTER 1: ADMINISTRATION, ACCESS, FEES AND PROHIBITED BEHAVIOUR**

1. Administration, control over and maintenance of sporting Facility

(1) The municipality may establish a body or sport council (representatives from the different sport committees) with the aim of advising it on matters relating to the sporting facility.

(2) The sporting facility must be administered by the municipality in accordance with this SRF Management Plan.

(3) A person or organisation that uses or hires the sporting facility does so subject to the provisions of this SRF Management Plan and in terms of conditions as may be determined by the municipality.

(4) Where an organized sporting activity is not organized or controlled by the municipality, a municipal employee may be present.

(5) Subject to the terms and conditions stipulated in any contract of hire, and subject to any applicable national laws, no person –

(a) may sell any alcoholic beverage on the premises of the sporting facility without first obtaining express approval for that activity from the municipality;

(b) may bring his or her own supply of alcoholic beverages on or into the sporting facility without written authority from an authorised official.
(6) If the municipality permits the sale or consumption of alcohol on or in the facility, the sale or consumption is subject to the following conditions:

(a) No alcoholic beverage may be served in a glass bottle, glass cup or other container made of glass;

(b) Beer, cider and alcoholic cordials may be served in cans, kegs, or plastic cups only;

(c) The organization must maintain good order within the sporting facility.

(7) The municipality may close the facility when:

(a) The facility is substantially unusable due to -
   (i) Destruction;
   (ii) Severe damage; or
   (iii) The absence of municipal services;

(b) The facility constitutes a danger to human life or property;

(c) An emergency has arisen which requires such closure.

(8) The municipality may temporarily close the facility for purposes of repair or maintenance or for any other reason in the municipality’s discretion.

(9) A person who or organization that contravenes subsection (6) or (7) commits an offence.

2. Access to sporting facility and storage facility

(1) The municipality may by notice posted at or near the entrance to the facility, indicate the hours during which it may be used by the public.

(2) The municipality reserves the right of access to the facility and an official may instruct a person who has contravened a provision of this SRF Management Plan to leave the facility or premises immediately and should the person fail to observe the instruction, the official may remove or cause the person to be removed.

(3) The municipality has the right to determine the maximum capacity of the sporting facility and an official must, once the maximum capacity has been reached, refuse further access and may take measures necessary to prevent access.

3. Admission fees and other fees

The municipality may prescribe fees to be charged for admission to or the hire or use of the sporting facility or equipment.
4. Prohibited behaviour in or on sporting facility or its premises

(1) No person may –

(a) Enter any part of the facility otherwise than by an entrance designated for that purpose;
(b) enter or remain inside the facility, without permission, or at any time other than during the hours when such facility is open to members of the public, or when access to the facility has been denied;
(c) Smoke in the sporting facility, except in an open air facility or in those areas which have been designated for this purpose, as indicated by notices to that effect;
(d) Wear footwear that may damage the surface of the facility;
(e) Attend or engage in a sporting activity if dressed indecently or if undressed, except in a facility set aside for use by a person of the same sex;
(f) Relieve him or her in any part of the sporting facility other than in the ablation facility;
(g) excluding a child under the age of five years, use change rooms, places of ablation, cubicles, or any other facility set aside for a particular sex if he or she is not of that particular sex;
(h) Enter or remain in any area of the sporting facility, which area is reserved for the use of persons of the other sex;
(i) use a change room, place of ablation, cubicle or any other facility for longer than is reasonably necessary to undertake an activity intended to be undertaken;
(j) Use profane or indecent language or behave in any other manner that constitutes a nuisance or unacceptable behaviour towards other persons;
(k) Destroy, damage or deface any part of the sporting facility, accessories or equipment;
(l) Discard rubbish other than in a container provided for that purpose;
(m) In any manner, interfere with the substance covering the surface of the sporting facility;
(n) Light any fire outside demarcated area
(o) Drive, draw, or propel a vehicle, or walk upon or recline on playing surface on the premises of a sporting facility if prohibited to do so by a notice on the premises;
(p) ride or use in or on the playing surface a bicycle, motor vehicle, roller blades, roller skates, a skateboard, a tricycle or any similar form of transport or amusement, except in a sporting facility which specifically provides for the riding of bicycles;

(q) Without the prior written consent of the municipality, sell, hawk, Advertise, offer for sale or purchase or exhibit any article for sale,
Lease or hire, distribute a pamphlet, book, handbill or other written or printed matter inside the sporting facility or in the immediate vicinity of the entrance thereto;

(r) Neither inside nor outside the sporting facility, obstruct, resist or interfere with an official in the execution of his or her duties or the exercise of any authority in terms of this SRF Management Plan;

(s) Tamper or interfere with an appurtenance in or on the premises of a sporting facility;

(t) Bring into or keep on the sporting facility an animal, except a guide dog, without the prior consent of the municipality, unless the sporting activity engaged in involves the use of animals;

(u) Bring into or keep on the facility a weapon or any other dangerous object.

(v) Erect or attempt to erect any enclosure, tent or similar construction, stall, booth, stand, screen, fence, or drive into the ground any peg or spike without the permission of the official in charge of the facility;

(w) Behave or conduct him or herself in a manner which may Prejudice good order;

(x) Bring into or onto the facility any substance or matter which may endanger the safety of people, or which may be used to disrupt proceedings at or spoil the peaceful enjoyment of the facility;

(y) Behave or conduct himself or herself in a manner which may disrupt a sporting activity; or

(z) Fail to comply with a lawful instruction given by an official.

(2) A person who contravenes any of the provisions of this section commits an offence.
5. Organised sporting activities

(1) The municipality may allow the use of the facility by sport organisations, municipal staff, or other persons such as, but not limited to free-lance instructors.
(2) An organization to which the sporting facility or a portion thereof has been allocated for use at regular times, must ensure that only its members use the facility, and should it be impossible for the organisation to use the facility at those times, the organization must notify the official in charge of the sporting facility beforehand, and should an organization fail to do so, the municipality may suspend or cancel the organisation's further use of the facility.

6. Reservation and hiring of the sporting facility

(1) The municipality may set aside or hire out the sporting facility for the purpose of organised sport or for special occasions on such conditions as it may prescribe and the municipality may charge a fee, or may make it available free of charge or grant free admission to selected persons.
All bookings must be at the sport desk a week in advance; all bookings must be done on paper or per email. Cancelation of matches must be communicated to the sport desk at least the Wednesday before the match.
(2) The representative of an organization that wishes to hire the sporting facility must complete and lodge a prescribed application form with the municipality (Event Management Documents).
(3) When considering an application the municipality may have, in addition to other relevant factors, due regard to the following:
   (a) The principles and objectives of the SRF Management Plan;
   (b) That the sporting facility may be used for lawful purposes only;
   (c) that the use of the sporting facility will not constitute a nuisance or annoyance to other users of another part of the sporting facility which has not been hired by the organisation, or to the occupiers of neighbouring premises; and
   (d) That the use of the sporting facility will not constitute a danger to any person or property or negatively affect the environment.
(6) The municipality may approve the use of the sporting facility subject to any condition it may impose, or it may refuse consent.

(7) The municipality must, within seven days after the application form has been lodged, in writing notify the organisation if the application has been approved or refused, and –
   (a) If the application is refused, the municipality must supply to the organisation the reasons why the application was refused; or
   (b) If the application is approved, the municipality must forward a notice of approval which must specify the conditions to which the use of the sporting facility is subject (section 4).

(8) An organisation may not, before the municipality’s approval has been received by it, advertise or announce the sporting activity for which it has lodged an application.

(9) The municipality may, before it approves an application, require of an organization that wishes to make use of the sporting facility to take out, with an insurance company approved by the municipality –
   (a) Insurance in an amount approved by the municipality to cover any structural damage which may occur to the sporting facility whilst being used by the organization; and
   (b) Public liability insurance.

(10) An organization which supplies false information in an application form or with respect to the requirements in subsection (9), or which contravenes subsection (8) commits an offence.

7. Cancellation, postponement or extension of reservation

(1) An organisation who has applied for the reservation of the sporting facility, may cancel the application, and where the organisation has paid a fee the municipality will determine the percentage of the paid fee to be refunded to the organisation.

(2) (a) After approval has been given by the municipality, an organisation may apply for the postponement of the reservation to a later date.

(b) Approval of the postponement does not result in a penalty or forfeiture of any fees already paid.

(c) Postponement may be refused if the facility has been reserved.
(3) An organisation may apply for an extension of the period of use of the sporting facility, and (a) the application must be in writing and lodged at the Municipal Manager’s offices; and  
(b) the facility must be available for such use.

(4) The municipality may cancel the hire of the facility under the circumstances contemplated in section 1(8), or should the municipality require the facility for municipal purposes at the same time, however, the municipality may refund the fees that have already been paid to it in respect of the reservation; or  
(5) Should the municipality cancel a reservation, the municipality must, within a reasonable time and in writing notify the organisation of its decision, however, where a notice is given in terms of section 1(8), the notice is deemed to be effective from the date on which the destruction or damage took place.  
(6) Subject to the provisions of subsection (4), an organisation has no claim against the municipality for loss of use of the sporting facility or for damage arising from a cancellation in terms of subsection (4).

8. Termination of hire

(1) On termination of the hire an organisation and an official must inspect the facility for the purpose of assessing the conditions of the facility.

(2) The organisation must –

(a) Return the sporting facility to the municipality in the condition it was when it was hired out to the organisation;

(b) Repair any damage or breakages;

(c) Comply with any instructions by the municipality in respect of the cleaning of the sporting facility; and

(d) Vacate the sporting facility within the period stated in the application;

And should the organisation fail to comply with –

(i) Subsection (2) (a), (b) or (c), the municipality may replace, repair or make good any breakages or damages, and recover the costs from the organisation; or
(ii) (d), the municipality may levy an additional fee for the period during which the organisation occupies the sporting facility after the expiry of the period stipulated in the application.

9. Duties of organisation

(1) Before an organisation commences to use the sporting facility, a representative must inspect the facility, and should he or she find that buildings, structures, accessories or equipment are in a state of disrepair, this fact must be reported to the municipality in writing, and failure to do so is deemed as an acceptance by the organisation that the facility is in a proper condition.

(2) The organisation must take all reasonable measures to ensure that its members and persons attending a sporting activity, as participants, visitors or spectators comply with section 4 and, furthermore –

(a) May not use the sporting facility for any other purpose than that for which approval was given;
(b) May not use the sporting facility unless it has fully paid the fees, if stipulated;
(c) May not sub-let the sporting facility;
(d) May not allow another organisation to use the facility;
(e) May not without the prior written approval of the municipality cede, pledge or renounce in favour of another organisation any of the rights or obligations under the SRF Management Plan;
(f) May not allow any accessories or any other property of the municipality to be removed from the sporting facility;
(g) May not allow a person to drive or screw nails, screws or similar objects into the walls, doors, accessories or into any object belonging to the municipality, in the sporting facility;
(h) May not allow a person to apply paint to any window, accessory or object belonging to the municipality, on the premises;
(i) May not interfere or tamper with any electrical installation or appliance;
(j) Must ensure that persons attending a sporting activity behave in a seemly manner and do not cause a nuisance to other users of the facility or neighbouring premises;
(k) May not allow any activity or object in or on the facility which may invalidate or invalidates any insurance policy of the facility or which may increase or increases the premium;
(l) Must, before vacating the sporting facility, remove any article affixed or erected by it;
(m) Must control the admission of people, the sale of tickets and ensure that no overcrowding takes place;
(n) May not allow the sale of food or soft drinks in the facility without the municipality’s consent;
(o) Ensure, at all times, that the facility is kept in a clean, sanitary and tidy condition and that drains, water installations, and sewage pipes are kept clean and free of blockages;
(p) May not allow the parking of vehicles anywhere else in the facility except than in the demarcated parking areas;
(q) Must comply any instruction issued by an official;
(r) Must, subject to the section 7, adhere to the specific times contemplated in section 6 allocated to it by the municipality for the use of the facility or any part thereof; and
(s) May not, without the prior written permission of the municipality, amplify sound, and should permission be granted, the volume must be moderate and the loudspeakers must be positioned so that the sound does not cause a nuisance outside the facility.

(3) An organisation commits an offence if it contravenes a provision of subsection (2).

CHAPTER 3: MISCELLANEOUS PROVISIONS

10. Enforcement

(1) An official may search any person, vehicle or container in, entering into or being brought onto the facility.

(2) An official may confiscate liquor, or any other dangerous object, substance or matter which may endanger the safety of people in the facility, or which may be used to disrupt proceedings at or spoil the enjoyment of the facility, but must
return to the person that which was confiscated when he or she leaves the sporting
facility.
(3) If the official finds an unlawful substance as a result of the search
contemplated in subsection (1), he or she must immediately alert the South African
Police Services, or if he or she is appointed as a peace officer in terms of the Criminal
Procedure Act, 1977 (Act No. 51 of 1977), he or she may act in terms of the Act.
(4) A person who obstructs or interferes with an official in the exercise of his or her duty
commits an offence.

11. Indemnity
Any person visiting or using the facility does so at his or her own risk and the municipality
will not be liable for any injury, loss or damage that such person may suffer while in or on
the facility.

12. Appeal
A person whose rights are affected by a decision of the municipality may appeal against
that decision by giving written notice of the appeal and the reasons therefore in terms of
section 62 of the Local Government: Municipal Systems Act, Act 32 of 2000 to the
municipal manager within 21 days of the date of the notification of the decision.

13. Penalty
A person who or organisation which has committed an offence in terms of the SRF
Management Plan is, on conviction, liable to a fine or in default of payment, to
imprisonment, or to such imprisonment without the option of a fine, or to both such fine
and such imprisonment.
SPORT AND RECREATION FACILITIES (SRF) CLASSIFICATION FRAMEWORK

1. INTRODUCTION
In order to effectively plan for and manage sport and recreation facilities a common, standardized classification and categorization system is necessary. In addition, a common definition of sport and recreation facilities in terms of the types and related terminology is required.
Sport and recreation facilities in our communities are, on the whole, inadequate or non-existent. There is a need for the communities to maximise the use of existing facilities and where possible, to make use of facilities which were not originally envisaged for such uses.

2. CLASSIFICATION OF SINGLE FACILITY ACCORDING TO FUNCTIONAL REQUIREMENTS

<table>
<thead>
<tr>
<th>LEVEL</th>
<th>BASIC DESCRIPTION AND MINIMUM CRITERIA</th>
</tr>
</thead>
<tbody>
<tr>
<td>One (Zoned)</td>
<td>a) Land zoned for a sport and recreation facility (ies)</td>
</tr>
<tr>
<td>Two (Graded)</td>
<td>a) Land zoned for a sport and recreation facility (ies); and</td>
</tr>
<tr>
<td></td>
<td>b) Graded facility that is used for sport and recreation activities</td>
</tr>
<tr>
<td>Three (Code specific)</td>
<td>a) Facility constructed to meet minimum code requirements</td>
</tr>
<tr>
<td>Four (Local)</td>
<td>a) Facility constructed to meet local competition requirements</td>
</tr>
<tr>
<td></td>
<td>b) Should have basic amenities and services including, but not limited to change rooms, running water and toilets.</td>
</tr>
<tr>
<td>Five (Regional)</td>
<td>a) Facility constructed to meet regional or district competition requirements</td>
</tr>
<tr>
<td></td>
<td>b) Should have amenities and services including, but not limited to change rooms for home and away teams, running water and toilets</td>
</tr>
<tr>
<td></td>
<td>c) Should meet minimum disability requirements</td>
</tr>
<tr>
<td></td>
<td>d) Where a national federation requires stands the facility should have the stands</td>
</tr>
</tbody>
</table>
### Community Services Committee Meeting Agenda

13 June 2017

<table>
<thead>
<tr>
<th>Facility Constructed to Meet Provincial Competition Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Should have amenities and services including, but not limited to change rooms for home and away teams, running water and toilets</td>
</tr>
<tr>
<td>Should meet minimum disability requirements</td>
</tr>
<tr>
<td>Where a national federation requires stands the facility should have the stands</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Facility Constructed to Meet National Competition Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Should have amenities and services including, but not limited to change rooms for home and away teams, running water and toilets</td>
</tr>
<tr>
<td>Should meet minimum disability requirements</td>
</tr>
<tr>
<td>Where a national federation requires stands the facility should have the stands</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Facility Constructed to Meet International Federation and Macro Body (such as the International Olympic Committee) Competition Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Caters for four codes</td>
</tr>
<tr>
<td>Within a 1 km radius</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Category</th>
<th>Minimum Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Caters for four codes</td>
</tr>
<tr>
<td></td>
<td>Within a 1 km radius</td>
</tr>
<tr>
<td>B</td>
<td>Caters for six codes</td>
</tr>
<tr>
<td></td>
<td>Within a 1.5 km radius</td>
</tr>
<tr>
<td>C</td>
<td>Caters for eight codes</td>
</tr>
<tr>
<td></td>
<td>Within a 3 km radius</td>
</tr>
<tr>
<td>D</td>
<td>Caters for ten codes</td>
</tr>
<tr>
<td></td>
<td>Within a 5 km radius</td>
</tr>
</tbody>
</table>

### 3. Categorization According to Precinct

<table>
<thead>
<tr>
<th>Category</th>
<th>Minimum Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Caters for four codes</td>
</tr>
<tr>
<td></td>
<td>Within a 1 km radius</td>
</tr>
<tr>
<td>B</td>
<td>Caters for six codes</td>
</tr>
<tr>
<td></td>
<td>Within a 1.5 km radius</td>
</tr>
<tr>
<td>C</td>
<td>Caters for eight codes</td>
</tr>
<tr>
<td></td>
<td>Within a 3 km radius</td>
</tr>
<tr>
<td>D</td>
<td>Caters for ten codes</td>
</tr>
<tr>
<td></td>
<td>Within a 5 km radius</td>
</tr>
</tbody>
</table>

### 4. Categorization According to Type

<table>
<thead>
<tr>
<th>Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>One</td>
<td>Stadium</td>
</tr>
<tr>
<td>Two</td>
<td>Indoor Sport Arena</td>
</tr>
<tr>
<td>Three</td>
<td>Indoor Sport and Recreation Centre</td>
</tr>
<tr>
<td>Four</td>
<td>Outdoor Sport Field</td>
</tr>
<tr>
<td>Five</td>
<td>Sport Court (indoor or outdoor)</td>
</tr>
<tr>
<td>Six</td>
<td>Play Park / Ground / Area</td>
</tr>
<tr>
<td>Seven</td>
<td>Natural Resource</td>
</tr>
</tbody>
</table>
1. SCHOOL SPORT FACILITIES

1.1 Review of Norms and Standards to incorporate School Sport Facilities.

a) A key focus for Knysna municipality in its service delivery strategy is the notion of intergovernmental service delivery, which includes the sharing of service delivery points by departments.

b) Knysna municipality must engage and consult with the schools around the use of school sport facilities.

c) Facilities size or dimension will be as per national approved norms and standards unless the schools have shortage of land available, only then the junior fields can be constructed.

d) The school must be aware of the classification framework, so that their staff must know the grading or level of their school facility.

1.1.1 School Sport Facilities Planning.

a) Any sport facility built in a school should be suited to the needs and requirements of learners with a disability.

b) School facilities should have a security fence that allows access control for both the school learners and community users.

c) To measure and compare levels of school facility provision and then determine current and future facility needs; planners must use this classification framework as a guiding mechanism in terms of the provision levels of specified school facility.

d) DBE together with the municipality during school infrastructure planning must determine and address the threshold of school sport facilities and in certain cases land requirement for facilities.

e) The school without sport facilities within its premises may utilize the nearest school or community facilities, whichever is available.

f) Provide a basis for developing a special distribution network for a facility type across a community area and other nearest schools.

g) To provide an effective distribution network for range of sport programmes it is essential that school sport facilities be clustered at a central location.

h) Different surfaces have different capacities. When considering the sharing of sport fields, it is necessary to establish whether certain levels of sharing are feasible from a surface capacity point of view.
i) Large competitive sports fields must be located within clusters of schools, sport clubs and communities in order to facilitate the sharing of amenities between different user groups, to avoid under-utilization and to control over-utilization. Schools must have their allocated times of use during the day, while sport clubs can use the amenities mainly during the evenings.

j) By using the information provided, backlogs as well as number of facilities typically required can be determined based on the total population that play certain sport code and the current supply of school facilities.

1.1.2 School Sport Facilities Type.

b) Schools should have at least one sport field for the main sport codes within our municipal area; soccer, rugby and netball.

c) At least one sport field should be large enough to accommodate an athletic track.

d) Schools that play other sporting codes, a sport code facility need to be built if there is land available within the school, if land is not available the school must arrange access times with the municipality for use of the sport facility that caters for their sporting codes.

e) The basic level for the provision of a sport field will be a levelled, compacted earthen field or a suitable alternative for the types of sport that are practiced.

f) All levelled, compacted earthen field (dead soil surfaces) at a certain period will need to be improved to a suitable surface approved by relevant stakeholders.

g) Sport facilities should be accessible to learners with disabilities in order to their meaningful use of such facilities.

1.1.3 School-based facilities and programmes.

Efforts should be made to promote greater support for sport and recreation through the school system. This means that sport and recreation facilities need to be established for schools and where it may not be possible to create these facilities now, space and plans should be created for the establishment of such facilities in the future.

In designing these facilities and programmes it is essential that the needs of specific target groups are addressed, particularly boys and girls and children with disabilities. It is also imperative that the racial imbalances currently found in participation levels for sport and recreation are addressed as a matter of urgency.
For funding, allocation and implementation of school sport and recreation facilities, a process of needs analysis and budgetary investigation would also have to be undertaken on a case-by-case basis before final facility construction.

The sport facilities must promote free access to school sport programmes, even the programmes planned or delivered by Knysna municipality must be implemented with less maintenance cost or without any cost. The provision of sport facilities will further embed competitive sport in schools across the Greater Knysna and raise participation.

1.1.4 Schools facilities agreement

a) Consultation is needed between schools and Knysna municipality to prepare a maintenance programme, where school facilities will be utilized by learners and community members.
b) Agreements must be signed by schools and the municipality, to give clear utilization periods and schedule.
c) Knysna Municipality should assist schools with the maintenance of facilities, especially where school facilities are also utilized by the community.
d) Schools and the municipality must establish a facilities maintenance committee for schools that have facilities.
e) At least three members from the facilities maintenance committee at each school must be trained and they must develop maintenance plan per school requirements.

2. ARTIFICIAL TURF SPORT FACILITIES

2.1 Artificial turf surfaces

Surfaces should be appropriate to the range of sports to be accommodated. The use of an indigenous grass is preferable for ecological reasons but in some cases, an artificial (synthetic) surface may be appropriate. Synthetic surface can be used 24 hours a day but the capital cost is high. This type of surface does not need regular maintenance but there must be a maintenance plan and schedule.

2.2 Certification of artificial turf surfaces

Artificial turf is a surface of synthetic fibres made to look like natural grass, need to be tested only by a recognized accredited service provider. It is expected that such service providers must have laboratory and be able to do field testing as well.
The tests for all artificial turf construction phases is compulsory, this must include soil testing, concrete base testing, surface testing and all other test mentioned by experts and/or suppliers.

**Artificial Turf Pitch Maintenance Guidelines**

Unless a pitch is maintained properly, an artificial turf pitch will lose some of its playing quality in the long term. The ball can become faster over the surface, it will roll unevenly and the ball bounce will vary from place to place. The players will feel uncomfortable running on an uneven surface and frustrated by the inability to control an unpredictable ball.

Football turf certainly demands less investment in time and costs for maintenance and it can be used for many more playing hours than a grass pitch, but you cannot just lay it and leave it to its own devices. Maintenance of an artificial turf pitch is different but just as important as it is on a natural grass pitch.

The correct maintenance of an artificial turf pitch ensures that the optimum performance of the facility is achieved for the longest period of time and that the owner is able to maximise this investment by lengthening the usable lifetime of this investment.

**Why maintain a so-called maintenance-free facility?**

It has long been promoted, by ill-informed individuals, that artificial surfaces are maintenance-free. This is a not only a myth, but is more importantly a dangerous concept to embrace. The need to maintain an artificial turf pitch is fundamental for several reasons.

These can be highlighted as follows:

1. Aesthetics
2. Safety
3. Playing performance
4. Longevity

**Aesthetics**

Purely from the overall appearance of the surface, it is necessary to maintain a football turf field. A dirty, unclean pitch is not an attractive venue to play any sport on and will in the long term deter participants from playing on the field.
Safety
A neglected pitch will often be a dangerous pitch. Simply put, a pitch that is not maintained can present a number of hazards to the players, which can lead to a variety of injuries. This can further detract from the attraction of the facility and open the owners up to the threat of litigation.

Playing Performance
The playing characteristics of the pitch will be severely impaired by a lack of maintenance. The ball can become faster over the surface, it will roll unevenly and the ball bounce will vary from place to place. The players will feel uncomfortable running on an uneven surface and frustrated by the inability to control an unpredictable ball. The surface will become harder and the grip of the surface will alter to such an extent that the surface can become a risk to the players, potentially leading to long-term injury.

Longevity
Finally, the lifetime of the artificial turf pitch will be significantly reduced by a lack of maintenance. Thus the investment in the pitch will be undermined.

General Principles
Do not undertake any action that has not previously been authorised by the installing company/carpet manufacturer. Warranties are normally linked to the maintenance of the surface. Lack of maintenance will invalidate the warranty as will incorrect maintenance. If in doubt, ask the experts of that particular system, namely the supplier.

Do not apply any chemicals onto the surface without prior consent. Many chemical substances can act to the detriment of the surface, particularly petroleum-based products. Care must be taken to avoid all petroleum-based spillages, including fuel for tractor units. Always re-fuel off the playing surface. Chemicals may be used on synthetic surfaces. These can include algaecides, molluscides, weedkillers, de-icers, etc.

Routine Maintenance
The surface should normally be brushed regularly in accordance with the number of hours of use. The brushing frequency will be related to the intensity of use; the more often it is used, the more often will be the need for brushing. A general guideline is one hour of maintenance to
every 10-15 hours usage. The main effect of brushing is to level the infill (where present) to ensure the uniformity of the surface. A second important reason for brushing a synthetic pitch is to prevent pile lean and pile flattening. Many synthetic fibres have a tendency to lean in a particular direction or flatten with use. To help overcome this, regular brushing in all directions will tend to keep the fibres upright and non-directional.

A variety of brush types exist on the market with a variety of effectiveness. The most commonly used are drag brushes or power brushes. These are normally attached to the rear of tractor units either hydraulically or as a simple attachment. They are particularly effective at levelling the infill (where present) in the surface. Rotary brushes are also used. These are typically attached to the front of the tractor unit. Normally they can rotate forward or in reverse. Rotating forward is particularly effective at removing material from the surface. Either modes of rotation are good for raising the pile of the carpet. Always brush in different directions, as brushing in one direction will tend to cause the fibres to lean in that direction. This will result in different ball roll characteristics in different directions.

The high wear areas will require additional attention as these zones will obviously have the most disrupted infill and pile flattening due to the intensity of play.

**Note:** It is usually most effective to brush the surface when it is dry!

**Irrigation and Waterfall**

On the face of it, it seems a ridiculous proposition to water a synthetic field. After all, football turf does not grow. However, on certain occasions it can help the performance of the field. Football turf fields will become hot during periods of warm or hot weather. The surfaces can become so warm, as to be noticeable to the players. Furthermore, a heated surface can contribute to a friction burn. This is simply due to the fact that it requires a skin temperature of approximately 60°C to produce a skin burn. On a hot day, the combination of hot skin with a hot surface in addition to the friction (heat) generated when the player slides on the surface makes it almost inevitable that a skin burn will occur.

Water has several effects:

1. It will lubricate the surface
2. It will cool the surface
3 It will stabilise the infill and consequentially reduce migration

After heavy rainfall, it is advisable to check the infill levels as they may have become disrupted. This can be particularly significant if the pitch as a slope and the infill has migrated with the slope.

**Levelling the infill (where infill is present)**

The penalty spots and corners are prone to disruption of the infill. The ground staff should be aware of this and be prepared to top up on a more regular basis than is necessary for routine brushing. It may be necessary to top up these areas every day during intense usage. When material begins to accumulate at the edges of the field, debris should be removed from it and the accumulated material cleaned and brushed back into the main field.

**Settling-in period**

Systems that utilise infill materials may require a period of settling-in. This will necessitate a regime of regular brushing on a more frequent basis than is normally required. The installing company will give advice as to the necessity and added frequency of this extra brushing.

**Additional Maintenance**

- Wherever and whenever contaminants are present, remove them as soon as possible.
- It should be noted that no food or beverages should be allowed on the field. Equally problematic is chewing gum, although this can be simply remedied by freezing the offending gum, which can then be broken out of the pitch when it has become solid.
- Smoking is strictly forbidden.
- All organic matter such as leaves, soil, seeds etc., if left, will result in algal, moss or weed growth. Remove as soon as is practical.
- If the infill shows signs of agglomerating, break up the lumps into their individual components.

**Less Frequent Maintenance Procedures**

Check for compaction of the infill (where present), particularly in the high usage areas. Contact the installing company if you observe this and they will advise accordingly. Some installing companies supply equipment for overcoming this problem; others will undertake the work themselves under a maintenance contract. The groundsman can easily check for compaction by
bouncing a ball on the surface. A surface with uneven compaction will show variable ball bounce. A high ball bounce will often indicate loss or compacted infill. Check the seams for any failings. If the seams have failed in any place, contact the installing company as soon as possible and insist on an immediate repair under the terms of the warranty. If you have an irrigation system, check it periodically. Also check the drainage system periodically to see that it is still functioning well.

**Pitch Cleaning**
When a pitch begins to show signs of significant compaction and accumulation of detritus use specialist machines that are capable of removing a proportion of the infill materials, cleaning the materials and re-introducing the materials back into the surface. These procedures are normally undertaken by specialised maintenance companies or the installing company.

**Moss Algae Weeds**
Weeds are easily removed by hand if the infestation has not become too excessive. Moss and algae, however require specialist treatment normally using specific chemicals and techniques to remove residues. The advice of the installing company should be sought at an early stage if the problem occurs. The longer you leave an infestation in general, the bigger the problem will become.

**Pitch Surrounds**
The most important design feature is to avoid contamination. Contamination can come in several forms:

A) Player-borne contamination  
B) Surrounding vegetation  
C) Wind-borne contamination  
D) Animal-borne contamination

Players will inevitably take the shortest path between the changing facilities and the pitch. If that pathway is dirty, they will carry that dirt on their boots onto the field. To avoid this, ensure the pathway is clean. If other vegetation surrounds the field, this will inevitably be deposited on the field. For example, grass areas around the field, when cut, will deposit cuttings on the field. Try
to leave a barrier between the natural area and the artificial field. This can be a physical barrier or a zone that is vegetation free. Contamination, particularly pollution and seeds, will be blown onto the pitch by the wind. Take this into consideration when deciding on the location of the field. Animals, particularly birds, will leave deposits on the field. Clean them off as soon as possible as the deposits will become the nutrient for moss, algae and weed growth.

Logbook
Typical logbooks will allow the municipality to record the routine maintenance times, operatives, machinery used, etc. as well as recording the pitch usage. In case where a logbook was not made available by installers, then the municipality or committee responsible for maintenance of the facility may develop their own logbook to keep records of the maintenance work and usage of field.

Finally an active maintenance programme will maximise the lifetime of the installation and ensure many satisfactory years of use.

The maintenance regime is based around simple principles:
1 Keeping the surface clean
2 Keeping the infill level

SPECIALIST MAINTENANCE
This must be carried out by trained maintenance professionals. They may check infill, repair seams and lines. Treatment of the pitch including maintenance of pitch surroundings will be rendered with specialist maintenance machines.

The amount of infill is checked, then a systematic inspection across the width of the pitch is carried out and all seams and tufted-in lines must be checked for stability. Check drainage, the drainage pipes must be cleared out on regular basis. The municipality must employ a permanent trained maintenance professional.
FACILITY MAINTENANCE PLAN

MISSION

The Facilities Maintenance Department will provide a safe, clean, orderly, cost-effective sport environment that supports and contributes to the municipality’s mission of educating our children to meet the life-long intellectual, physical, and emotional demands of the 21st century. The department will also provide highly maintained Sport facilities to support the needs of the community.

To transform the delivery of sport and recreation by ensuring equitable access and excellence at all levels of participation and to harness the socio-economic contributions that can create a better life for all residents in Greater Knysna.

5. Short Term maintenance (Day to Day)

This is the day to day maintenance of the facility in example marking, cleaning, etc.

Monday - It is the caretaker’s duty to check all the buildings for any damages that occurred during the weekend if there was any sport on the facility or in the case of any break-ins that occurred during the weekend and report it to his immediate superior. They must clean the whole premises after checking the buildings (Picking up papers all shattered glass, objects, empty bottles, etc.). He must also make sure that the field is irrigated as the fixture allows.

Tuesday – Caretaker must clean all the locker rooms as well as the toilets and showers. Sweeping walkways free of debris and loose surfacing that might create a slippery condition. Ensure that the fields are marked for primary school sport if scheduled depending on the sport.

Wednesday – This day is reserved for primary school sport and the caretaker must ensure that everything is in place if there is any sport taking place at the facility. The caretaker must ensure that he go through the checklist with the facility users.
**Thursday** – Turf maintenance the caretaker shall prepare the pitches playing fields and make sure that the grass is cut and that the netball courts are playable. He shall start with the preparations for games scheduled for the weekend as set out on his venue schedule.

**Friday** – The caretaker must make sure everything is in place for scheduled games for the weekend. He must also run through the checklist with the field users to ensure that everything is intact and in working condition.

### 6. Medium Term Maintenance (Periodic)

Periodic inspections shall be done weekly during heavy use periods and bi-weekly or monthly during light use periods. Periodic inspections are more in depth and will require more time than a routine inspection. The following items shall be inspected on each Sport Field and set of bleachers at the facility:

- Any vandalism noted in the area (Broken equipment, glass, trash, etc.).
- Inspect all equipment for exposed screws or bolts, protruding end bolts, and loose or missing hardware.
- Inspect all equipment for rust, chipping paint, sharp edges, splinters or rough surfaces, and excessive wear.
- Inspect all equipment to ensure no components are missing.
- Inspect all structures to ensure it has not shifted or bent.
- Inspect platforms and stairway guardrails to determine if they are secure.
- Inspect the surfacing material for adequate depth (minimum 30cm) and coverage under equipment.
- Inspect playground surface for any tripping hazards such as rocks, roots, and exposed concrete footers.
- Inspect playground borders and landscaping for deterioration.
- Inspect landscaping in and around the playground environment, such as low hanging branches (less than 2m) signs, bushes or trees that may cause eye injuries or limit the vision of users, supervisors.
- Inspect physical barriers such as fencing for damage.
Any component determined to be unsafe or other identified safety concern must be corrected as soon as possible, if for some reason the problem cannot be corrected immediately, then whatever measures necessary should be taken to render the equipment safe or unusable until other measures can be taken. Do not fix with inferior or temporary parts/devices. Use only approved hardware or parts for that particular piece of equipment. Immediately upon notice of a problem or safety concern with any playground area or:

1. Remove broken piece of equipment if possible. Rope or fence off structure. Have a technician stand guard over equipment or area until proper person is notified.
2. Report Hazardous conditions to the immediate supervisor.
3. Create a work order and report hazardous conditions to arrange for repair/ removal of equipment.
4. Maintain watch, barrier and signage until equipment is removed or repaired and deemed safe again.

7. Long Term Maintenance
This maintenance will be done annually depending on the state of the facility.
Before the financial year ends all caretakers must ensure that they do a thorough inspection of the whole facility.
The following must be inspected and reported so that this can be added to the budget of the facility.
Deep cleaning of buildings must be done every 3 years.
The patching of sport fields must be done annually
Constructing of an irrigation system and the up keeping of it
Repairing and servicing of all equipment been used on the facility
Repairing painting and up keeping of all poles on the facility annually
Resurfacing of all concrete or tar playing courts every 2 years
Repairing of toilets and parking areas annually
Replacing and repairing of fencing every 4-5 years depending on the state of it
Uphold and repairing of seating every 2 years

8. Preventive Maintenance
The focus of the municipality’s maintenance program shall be on preventive maintenance.
Every part of the facility shall be inspected according to the following schedules. Mechanical
equipment shall be serviced according to the instructions from the manufacturer. Filters shall be changed and equipment shall be adjusted and lubricated according to the appropriate operations and maintenance instructions.

Servicing and adjustments shall be done during inspections unless parts need to be ordered. In the event parts are to be ordered, the person conducting the preventive maintenance inspection shall complete and submit a work order for parts and any necessary work that was not completed at the time of the inspection.

Deferred maintenance shall be avoided unless time, facility use, or funding prevents immediate completion of necessary maintenance or repairs. All deferred work orders shall be reviewed monthly and completed at the earliest possible time. Every effort will be made to eliminate all remaining deferred maintenance work orders during the summer months so that no deferred maintenance will remain at the beginning of every year.

Every six months the Maintenance Supervisor shall review the work order log for the previous 24 months to identify trends and equipment that fails or requires adjustment more frequently than the manufacturer’s recommended maintenance schedule or more frequently than other equipment of the same type. Special attention will be given to equipment under warranty.

Equipment identified as requiring an unexpected level of attention will be considered for replacement at the earliest opportunity. If appropriate, technical assistance shall be requested from the manufacturer.

**Lighting: Exterior and Interior**

All lighting systems will be inspected bi-weekly. Extreme care must be taken to identify and correct deficiencies.

This checklist will be applied to the following lighting systems:

- Building exterior
- Parking area
- Field and sports areas
• Building interior
• Emergency

Various fixture and lamp types are used according to area needs, including fluorescent, incandescent, high intensity discharge (HID), mercury vapor, metal halide and arcs, or high pressure sodium (HPS). It is important to fully wash, rather than dry-wipe, exterior surfaces to reclaim light and prevent further deterioration. Illumination will be maintained according to the Illuminating Engineering Society’s recommended levels.

Security Systems

Biweekly preventive maintenance of security systems is critical for occupant safety.

**Monthly**- Inspect the following items. Adjust as appropriate. Repair immediately or complete work order for future repairs.

Alarm Systems

Preventive maintenance consists of validating that all equipment is present and functional on a monthly basis. Only certified professionals shall make repairs or adjustments to alarm systems. Maintenance staff will accompany professionals during statutory inspections.

Doors and Windows

Inspect all doors and windows for general condition and operability. Adjust and repair as necessary, must open with no more than 2kg of force pulling or pushing.

Fire Extinguishers

This inspection and certification must be conducted by a licensed specialty contractor and should be scheduled in advance to ensure that the date on extinguishers will not expire. **Monthly inspections of fire extinguishers’ general condition, hosing, and location per code shall be conducted as part of preventive maintenance procedures in areas of the facility.**
Roofing

The roof is the most costly and abused area of the facility, subject to a variety of weather conditions and temperature fluctuations. The early discovery and preventive maintenance of minor deficiencies extends its life and reduces the chance of premature failure and costly repairs.

Annual inspections of both membrane and building components shall be conducted for all roofs, including newly installed ones. Adequate time will be allotted to properly perform the many tasks involved in inspection. A roof will be surveyed completely, either by carefully walking it in its entirety where accessible (wearing soft shoes), or by visual inspection. Visual inspection from the attic side is also important.

Attention should be paid to southern and northern exposures, weather-generated problems, horizontal lines, peak areas, and areas of sagging. Ventilation areas should also be examined for obstructions.
DEFINITIONS

What do we mean by sport and physical activity?

It is important to understand that sport does not suit everyone. The term ‘sport’ can be off-putting, as many people are not interested in traditional team sports or competitive activity. Therefore we use a broader definition which includes active recreation and informal activities such as walking, cycling and going to the gym. Involvement in sport and active recreation has the potential to enable a wide range of people to gain access to an avenue of activity and social networks which could remain with them throughout their lives, for some it will lead to performance at the highest level.

Knysna municipality defines sport as “all forms of physical activity which, through casual or organized participation, aims at expressing or improving physical fitness and well-being, forming social relationships or obtaining results in competition at all levels”.

### SPORT AND PHYSICAL ACTIVITY

#### SPORT AND ACTIVE RECREATION

**ACTIVE LIVING**
- Housework
- Manual labour
- Gardening
- Active travel eg. Walking and cycling to work

**ORGANISED SPORT**
- Sport clubs
- School sport
- Structured competition
- Talent development

**ACTIVE RECREATION**
- Going to gym
- Aerobics
- Play
- Dance
- Lifestyle sport (skateboarding)
What do we mean by Sports Development?
Sports development is about ensuring that pathways and structures are in place to enable people to learn basic skills, participate in sport of their choice, develop their competence and performance and reach levels of excellence according to their individual aspirations.

Sports development is about putting in place the building blocks and creating the right conditions so that sport can flourish at all levels. It introduces people to sport, teaches them the basic skills and gives them the opportunity to participate at their own level, whether this is a game of football on Sunday mornings or representing their country.

Long term participant development - Seven stage of development

<table>
<thead>
<tr>
<th>Stages</th>
<th>Objective</th>
<th>Physical</th>
<th>Technical</th>
<th>Tactical</th>
<th>Mental</th>
</tr>
</thead>
<tbody>
<tr>
<td>**Stage One **&lt;br&gt;Active Start</td>
<td>Learn the fundamental movements and link them into play</td>
<td>Provide the environment for learning proper fundamental movements skills, running, jumping, twisting</td>
<td>Free play</td>
<td>none</td>
<td>Fun and enjoyment</td>
</tr>
<tr>
<td><strong>Stage Two</strong>&lt;br&gt;Fundamental</td>
<td>Introduction of the basic skills in a fun caring and safe environment</td>
<td>Development of the ABC of movement, agility, balance and co-ordination</td>
<td>Focus on the fundamental technical skills with the ball, pushing, tackling and receiving</td>
<td>Playing the ball is the most important objective</td>
<td>Basic awareness of environment to build intelligence and decision making</td>
</tr>
<tr>
<td><strong>Stage Three</strong>&lt;br&gt;Learn to train</td>
<td>Playing some formalized games</td>
<td>This is an optimal window for trainability of flexibility and skills</td>
<td>Developing the skills</td>
<td>Create awareness of the importance of team work, decision making and promote constructive communication</td>
<td>Imagination and creativity</td>
</tr>
<tr>
<td><strong>Stage Four</strong>&lt;br&gt;Training to train</td>
<td>Building fitness and sport specific skills</td>
<td>Flexibility, agility, endurance</td>
<td>Work on consistency of performance under a</td>
<td>Fundamental skills are progressively developed and refined</td>
<td>Introduction to mental preparation, coping with winning and</td>
</tr>
<tr>
<td>Stage Five</td>
<td>Stage Six</td>
<td>Stage Seven</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>------------</td>
<td>-----------</td>
<td>-------------</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Training to compete</td>
<td>Maximizing performance in competition</td>
<td>Transition from competitive sport to lifelong physical activity</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Refining skills for a particular events</td>
<td>Multiple periodization – taper and peak periods are key</td>
<td>Maintain aerobic fitness</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Flexibility discipline, prevention and care of injuries</td>
<td>High degree of decision making, leadership and game analysis</td>
<td>Perfecting existing skills and learning new ones</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>High performance</td>
<td>Creating numerical advantage</td>
<td>Exchange varied tactical knowledge</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Decision making in game</td>
<td>Competitive attitude and the will to win</td>
<td>Focus on having fun</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Sport Development Continuum**

<table>
<thead>
<tr>
<th>Excellence</th>
<th>Performance</th>
<th>Participation</th>
<th>Foundation</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Sports Development Unit will support our gifted and talented players to reach their full potential.</td>
<td>The Sports Development Unit will support programmes and structures that provide competitive opportunities.</td>
<td>The Sports Development Unit will provide opportunities to sustain participation.</td>
<td>The Sports Development Unit will provide opportunities to engage new people to sport and physical activity.</td>
</tr>
</tbody>
</table>

**VISION**

Knysna will be a town where everyone has the opportunity to participate in and benefit from sport and physical activity whether it is for fun, for health, to learn, to enjoy the natural environment, or to excel.
AIM
Is to create and enhance sporting, recreational and physical activity opportunities that lead to greater participation, particularly amongst under-represented groups. This plan will be reviewed annually to allow for new initiatives to be added and progress to be monitored.

MISSION STATEMENT
We are committed to maintaining and improving the provision of sport and physical activity in the town through a mixture of direct provision, acting as an enabler, working in partnership with relevant organizations and as a coordinator maximizing available resources.

STRATEGIC AIMS

<table>
<thead>
<tr>
<th>GET ACTIVE</th>
<th>GET INVOLVED</th>
<th>GET INSPIRED</th>
</tr>
</thead>
<tbody>
<tr>
<td>STRATEGIC AIM ONE</td>
<td>STRATEGIC AIM FOUR: Increase the workforce to meet the sporting needs of Knysna.</td>
<td>STRATEGIC AIM SEVEN: Promote opportunities in the natural environment</td>
</tr>
<tr>
<td>Get more people involved in sport and physical activity</td>
<td>Work with targeted groups</td>
<td>STRATEGIC AIM EIGHT: Raise the profile of sport in Knysna, become sport mecca</td>
</tr>
<tr>
<td>STRATEGIC AIM TWO</td>
<td>STRATEGIC AIM FIVE: Support official, coach and athlete pathways</td>
<td>STRATEGIC AIM NINE: Recognize and build on success</td>
</tr>
<tr>
<td>Work with targeted groups</td>
<td></td>
<td></td>
</tr>
<tr>
<td>STRATEGIC AIM THREE</td>
<td>STRATEGIC AIM SIX: Work in partnership with a variety of organizations and agencies</td>
<td></td>
</tr>
<tr>
<td>Support new and innovative ideas to engage people</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

GET ACTIVE

STRATEGIC AIM ONE
Get more people involved in sport and physical activity
As a unit we aim to increase the opportunities for everyone to take part in sport and physical activity as part of a healthy lifestyle and to improve quality of life.
STRATEGIC AIM TWO
Work with targeted groups
As a unit we aim to close the gap in participation of under participating groups e.g. minority groups, people with disabilities, people from deprived neighbourhoods, older people, women and girls and disengaged young people, particularly targeting groups and areas most in need.

STRATEGIC AIM THREE
Support new and innovative ideas to engage people
As a unit we will be flexible and adapt to the changing needs of the people of Knysna, the agendas of the sports industry and key partners, and link to local, regional and national initiatives.

DELIVERABLES
- Develop enjoyable introductory activities that will improve people’s health and well-being
- Provide information on where and how to get active.
- Develop activities and opportunities that increase participation amongst groups, ensuring equitable access.
- Create opportunities and initiatives which encourage increased participation in sport and physical activity for non-active and low participating groups of people.
- Develop Run in Knysna programme.

GET INVOLVED

STRATEGIC AIM FOUR
Increase the workforce to meet the sporting needs of Knysna.
As a unit we will work to ensure there is sufficient supply of high quality and motivated leaders, coaches, administrators and officials to fulfil the demand in schools, clubs and leisure centres to deliver sporting activities.

STRATEGIC AIM FIVE
Support Official, Coach and Athlete pathways in a formal and informal environment
As a unit we will support and develop accessible pathways that enable people to start, stay and succeed in sport, realizing their full potential.
STRATEGIC AIM SIX

Work in partnership with a variety of organizations and agencies
As a unit we will actively seek to work with appropriate public, private and voluntary bodies at local, regional and national level to develop shared objectives and to deliver an integrated approach to sport and physical activity provision in the city.

DELIVERABLES

- Link with initiatives and programmes that assist personal development.
- Support the delivery of Sport Leaders Awards across the town.
- Develop a local Coach Induction Programme.
- Support sport clubs to provide a progressive and effective pathway to sustain lifelong participation.
- Deliver and develop coach education courses.
- Maintain existing, and develop new partnerships to ensure the most effective use of resources.
- In partnership create and sustain quality opportunities for people to participate in sport and physical activity.
- Work with National Governing Bodies of sport to develop grass roots opportunities and training in the area.
- Deliver and develop a School/Clubs Link programme across the municipal area.

GET INSPIRED

STRATEGIC AIM SEVEN

Promote opportunities in the natural environment
As a unit we will promote awareness of the sporting and physical activity opportunities the natural environment can provide.

STRATEGIC AIM EIGHT

Raise the profile of sport in Knysna
As a Unit we will use the media and high profile events to promote positive change, increase awareness and encourage participation.
STRATEGIC AIM NINE

Recognize and build on success

As a unit we will continue to strive for excellence, achieving industry recognized standards and support others to succeed.

DELIVERABLES

- Increase the profile of sport and physical activity in key policies and strategies.
- Support local sporting events.
- Support local and national initiatives/ campaigns.
- Use local sport people to act as positive role models.
- Produce newsletters and e-newsletters to promote awareness and opportunities available.
- Develop and maintain website content.
- Attract external funding to support service delivery.
- Continually improve services through monitoring and evaluating programmes.
- Develop an annual sport development conference.
**AIM:** Key Role is promoting the development of Sport and creating a leading community sport environment of clubs, coaches, facilitators and volunteers. Looking to the future and creating a state of the art sport facilities for all sport users, and working towards new and better opportunities to take part in sport.

<table>
<thead>
<tr>
<th>OBJECTIVE</th>
<th>PROCESS</th>
<th>ACHIEVABLES</th>
<th>RESOURCES</th>
<th>TIMELINE</th>
<th>ITURE</th>
<th>KEY PARTNERS</th>
<th>MEASURABLE SUCCESS</th>
</tr>
</thead>
</table>
| 1. To increase the number of qualified coaches, administrators | > People to attend level 1 coaching  
> People to attend level 2 coaching  
> People to attend level 3 coaching | Ensuring that regular session be held to ensure that what they have learned are being implemented. | > Facilitators  
> Laptop  
> Writing Material  
> Projector  
> Training Equipment  
> Facility  
> Sport Field/Open space | Every quarter per financial year | > Course  
> Refreshments  
> Transport | > SWD Rugby  
> SWD Netball  
> SWD Cricket  
> S.A.F.A  
> A.S.A  
> SASCOC  
> DCAS | To see that the candidates that partake in the training be utilized and exposed in the various fields with consideration of pursuing a career in the respective fields. |
| 2. To increase the number of qualified officials - referees | > Elected number of people to attend level 1 referee course  
> Elected number of people to attend level 2 referee course | Exposing them to as much practical scenarios and game time to boost their confidence and self-esteem. | > Facilitators  
> Laptop  
> Writing Material  
> Projector  
> Training Equipment  
> Facility  
> Sport Field/Open space | Every quarter per financial year | > Course  
> Refreshments  
> Transport | > SWD Rugby  
> SWD Netball  
> SWD Cricket  
> S.A.F.A  
> DCAS | To ensure that the sport codes are self-sustainable and make use of their own qualified officials instead of outsourcing. |
<table>
<thead>
<tr>
<th>3. To increase the number of qualified administrators</th>
<th>Number of people attend admin courses in all sport codes</th>
<th>Assisting them with professional formats on how to draft documents that are well presentable and that good filing systems are in place.</th>
<th>Facilitators &gt; Laptop &gt; Writing Material &gt; Projector</th>
<th>Every quarter per financial year</th>
<th>Course &gt; Refreshments</th>
<th>Development officers in all sport federations</th>
<th>That the number of applications for assistance from the Sport desk goes down in numbers.</th>
</tr>
</thead>
<tbody>
<tr>
<td>4. To develop the individual skills of players in different sport codes</td>
<td>Coaching clinics &gt; Experts invited to assist with the skill development</td>
<td>Dividing the groups of players to ensure that the individual’s focus areas are met and strengths are being focused on.</td>
<td>Facilitators &gt; Laptop &gt; Writing Material &gt; Projector &gt; Training Equipment &gt; Facility &gt; Sport Field / Open space</td>
<td>Every quarter per financial year</td>
<td>Transport cost of clinic</td>
<td>Development officers of different sport federations</td>
<td>That more sport men and women be selected for regional, provincial and national events.</td>
</tr>
</tbody>
</table>
**AIM:** To develop a range of marketing initiatives, aimed at increasing the general public interest and participation in sport and to widen membership base of sport clubs.

<table>
<thead>
<tr>
<th>OBJECTIVES</th>
<th>PROCESS</th>
<th>ACHIEVABLES</th>
<th>RESOURCES</th>
<th>TIMELINE</th>
<th>EXPENDITURE</th>
<th>KEY PARTNERS</th>
<th>MEASURABLE SUCCESS</th>
</tr>
</thead>
<tbody>
<tr>
<td>To ensure regular articles are included in the local papers</td>
<td>&gt;Contact local press</td>
<td>Invite the local media to events and activities.</td>
<td>&gt;Local Newspapers</td>
<td>Ongoing</td>
<td>Cost of articles</td>
<td>Local press</td>
<td>Ensuring that athletes that excel are acknowledged in their achievements.</td>
</tr>
<tr>
<td></td>
<td>&gt;To include articles on a weekly base in local papers</td>
<td></td>
<td>&gt;Municipal Website</td>
<td></td>
<td></td>
<td>&gt;Action Ads</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>&gt;The Edge</td>
<td></td>
<td></td>
<td>&gt;Knysna/ Plett Harold</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>&gt;CK Press</td>
<td></td>
<td></td>
<td>&gt;The Edge</td>
<td></td>
</tr>
</tbody>
</table>

| To increase the number of women involved in coaching or administration at all sporting codes | >Offer suitable coaching courses                                       | Promoting women in sport initiatives.                                     | >Woman Sport Ambassadors   | Ongoing  | Costs       | >Sport federations                                | Hosting women in sport campaigns/league s on a town level |
CONCLUSION

The Greater Knysna Sport and Recreation Master Plan is a living document with a future focus. The plan maps out a clear direction for sport in the Town of Knysna that will lead to increased opportunities for residents of all ages, abilities, socioeconomic and cultural backgrounds, to participate in a large variety of quality sport programs, events and facilities. The Greater Knysna Sport and Recreation Master Plan embraces the National Sport and Recreation Plan (NSRP) model and identify a collaborative approach to building community sport capacity to create a sustainable, dynamic sport system which engages all residents.
REPORT FROM THE DIRECTOR: COMMUNITY SERVICES

PURPOSE OF THE REPORT

To seek approval for the amendment in terms of the Political Champion for Youth Council.

BACKGROUND

It was resolved by Council that a Youth Council should be established by 30 April 2016, to oversee all youth development programmes and projects in conjunction with the Knysna municipal Youth Desk and programmes championed by the Speaker office. However this became a great concern recently in terms of the governance and reporting structure for the Youth Council and Youth desk programmes and for that reason it was agreed by the Mayoral Committee that the Terms of Reference be amended, to clear the roles and responsibilities of the political champions as follows:

Speaker – assist Youth Council with resources in terms of their operations
Portfolio Councillor for Community services - political implementation champion for all youth programmes
Executive Mayor – deal with all ceremonial activities related to youth programmes.

RECOMMENDATION OF THE ACTING MUNICIPAL MANAGER

That the Knysna Youth Council Terms of reference 3.4 be amended as follows: “That the Youth Council Implement all youth development programmes and projects in conjunction with Knysna Municipal Youth desk and the Office of the Portfolio Councillor for Community Services, and that the Office of the Speaker be responsible to assist the Youth Council with resources in terms of their operations and that the Office of the Mayor deal with all ceremonial activities related to the youth programmes.”

APPENDIX / ADDENDUM

Current Terms of reference for Youth Council.

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

KNYSNA YOUTH COUNCIL

TERMS OF REFERENCE

2016
Table of Contents

TERMS OF REFERENCE FOR THE KNYSNA YOUTH COUNCIL .......................................3
1. VISION & MISSION ...........................................................................................................3
2. THE AIMS OF THE KNYSNA YOUTH COUNCIL ........................................................3
3. YOUTH COUNCIL OBJECTIVES ..................................................................................4
4. COMPOSITION OF YOUTH COUNCIL: .........................................................................5
5. PORTFOLIO COMMITTEES ............................................................................................5
6. WARD YOUTH FORUM ..................................................................................................6
7. CRITERIA FOR YOUTH COUNCIL & FORUM MEMBERS: .............................................6
8. CONDITIONS AND PROCESSES FOR TERMINATION OF OFFICE ..........................6
9. PERSONS NOT COMPETENT TO BE YOUTH COUNCILLOR: ........................................7
10. TERM OF KNYSNA YOUTH COUNCIL AND WARD FORUM .................................7
11. FILLING OF VACANCIES: ............................................................................................7
12. ELECTORAL PROCESSES: ..........................................................................................7
13. YOUTH COUNCILLORS ARE EXPECTED TO/TO BE: ..........Error! Bookmark not defined.
14. RULES OF ORDER FOR MEETINGS ........................................................................8
TERMS OF REFERENCE FOR THE KNYSNA YOUTH COUNCIL

1. VISION & MISSION

1.1. KYC Vision:

“To mobilize the youth of Knysna Municipality to act as change agents for active citizenship, meaningful community participation and improvement of their own lives and the lives of those around them.”

1.2. KYC Mission:

To develop youth leadership and potential through involvement in suitable structures; to develop specific programmes for the upliftment of youth; to implement practical projects and activities to promote socio-economic, moral and ethical regeneration and to work consistently and committedly for the common good, that is the material and spiritual development of the community.

2. THE AIMS OF THE KNYSNA YOUTH COUNCIL

2.1. To represent the youth in the Greater Knysna Municipal area and offer the said youth a voice in their development.

2.2. To promote the interest of the youth in civil matters within the Greater Knysna Municipal area.

2.3. To promote leadership amongst youth council members as well as a healthy interest in municipal, civil, administrative and community matters.

2.4. To promote the aims of the council by organizing projects that will benefit the community and especially the youth.

2.5. To promote goodwill and empathy among different language, cultural, religious and gender groups as well as mutual understanding and tolerance of diversity.

2.6. To promote the above by undertaking necessary and lawful ventures including the buying and selling and/or hiring and leasing of movable and immovable property; the initiation and management of accounts in any recognized financial institution and the receiving of gifts and donations.
3. **YOUTH COUNCIL OBJECTIVES**

The objectives of the Youth Council will be to:

3.1. Develop an interest in civic and community affairs.
3.2. Implement Youth Development Strategy as approved by the Knysna Municipal Council.
3.3. Engage the youth to identify, develop and cost programmes in conjunction with the Knysna Municipal Youth Desk and the Office of the Speaker.
3.4. Implement all youth Development Programmes and Projects in conjunction with Knysna Municipal Youth Desk and the Office of the Speaker.
3.5. Support NGO’s and CBO’s that provide social services to youth.
3.6. Develop and implement HIV-Aids, health and general well-being awareness and support projects with special focus on the youth.
3.7. Link youth to art, culture and recreational projects implemented in Knysna Municipal area.
3.8. Establish a forum to facilitate interaction between School Governing Bodies (or SGB Associations) and youth groups.
3.9. Develop awareness of those less-privileged and of problems within the community.
3.10. To develop leadership potential amongst Knysna Municipality’s youth.
3.11. Capacitate the youth for leadership in line with the country’s constitution.
3.12. Promote contact and co-operation between school leaders, youth formations and individual youth in all communities.
3.13. Represent the youth accurately and fairly.
3.14. Develop and implement career guidance workshops for Grade 9-12 learners.
3.15. Promote social cohesion amongst the youth.
3.16. Develop and implement a “Youth in Governance” project that includes interaction with young people through social media and workshops on the importance of the IDP and an annual Youth Council session.
3.17. Link youth to NGO’s and CBO’s to serve as volunteers.
3.18. Establish a Knysna Youth Council programme to provide a platform for ward youth leaders to participate and share in Knysna Municipal area programmes and projects.
3.19. Develop a Knysna Youth Service strategy and plan that is aligned to the National and Provincial Youth Service imperatives.
3.20. Facilitate the active participation of youth as members of, and participants in, activities of Community Police Forums.
3.21. Develop and implement a bursary strategy and plan that is responsive to the human resource development needs of the youth within the Knysna Municipal jurisdiction.
3.22. Develop and implement a system for tracking the progress and sustainability of youth that have benefited from bursaries awarded to them.
3.23. Identify graduates that can be offered bursaries for post graduate programmes
3.24. Identify and link youth with opportunities for bursary programmes offered by private sector institutions.
3.25. Audit of Learnerships programmes and link youth to these.
3.26. Encourage young women and those with disabilities to participate in bursary and
Learnership/apprenticeship programmes
3.27. Develop partnerships with educational Institutions with a specific focus on the youth

4. COMPOSITION OF YOUTH COUNCIL:

4.1. The Knysna Youth Council will consist of two (2) members per ward. Each ward must have a
male and female member to ensure gender equality.
4.2. Each of the Knysna’s high/secondary schools will be represented by one (1) representative
(ex officio) of their Learners or Students Representative Council.
4.3. The Knysna Youth Council will therefore consist of the following:
   4.3.1. Chairperson
   4.3.2. Deputy Chairperson
   4.3.3. Secretary
   4.3.4. Deputy Secretary
   4.3.5. Five (5) Portfolio Coordinators
   4.3.6. Twelve (12) additional ward representative
   4.3.7. Five (5) high/secondary school representatives
4.4. All structures will be guided by the principles of:
   4.4.1. Collaboration;
   4.4.2. Empowerment;
   4.4.3. Ownership;
   4.4.4. Coherence;
   4.4.5. Shared commitment; and
   4.4.6. Equal partnership.
4.5. The Knysna Youth Council Reports will be submitted via the Knysna Municipal Council
structures to be included in the agendas of Portfolio Committees, MAYCO and Council.
4.6. Strict adherence must be followed to prescribed processes of the Knysna Municipality.

5. PORTFOLIO COMMITTEES

The Knysna Youth Council will establish 5 portfolio committees in line with its policy objectives, i.e.

5.1. Skills Development and Education
5.2. Sport Development
5.3. Tourism and Arts & Culture
5.4. Enterprise Development
5.5. Social Development
6. WARD YOUTH FORUM

6.1. Ward Youth Forums will be established in all wards.

7. CRITERIA FOR YOUTH COUNCIL & FORUM MEMBERS:

The following criteria will be used to establish the Knysna Youth Council:

7.1. Must be a citizen in a ward within the boundaries of Knysna Municipality.
7.2. Must be between the ages of 14-35 years old.
7.3. Must be nominated by 20 youth within the ward on a prescribed nomination form.
7.4. Must not have a criminal record or cases pending.

8. CONDITIONS AND PROCESSES FOR TERMINATION OF OFFICE

8.1. When a Youth Council member dies whilst holding office
8.2. When a Youth Council member, who no longer resides in the jurisdiction of Knysna Municipality, membership may, at the application of the councilor or by decision of the Council, be terminated by resolution of the KYC.
8.3. When a member is non-active and/or not fulfilling his/her responsibilities as agreed upon in terms of the rules of the Knysna Youth Council
8.4. When a member resigns from the KYC.
8.5. When a member of the Knysna Youth Council reaches the age of 36 during his/her term of office will be terminated.
8.6. When a member is found guilty in a court of law within the Republic of South Africa.
8.7. When a member’s name appear on the Register for Sexual Offenders.
8.8. When a member is found guilty in a disciplinary hearing to be held by the Knysna Youth Council with the assistance of Knysna Municipality’s Youth Desk.
8.8.1. A member who repeatedly contravenes a provision of this Code of Conduct or Rules for KYC members, or who refuses to comply with such provision, or to meet an obligation imposed on him by the Code of Conduct or which he agreed to meet, may by resolution of the KYC, be suspended as a member for a period to be determined by the Council.
9. PERSONS NOT COMPETENT TO BE YOUTH COUNCILLOR:

No person shall hold the office if:

9.1. A person is of unsound mind; as determine by a competent court.
9.2. A person who has at any time been convicted (whether in the Republic or elsewhere) of
    theft, fraud, forgery, perjury, or any offence involving dishonesty.

10. TERM OF KNYSNA YOUTH COUNCIL AND WARD FORUM

10.1. The term of the youth Council will be five (5) years as approved by the Knysna
       Municipal Council.
10.2. Election must take place 3 months before or after the last election.

11. FILLING OF VACANCIES:

11.1. Any vacancy occurring in the Knysna Youth Council and Ward Youth Forum during
      the term shall be filled by the next person on the election list from the ward or;
11.2. At the discretion of the Youth Ward forum

12. ELECTORAL PROCESSES:

Knysna Municipality will be the electoral authority and the he following rules will apply to electoral
processes:

12.1. All youth, i.e. young people aged 14 – 35 years, are eligible to vote.
12.2. A candidate must be nominated by at least twenty (20) young people within the
      ward.
12.3. All nominations forms must be deposited in clearly marked boxes on or before the
      closing date.
12.4. Candidates will be provided with the opportunity to present an election manifesto at a public meeting. This meeting will be overseen by the and an official from the Directorate Community Services.

12.5. Youth will be eligible to cast their votes for 2 candidates.

12.6. The male and female candidates with the highest number of votes are automatically elected to the KYC for that ward.

12.7. The next three (3) males and three (3) females with the highest votes become members of the Ward Youth Forum.

12.8. The Portfolio Chairperson for the Directorate Community services, will call the first Youth Council meeting and will chair the meeting until the election of a Chairperson of the Youth Council.

13. RULES OF ORDER FOR MEETINGS

13.1 Order of business

The order of business in ordinary youth council meetings is as follows:

a) Election of acting Chairperson, if necessary
b) Confirmation of minutes
c) Consideration of reports
d) Consideration of motion;
e) Consideration of questions;
f) Adjournment
g) The Chairperson of the Youth Council may change the order of business appearing on the agenda.
h) A youth council representative who wishes to have the order of business on the agenda changed must approach the Chairperson prior to the meeting.

13.2 Agenda

a) The Secretary or Deputy Secretary must prepare the agenda for a meeting.
b) The Chairperson may at any time during a meeting introduce an urgent matter, which does not appear on the agenda.
c) Except as otherwise provided or in terms of sub rule (2), no matter not appearing on the agenda may be transacted at a meeting.

13.3 meetings

a) The Youth Council must meet at least quarterly for ordinary meeting
b) All meetings must be open to members of the public or by the discretion of the youth council.
c) The Secretary or a person designated by the Chairperson must give notice to all members at least 5 days of such meeting, except in the event of special or urgent meeting of Youth Council.
13.4 Attendance by youth representatives
   a) The Chairperson must take chair precisely at the time that the meeting has been scheduled for.
   b) All youth representatives must attend each meeting and must sign his or her name in the attendance register.
   c) Youth representatives will receive a stipend of R300 per sitting.

13.5 Procedure for leave of absence
   a) A youth council representative must, before absenting himself or herself from a meeting, inform the Secretary by means of email, sms or other electronic communication at least 48 hours before the meeting.
   b) The Chairperson, on good cause shown may grant leave of absence to a youth council representatives who has been prevented by special circumstances;
   c) The special circumstances referred to in sub rule (b) may include; illness of the representatives; or illness or death in the family of the representatives or family or work related matters.
   d) The names of all representatives present at a meeting and of all representatives to whom leave of absence from the meeting has been granted, must be entered into the minutes.
   e) If the Chairperson rejects the application, he or she must provide a reason and such reasons must be recorded into the minutes.

13.6 Sanctions for non-attendance
   a) a representative is in breach of the rules if he or she is without leave – absents himself or herself from a meeting; fails to be in attendance at the commencement of a meeting; or fails to remain in attendance until the end of the meeting.
   b) A youth council representatives who is absent from 2 meetings which he or she is required to attend in terms of rule 14.5 is in breach of the Code and must be reported to the Disciplinary Committee
   c) The Youth Council may appoint a special committee (Disciplinary committee).
   d) The Disciplinary committee must notify the youth council representatives in writing of his or her alleged breach of the rules or the Code. The youth council representative must be given three days from the date of the written notice to respond in writing regarding the alleged breach.
   e) If the Youth Council find that a youth council representative has breach the Code, the Youth Council must request the Office of the Director Community Services to remove and replace the representative.

13.7 Minutes
   a) The Secretary must - compile the minutes of the proceedings of a meeting in writing within seven days of the meeting; and
   b) Provide each youth council representative with a copy of the minutes within a reasonable period.
c) The minutes of a meeting must be considered by the Youth Council at its next meeting and, if confirmed, must be signed by the Chairperson.
d) The office of the Director Community Services must keep record of the signed minutes for a period of five years.
e) No motion or discussion is allowed on the confirmation of the minutes, except in connection with the correctness thereof.
f) If a representative is dissatisfied with the correctness of the minutes, he/she must state the item with which he or she is dissatisfied; and propose a motion clearly outlining the alternative wording to amend the minutes.
g) The minutes of a meeting must set out the date, time and place of the meeting and the decisions or other action taken at the meeting.

13.8 Quorum
   a) A majority of the youth council representatives constitutes a quorum (50% +1).
b) Whenever there is no quorum, the start of the meeting must be delayed for no longer than 30 minutes and if at the end of the period there is no quorum, the meeting may be adjourned or continue at the discretion of the Chairperson.

13.9 Conduct in Meetings
   a) Youth Council representatives and members of the public must preserve order at meetings, and they may not-
   b) Behave in an unseemly matter;
   c) Obstruct the business of the meeting;
   d) Challenge the ruling of the Chairperson or any decision making
   e) Commit any breach of the rules
   f) If a youth council representative or member of the public breaches any of the aforementioned subrules, the Chairperson must direct the youth council representative or member of the public to refrain from the breach.

13.10 Right to speak and Limitation
   a) A youth councilor may speak or proceed to speak at a meeting after being recognized by the Chairperson.

   A youth Council representative may speak only once to
   b) the matter before the Council;
   c) any motion before the council;
   d) any amendments to a motion before the Council; or
   e) a point of order or a question
   f) unless authorized by the Chairperson or as provided for these rules.
   g) A youth council representative may not be interrupted while speaking, unless called to order by the Chairperson.
   h) The Chairperson may not recognize a youth council representative to speak on a matter once the youth council has taken a resolution on that matter.
13.11 Points of order
   a) A youth council representative may interject during a meeting to raise a point of order to call the attention of the Chairperson to a breach of the rules.
   b) A point of order may be raised in relation to a procedural matter; or the conduct of a youth council representatives,
   c) A youth council representative who is speaking when a point of order is raised must immediately stop speaking until the point of order is ruled on by the Chairperson. All other matters before Council must be suspended until the point of order is ruled on.
   d) If ruled to be in order, the youth council representative must be allowed to proceed with his or her speech.
   e) If ruled to be out of order, the youth council representative must be allowed not to proceed with his or her speech.
   f) If ruled to be out of order, the youth councilor must remain silent or must retract or change any remarks so as to comply with the ruling.
   g) The Chairperson’s ruling on a point of order is final and not open to debate, and it must be recorded in the minutes.

13.12 Motion
   A youth council representative may move a motion only and if seconded by another youth council representatives, except if provided otherwise in these rules.

13.13 Notice of Motions
   a) Unless provided otherwise in these rules, a notice of motion must be in writing, motivated, signed by the relevant youth council representative, dated and delivered to the Chairperson at least six working days before the date of the meeting at which it is to be moved.
   b) The Chairperson must either put the motion in the agenda or refer such a motion to the municipality, who will be dealing with the matter.

13.14 Questions
   a) After any motion or amendment has been moved and seconded or at the conclusion of any speech thereon, a member may ask any question relevant to such motion or amendment.
   b) No supplementary questions may be asked except by the member asking the original question and then only in respect of matters arising out of the reply of such original question.
   c) The Chairperson may not disallow any such question, provided that the member to whom such question is directed may either reply thereto.
13.15 Miscellaneous Matters
a) Anyone who speaks at a meeting may use any of the three official languages recognized by the Constitution of the Western Cape, 1997, namely Afrikaans, English and isiXhosa.
b) The terms of reference should be reviewed on a yearly basis.
c) All youth council and ward youth council representatives must be in good standing with the Knysna Municipality.
d) All youth council and ward youth council representatives may not on any social media platform tarnish the image of the Knysna Youth Council and/or the Knysna Municipality.
REPORT FROM THE DIRECTOR : COMMUNITY SERVICES

PURPOSE OF THE REPORT


BACKGROUND

The Department of Water and Sanitation in partnership with the Western Cape Government hosted a high level Water Indaba in Rawsonville, with Water Security in the Western Cape on the Agenda.

National Minister of Water and Sanitation, Nomvula Mokonyane, Premier Helen Zille and Western Cape Minister Anton Bredell were in attendance.

Minister Monokyane told the audience that efforts to manage protect and preserve water as a critical resource is a sustainable manner speaks to the collective responsibility of all the stakeholders in the water sector.

For the last 2 years the Western Cape has received insufficient rainfalls. This has highly affected the Western Cape water supply system and raised concerns for water security. Growing population and economies, changing lifestyles and global climate change are all increasing the pressure on the planet’s water resources.

Premier Helen Zille likened the current Provincial Water Crisis to the Energy crisis in 2008.

“This is an opportunity for South Africa to emerge as the fastest growing water economy in the world. Our innovation however, must be complied with properly maintaining our current bulk infrastructure, repairing it where necessary and investing in new infrastructure for Greater Capacity.”

The Provincial Minister for Local Government Environmental Affairs and Development Planning, Anton Bredell, said the aim of this engagement was to bring leaders across society up to speed with the current water situation in the Province. It was a Forum to share our plans and debate potential solutions for the Western Cape’s medium to long-term water supply challenges. Addressing water challenges has become critical. Our only real hope in addressing these significant challenges is to drive economic growth and that means managing our resources better.

Crucial interventions which requires cooperation across all spheres:

• Maintenance/replacement of bulk infrastructure. Every year South Africa loses millions of litres of good quality water due to leaks and poor bulk infrastructure. Not all Municipalities have the budget available to cover the extent of water infrastructure upgrades that are required.
• Recommendation (at seasonal time scales).

* The public should be cautious when using this forecast, even though it’s continuing to show above normal rainfall over e.g. Western Cape.

* Due to the negative impact of drier conditions that could possibly continue to occur, it is recommended that mitigation responses related to drought sensitive sector continue to be placed.

For more information and to view all presentations visit:

www.westerncape.gov.za/eadp/calendar/water-indana

(See attached program and contact info)

RECOMMENDATION OF THE ACTING MUNICIPAL MANAGER

[a] That the report on the Western Cape Water Security Indaba 2017, be noted;

[b] That it be noted that the Provincial Minister for Local Government, Environmental Affairs and Development Planning, Anton Bredell, will in 2017 table a pledge at the next MunMay Forum to be signed.

APPENDIX / ADDENDUM

Western Cape Water Security Indaba.

File Number: 9/1/2/5
Execution: Director : Community Services
Manager : Protection Services
COMMUNITY SERVICES COMMITTEE MEETING

AGENDA

13 JUNE 2017

08h30 to 09h30 OPENING SESSION

08h30 Singing of the National Anthem
08h35 Welcome & Opening
08h50 Provincial Perspective
09h05 National Perspective

Chair: Mr Dhesigen Naidoo
Premier Helen Zille
Provincial Minister Anton Bredell
National Minister Nomvula Mokonyane

09h30 to 11h10 STATE OF WESTERN CAPE WATER SECURITY

09h30 Department of Water and Sanitation Plans and Programmes
09h40 South African Weather Services Outlook
09h50 Western Cape Provincial Drought Update
10h00 Agricultural Overview
10h10 City of Cape Town Plans & Programmes
10h20 Catchment Management Agency Plans & Programmes
10h30 Voluntary Behaviour Change
10h40 Panel Discussion with Q & A Session

Chair: Mr Africa Melane
Mr Trevor Balzer
Dr Joel Botai
Mr Colin Deiner
Mr Darryl Jacobs
Councillor Xanthea Limberg
Mr Phakamani Buthelezi & Ms Ashia Petersen
Mr Peter Lukey

11h10 to 11h30 Refreshment Break

Note: At this point there will be a media briefing

11h30 to 12h45 RESEARCH AND INNOVATION

11h30 Sustainable Approach to Water Use and Water Sensitive Design
11h45 Investment in Ecological Infrastructure
12h00 Water Research and Innovation
12h15 Panel Discussion with Q & A Session

Chair: Mr Africa Melane
Dr Kevin Winter
Dr David Le Maitre
Dr Val Naidoo

12h45 to 13h30 Lunch Break

13h30 to 14h45 ECONOMIC SECTORS

13h30 Food Security and Economic Impact in Agriculture
13h45 Responsible Business Approach to Water Security
14h00 The Role of Green Economy to Water Security
14h15 Panel Discussion with Q & A Session

Chair: Mr Africa Melane
Mr Gerhard van der Burgh
Mr Alex McNamara
Mr Mike Mulcahy

water & sanitation
Department: Water and Sanitation
REPUBLIC OF SOUTH AFRICA
14h45 to 15h00  Refreshment Break

15h00 to 16h30  CASE STUDIES AND BEST PRACTICE

15h00  Municipal Potable Water Infrastructure and Reduction of Water Losses
        Chair: Mr Africa Melane
        Prof Kobus van Zyl

15h15  Direct Water Reuse: Beaufort-West
        Mr Pierre Marais

15h30  Collective Action for Water Security in an Increasingly Volatile World
        Ms Christine Colvin

15h45  Desalination: Status Quo, Future Options and Cost.
        Mr Dawid Bosman

16h00  Langrug Genius of SPACE
        Systems for Peoples Access to a Clean Environment
        Mr Soloman Sonxi

16h15  Panel Discussion with Q & A Session

16h30 to 17h00  CLOSING SESSION

16h30  Way forward – Leadership for Water Stewardship in the Western Cape and South Africa.
        Chair: Mr Dhesigen Naidoo
        Provincial Minister Anton Bredell
STATE OF WESTERN CAPE WATER SECURITY

Department of Water and Sanitation Plans and programme
South African Weather Services outlook
Western Cape Provincial drought update
Agricultural overview
City of Cape Town Plans & Programme
Catchment Management Agency Plans & Programme

Voluntary behaviour change

RESEARCH AND INNOVATION

Sustainable approach to water use and water sensitive design
Investment in Ecological Infrastructure
Water research and innovation

ECONOMIC SECTORS

Food Security and economic impact in agriculture
Responsible Business Approach to Water Security
The role of green economy to water security

CASE STUDIES AND BEST PRACTICE

Municipal potable water infrastructure and reduction of water losses
Direct water re-use – Beaufort-West
Collective Action for Water Security in an Increasingly Volatile World
Desalination: status quo and future options and cost.
Langrug Genius of Space

Department of Water and Sanitation
www.dwa.gov.za • Twitter: @DWS-RSA

Western Cape Government
www.westerncape.gov.za • Twitter: @WesternCapeGov

Western Cape Government Department of Environmental Affairs and Development Planning
www.westerncape.gov.za/eadp • Twitter: @WCGovEADP • www.h2ohero.co.za

WATER INDABA: WESTERN CAPE WATER SECURITY 2020 AND BEYOND PROGRAMME
7.22

| C22/06/17 INCREASE IN STIPEND FOR YOUTH COUNCIL MEMBERS |

REPORT FROM THE DIRECTOR : COMMUNITY SERVICES

PURPOSE OF THE REPORT

To seek approval for the increase in terms of payment of Out of Pocket Expenses to Youth Council Representatives for meetings attended.

BACKGROUND

It was resolved by the Municipal Council that a Youth Council should be established by 30 April 2016, to oversee all youth development programmes and projects in conjunction with the Knysna municipal Youth Desk. 80% of the Youth Council members are unemployed, and they have shown incredible commitment towards the operations of the Youth Council. Youth Council members are also very actively involved in the implementation of all programmes run by the Youth desk. Currently the 20 youth council representatives receive a stipend of R300 per ordinary sitting (4 per annum) for Out of Pocket expenses and for any special council meetings that is required. Payroll deduction is 25% for standard SARS fees, thus result in members receiving only R225.

FINANCIAL IMPLICATIONS

R50 000 from Vote 335250187521 (9/220-008-46).

RECOMMENDATION OF THE ACTING MUNICIPAL MANAGER

That the 20 (twenty) members of the Youth Council be paid a stipend of R500 per sitting for Special Council meetings and Out of Pocket expenses with effect from 1 July 2017.

APPENDIX / ADDENDUM

None.

File Number: 9/1/2/5
Execution: Director : Community Services
Manager : Protection Services
REPORT FROM THE DIRECTOR: COMMUNITY SERVICES

PURPOSE OF THE REPORT

The purpose of the report is to inform the Municipal Council on a three to five year (medium term) strategic approach to effectively address the fire risk in the Greater Knysna Municipal Area.

BACKGROUND

At a Section 80 Committee meeting held on 26 April 2017 it was resolved that the Director: Community Services submit a three to five year strategic plan which addresses the fire risks as reported to the Municipal Council.

The Municipal Council unanimously resolved that the report on the fire risk analysis for the Greater Knysna Municipal Area, be noted.

This strategic plan is separated into three areas and is reported on under the three separate headings:

A. Fire Hydrants
B. Fire Stations
C. Vehicles, staff and equipment

A. Fire Hydrants

The report on fire hydrants in the greater Knysna Municipal Area highlighted that fire hydrant provision in the areas most vulnerable and susceptible to fires is inadequate. The provision of Fire Hydrants is not a Fire Service function. Town Planning and Technical Services will have to provide fire hydrants under the guidance of the fire service.

Strategic Approach:

All plans for developments (residential and business) and building plans must be submitted to the fire service for input on the provision of firefighting provisions.

Time Frame:

Immediate implementation and ongoing.

B. Fire Stations

The report on the location of existing Knysna and Sedgefield Fire stations must be considered in order to reduce the response time and to centrally locate the fire stations to achieve a 360º response to the risk area.
Strategic Approach:

1. **Sedgefield Fire Station**:

That the Sedgefield Fire Station be relocated to Chestnut and Oestervanger Streets, Groenvlei to enable a 360 degree turn out area and a quicker response to the risk areas. This is a Municipal site and was already zoned for a new fire station.

Application must be made from the Municipal Infrastructure Grant (MIG) to build a new fire station.

**Time Frames**:

a. Financial Year 2017/2018 – Appoint a principle agent to design and cost this fire station. All preliminary work (plans, engineering costs, plans approval, quantity surveying) must be completed during the first financial year. Make application to MIG Funding. Estimated preliminary cost – R1,2 million.

b. Financial Year 2018/2019 – Make application to MIG funding if not done during previous financial year. Estimated cost to build a complete fire station – R10 to R15 million.

c. Financial years 2018 to 2020 – If MIG funding is approved the fire station must be constructed during this period. Upgrade IT facilities to allow this fire station to function and having required telephone lines, network connections and network hardware.

d. Financial Year 2019/2020 – Provision must be made for to furnish this fire station and to upgrade security. Estimated Cost – R400,000.

2. **Knysna Fire Station**:

That the Knysna Fire Station be relocated to appropriate land more centrally located to enable a 360 degree turn out area and a quicker response to the risk areas.

**Time Frames**:

a. Financial Year 2018/2019 – Acquire appropriate land more centrally located;

b. Financial Year 2019/2020 - Appoint a principle agent to design and cost this fire station. All preliminary work (plans, engineering costs, plans approval, quantity surveying) must be completed during the first financial year. Make application to MIG Funding. Estimated preliminary cost – R1,5 million;

c. Financial Year 2020/2021 – Make application to MIG funding if not done during previous financial year. Estimated cost to build a complete fire station – R20 to R25 million;

d. Financial years 2022 to 2024 – If MIG funding is approved the fire station must be constructed during this period. Upgrade IT facilities to allow this fire station to function and having required telephone lines, network connections and network hardware;

e. Financial Year 2024/2025 – Provision must be made to furnish this fire station and to upgrade security. Estimated Cost – R600,000.

3. **Concordia Fire Station**:

That Concordia Fire Station be expanded to allow for additional staff as the current staffing level is way below the required manning level.
Time Frames:

a. Financial Year 2018/2019 - Appoint an architect/draughtsman to design and cost the extension of this fire station. All preliminary work (plans, engineering costs, plans approval, quantity surveying) must be completed during the first financial year. Estimated cost – R200,000;
b. Financial Year 2020/2021 – Complete tender process and commence with building work. Estimated cost – R600,000;
c. Financial Year 2020/2021 – Upgrade IT facilities to allow this fire station to function independently and having required telephone lines, network connections and network hardware;
d. Financial Year 2020/2021 – provision must be made to furnish this fire station and to upgrade security. Estimated Cost – R300,000 C.

Vehicles, staff and equipment

C.1 Vehicles

The report on the current weight and speed of response of vehicles must be considered. Fire appliances must be sufficient to provide adequate fire suppression capabilities in the event of fire. Current pumping capacities are far below the required minimum pumping capacity.

Financial year 2016/2017 – One existing fire fighting vehicle is currently being refurbished. Previously a bush firefighting vehicle it will serve a dual purpose of a medium urban pumper incorporating bush firefighting capabilities. Refurbishment of this vehicle will be completed before end of this financial year. Cost of refurbishment is R938,066,83. A new similar vehicle will cost approximately R3 million.

This refurbished vehicle will have an estimated life span of 15 years.

Financial year 2017/2018 – Western Cape Provincial Government has provided R1,2 million as part of its strategy to assist municipalities in acquiring firefighting vehicles. This funding is for the exclusive use of capacity building of the fire service. A cab and chassis will be purchased with this funding. Funding for the build of the major pumper will have to be provided from the Municipality. It is estimated that the cost of the build of the fire engine with equipment will amount to R2,5 million. Once completed this vehicle will be stationed at Knysna Fire Station as it is suited for the risk category.

A light delivery vehicle must be purchased. This vehicle will be used by the Fire Hydrant Maintenance team to inspect, test and maintain fire hydrants on a daily schedule to ensure fire hydrants are always in a state of readiness. Estimated cost – R300,000

Financial year 2018/2019 – Current pump fitted to Sedgefield water tanker is not suited to firefighting. This pump only delivers 60 litres of water per minute. The minimum requirement for the risk category is 2250 litres per minute. This pump must be replaced with a firefighting pump which is capable of delivering at least 2000 litres per minute under adequate pressure. Estimated Cost – R400,000

Financial year 2019/2020 - Current pump fitted to Concordia water tanker is not suited to firefighting. This pump only delivers 60 litres of water per minute. The minimum requirement for the risk category is 2250 litres per minute. This pump must be replaced
with a firefighting pump which is capable of delivering at least 2000 litres per minute under adequate pressure. Estimated Cost – R400, 000

WC Provincial Government has a 10 year strategy to assist Municipal fire services to build firefighting capacity. It is envisaged that Knysna Municipality will receive an additional R1,2 million towards the purchase of firefighting vehicles. It is the intention to purchase a light 4 x 4 chassis and cab and to convert this unit into a basic bush firefighting vehicle. Estimated cost from Municipality for the build – R650, 000 (1st Vehicle)

Financial year 2021/2022 – WC Provincial Government has a 10 year strategy to assist Municipal fire services to build firefighting capacity. It is envisaged that Knysna Municipality will receive an additional R1,2 million towards the purchase of firefighting vehicles. It is the intention to purchase a light 4 x 4 chassis and cab and to convert this unit into a basic bush firefighting vehicle. Estimated cost from Municipality for the build – R650, 000 (2nd vehicle)

Financial year 2022/2033 – the Municipality has a Land Cruiser which is currently a light firefighting vehicle. It carries 600L of water with a pumping capacity of 60 L/min. this vehicle can be converted into a first response rescue vehicle carrying all rescue and medical equipment. The vehicle must be fitted with a light application Compressed Air Foam System (CAFS) which will allow crew to quickly attend to fires which result from motor vehicle accidents and where occupants are still trapped. Estimated cost of such a conversion – R1 million depending on design layout of vehicle.

When the major pumper is completed at the end of the 2017/2018 financial year, then the newly refurbished vehicle will be transferred to Sedgefield fire station where it is suited for the risk category.

Current vehicle at Sedgefield will be transferred to Concordia Fire station as it is more suited for the terrain.

The acquisition and transfer of firefighting vehicles will greatly enhance the firefighting capacity of Knysna Fire and Rescue Service. It will allow for a quick response with vehicles suited for the relevant risk categories. The fire and Rescue Service will also be more mobile and capable of responding to additional fires at the same time and/or providing more firefighting vehicles for attendance at large and protracted fires.

**Time Frame :**

The acquisition of vehicles, build of fire engines and refurbishment of existing firefighting vehicles will be an ongoing process.

**C.2 Staff**

The report on the current staffing must be considered. All firefighting vehicles are understaffed and Knysna does not comply with the minimum staffing of firefighting vehicles. Firefighting is a dangerous profession and a backup safety crew is required when entering buildings on fire and making use of self-contained breathing apparatus.

Financial year 2016/2017 – Sedgefield fire station only had one Senior Firefighter on one shift. The other two shifts was supervised by unqualified learner firefighters making life and death decisions on the fire ground. One additional Senior Firefighter was employed...
from external and an internal advancement took place. All three shifts now has a qualified Senior Firefighter working in capacity of a shift leader. This level of skill is adequate for the Sedgefield the risk category. Supervisory levels for Sedgefield Fire Station is now achieved.

Financial year 2017/2018 – The 24 hour manned control room at Knysna Fire Station makes use of four shifts which stems from a Bargaining Council dispute. Currently in the employ of the Municipality are only three control room operators. A 4th operator (new post) is required. Currently reservists work in place of the 4th operator. There is already payment of salary against this fourth position. The 4th operator position must be filled as an urgent vacancy. Estimated cost – R185 000 per annum (Total Cost to Council Package) on T6 level.

In order to perform the Fire Hydrant maintenance schedule a Senior Handyman and two workers (new posts) must be employed to inspect, test and maintain all fire hydrants in the Knysna Municipal area. This function is currently being neglected. Fire Hydrants must be inspected bi-annually to comply with SANS 10090:2003 Section 11.5 – Hydrants. Fire hydrants in working condition is key to firefighting provisions. Having a dedicated crew maintaining fire hydrants will ensure fire hydrants are always at the ready for use. Knysna Municipality already has an inadequate number of fire hydrants. The fire hydrants which we do have must be maintained in a state of readiness at all times. Estimated Costs – R500, 000.

A secretary/admin assistant (new post) must be employed for the Fire and Rescue Service. This person will perform all admin related functions and will also be responsible for billing as per the tariff for the Fire Service. Estimated Cost - R185 000 per annum (Total Cost to Council Package) on T6 level.

Financial year 2018/2019 – Four Platoon Commanders (3 new posts) are required at Knysna Fire Station. Three will be divided one per the three shifts while one will be responsible for the fire and life safety portfolio. Currently a Senior Firefighter is responsible for the fire and life safety function – this one position needs to be converted to a Platoon Commander post. This will be a top up from a T10 to a T11 salary.

Three Platoon Commanders will be the required level of supervision for the Knysna Risk Category. Estimated Cost – R1 million.

Financial year 2018/2019 – The three current Senior Firefighters at Knysna Fire Station must be transferred to Concordia Fire Station. Concordia currently does not have the required supervisory staff managing and leading the shift. No additional costs as these are existing posts at Knysna Fire Station.

Financial year 2019/2020 – Five firefighters (new posts) must be employed for Sedgefield Fire Station. This will bring the staffing level on all three platoons to five per platoon. This will allow one vehicle to be staffed by three firefighters and the other vehicle staffed by two firefighters. This staffing arrangement will bring Sedgefield fire station compliant to SANS 10090 where it concerns minimum staffing levels. Current staffing is one person per vehicle.

Estimated Cost R950, 000 per annum (Total Cost to Council Package) on T6 level.

Financial years 2020/2022 - Nine firefighters (new posts) must be employed for Concordia Fire Station. This will bring the staffing level on all three platoons to four per...
platoon (includes the three Senior Firefighters). This will allow two firefighting vehicles to be staffed by two firefighters each. This staffing arrangement will bring Concordia fire station compliant to SANS 10090 where it concerns minimum staffing levels. Current staffing is one person per vehicle. Estimated Cost R1, 7 Mil per annum (Total Cost to Council Package) on T6 level.

C.3 Equipment

Equipment, uniform and personal protective clothing must acquired each year as the fire service grow.

Financial year 2016/2017 – A set of extrication equipment is being purchased for Sedgefiled Fire Station. This will bring the total number of extrication sets in Knysna Fire and Rescue Service to two. Cost of this set is R281 052.18.

Two thermal imaging cameras was also purchased at a cost of R60 000.

Financial year 2017/2018 - Uniform and protective clothing for the Control Room Operator and Hydrant Maintenance crew. Estimated cost – R150, 000 (this is in addition to the annual budget for the fire service uniform, protective clothing and equipment).

Financial year 2018/2019 - Uniform and protective clothing for four Platoon Commanders. Estimated Cost – R200, 000 (this is in addition to the annual budget for the fire service uniform, protective clothing and equipment).

Financial year 2019/2020 - Uniform and protective clothing for five firefighters. Estimated costs R250, 000 (this is in addition to the annual budget for the fire service uniform, protective clothing and equipment).

Financial years 2020/2022 - Uniform and protective clothing for nine firefighters. Estimated costs R550, 000 (this is in addition to the annual budget for the fire service uniform, protective clothing and equipment).

It is well known that the Western Cape is an area prone to fires. For this reason fire services must be adequately staffed and equipped to deal with fires as and when they occur. Recent fires in the Western Cape once again exposed the lack of firefighting staff and vehicles. Municipal Fire Services are stretched to its limits and often aerial resources are deployed elsewhere and not available.

It is imperative that Knysna Fire and Rescue Service is staffed adequately to attend to fires and ensure safety of its firefighters. Vehicles and equipment suited to the risk area form the backbone of any fire service. Knysna has developed through the years with the fire service and the provision of firefighting provisions falling behind the risk associated with the town and dangerous goods vehicles travelling through the town.

It is acknowledged that to render a firefighting function is costly to any Municipality. However it is the Constitutional competency for local government to provide firefighting services. The fire service in its current state poses a liability to the employer by being understaffed. Serious consideration must be given to achieve the minimum staffing levels in order for firefighters to fight fires safely.
RECOMMENDATION OF THE ACTING MUNICIPAL MANAGER

That the report of the Strategic Fire Risk Analysis for three to five years plan of the Greater Knysna Municipal area, be noted.

APPENDIX / ADDENDUM

None.

File Number: 9/1/2/5
Execution: Director: Community Services
Manager: Protection Services
REPORT FROM THE DIRECTOR : COMMUNITY SERVICES

PURPOSE OF THE REPORT

To report to the Municipal Council the draft Constitution for the Home Affairs Stakeholder Forum.

BACKGROUND

On the 28th October Department of Home Affairs held its first meeting with Knysna Municipality to discuss the establishment of the Home Affairs Stakeholder Forum. The purpose of the Stakeholder Forum is to ensure that the Department of Home Affairs executes its mandate as enshrined in strategic plan of the department. This includes inter alia securing the National Population Register by amongst other ensuring that Birth Registration takes place within 30 days as dedicated by the Birth and Death Registration Act, ensuring that Identity Documents are issued to the 16 year old and above provided they are citizens in good standing, and finally to eliminate the Late Registration of Birth which may pose fraud and corruption risk.

The forum will enhance the improvement of service delivery to communities and ensuring that an Identification document (ID) enables citizens to access social opportunities, including health care, education as well as social relief in the form of child support and other grants.

As per Mayoral Committee meeting on 26 April 2017 it was resolved that a Draft Constitution that governs the function of the Forum, be drafted and presented for consideration.

RECOMMENDATION OF THE ACTING MUNICIPAL MANAGER

That the report on the Home Affairs stakeholder Forum, be noted.

APPENDIX / ADDENDUM


File Number: 9/1/2/5
Execution: Director : Community Services
Manager : Protection Services
# DRAFT CONSTITUTION OF KNYSNA MUNICIPALITY HOME AFFAIRS STAKEHOLDER FORUM

## Table of Contents

<table>
<thead>
<tr>
<th>No.</th>
<th>Items</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>0.</td>
<td>Preamble</td>
<td>2</td>
</tr>
<tr>
<td>1.</td>
<td>Name</td>
<td>3</td>
</tr>
<tr>
<td>2.</td>
<td>Definitions</td>
<td>3</td>
</tr>
<tr>
<td>3.</td>
<td>Objectives</td>
<td>3 - 4</td>
</tr>
<tr>
<td>4.</td>
<td>Composition of the Stakeholder Forum</td>
<td>4 - 5</td>
</tr>
<tr>
<td>5.</td>
<td>Appointment of Representatives and Alternates</td>
<td>5</td>
</tr>
<tr>
<td>6.</td>
<td>Executive Committee</td>
<td>5 - 6</td>
</tr>
<tr>
<td>7.</td>
<td>The Chairperson</td>
<td>6</td>
</tr>
<tr>
<td>8.</td>
<td>Duties</td>
<td>6 - 7</td>
</tr>
<tr>
<td>9.</td>
<td>The Deputy Chairperson</td>
<td>7</td>
</tr>
<tr>
<td>10.</td>
<td>The General Secretary</td>
<td>7</td>
</tr>
<tr>
<td>11.</td>
<td>Duties of the General Secretary</td>
<td>7 -</td>
</tr>
<tr>
<td>12.</td>
<td>Deputy General Secretary</td>
<td>8</td>
</tr>
<tr>
<td>13.</td>
<td>The Organizing Officer</td>
<td>8</td>
</tr>
<tr>
<td>14.</td>
<td>Provisions to Chairperson, Deputy Chairperson, General Secretary and Deputy General Secretary</td>
<td>8</td>
</tr>
<tr>
<td>15.</td>
<td>Meetings of the Forum</td>
<td>9</td>
</tr>
<tr>
<td>16.</td>
<td>Meeting Procedure</td>
<td>9 - 10</td>
</tr>
<tr>
<td>17.</td>
<td>Minutes</td>
<td>10</td>
</tr>
<tr>
<td>18.</td>
<td>Conflict of Interest</td>
<td>10</td>
</tr>
<tr>
<td>19.</td>
<td>Gifts, Donations and Sponsorship</td>
<td>11</td>
</tr>
<tr>
<td>20.</td>
<td>Regulations</td>
<td>11</td>
</tr>
<tr>
<td>21.</td>
<td>Code of Conduct</td>
<td>11 - 12</td>
</tr>
<tr>
<td>22.</td>
<td>Dispute Resolution</td>
<td>12</td>
</tr>
</tbody>
</table>
1. Name

1.1 The name of the Stakeholder Forum is **Knysna Municipality-Home Affairs Stakeholder Forum (Forum)**.

2. Definitions

2.1 Enabling documents
2.2 Forum
2.3 Constitution
2.4 Executive Committees
2.5 Approved Organisations

3. Objectives

3.1 To **mobilise** and educate people to register all new born babies within 30 days after birth and apply for and be issued with identity documents at the age of 16 years.

3.2 To **develop** a credible database containing up to date household profiles in communities who are in dire need of Home Affairs services and **facilitate** the deployment of mobile offices to those communities.

3.3 To **identify** and combat all forms of fraud and corruption associated with the Home Affairs enabling documents.

3.4 To **promote** accountability of Home Affairs offices (offices) to the community it serves thus enhancing cooperation of the community with the offices.

3.5 To function as a vanguard in the **defense and security of the South African National Identity, the National Population Register (NPR)** and ensuring the collation of data in support of Independent Development Plans (IDP) implementation and meeting of targets thereof.
3.6 To examine and advise on local Home Affairs needs and priorities within the area.

3.7 To write reports, keep records, and make recommendations to Office Manager, District Manager, Provincial Manager, Deputy Director General: Civic Services, Deputy Director General: Immigration Director General and the Minister of Home Affairs.

3.8 To play an oversight role.

3.9 To coordinate and facilitate outreach programmes to areas with high volumes of undocumented people.

4. Composition of the Stakeholder Forum (Forum)

4.1 There shall be a Forum that will be constituted by the following stakeholders:

4.1.1 Government Departments (National, Provincial and Local)
4.1.2 Organized Labour
4.1.3 Organized Business
4.1.4 Youth Formations
4.1.5 Women Formations
4.1.6 Organisations of people living with disabilities
4.1.7 Non-Governmental Organizations
4.1.8 Community Based Organisations
4.1.9 Faith Based Organisations
4.1.10 Traditional Healers
4.1.11 Traditional Leaders
4.1.12 Ward Committees
4.1.13 Independent Electoral Commission
4.1.14 Military Veterans

4.2 The membership of the Forum shall be organizationally based i.e. it shall be comprised of representatives of approved organisations.
4.3 The Forum is a social responsibility entity, undertaken by a collective of various stakeholders on a voluntary basis. Therefore, no single entity, or individual would undertake to execute its duties, or demand payment, for any purposes, from the community, without the full mandate of the Forum.

5. Appointment of Representatives and Alternates

5.1 The stakeholders shall be represented in the Forum by two authorized representatives appointed by their principals.

5.2 The stakeholder may appoint two alternates to act as representatives in the absence of appointed representatives.

5.3 Each member representing a Department/ Organization/ Institution must be confirmed by a letter from respective organization/ Department/ Institution.

6. Executive Committee

6.1 The Forum shall be led by an Executive Committee of five (5) Office Bearers, namely:
   - Chairperson
   - Deputy Chairperson
   - General Secretary
   - Deputy General Secretary
   - Public Relations Officer

6.2 The Executive Committee shall be elected at the launch of the Forum and subsequently after their term of office has expired.

6.3 The Executive Committee shall be accountable to the Forum and will have the following functions:
   6.3.1 to exercise and perform powers, functions and duties of the Forum relating to the supervision and control of the day-to-day management and administration of the forum;
   6.3.2 to determine standing orders for any specially established/ad hoc committees, sub-committees and task teams;
6.3.3 to consider recommendations submitted to it by the forum;

6.3.4 to identify research to be undertaken;

6.3.5 to consider all proposals submitted by stakeholders when preparing the agenda and supporting documentation for meetings of the forum;

6.3.6 to investigate and report to the forum on any matter related to Home Affairs enabling documents;

6.3.7 to do anything necessary to give effect to the decisions of the Forum;

6.3.8 to make recommendations to the Chairperson of the Forum to discuss urgent matters that need resolution; and

6.3.9 to exercise and perform any power and duty that is conferred or imposed on the Executive Committee in terms of this constitution or that is delegated by the Forum to the Executive Committee.

6.2 The Chairperson

6.2.1 The Chairperson shall be a representative from the Executive Council of a Municipality and/or any candidate duly delegated and/or authorized by the Executive Council.

6.3 Duties

The Chairperson

6.3.1 in conjunction with the Secretariat convenes and presides over all the Forum meetings;

6.3.2 shall be the critical signatory, among others, to the administrative forms facilitating the acquisition of the Department of Home Affairs services;

6.3.3 in conjunction with the Secretariat, adjudicates on the presentation and the resolution of the communities problems including complex problems of the Department of Home Affairs;

6.3.4 may take the Forum to the centre(s), which may be considered to have many complex service delivery problems, or challenges;

6.3.5 will have a direct link with the Department of Home Affairs Head Office, to follow up on submitted queries, or applications;

6.3.6 The Chairperson shall sign the minutes of a meeting after confirmation thereof by the Forum
6.3.7 Perform such other duties as by usage and custom pertain to the office of the Chairperson.

6.3.8 The Chairperson shall hold office for a term of 5 years aligned to the local government elections.

6.3.9 The term of office of the Chairperson or the Deputy Chairperson may be terminated by written notice of either such Chairperson or the Forum consequent to a Forum decision to that effect.

6.4 The Deputy Chairperson

6.4.1 The Deputy Chairperson will be elected among the members of the Forum.

6.4.2 The Deputy Chairperson will take over the duties of the Chairperson when absent from the meeting.

6.4.3 The Deputy Chairperson will attend all scheduled meetings regularly.

6.4.4 In the absence of the Chairperson, sign the minutes of a meeting after confirmation thereof by the Forum.

6.4.5 The Chairperson shall hold office for a term of 3 years aligned to the local government elections.

6.4.6 The term of office of the Deputy Chairperson may be terminated by written notice of either such Chairperson or the Forum consequent to a Forum decision to that effect.

6.5 The General Secretary

6.5.1 Duties of General Secretary

6.5.1.1 The General Secretary shall be a representative from the Department of Home Affairs.

6.5.1.2 The General Secretary shall ensure that all logistical requirements for meetings are readily available.

6.5.1.3 The General Secretary writes, and compiles minutes for all the meetings.

6.5.1.4 The General Secretary shall monitor the implementation of critical decisions.

6.5.1.5 The General Secretary must be informed in writing of all collective activities undertaken by the District Municipalities Stakeholder Forums.

6.5.1.6 The General Secretary, in conjunction with the Chairperson will send out notifications of meetings.
6.5.1.7 Conduct all correspondence of the Forum.

6.5.1.8 Keep originals of correspondence received and copies of correspondence dispatched.

6.5.1.9 Follow-ups on critical decisions to be implemented by the individual Forum members.

6.5.1.10 Perform such other duties as the Forum or Chairperson may direct.

6.5.1.11 Keep in safe custody the approved minutes of every meeting of the Forum, duly signed by the General Secretary and by the person who presided as such meetings.

6.5.1.12 The General Secretary must be informed, in writing, of all collective activities undertaken by the Local Municipalities Stakeholders Forums, and may attend such meetings.

6.5.2 The Deputy General Secretary

6.5.2.1 The Deputy General Secretary will take over the duties of the General Secretary at his/her request, and when absent from the meeting.

6.5.2.2 The Deputy General Secretary will attend all scheduled meetings regularly.

6.6 The Organizing Officer

6.6.1 The Organizing Officer will be in charge of organizing and liaison for the Forum.

6.6.2 The Organizing Officer must, in conjunction with the Chairperson and the Convenor, ensure that the Forum needs are met and the work its work is widely publicized and marketed.

7. Provisions applicable to Chairperson, Deputy Chairperson and General Secretary

7.1 The Chairperson, Deputy Chairperson and General Secretary of the Forum are not personally liable for any loss suffered by any person as a result of an act performed or omitted in good faith while performing their functions for or on behalf of the forum.
8. Meetings of the Forum

8.1 The Forum shall meet bi-monthly.

8.2 Notwithstanding clause 8.1 above, any stakeholder to the Forum may request the Chairperson in writing to convene a meeting of the Forum, which meeting shall be convened within 14 days of the date of the request, after consultation with the General Secretary, provided that no scheduled Forum meeting falls within that period.

8.3 A member wishing to absent oneself, following a pressing commitment, must submit a written apology to the General Secretary five (5) days before the scheduled meeting.

9. Meeting Procedure

9.1 The governing legislation, the management policies, and the regulatory framework of the Department of Home Affairs, in executing his/her duties, remain in place, and, therefore must be respected, at all times.

9.2 Members may offer their, innovative expertise, and/or intuition to regulation(s) that pose problems to our people.

9.3 A member wishing to absent him/herself, following a pressing commitment, must submit a note of apology to the General Secretary five (5) days before the scheduled meeting.

9.4 Every burning Home Affairs matter will be brought to the attention of the Chairperson of the Forum, or the Deputy Chairperson, for discussion by the Forum.

9.5 The Chairperson may refer certain matters to the Office of the Minister of Home Affairs as on the recommendation of the Forum.

9.6 No Forum member will forward any information to the Head office or the Minister's office without the knowledge of, consent and resolution of the Forum as a whole.

9.10 It shall be deemed that due notice has been given to the members, if notice of the meeting was given by-

9.10.1 effecting personal service of the notice to the stakeholder concerned; or
9.10.2 the posting of a registered letter containing the notice to the office of the stakeholder concerned; or

9.10.3 tele-faxing the notice to the office of the stakeholder concerned provided that the tele-fax receipt shows that the notice has been transmitted to the addressee; or

9.10.4 e-mailing the notice to the stakeholder concerned provided that the email transmission shows that the email has gone through to the addressee.

10. Minutes

10.1 Copies of the minutes of the meeting held immediately prior to the relevant meeting, shall be made available to the stakeholders concerned, at least seven (7) days prior to the said meeting, and shall, after confirmation by the meeting, be signed by the General Secretary and the Chairperson.

10.2 All minutes must be ratified, confirmed, and adopted.

10.4 All members must edit the minutes, and provide feedback to the General Secretary before the next scheduled meeting.

11. Conflict of Interest

11.1 Whenever a member has a financial or personal interest in any matter before the Forum, the affected person shall a) fully disclose the nature of the interest and b) withdraw from discussion, lobbying and voting on the matter.

11.2 Any transaction or vote involving a potential conflict of interest shall be approved only when a majority of disinterested members determine that it is in the best interest of the Forum to do so.

11.3 The minutes of meetings of which such votes are taken shall record such disclosure, abstention and rationale for approval.
12. Gifts, Donations and Sponsorships

12.1 The Forum welcomes sponsorships and gifts from civic groups, organizations, individuals, business or churches for a variety of its community outreach programmes, projects or events.

12.2 All gifts, donations and sponsorship must be recorded and declared. It is important, however, that all gifts be in keeping with the objectives of the Forum.

13. Regulations

13.1 The governing legislation, the management policies, Public Service code of conduct, and the regulatory framework of the Department of Home Affairs, in executing her/his duties, remain in place, and, therefore, must be respected, at all times.

14. Code of conduct for members

14.1 Members of the Forum shall adhere to the strict general rule of keeping confidentiality of all proceedings of the Forum.

14.2 Members shall not in any way use the information that come to their attention as a result of being party to the Forum for personal gain whatsoever.

14.3 All members of the Forum must observe discipline, abide by the law, and exercise restraint in their execution of their duties.

14.4 Members must be punctual, at all times, when attending Forum meetings.

14.5 No Forum member shall undertake to execute or report on functions of the Forum or its duties without the full mandate of the Forum.

14.6 No Forum member shall use the Forum for personal gains.

14.7 No media interaction is allowed by any member without the consent and authorization of the Forum and the Department of Home Affairs.

15. Dispute Resolution
15.1 The parties shall attempt to resolve any dispute arising out of or relating to this constitution through negotiations between senior executives of the parties concerned, who have authority to settle the same.

This Constitution was adopted and signed by the following members of the Executive Committee:

<table>
<thead>
<tr>
<th>Stakeholder Forum of Knysna Local Municipality</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Chairperson:</strong></td>
</tr>
<tr>
<td><strong>Signature:</strong></td>
</tr>
<tr>
<td><strong>Date:</strong></td>
</tr>
<tr>
<td><strong>Deputy Chairperson:</strong></td>
</tr>
<tr>
<td><strong>Signature:</strong></td>
</tr>
<tr>
<td><strong>Date:</strong></td>
</tr>
<tr>
<td><strong>General Secretary:</strong></td>
</tr>
<tr>
<td><strong>Signature:</strong></td>
</tr>
<tr>
<td><strong>Date:</strong></td>
</tr>
<tr>
<td><strong>Deputy General Secretary:</strong></td>
</tr>
<tr>
<td><strong>Signature:</strong></td>
</tr>
<tr>
<td><strong>Date:</strong></td>
</tr>
<tr>
<td><strong>Logistics Organizer:</strong></td>
</tr>
<tr>
<td><strong>Signature:</strong></td>
</tr>
<tr>
<td><strong>Date:</strong></td>
</tr>
</tbody>
</table>

Stakeholder Forum of Knysna Local Municipality – Additional Members
<table>
<thead>
<tr>
<th>SURNAME &amp; INITIALS:</th>
<th>ORGANISATION / DEPARTMENT:</th>
</tr>
</thead>
<tbody>
<tr>
<td>SIGNATURE:</td>
<td>OFFICE / MOBILE:</td>
</tr>
<tr>
<td>DATE:</td>
<td>EMAIL / FAX:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SURNAME &amp; INITIALS:</th>
<th>ORGANISATION / DEPARTMENT:</th>
</tr>
</thead>
<tbody>
<tr>
<td>SIGNATURE:</td>
<td>OFFICE / MOBILE:</td>
</tr>
<tr>
<td>DATE:</td>
<td>EMAIL / FAX:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SURNAME &amp; INITIALS:</th>
<th>ORGANISATION / DEPARTMENT:</th>
</tr>
</thead>
<tbody>
<tr>
<td>SIGNATURE:</td>
<td>OFFICE / MOBILE:</td>
</tr>
<tr>
<td>DATE:</td>
<td>EMAIL / FAX:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SURNAME &amp; INITIALS:</th>
<th>ORGANISATION / DEPARTMENT:</th>
</tr>
</thead>
<tbody>
<tr>
<td>SIGNATURE:</td>
<td>OFFICE / MOBILE:</td>
</tr>
<tr>
<td>DATE:</td>
<td>EMAIL / FAX:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SURNAME &amp; INITIALS:</th>
<th>ORGANISATION / DEPARTMENT:</th>
</tr>
</thead>
<tbody>
<tr>
<td>SIGNATURE:</td>
<td>OFFICE / MOBILE:</td>
</tr>
<tr>
<td>DATE:</td>
<td>EMAIL / FAX:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SURNAME &amp; INITIALS:</th>
<th>ORGANISATION / DEPARTMENT:</th>
</tr>
</thead>
<tbody>
<tr>
<td>SIGNATURE:</td>
<td>OFFICE / MOBILE:</td>
</tr>
<tr>
<td>DATE:</td>
<td>EMAIL / FAX:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SURNAME &amp; INITIALS:</th>
<th>ORGANISATION / DEPARTMENT:</th>
</tr>
</thead>
<tbody>
<tr>
<td>SIGNATURE:</td>
<td>OFFICE / MOBILE:</td>
</tr>
<tr>
<td>DATE:</td>
<td>EMAIL / FAX:</td>
</tr>
<tr>
<td>SIGNATURE:</td>
<td>OFFICE / MOBILE:</td>
</tr>
<tr>
<td>DATE:</td>
<td>EMAIL / FAX:</td>
</tr>
<tr>
<td>SURNAME &amp; INITIALS:</td>
<td>ORGANISATION / DEPARTMENT:</td>
</tr>
<tr>
<td>SIGNATURE:</td>
<td>OFFICE / MOBILE:</td>
</tr>
<tr>
<td>DATE:</td>
<td>EMAIL / FAX:</td>
</tr>
<tr>
<td>SURNAME &amp; INITIALS:</td>
<td>ORGANISATION / DEPARTMENT:</td>
</tr>
<tr>
<td>SIGNATURE:</td>
<td>OFFICE / MOBILE:</td>
</tr>
<tr>
<td>DATE:</td>
<td>EMAIL / FAX:</td>
</tr>
<tr>
<td>SURNAME &amp; INITIALS:</td>
<td>ORGANISATION / DEPARTMENT:</td>
</tr>
<tr>
<td>SIGNATURE:</td>
<td>OFFICE / MOBILE:</td>
</tr>
<tr>
<td>DATE:</td>
<td>EMAIL / FAX:</td>
</tr>
</tbody>
</table>
7.25

C25/06/17 MECHANISM TO EASE TRAFFIC CONGESTION

REPORT FROM THE DIRECTOR : COMMUNITY SERVICES

PURPOSE OF THE REPORT

To inform the Municipal Council of Mechanisms to Ease Traffic Congestion.

RECOMMENDATION OF THE ACTING MUNICIPAL MANAGER

That the report on Mechanisms to Ease Traffic Congestion, be noted.

APPENDIX / ADDENDUM


File Number: 9/1/2/5
Execution: Director : Community Services
Manager : Protection Services
MECHANISMS TO EASE TRAFFIC CONGESTION

(REPORT FROM DIRECTOR: COMMUNITY SERVICES)

PURPOSE OF THE REPORT

The purpose of the report is to inform council of the progress to date and activities that have been taken place regarding the improvement of traffic flow through Knysna.

BACKGROUND / AGTERGROND / DISCUSSION / BESPREKING

As far back as 2012 it was noted that traffic flow variation is very seasonal in Knysna, with significant peaks over the festive season and during school holiday periods. Information was collected from count status and previous studies, the various traffic growth scenarios and the current and future through capacity at strategic points along the route.

ERO Engineers were appointed by the province to do an investigation and came up with conceptual designs and casting with the assistance of the Knysna municipal engineering team.

Cost implication

Due to the large amount required it was envisaged to phase the project in order to be more affordable for both parties.

The phases are: Waterfront Drive to George Rex Drive upgrade

: Main Road / George Rex Drive intersection

: Main Road / Waterfront Drive eastern intersection

: Main road
2. Upgrading Waterfront Drive
Main Road / Waterfront Drive western intersection

3. Main Road / Uniondale Drive intersection

The estimates are excluding vat:

As in 2012

1. R19 327 931-05
2. R27 664 055 -22
3. R23 644 99-13

Total: 51 356 485-40

The above amount does not include the cost of expropriation of land along the route.

ANNEXURE

Knysna roads and transport upgrade improvement of traffic flow through Knysna.

RECOMMENDATION

[a] That the report on the mechanism to ease traffic congestion, be noted.
KNYSNA MUNICIPALITY

KNYSNA ROADS AND TRANSPORT UPGRADE: IMPROVEMENT OF TRAFFIC FLOW THROUGH KNYSNA

SUMMARY REPORT

January 2012

ISSUED BY:
Knysna Municipality
Technical Services Department
PO Box 21
Knysna
6570

PREPARED BY:
Ero Engineers (Pty) Ltd
Oxford Gate, Block B
54 Oxford Street
Durbanville
7550
SUMMARY REPORT

FOR

KNYSNA ROADS AND TRANSPORT UPGRADE:
IMPROVEMENT OF TRAFFIC FLOW THROUGH KNYSNA
TABLE OF CONTENTS

1. INTRODUCTION 1
2. PROGRESS 1
3. PROPOSAL 2
4. PROJECT PHASING AND COSTS 2

LIST OF APPENDICES

1. Minutes of Meetings
2. Correspondence
3. Project Planning
LOCALITY PLAN
COMMUNITY SERVICES COMMITTEE MEETING
AGENDA
13 JUNE 201

KNYSNA

WESTERN CAPE PROVINCIAL ADMINISTRATION
DEPARTMENT OF TRANSPORT AND PUBLIC WORKS

KNYSNA ROADS AND TRANSPORT UPGRADE:
IMPROVEMENT OF TRAFFIC FLOW
THROUGH KNYSNA

LOCALITY PLAN
1. Introduction

Trunk Road 2 (N2) between the White Bridge and the western intersection of Waterfront Road and Main Road in Knysna has recently been rebuilt and upgraded substantially by the PGWC. Based on a request from Knysna Municipality, SANRAL has also proceeded in 2008 with the environmental process for the construction of the Knysna Toll Highway, which is planned to facilitate traffic bypassing Knysna. This process is ongoing at present. The PGWC has now indicated their willingness to assist with upgrading the mobility route through Knysna to improve traffic flow through the town.

Following a meeting with the Knysna Town Council, the PGWC approached ERO Engineers in October 2010 to conduct an investigation into upgrading the mobility route through Knysna. A Draft Assessment Report was compiled for the PGWC and submitted for comment in December 2010. Following discussions with the PGWC and the Knysna Municipality, this document was finalised and submitted in March 2011.

This report details the progress on the project thus far, the proposals put forward and the recommendations for future action on the project.

2. Progress

An overview of the progress and milestones reached on the project are given below:

May 2010

Provincial authorities meet with the Knysna Town Council to propose improvements to the existing mobility corridor through Knysna.

September 2010

Provincial authorities meet with Ero Engineers to discuss appointment for an investigation into the viable alternatives for improving the mobility route through Knysna.

Ero Engineers meets with Mr Neil Perring from Knysna Municipality, and appoints Mr Hein Stander from BKS to assist with a transportation investigation.

December 2010

Ero Engineers meets with the Provincial authorities to discuss the findings of the investigation, and the draft Assessment Report.

January through March 2011

Ero Engineers meets with the Knysna Municipal Authorities and incorporates their proposals, and the concerns of the PGWC into a final report, submitted March 2011.

March 2011 to November 2011

Ongoing discussions and planning with the Knysna Municipal Authorities.
3. Proposal

Various alternatives were assessed as part of the original study. The assessment identified the upgrading of Waterfront Drive as being the preferred approach. This upgrade includes widening the existing cross-section to a four lane dual carriageway with two lanes in each direction. This would attract traffic to Waterfront Drive, ultimately reducing the traffic demand along Main Road. It is estimated that the upgrading of Waterfront Drive to four lane dual carriageway would promote a 50:50 split of traffic with Main Road (currently it is 70% towards Main Road and 30% towards Waterfront Drive).

The upgrading of Waterfront Drive to a dual carriageway with two lanes in each direction is considered a viable option for improving the local Knysna traffic. The upgrade will also entail the realignment of the eastern and western intersections of Main Road and Waterfront Drive to promote Waterfront Drive as the main route through Knysna. The proposal also includes the upgrading of the section of the route from the Waterfront Drive East intersection with Main Road, and the reconfiguration of the George Rex Drive Intersection.

The project can be broken into the following subsections:

<table>
<thead>
<tr>
<th>Project Component</th>
</tr>
</thead>
<tbody>
<tr>
<td>Main Road: Waterfront Drive to George Rex Drive Upgrade</td>
</tr>
<tr>
<td>Main Road / George Rex Drive Intersection</td>
</tr>
<tr>
<td>Main Road / Waterfront Drive eastern intersection</td>
</tr>
<tr>
<td>Upgrading Waterfront Drive</td>
</tr>
<tr>
<td>Main Road / Uniondale Drive Intersection</td>
</tr>
<tr>
<td>Main Road / Waterfront Drive western intersection</td>
</tr>
</tbody>
</table>

4. Project phasing and costs

It was recommended that the project be constructed in three phases, these having been selected based upon their impact on traffic flows and their relative complexity. The phasing proposed is given below:

<table>
<thead>
<tr>
<th>Phase</th>
<th>Project Component</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Main Road: Waterfront Drive to George Rex Drive Upgrade</td>
</tr>
<tr>
<td></td>
<td>Main Road / George Rex Drive Intersection</td>
</tr>
<tr>
<td></td>
<td>Main Road / Waterfront Drive eastern intersection</td>
</tr>
<tr>
<td>2</td>
<td>Upgrading Waterfront Drive</td>
</tr>
<tr>
<td></td>
<td>Main Road / Waterfront Drive western intersection</td>
</tr>
<tr>
<td>3</td>
<td>Main Road / Uniondale Drive Intersection</td>
</tr>
</tbody>
</table>
The initial cost estimates for each phase, excluding the costs for expropriation, are shown below:

<table>
<thead>
<tr>
<th>Phase</th>
<th>Construction Costs</th>
<th>VAT</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>R 19 327 931.05</td>
<td>R 2 705 910.35</td>
<td>R 22 033 841.40</td>
</tr>
<tr>
<td>2</td>
<td>R 29 664 055.22</td>
<td>R 4 152 967.73</td>
<td>R 33 817 022.95</td>
</tr>
<tr>
<td>3</td>
<td>R 2 364 499.13</td>
<td>R 331 029.88</td>
<td>R 2 695 529.01</td>
</tr>
<tr>
<td>Total</td>
<td>R 51 356 485.40</td>
<td>R 7 189 907.96</td>
<td>R 58 546 393.36</td>
</tr>
</tbody>
</table>

These costs are based upon rates collected for similar projects in Cape Town, that have been adjusted to a 2012 base year and to account for regional price variations.

Expropriation will be required during phases 2 and 3. Initial investigations indicate that the upper bound costs thereof are on the order of R39 million, based upon a property cost rate of R3 000/m², and assuming the total area to be expropriated to accommodate the additional widening is 13 000m².

It is likely, however, that this amount will be substantially reduced given that large tracts of the land to be expropriated is already state owned and that some of the required land may have already been expropriated by the previous South African Roads Board for the purposes of widening Waterfront Drive. Further investigation is required to finalise the costs of expropriation.

This places the upper estimate of the total costs for the project at R97 546 393.36 including VAT, as shown below:

<table>
<thead>
<tr>
<th>Phase</th>
<th>Total Construction Costs</th>
<th>Estimated Expropriation Costs</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>R 22 033 841.40</td>
<td>nil</td>
<td>R 22 033 841.40</td>
</tr>
<tr>
<td>2</td>
<td>R 33 817 022.95</td>
<td>R 33 000 000.00</td>
<td>R 66 817 022.95</td>
</tr>
<tr>
<td>3</td>
<td>R 2 695 529.01</td>
<td>R 6 000 000.00</td>
<td>R 8 695 529.01</td>
</tr>
<tr>
<td>Total</td>
<td>R 58 546 393.36</td>
<td>R 39 000 000.00</td>
<td>R 97 546 393.36</td>
</tr>
</tbody>
</table>

The municipality has approached the PGWC for financial assistance to proceed with the project and is currently awaiting feedback. It is envisaged that, should the application for assistance be successful, the PGWC will carry 80% of the costs of the project, with Knysna Municipality providing the remaining 20%.

The proposed project is considered to be of vital importance to Knysna, considering that current and future traffic conditions in Knysna present significant challenges to the further development of Knysna, and raise serious traffic concerns for road users in the area.
## Appendices

<table>
<thead>
<tr>
<th></th>
<th>Minutes of Meetings</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>Correspondence</td>
</tr>
<tr>
<td>3</td>
<td>Project Planning</td>
</tr>
</tbody>
</table>
NOTES OF MEETING

IMPROVEMENT OF TRAFFIC FLOW THROUGH KNYSNA

MEETING HELD ON FRIDAY, 15 DECEMBER 2010 AT 08H00
AT THE DORP STREET OFFICES OF THE
PROVINCIAL GOVERNMENT OF THE WESTERN CAPE
REGARDING THE DRAFT ASSESSMENT REPORT FOR THE
IMPROVEMENT OF TRAFFIC FLOW THROUGH KNYSNA

SUMMARY OF CONTRACT DETAILS

<table>
<thead>
<tr>
<th>EMPLOYER</th>
<th>CONSULTING ENGINEER</th>
</tr>
</thead>
<tbody>
<tr>
<td>Provincial Government of the Western Cape&lt;br&gt;Department of Transport and Public Works:&lt;br&gt; Provincial Roads and&lt;br&gt;Transport Management Branch&lt;br&gt;Attention: Malcolm Watters</td>
<td>Ero Engineers (Pty) Ltd&lt;br&gt;Attention: Kobus Visser</td>
</tr>
<tr>
<td>Address: P.O. Box 2603&lt;br&gt;CAPE TOWN&lt;br&gt;8000&lt;br&gt;Cell: (083) 641 5100&lt;br&gt;Tel: (021) 483 2203&lt;br&gt;Fax: (021) 483 1202&lt;br&gt;e-mail: <a href="mailto:mwatters@pgwc.gov.za">mwatters@pgwc.gov.za</a></td>
<td>Address: P.O. Box 4344&lt;br&gt;DURBANVILLE&lt;br&gt;7551&lt;br&gt;Cell: (082) 555 7817&lt;br&gt;Tel: (021) 975 6200&lt;br&gt;Fax: (021) 975 6400&lt;br&gt;e-mail: <a href="mailto:kvisser@ero-engineers.co.za">kvisser@ero-engineers.co.za</a></td>
</tr>
<tr>
<td>Next Meeting: To be advised</td>
<td></td>
</tr>
</tbody>
</table>
1.1 WELCOMING

Mr Malcolm Watters welcomed everybody present at the meeting.

1.2 ATTENDANCE AND APOLOGIES

<table>
<thead>
<tr>
<th>Representing</th>
<th>Name</th>
<th>Abbreviation</th>
</tr>
</thead>
<tbody>
<tr>
<td>PGWC</td>
<td>Malcolm Watters</td>
<td>MW</td>
</tr>
<tr>
<td>PGWC</td>
<td>Len Fourie</td>
<td>LF</td>
</tr>
<tr>
<td>PGWC</td>
<td>Wally Siebenagl</td>
<td>WS</td>
</tr>
<tr>
<td>Ero Engineers (Pty) Ltd</td>
<td>Eddie Beukes</td>
<td>EB</td>
</tr>
<tr>
<td>Ero Engineers (Pty) Ltd</td>
<td>Kobus Visser</td>
<td>KV</td>
</tr>
<tr>
<td>BKS (Pty) Ltd</td>
<td>Johan Brink</td>
<td>JB</td>
</tr>
</tbody>
</table>

APOLOGIES:

<table>
<thead>
<tr>
<th>Representing</th>
<th>Name</th>
<th>Abbreviation</th>
</tr>
</thead>
<tbody>
<tr>
<td>PGWC</td>
<td>Hannes Mouton</td>
<td>HM</td>
</tr>
</tbody>
</table>

1.3 Presentation

KV described the process so far, leading to the development of the draft assessment report.

EB presented the progress made to date, and briefly discussed the current conditions in Knysna.

JB discussed the current traffic conditions in and around Knysna, describing the information collected from count stations and previous studies, the various traffic growth scenarios and the current and future through capacity at strategic points along the route.

EB described some of the previous studies that have been conducted in the area and their respective findings.

EB described the assessment method, the findings of the assessment and the recommendations made as a result of these findings.

1.4 Discussion

LF noted that traffic flow variation is very seasonal in Knysna, with significant peaks over the festive season and during school holiday periods. Concerns around the suitability of using the 30th highest hour for traffic volumes under these conditions were raised, since this falls within these seasonal peak periods.

JB noted that the use of the 30th highest hour is considered best practice locally and internationally, and was based on the N2 Toll Highway design volumes to ensure that the planning addresses the most pressing traffic problems.

The Provincial officials agreed that the assumed implementation year of the proposed N2 Toll Highway is unlikely to be in 2013 as current planning suggests.

LF requested that the consulting team investigate traffic conditions during the off-season periods of the year as well since high seasonal peak traffic volumes are associated with traffic congestion which occurs in most holiday destinations in the Western Cape.

LF noted that one the main problem areas along the route is in the area east of the hospital, as highlighted by the BKS assessment.

EB confirmed that the alternatives considered also covers this area, and extends to beyond George Rex Drive.

JB noted that this area experiences traffic problems even during the off-season, and should be a priority for improvement.
EB pointed out that some of the alternatives under consideration, Alternative 5 and 6, were aligned to completely avoid this section of Main Road. However, the preferred alternative, upgrading Waterfront Drive still passed through there. No specific recommendations as to the possible improvements for this section of the route were made in the Draft Report though.

MW suggested the report should include suggested alternatives for improvement of traffic conditions in this area.

There was agreement amongst all that the alternative recommended in the report, upgrading Waterfront Drive, is the most logical proposal to deal with the traffic problems in Knysna.

LF noted that normally, project proposals such as this are initiated by the local municipality, who would then appoint the consultants. The local municipality would then approach the province for assistance. In this instance, the consultants were approached by the province to investigate alternatives for upgrading the route through Knysna.

<table>
<thead>
<tr>
<th>1.6</th>
<th>General</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>The consultants were requested to finalise the Draft report.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>1.8</th>
<th>FUTURE MEETINGS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>To be advised.</td>
</tr>
<tr>
<td>ORGANISATION</td>
<td>FOR ATTENTION</td>
</tr>
<tr>
<td>--------------</td>
<td>---------------</td>
</tr>
<tr>
<td>PGWC</td>
<td>H Mouton</td>
</tr>
<tr>
<td></td>
<td>M Watters</td>
</tr>
<tr>
<td></td>
<td>S Carstens</td>
</tr>
<tr>
<td></td>
<td>L Fourie</td>
</tr>
<tr>
<td></td>
<td>W Silbernagel</td>
</tr>
<tr>
<td>Ero Engineers</td>
<td>K Visser</td>
</tr>
<tr>
<td></td>
<td>E Beukes</td>
</tr>
<tr>
<td>BKS</td>
<td>H Stander</td>
</tr>
<tr>
<td></td>
<td>J Brink</td>
</tr>
</tbody>
</table>
MINUTES OF MEETING

IMPROVEMENT OF TRAFFIC FLOW THROUGH KNYSNA

MEETING HELD ON FRIDAY, 15 OCTOBER 2010 AT 11H00
AT THE TOWN ENGINEERS OFFICES IN KNYSNA
REGARDING THE IMPROVEMENT OF TRAFFIC FLOW THROUGH KNYSNA

SUMMARY OF CONTRACT DETAILS

<table>
<thead>
<tr>
<th>EMPLOYER</th>
<th>CONSULTING ENGINEER</th>
</tr>
</thead>
<tbody>
<tr>
<td>Provincial Government of the Western Cape</td>
<td>Ero Engineers (Pty) Ltd</td>
</tr>
<tr>
<td>Department of Transport and Public Works:</td>
<td></td>
</tr>
<tr>
<td>Provincial Roads and</td>
<td></td>
</tr>
<tr>
<td>Transport Management Branch</td>
<td></td>
</tr>
<tr>
<td><strong>Attention: Malcolm Watters</strong></td>
<td><strong>Attention: Kobus Visser</strong></td>
</tr>
<tr>
<td>Address: P.O. Box 2603</td>
<td>Address: P.O. Box 4344</td>
</tr>
<tr>
<td>CAPE TOWN 8000</td>
<td>DURBANVILLE 7551</td>
</tr>
<tr>
<td>Cell: (083) 641 5100</td>
<td>Cell: (082) 555 7817</td>
</tr>
<tr>
<td>Tel: (021) 483 2203</td>
<td>Tel: (021) 975 6200</td>
</tr>
<tr>
<td>Fax: (021) 483 1202</td>
<td>Fax: (021) 975 6400</td>
</tr>
<tr>
<td>e-mail: <a href="mailto:mwatters@pgwc.gov.za">mwatters@pgwc.gov.za</a></td>
<td>e-mail: <a href="mailto:kvisser@ero-engineers.co.za">kvisser@ero-engineers.co.za</a></td>
</tr>
</tbody>
</table>

Next Site Meeting: To be advised
1.1 WELCOMING

Mr Neale Perring welcomed everybody present at the meeting.

1.2 ATTENDANCE AND APOLOGIES

<table>
<thead>
<tr>
<th>Representing</th>
<th>Name</th>
<th>Abbreviation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Knysna Municipality</td>
<td>Neale Perring</td>
<td>NP</td>
</tr>
<tr>
<td>Ero Engineers (Pty) Ltd</td>
<td>Eddie Beukes</td>
<td>EB</td>
</tr>
<tr>
<td>BKS (Pty) Ltd</td>
<td>Hein Stander</td>
<td>HS</td>
</tr>
</tbody>
</table>

APOLOGIES:

None

1.3 Discussion

EB briefly explained that PGWC had requested that Ero Engineers (Pty) Ltd investigate alternative routings for a mobility route through Knysna. The purpose of the current meeting was to make the municipality aware of the investigations, and to get their input on the proposals being investigated.

NP noted that any proposals would have to be subject to an extensive public participation process. Everyone was in agreement that this would be required.

HS noted that public participation would form part of the EIA process.

HS noted that the proposal for a mobility route is intended to be complementary to the proposed NZ Toll Route Bypass, and would primarily serve local and regional traffic.

1.4 Previous planning for the route

NP noted that the current planning for the route is detailed in the Knysna Traffic Management Plan compiled by Van Straten Associates in 1999. This plan had been approved by the council and has been an input for many of the planning decisions made since its adoption.

NP noted that many of the residences along the current proposed route had been rezoned as business areas, or are currently in the process of doing so.

HS noted that since this plan has been adopted by Council, and has been in the public domain for over a decade, it would present the least resistance to implementation.

EB noted that since the plan is quite old already, it will be necessary to investigate whether the conclusions and recommendations made in the plan, especially with reference to the proposed mobility route, are still valid.

EB noted that the brief received by the consulting team from PGWC was to investigate all reasonable alternatives before making recommendations. The current plan would be one of the alternatives that would be investigated.

1.5 Discussion of conceptual alternatives

EB briefly described the conceptual alternative routings currently being investigated.

(The proposed conceptual alignments are included as Annexures A and B)
NP noted that Alternative C would present significant challenges during the public participation process because of the possible effect it would have on the values of the properties near George Rex drive.

NP noted that the intersection with George Rex drive would also present significant geometric challenges.

HS noted that the intersection of the access road to the properties adjacent Alternative C and Main Road may need to be relocated if this alternative is implemented.

NP suggested that Alternative C be abandoned because it would not be feasible.

NP noted that Alternative B passes through a cemetery before it intersects with Waterfront Drive. NP could not confirm whether the cemetery is active or not.

EB to investigate the status of the cemetery.

HS noted that alignments that pass through cemeteries are especially problematic because of the processes that must be followed to get permission to exhume and rebury the corpses.

EB noted that Alternative B traverses what appeared to be an environmentally sensitive wetland area.

NP confirmed that there was a small area below the cemetery site along the lagoon that was considered to be environmentally sensitive.

NP noted that there are currently a number of proposals for redevelopment of some of the sites along the lagoon in the vicinity of the industrial area that may be impacted by the proposed Alignment B.

NP noted that since the adoption of the 1999 Knysna Traffic Management Plan by council he had rejected all planning proposals that impacted on the expected reserve boundary along Waterfront Drive.

NP noted that the South African Roads Board (SARB) had expropriated land along Waterfront Drive in the late 1980's. The land requirement for a four lane cross-section was further refined in 2007 in an investigation conducted for the municipality by Ninham Shand (Pty) Ltd. A copy of this report was given to EB.

EB to investigate the current status of this land.

<table>
<thead>
<tr>
<th>1.6 General</th>
</tr>
</thead>
</table>

EB noted that one of the primary concerns with the current proposed alternative alignment (Alternative D) was that the impact the increased traffic would have on the residences along the route would be severe.

EB noted that Alternatives A, B and C would require that access to adjacent properties be limited to access from one direction only, and that right turn movements only be allowed at intersections.

EB noted that although there is nothing final yet, if the project were to go ahead, in all likelihood construction would only commence late in 2012, dependent upon the outcomes and duration of the public participation and EIA process.

<table>
<thead>
<tr>
<th>1.8 FUTURE MEETINGS</th>
</tr>
</thead>
</table>

The information gathered at this meeting will be used to compile a report for PGWC, and a
presentation of the proposals will be arranged for the Knysna Municipality during January or February 2011. The exact date will be confirmed at a later date.

**1.9 APPROVAL OF THE MINUTES**

Minutes approved by:

Employer: ____________________ Date: ____________________

Engineer: ____________________ Date: ____________________

Contractor: ____________________ Date: ____________________
<table>
<thead>
<tr>
<th>ORGANISATION</th>
<th>FOR ATTENTION</th>
<th>ADDRESS</th>
<th>CONTACT DETAILS</th>
</tr>
</thead>
<tbody>
<tr>
<td>PGWC</td>
<td>H Mouton</td>
<td>PO Box 2603</td>
<td>Tel: 021 483 2004</td>
</tr>
<tr>
<td></td>
<td></td>
<td>CAPE TOWN 8000</td>
<td>Fax: 021 483 1202</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td><a href="mailto:hmouton@pgwc.gov.za">hmouton@pgwc.gov.za</a></td>
</tr>
<tr>
<td></td>
<td>M Watters</td>
<td>PO Box 2603</td>
<td>Tel: 021 483 2203</td>
</tr>
<tr>
<td></td>
<td></td>
<td>CAPE TOWN 8000</td>
<td>Fax: 021 483 1202</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td><a href="mailto:mwatters@pgwc.gov.za">mwatters@pgwc.gov.za</a></td>
</tr>
<tr>
<td></td>
<td>S Carstens</td>
<td>PO Box 2603</td>
<td>Tel: 021 483 2174</td>
</tr>
<tr>
<td></td>
<td></td>
<td>CAPE TOWN 8000</td>
<td>Fax: 021 483 1202</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td><a href="mailto:scarstens@pgwc.gov.za">scarstens@pgwc.gov.za</a></td>
</tr>
<tr>
<td>Ero Engineers</td>
<td>K Visser</td>
<td>P.O. Box 4344</td>
<td>Tel: (021) 975 6200</td>
</tr>
<tr>
<td></td>
<td></td>
<td>DURBANVILLE 7551</td>
<td>Fax: (021) 975 6400</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Cell: 082 655 7617</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td><a href="mailto:kvissor@ero-engineers.co.za">kvissor@ero-engineers.co.za</a></td>
</tr>
<tr>
<td></td>
<td>E Beukes</td>
<td>P.O. Box 4344</td>
<td>Tel: (021) 975 6200</td>
</tr>
<tr>
<td></td>
<td></td>
<td>DURBANVILLE 7551</td>
<td>Fax: (021) 975 6400</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Cell: 084 660 1041</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td><a href="mailto:ebeukes@ero-engineers.co.za">ebeukes@ero-engineers.co.za</a></td>
</tr>
</tbody>
</table>
ANNEXURES
**MINUTES OF MEETING**

**IMPROVEMENT OF TRAFFIC FLOW THROUGH KNYSNA**

MEETING HELD ON TUESDAY, 28 SEPTEMBER 2010 AT 14H00
IN THE CONFERENCE ROOM OF ERO ENGINEERS, DURBANVILLE
REGARDING THE IMPROVEMENT OF TRAFFIC FLOW THROUGH KNYSNA

<table>
<thead>
<tr>
<th>SUMMARY OF CONTRACT DETAILS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>EMPLOYER</strong></td>
</tr>
<tr>
<td>Provincial Government of the Western Cape Department of Transport and Public Works: Provincial Roads and Transport Management Branch</td>
</tr>
<tr>
<td><strong>Attention: Malcolm Watters</strong></td>
</tr>
<tr>
<td>Address: P.O. Box 2603 CAPE TOWN 8000</td>
</tr>
<tr>
<td>Cell: 083 641 5100 Tel: (021) 483 2203 Fax: (021) 483 1202</td>
</tr>
<tr>
<td>e-mail: <a href="mailto:mwatters@pgwc.gov.za">mwatters@pgwc.gov.za</a></td>
</tr>
</tbody>
</table>

**Next Site Meeting:** To be advised
1.1 WELCOMING

Mr Kobus Visser welcomed everybody present at the meeting.

1.2 ATTENDANCE AND APOLOGIES

<table>
<thead>
<tr>
<th>Presenting</th>
<th>Name</th>
<th>Abbreviation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Provincial Government of the Western Cape</td>
<td>Hannes Mouton</td>
<td>HM</td>
</tr>
<tr>
<td>Provincial Government of the Western Cape</td>
<td>Malcolm Walters</td>
<td>MW</td>
</tr>
<tr>
<td>Provincial Government of the Western Cape</td>
<td>Schalk Carstens</td>
<td>SC</td>
</tr>
<tr>
<td>Ero Engineers (Pty) Ltd</td>
<td>Kobus Visser</td>
<td>KV</td>
</tr>
<tr>
<td>Ero Engineers (Pty) Ltd</td>
<td>Eddie Beukes</td>
<td>EB</td>
</tr>
</tbody>
</table>

APOLOGIES:

None

1.3 DISCUSSION

1.3.1 KV briefly described that certain investigations have already been done in Knysna to improve the traffic flow and highlighted some of the alternative options.

1.3.1.1 Upgrading Main Road

This option involves the upgrading of Main Road to improve the capacity of the road to allow a greater volume of through traffic.

It was agreed by all that this option was unlikely to be viable because it would involve the removal of a large percentage of parking and the volume of right turning movements would be prohibited.

1.3.1.2 Upgrading Waterfront Drive

This option involves the upgrading of Waterfront Drive to a four lane dual carriageway section for its entire length.

MW noted that it would be necessary to reconfigure the northern and southern intersections with Main Road so that Waterfront Drive forms the main through route and Main Road becomes the intersecting route.

EB noted that conceptual plans for these intersection configurations have already been drafted as part of previous studies for Knysna.

HM requested that Ero investigate the existing road reserve utilisation, and the possibility of road expansion into the existing rail reserve adjacent Waterfront Drive.

EB noted that this option could require a significant amount of expropriation along the northern section of the route.

1.3.1.3 Converting Main Road and Waterfront Drive into a one-way pair

This option entails converting Main Road into a northbound one-way route and Waterfront Drive into a southbound one-way route between the northern and southern intersections of these two roads. The northern and southern intersections will have to be reconfigured to accommodate the new circulation pattern.
KV noted that one of the major problems with this option was that it complicates the routing for public transport modes since the inbound and outbound trip routes on the one-way pairs will be far apart in places.

MW noted that there could be significant opposition from the business community to this alternative because of a perceived reduction in the pass-by traffic volumes.

EB noted that the conversion to a one-way pair for these routes will not necessarily double the available capacity along the route, since capacity is not only a function of lane space, but also of intersection spacing and timing.

MW noted that the high right turn volumes at Grey and Long Streets would decrease the capacity of the outside lanes along Main Road.

### 1.3.1.4 Converting Waterfront Drive and Gordon Road into a one-way pair

This option entails converting Waterfront Drive into a southbound one-way route, and creating a new northbound one-way route along Trotter Street, Hedge Street and Gordon Street, to intersect with Waterfront Drive in the vicinity of Queen Street. A four lane dual carriageway section is implemented north of this intersection up to Main Road. Main Road is then reconfigured as an activity route. The northern and southern intersections between Waterfront and Main Road will be reconfigured to allow Waterfront Drive to become the de facto through route. The scheme broadly follows the alignments outlined in the 1998/1999 Knysna Traffic Management Plan.

EB noted that this option allows for the effective removal of through traffic from the centre of town, and for Main Road to be repurposed into an activity route supporting business and prioritising public transport.

HM noted that Gordon Road currently serves primarily residences and that the impact of the proposed routing on these should be thoroughly investigated.

SC noted that public opposition to the required expropriation of sections of the sports fields could be problematic. Ero was requested to investigate the expropriation requirements for the proposed alignment.

MW questioned whether the new alignment would have an effect on traffic operations at the Waterfront development.

EB said that the Waterfront development is served by secondary service road parallel to Waterfront Drive and so would not be affected.

SC noted that the proposal does not necessarily address the problems of reserve space through the industrial area north of the Waterfront development.

HM requested that Ero investigate the opportunities for an alternative alignment below the industrial area along the lagoon shore.

SC and MW noted that there is uncertainty regarding ownership of the vacant land north of the industrial area. Ero was requested to investigate.

EB noted that as part of the study, an investigation into the signal timing would be conducted. The current status of timing plans along the route is unclear since the Municipality was unable to supply information of this nature. Capacity gains could be made just by optimising the signalling along the existing route.

MW questioned whether the capacities gained from signal optimisation would be sufficient to make a significant impact on congestion.

EB noted that the traffic signals would be retimed as part of the proposed alternatives.
EB noted that any solution put forward should align with the broader aims of Knysna Municipality’s ITP, and should be comprehensively multimodal in scope, since many modes are currently dependent upon the routes.

HM pointed out that the current Knysna Municipality ITP may not give enough detailed guidance regarding project proposals and may need to be strengthened in view of the proposal.

MW noted that the proposal under discussion could form the basis of a longer term strategic transport management plan for Knysna, and that it could be implemented in phases.

1.3.2

KV described a proposed project team.

<table>
<thead>
<tr>
<th>Ero Engineers:</th>
<th>Lead Consultants and Project Managers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Proposed Sub-consultants:</td>
<td>Specialist Traffic Engineer (BKS)</td>
</tr>
<tr>
<td></td>
<td>Environmental Consultants</td>
</tr>
</tbody>
</table>

KV noted that environmental consultants would be required to assist with developing and implementing a public liaison strategy.

HM noted that the Provincial Government of the Western Cape was currently in the process of compiling a list of preferred service providers for environmental services and that a service provider would be selected from this list. Ero to liaise with MW.

1.3.3

Discussions were held around taking the process forward in the next few months.

KV proposed that the Municipal Engineer, Mr. N. Perring be included in the planning process as early as possible. MW and SC agreed that this should be done.

It was agreed that a meeting be arranged between Provincial Government of the Western Cape and the Knysna Municipal Engineer to get their inputs on the proposal before the end of the year.

HM requested that Ero compile a report outlining the different conceptual alternatives, the benefits and disbenefits of each, the restrictions and opportunities of each and the estimated costs of the preferred alternative for discussion before the proposed meeting.

HM suggested that the business community should be approached for their inputs once the local authority’s inputs have been received.

SC questioned whether the Provincial Government of the Western Cape would be able to undertake work of this nature since Waterfront Drive is not a provincial road.

MW noted that it may be possible to proclaim Waterfront Drive as a provincial route, but that this won’t be necessary since projects of this nature have been successfully undertaken by the Provincial Government of the Western Cape in the past.

EB noted that the project aims to improve operations on the provincial road network and so should fall within the scope of the provinces mandate.

HM noted that the project should be made public knowledge before the municipal elections to avoid the project becoming the target of political attacks.

HM noted that the public participation process could take longer than six months, and so the project is unlikely to go to construction before 2012.

KV requested that WCPG provide Ero with the authority to proceed with the process as discussed.
**1.4 GENERAL**
No discussion.

**1.5 FUTURE MEETINGS**
The dates for future site meetings will be confirmed at the next meeting.

**1.6 APPROVAL OF THE MINUTES**

Minutes approved by:

Employer: ___________________ Date: ___________________

Engineer: ___________________ Date: ___________________

Contractor: ___________________ Date: ___________________
## MINUTES DISTRIBUTION LIST

<table>
<thead>
<tr>
<th>ORGANISATION</th>
<th>FOR ATTENTION</th>
<th>ADDRESS</th>
<th>CONTACT DETAILS</th>
</tr>
</thead>
</table>
| PGWC         | H Mouton      | PO Box 2603 CAPE TOWN 8000 | Tel: 021 483 2004  
Fax: 021 483 1202  
hmouton@pgwc.gov.za |
|              | M Watters     | PO Box 2603 CAPE TOWN 8000 | Tel: 021 483 2203  
Fax: 021 483 1202  
mwatters@pgwc.gov.za |
|              | S Carstens    | PO Box 2603 CAPE TOWN 8000 | Tel: 021 483 2174  
Fax: 021 483 1202  
scarstens@pgwc.gov.za |
| Ero Engineers| K Visser      | P.O. Box 4344 DURBANVILLE 7551 | Tel: (021) 975 6200  
Fax: (021) 975 6400  
Cell: 082 555 7817  
kvisser@ero-engineers.co.za |
|              | E Beukes      | P.O. Box 4344 DURBANVILLE 7551 | Tel: (021) 975 6200  
Fax: (021) 975 6400  
Cell: 084 650 1041  
ebeukes@ero-engineers.co.za |
Mr Hannes Mouton
Western Cape Provincial Administration
Department of Transport and Public Works
Provincial Roads and Transport Branch
P.O. Box 2603
CAPE TOWN
8000

Dear Mr Mouton,

SUBJECT: TRUNK ROAD 2 SECTIONS 10 & 11: IMPROVEMENT OF THE TRAFFIC FLOW THROUGH KNYSNA

With reference to the abovementioned project, ERO Engineers (Pty) Ltd. has, at your department’s request, conducted an assessment of the alternatives for the project, and has completed the preliminary planning. The results of this study and the preliminary planning for the proposed improvements were presented to representatives of the Knysna Municipality and officials from your department at a meeting held on the 22nd of November 2011 in Cape Town.

Following from this meeting, the Knysna Municipality recognizes the value of the proposed project to the interests of Knysna and the Province. As you know, Knysna faces severe traffic congestion both during the peak vacation seasons as well as in off-season times. This has a significant impact on the local, as well as the regional economy, as well as leading to serious road safety problems. We believe that the proposed improvements, which include increasing the capacity along Waterfront Drive and parts of the Main Road, and reconfiguring a number of intersections to redirect traffic flows, represent the most viable approach to mitigating these problems. However, given the scope of the works involved, the proposals also require a significant financial commitment, that Knysna is unable to make on its own.

As a result, we have to request your department’s financial assistance to pursue further investigations and to proceed with the preliminary designs for the project. Given the urgency of the situation to the town, the region and the province, we trust you will respond favorably.

Yours Sincerely,

[Signature]

L WARING
ACTING MUNICIPAL MANAGER
/pm

Please address all correspondence to the Municipal Manager and quote the above reference:
P O Box 21 • Knysna • 6570 • Tel: 044 302 6300 • Fax: 044 302 6333 • E-mail: knysna@knysna.gov.za
# INDEX

## MAYORAL COMMITTEE MEETING
23 FEBRUARY 2012

<table>
<thead>
<tr>
<th>ITEM NO</th>
<th>ITEM</th>
<th>PAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>44/02/12</td>
<td>SELECTION REPORT - EXECUTIVE ASSISTANT TO THE EXECUTIVE DEPUTY MAYOR AND EXECUTIVE COUNCILLORS</td>
<td>001-002</td>
</tr>
<tr>
<td>45/02/12</td>
<td>REPORT ON THE CONSTRUCTION OF SEDGEFILDE TAXI RANK</td>
<td>003-004</td>
</tr>
<tr>
<td>46/02/12</td>
<td>REPORT ON THE UPGRADING OF THE KNYSNA MAIN ROAD</td>
<td>005-038</td>
</tr>
</tbody>
</table>
REPORT FROM THE DIRECTOR: COMMUNITY SERVICES

PURPOSE OF THE REPORT

To inform the Municipal Council about the status of the PetroSA and the financial implications on the proposed regional landfill site.

BACKGROUND

PetroSA informed all the Municipalities which dispose their waste at their landfill site that the site will reach its capacity by December 2017. PetroSA will not be able to accept any refuse after the said date. For the past five years the Eden District Municipality embarked on a process to establish a regional landfill site since there is no suitable land available for a waste disposal within the municipal areas of George, Knysna, Mossel Bay and Bitou. Eden secured a site in Mossel Bay next to the current PetroSA site.

Eden District Municipality obtained permission from National Treasury to do the project on a PPP basis (Public, Private, Partnership). Eden went out on a SCM process to secure a service provider to develop and operate the regional landfill site. The PPP and SCM process took longer than anticipated, with the result that Eden had to apply to PetroSA to extend the municipalities contracts for the disposal of waste on several occasions. Extension was granted until December 2017, on 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 PetroSA's landfill site. These costs were allocated on a pro-rata basis to all the participating municipalities based on the tonnage of waste disposed.

As a result of the complications experienced a provincial oversight committee was established by the Minister of Environmental Affairs and Development Planning to look at the process of the development and to reduce the cost as tendered. The appointed consultants were instructed to look at the cost structure for each municipality based on the disposal per ton.

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. The Council already resolved that participation in a regional landfill facility will be inevitable and compulsory.

The latest costs received from the Eden District municipality are attached as Annexure A. In short Eden proposes a basket of services which the municipalities can chose from. The Municipality of Knysna resolved to insource it's transport and for that reason the capital and operating cost for transport (A1.3 and A.2.3) will not be relevant from a cost perspective towards Knysna Municipality.

The provincial Finance Oversight Committee at its last meeting resolved that;

1. A working management committee consisting of the Municipal Managers of the participating municipalities be established
2. All documentation pertaining to the procurement of the consultants must be submitted to participating municipalities,
3. The new figures following the Briefing Note Process to be sent to the participating municipalities,
4. Follow up with PetroSA regarding the progress of the procurement/lease of new machinery.

**RECOMMENDATION OF THE ACTING MUNICIPAL MANAGER**

[a] That the report on the status of the PetroSA landfill site, be noted;

[b] That the Cost as per Annexure A, be noted; and

[c] That Eden District Municipality be informed that the transport cost must be excluded from the applicable price schedule.

**APPENDIX / ADDENDUM**

Pricing Schedule.

File Number: 9/1/2/5  
Execution: Director: Community Services  
            Manager: Protection Services
**Annexure A: The Cost layout for the Knysna Municipality**

The cost layout of the Knysna Municipal contribution towards the Regional Landfill Facility.

### EDM REGIONAL LANDFILL

<table>
<thead>
<tr>
<th>ITEM</th>
<th>DESCRIPTION</th>
<th>Monthly量子 (ton) for bidding purposes</th>
<th>Knysna</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monthly tonnages split</td>
<td>1 800</td>
<td>R 6 702 938</td>
<td></td>
</tr>
<tr>
<td>Monthly tonnages percentage split</td>
<td>21%</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### A.1 FIXED PORTION OF UNITARY FEE FOR ALL DISPOSAL SITE AND RELATED OPERATIONS

Contractual requirements (includes all costs required to deliver/undertake the Service as per Technical Specifications including the Briefing Note 1 instructions)

| A.1.1 | Mossel Bay Regional Landfill Site - General waste only | 1 800 | R 6 702 938 |
| A.1.2 | Transport of Waste from George | 1 800 | R 0 |
| A.1.3 | Transport of Waste from Knysna | 0 | R 3 900 000 |
| A.1.4 | Transport of waste from Bitou | 0 | R 0 |
| A.1.5 | Transport of waste from Uniondale | 0 | R 0 |
| A.1.6 | Composting facility at Regional Site | 0 | R 0 |
| A.1.7 | Mossel Bay Regional Landfill Site – Hazardous waste only | | R 897 932 |
| A.1.8 | Crushing of Builders Rubble | | R 749 647 |
| **A.1** | SUBTOTAL A.1 (carried forward to summary) | | R 12 250 517 |

#### A.2 VARIABLE PORTION OF UNITARY FEE FOR ALL DISPOSAL SITE AND RELATED OPERATIONS

Contractual requirements (includes all costs required to deliver/undertake the Service as per Technical Specifications including the Briefing Note 1 instructions)

| A.2.1 | Mossel Bay Regional Landfill Site - General waste only | 1 800 | R 581 202 |
| A.2.2 | Transport of Waste from George | 1 800 | R 0 |
| A.2.3 | Transport of Waste from Knysna | 0 | R 2 220 000 |
| A.2.4 | Transport of waste from Bitou | 0 | R 0 |
| A.2.5 | Transport of waste from Uniondale | 0 | R 0 |
| A.2.6 | Composting facility at the Regional site only | 0 | R 0 |
| A.2.7 | Mossel Bay Regional Landfill Site – Hazardous waste only | | R 0 |
| A.2.8 | Crushing of Builders Rubble | | R 0 |
| **A.2** | SUBTOTAL A.2 (carried forward to summary) | | R 2 801 202 |

| A.1 +A.2 | SUBTOTAL A.1 plus A.2 | | R 15 051 718 |

Rehabilitation fund | | R 254 148 |
### Notes

<table>
<thead>
<tr>
<th>Number</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Numbers work on the basis of a menu for transport and composting services - in other words the relevant municipalities can decided to not make use of the service</td>
</tr>
<tr>
<td>2</td>
<td>The crushing of builders’ rubble service can be excluded, but if not excluded all participating municipalities will have to contribute to the cost on a prorate basis</td>
</tr>
<tr>
<td>3</td>
<td>The hazardous waste numbers may be excluded in the beginning and included at a later stage when the facility is developed</td>
</tr>
<tr>
<td>4</td>
<td>These numbers are the first year cost and should be escalated with CPI for the Medium-Term Revenue and Expenditure Framework</td>
</tr>
<tr>
<td>5</td>
<td>These numbers are based on a commencement date of June 2016</td>
</tr>
<tr>
<td>6</td>
<td>The numbers are based on the Briefing Note tonnages</td>
</tr>
<tr>
<td>7</td>
<td>These numbers are not evaluated and adjudicated upon and therefore a preferred and reserve Bidder are not appointed as yet</td>
</tr>
<tr>
<td>8</td>
<td>These numbers are before negotiations between Eden and the preferred Bidder</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SUBTOTAL INCLUDING REHABILITATION FUND</th>
<th>R 15 305 866</th>
</tr>
</thead>
<tbody>
<tr>
<td>Eden administration fee</td>
<td>10%</td>
</tr>
<tr>
<td></td>
<td>R 1 530 587</td>
</tr>
<tr>
<td>SUBTOTAL INCLUDING EDEN ADMINISTRATION FEE</td>
<td>R 16 836 453</td>
</tr>
<tr>
<td>Plus 14% VAT</td>
<td>14%</td>
</tr>
<tr>
<td></td>
<td>R 2 107 241</td>
</tr>
<tr>
<td>TOTAL COST OPTION A (YEAR 1) (INCLUDING VAT)</td>
<td>R 18 943 693</td>
</tr>
</tbody>
</table>
7.27

C27/06/17 INTEGRATED WASTE MANAGEMENT PLAN (IWMP)

REPORT FROM THE DIRECTOR : COMMUNITY SERVICES

PURPOSE OF THE REPORT

The purpose of the report is to submit the Integrated Waste Management Plan (IWMP) to the Section 80.

BACKGROUND

The Municipal Council approved the IWMP during April 2014 and in terms of the National Environmental Management Waste Act (Act no 59 of 2008) the Municipal Council needs to review and approve its IWMP every 5 years. The Municipal Council developed and approved its first generation IWMP in 2006 and approve its 2nd generation Plan in 2014.

The plan must be reviewed during the 2017/18 financial year for the Municipal Council to approve it during 2018.

RELEVANT LEGISLATION


RECOMMENDATION OF THE ACTING MUNICIPAL MANAGER

[a] That the content of the 2nd generation IWMP, be noted; and

[b] That the Department of Solid Waste begin with the process to draft a IWMP for the next 5 years.

APPENDIX / ADDENDUM

Integrated Waste Management Plan (IWMP).

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

INTEGRATED WASTE MANAGEMENT PLAN
(2nd Generation)

(Final Draft Report)

Compiled by:

JPCE

Jan Palm Consulting Engineers
Specialist Waste Management Consultants
P O Box 931
BRACKENFELL, 7561

Tel: (021) 982 6570
Fax: (021) 981 0868
E-mail: info@jpce.co.za

January 2014
KNYSNA MUNICIPALITY

INTEGRATED WASTE MANAGEMENT PLAN

INDEX

1. PREFACE .................................................................................................................. 1
1.1 INTRODUCTION .................................................................................................. 1
1.2 BACKGROUND AND GENERAL DESCRIPTION ................................................. 2
1.3 GENERAL DESCRIPTION .................................................................................. 3
1.3.1 BIOPHYSICAL ENVIRONMENT ................................................................. 5
1.3.1.1 TOPOGRAPHY .................................................................................... 5
1.3.1.2 HYDROLOGY ....................................................................................... 5
1.3.1.3 ESTUARIES AND LAKES .................................................................. 8
1.3.1.4 GEOHYDROLOGY ............................................................................. 8
1.3.2 ENVIRONMENT ............................................................................................. 11
1.3.2.1 RAMSAR SITE ............................................................................... 11
1.3.2.2 HERITAGE SITE ............................................................................. 11
1.3.2.3 NATIONAL PARKS ........................................................................... 11
1.4 DEMOGRAPHICS ................................................................................................. 12
1.5 TRANSPORT INFRASTRUCTURE ................................................................. 16
1.6 BACKGROUND POLICY AND LEGISLATION ..................................................... 16
1.6.1 CONSTITUTION OF THE REPUBLIC OF SOUTH AFRICA ......................... 16
1.6.2 NATIONAL ENVIRONMENTAL MANAGEMENT ACT .................................... 18
1.6.3 ENVIRONMENT CONSERVATION ACT, 1989 (ACT NO. 73 OF 1989) ......... 19
1.6.4 THE DWAF’S MINIMUM REQUIREMENTS (1998) ......................................... 20
1.6.4.1 WASTE CLASSIFICATION .................................................................. 20
1.6.4.1.1 DEFINITION OF HAZARDOUS WASTE ........................................... 20
1.6.4.1.2 CLASSIFICATION OF HAZARDOUS WASTE ................................... 21
1.6.4.1.3 ANALYSIS TO CONFIRM THAT A WASTE IS A HAZARDOUS WASTE . 21
1.6.4.1.4 THE WASTE CLASSIFICATION CODE 228 ................................. 21
1.6.5 THE WESTERN CAPE HEALTH CARE WASTE MANAGEMENT AMENDMENT ACT, 2007 (NO 6 OF 2010) .................................................. 22
1.6.6 THE WESTERN CAPE HEALTH CARE WASTE MANAGEMENT AMENDMENT ACT, 2007: WASTE MANAGEMENT REGULATIONS, 2013 .......................... 22
1.6.7 NATIONAL WATER ACT (ACT NO. 36 OF 1998) ........................................... 23
1.6.8 NATIONAL ENVIRONMENT MANAGEMENT: AIR QUALITY ACT 2004 (ACT NO. 39 OF 2004) ................................................................. 23
1.6.9 WASTE MANAGEMENT STRATEGY ............................................................. 27
1.6.10 MUNICIPAL BY-LAWS ........................................................................... 27
1.6.11 WHITE PAPER ON EDUCATION AND TRAINING (1995) ...................... 29
1.6.12 THE MUNICIPAL SYSTEMS ACT (ACT 32 OF 2000) ................................... 29
1.6.15 NATIONAL ENVIRONMENTAL MANAGEMENT: WASTE ACT, 2008 (ACT NO. 59 OF 2008): LIST OF WASTE MANAGEMENT ACTIVITIES THAT HAS, OR IS LIKELY TO HAVE A DETRIMENTAL EFFECT ON THE ENVIRONMENT. GOVERNMENT NOTICE 32398, 3 JULY 2009 ........................................ 31
1.6.16 NATIONAL DOMESTIC WASTE COLLECTION STANDARDS, GOVERNMENT NOTICE 33935, 21 AUGUST 2011 ......................................................... 33
1.6.17 NATIONAL ENVIRONMENTAL MANAGEMENT: WASTE ACT, 2008 (ACT NO. 59 OF 2008): NATIONAL WASTE INFORMATION REGULATIONS, GOVERNMENT NOTICE 35583, 13 AUGUST 2012 ................................. 34
1.6.18 NATIONAL ENVIRONMENTAL MANAGEMENT: WASTE ACT, 2008 (ACT NO. 59 OF 2008): WASTE CLASSIFICATION AND MANAGEMENT REGULATIONS, GOVERNMENT NOTICE 36784, 23 AUGUST 2013 ................................................................. 34
2. EXISTING WASTE MANAGEMENT IN KNYSNA MUNICIPALITY

2.1 EDEN INTEGRATED WASTE MANAGEMENT FORUM

2.2 AWARENESS AND EDUCATION

2.2.1 PUBLIC AWARENESS AND EDUCATION IN KNYSNA MUNICIPALITY

2.3 WASTE QUANTITIES AND TYPES

2.3.1 METHODOLOGY FOR GENERAL WASTE SURVEY

2.3.2 VOLUMES OF GENERAL WASTE GENERATED

2.3.3 RECOVERABLE MATERIAL VOLUMES

2.3.3.1 PAPER AND CARDBOARD

2.3.3.2 GLASS

2.3.3.3 PLASTIC

2.3.3.4 METAL

2.3.3.5 ECONOMIC SUSTAINABILITY OF WASTE RECOVERY

2.3.3.6 PRIORITY WASTE STREAMS

2.3.3.7 TYRES

2.3.4 HAZARDOUS AND HEALTH CARE RISK WASTE

2.3.5 ORGANIC WASTE

2.4 INDUSTRY

2.5 WASTE AVOIDANCE

2.5.1 WASTE AVOIDANCE BACKGROUND

2.5.2 EXISTING WASTE AVOIDANCE IN KNYSNA MUNICIPALITY

2.6 COLLECTION SYSTEMS

2.6.1 MUNICIPAL WASTE COLLECTION SYSTEMS

2.6.2 DEVELOPMENT

2.6.3 PUBLIC CLEANSING

2.6.4 PUBLIC COMPLAINTS

2.7 KNYSNA MUNICIPALITY SOLID WASTE DEPARTMENT PROPERTY

2.8 WASTE REDUCTION

2.8.1 RECOVERY FOR RECYCLING

2.8.1.1 WASTE RECOVERY IN KNYSNA

2.8.2 COMPOSTING

2.8.2.1 COMPOSTING FACILITIES IN KNYSNA

2.8.2.2 HOME COMPOSTING

2.9 WASTE DISPOSAL

2.9.1 OPERATING FACILITIES

2.9.2 CLOSED LANDFILLS

2.9.3 WASTE TRANSFER STATIONS

2.9.4 PUBLIC DROP-OFF FACILITIES

2.9.5 DISPOSAL FACILITIES USED OUTSIDE THE KNYSNA MUNICIPALITY BOUNDARIES

2.9.6 CONTAMINATED LAND
Abbreviations

COD  Chemical Oxygen Demand in mg/l
DEA  Department of Environment Affairs
D.EA&DP  Department of Environmental Affairs and Development Planning
DWA  Department of Water Affairs
EH  Environmental Health
EHO  Environmental Health Officer
EIA  Environmental Impact Assessment
Haz  Hazardous
HCGW  Health Care General Waste
HCRW  Health Care Risk Waste
HCW  Health Care Waste
HDPE  High Density Polyethylene
kg  kilogram
kl  kilolitre
m³pa  cubic meter per annum
ton  ton per annum
VWMF  Vissershok Waste Management Facility
WWT  Waste Water Treatment
CNC  Cape Nature Conservation
IWMP  Integrated Waste Management Plan
JPCE  Jan Palm Consulting Engineers
EDM  Eden District Municipality
KNYSNA MUNICIPALITY

INTEGRATED WASTE MANAGEMENT PLAN

1. PREFACE

1.1 INTRODUCTION

The second generation of this Integrated Waste Management Plan (IWMP) has been formulated by Jan Palm Consulting Engineers (JPCE) on behalf of Knysna Municipality to address the challenge of waste management in Knysna, home to some 72,000 people. The first generation IWMPs were developed in 2006 and were subsequently commented on and evaluated by the Department: Environmental Affairs and Development Planning (D:EA&DP). JPCE was appointed via a public tender process in 2013 by the Eden District Municipality to develop the second generation IWMPs for the Eden District, Bitou, George, Hessequa, Knysna, Mossel Bay and Oudtshoorn Municipalities. Although the Kannaland Municipality forms part of the Eden District, they have excluded themselves from this IWMP revision.

The terms of reference for the development of the Eden District second generation IWMP documents include a status quo analysis, strategic objectives and an implementation plan. In summary the status quo study must describe the following:

- Scope of the Plan
- Policies and Legislation
- Demographics
- Waste Quantities and Characteristics
- Existing Waste Management Strategies, Systems and Practices
- Economics and Financing of Waste Management
- Organisational Structure
- Key Stakeholders
- Identification and Prioritisation of Needs
- Summary Situation Analysis

The strategic objectives, based on the system analysis and recommendations should focus on aspects such as:

- Waste Prevention, Minimisation, Re-use and Recycling
- Collection and Transport
- Waste Treatment
- Waste Disposal, including hazardous, mine, medical waste and water treatment sludge.
- General Strategic Objectives.

The Implementation Plan is a Master Plan for Waste Management within the jurisdictional area and should include the following:

- Policy Instruments
- Partnerships
- Legislative Instruments and requirements
- Economic Instruments
- Financial Management

Refer to Annexure 4 of this report for the full Terms of Reference.

The IWMP is a statutory requirement of the National Environmental Management: Waste Act, 2008 (Act No. 59 of 2008) that has been promulgated and came into effect on 1 July 2009 and that has as its goal the transformation of the current methodology of waste management, i.e. collection and disposal, to a sustainable practice focusing on waste avoidance and environmental sustainability. Implementation of this IWMP will be through municipal by-laws and in accordance with an implementation schedule. The development of the IWMP is necessary as it will be an integral tool to identify current needs and act as a guide towards sustainable waste management. With regular updates of this document the changing needs as well as progress in the waste management field can be tracked and strategies adapted accordingly. It also provides a framework for budgeting purposes. The IWMP must be incorporated as part of each Municipality’s Integrated Development Plan (IDP), but is submitted as a separate document.

T:\Projects\1189\Knysna\Mun\Draft added comments\Knysna IWMP_final draft.docx
The primary objective of integrated waste management (IWM) planning is to integrate and optimise waste management, in order to maximise efficiency and minimise the associated environmental impacts and financial costs, and to improve the quality of life of all residents within Krynysna Municipality.

The Plan takes particular note of importance of local authority waste management planning. This document underlines the following principles of the National Waste Management Strategy:

- The prevention of waste generation;
- The recovery of waste of which the generation cannot be prevented, and
- The safe disposal of waste that cannot be recovered

The Plan will address all areas of waste management – from waste prevention and minimisation (Waste avoidance), to its collection, storage, transport, treatment, recovery and final disposal. It will not only address the practicalities of waste management, but also the issues of public education and changing concepts, as these are vital to a successful management system.

1.2 BACKGROUND AND GENERAL DESCRIPTION

The planning phase of the second generation IWM included the following:

A project meeting was held at the Eden District Municipal offices in Mossel Bay on the 29th of January 2013, which was attended by the consultants, the waste managers of the Eden District (local and district Municipalities) and D:EA&DP officials. Please refer to Annexure 1 for the minutes of this meeting. The purpose of the meeting was to discuss the scope of the project and the road ahead. The involvement and input from each waste manager was discussed. It was decided that the draft IWM of each Municipality in the Eden District will be developed and presented to each council, after which it will go out for public comment and input. After the comment phase, the final documents will be developed.

It was decided during this project meeting, with the development of the first generation IWMPs in mind, that no public participation meetings will be held during the development of the second generation IWM. The reason for this decision was that in the development of the first generation IWMPs these meetings were poorly attended, there was little interest from the public and irrelevant issues were raised at the meetings which did not contribute to the IWM development.

The public was informed via advertisements in the local newspapers (Krynysna/Platt Herald) and invited to comment on the draft IWM, which was made available in all public libraries in hard copies and also in digital format at www.jpce.co.za. A copy of the advertisement that was placed is attached as Annexure 5. No correspondence was received by the end of the public comment period.

The participants in the Krynysna IWM second generation process are Mr Morton Hubbe (Chief Eden District Waste Management, Project Co-ordinator, Eden District Municipality) Mr John Jaftha (Manager: Cleansing, Krynysna Municipality) and Jan Palm Consulting Engineers (Consulting Civil Engineers specializing in Solid Waste Management) with communication and input from various officials from the Department: Environmental Affairs & Development Planning (D:EA&DP). During the public comment phase, other participants had the opportunity to contribute to the IWM development before the release of the final document.

After the initial project meeting the consultant sent out a questionnaire to the Krynysna Waste Manager, Mr John Jaftha, in preparation for a meeting between them to obtain the status quo information for the IWM. See Annexure 2 for the questionnaire that was sent. The consultant conducted a visit to each operational waste site in the Krynysna municipality and held a meeting with Mr Jaftha on the 19th of February 2013 in Krynysna at the Municipal Offices where some relevant information was obtained and the required information discussed.

JPCE attended a meeting at the D:EA&DP offices on 5 April 2013 with Mr Hanekom, Mr Gilbert and Mr Hoon to discuss the required content of an IWM as seen by D:EA&DP. D:EA&DP’s latest IWM checklist was obtained following this meeting and the additional information that is required according to this checklist was requested from the Eden Municipalities.

The waste streams and quantities discussed in this IWM include household waste, garden (green) waste and builder’s rubble. Medical waste and hazardous wastes are discussed under the by-law section of this document.
The Knysna Local Municipality is located on the South Coast of the Western Cape Province. The local municipality is approximately 500 kilometres east of Cape Town and 287 kilometres west of Port Elizabeth. It forms part of the Eden District Municipality. (Knysna 2012 – 2017 IDP)

1.3 GENERAL DESCRIPTION

The Eden District Municipality (EDM) is located along the south-eastern coast and hinterland of the Western Cape Province. It stretches roughly for 350 km along the Indian Ocean coast, from the Bioukra River in the east to Witsand at the Breede River Mouth in the west and covers approximately 23 330 km² (Figure 1-1). The northern boundary of the EDM is formed by the Klein and Groot Swartberg Mountain ranges from the town of Anysberg in the northwest to Toorwater in the northeast. The EDM comprises seven municipalities, namely Oudtshoorn, Kannaland, Mossel Bay, George, Hessequa, Knysna and Bitou (Plettenberg Bay).

Section 1.3 of this IWMP represents a desk study of available information on geology, land use, ground and surface water, topography and environmentally sensitive areas.

The following sources of information were used in the desk study:

- Colour composite LANDSAT image at 1:250,000 scale;
- 1:50,000 scale topographic maps
- 1:250,000 scale topocadastral maps
- 1:250,000 geological map series
- 1:500,000 hydrogeological map series

Figure 1-1 shows the extent of the Eden District
1.3.1 Biophysical Environment

The coastline of this large area varies dramatically, from white sandy beaches to rocky cliffs. This region is often described as one of the most beautiful in South Africa, with the Garden Route as the centre of its tourism industry.

The EDM is endowed by rich natural resources and landscapes, the most prominent of which are associated with the coastal zone, the indigenous forests on the coastal plateaux and the dry Succulent Karoo environment of the Klein Karoo.

The main access routes to the region are the national road (N2) via Swellendam in the west, and Caledon in the Eastern Province, as well as the regional road (R62). Various mountain passes provide access from the coastal areas to the Klein Karoo region in the north, beyond the Outeniqua mountain range.

1.3.1.1 Topography

The EDM is characterised by a variety of topographical units, which, together with their associated geology, determine the broad vegetation types of the area. The coastal platform is relatively flat or undulating, but deeply incised by river valleys. This zone rises from sea-level to an average altitude of 230 m. The topography consists of coastal platforms, river valleys, mountain foothills, the upper plateaus up to 400 m above sea-level and mountain ranges, which form a large part of the northern part of the study area.

The coast of the EDM is characterised by four types of coastal geomorphology. These include fine grained sandy beaches, wave cut rocky platforms, exposed rocky headlands, and pebble / shingle beaches. These characteristics often create a highly diverse interface between the ocean and the terrestrial area. The coastline is characterised by a number of estuaries, river mouths and lagoons. The importance of the Outeniqua and Langeberg ranges in terms of how they divide the area into different regions is emphasised by elevation and slope maps. There is an extensive coastal platform ranging from 5 – 40 km wide, linking the coastal zone to the foothills of the mountains. The mountains separate the coastal region from the Little Karoo and thus form a natural barrier between the Southern Cape and the interior. Deeply incised river valleys on the otherwise flat undulating coastal platform inhibit transportation infrastructure.

There are six main topographic highs in the area:
- The Langeberg Mountain range extends from the Boesmansbos Wilderness Area (north of Heidelberg) in the west to Herbertsdale in the east.
- The Outeniqua Mountain range extends further east from north of Friemersheim to the area north of Karatara and Rheenendal.
- The Rooiberge extends from Ladismith in the west to Armoed in the east.
- The Kammanassie Mountains extend from Dysseldorp in the west to Uniondale in the east.
- The northern boundary of the EDM is formed by the Klein and Groot Swartberg Mountain ranges.
- The Kouga Mountain range forms the eastern boundary of the EDM.

1.3.1.2 Hydrology

The geomorphological character of the coast is strongly influenced by rivers that flow from the upper catchment areas. Most of the rivers are generally associated with dark or clear acidic water, with many invertebrates and fish that are endemic to the area. The main rivers in the study area are listed below (Eden SDF, 2003):
- Breede River: Flows into the sea at St. Sebastian Bay near the coastal town of Witsand. The estuary is a popular fishing area and is notable for shellfish, including oysters. The river is tidal for approximately 36 km up to Malgas.
- Duivenhoks River: This river is located east of the Breede River and has its main catchment in the Langeberg Mountains north of Heidelberg.
- Goukou River: The town of Still Bay is located adjacent to this river. The river divides the town and is tidal for ~ 2 km inland.
- Gouritz River: Named after the Gouriqua KhoeKho people who lived in the area. This river supports a rich birdlife and presents very good fishing spots for commercial and sports fishermen near its mouth.
- Hartenbos River: Since the Hartebeeskuil Dam was built in 1970, the mouth has usually been closed. This has led to increased salinities and eutrophication and degradation of the estuary.
• Little Brak River: This river provides an important estuary for bait organisms and bird species, but still contains remains of oil contamination from the Venpet/Venoi incident in 1977.
• Great Brak River: The greater of the two ‘brak’ (‘brackish’) rivers, the Great Brak reaches the sea between George and Mossel Bay. The Great Brak has a lagoon at its mouth and some industrial activities along the banks. The estuary is important for bait organisms and birds.
• Maalgat River: The Maalgat River reaches the ocean west of Herolds Bay.
• Gwaing River: The Gwaing River mouth is located east of Herolds Bay.
• Kaaimans River: This river reaches the ocean to the west of Wilderness. The main tributaries are the Swart River and the Silver River.
• Touw River: The Touw River mouth is located to the east of Wilderness. The river is an integrated marsh and river system interlinked with Rondevlei, Bo-Langvlei, Onder-Langvlei and Serpentine. The main tributaries are the Duwe River and Little Keur River.
• Swartvlei River: The river is located near Sedgefield. The system is very important for birds, estuarine fish and bait organisms, as it is relatively undisturbed.
• Gowamma River: The Gowamma River mouth is located at Buffels Bay and supports an extremely rich birdlife.
• Knysna River: The Knysna River flows into the Knysna Lagoon, within which 90% of tidal exchange takes place. It is extremely important for many estuarine species and in particular is a breeding ground for oyster farming.
• Piesang River: The Piesang River mouth is located to the west of Plettenberg Bay.
• Keurbooms River: The river mouth is located to the east of Plettenberg, near Keurboomstrand. The main tributaries to the river are the Bos River, Leliefontein River, and Bitou River. There are extensive tidal flats at the river mouth, which are important for bait organisms and birds.
• Bioukrans River: This river forms the eastern boundary of the EDM. It follows an extremely deep gorge and has a unique aesthetic quality.

1.3.1.3 Estuaries, Lagoons and Lakes

At least 24 important estuaries and river mouths occur in the EDM. The Lakes area between Wilderness and Knysna is unique in that there is a string of five inland lakes. These lakes are inland of a high coastal dune and at an altitude just above sea level. Four of the lakes, namely Rondevlei, Langvlei, Bo-Langvlei and Groenvlei have fresh water whereas the other is brackish in nature.

Knysna Lagoon is also an important river mouth and estuary of the area. The lagoon is an important environmental habitat and sensitive to over-exploitation. It also provides a number of tourism, ecotourism, adventure tourism and industrial opportunities. It provides a natural harbour that is deep enough to allow for the passage of medium-sized ships. More than 200 species of fish are found in the lagoon. Oyster cultivation is an important activity in the lagoon. The lagoon is also the home of a rare seahorse. (Eden SDF, 2003)

1.3.1.4 Geohydrology

Geology

The most dominant formations are:
• Kaaimans Group: This formation occurs in narrow strips in the coastal plains between Great Brak River and Knysna.
• Cape Granite Group: This formation is found as a group of rocks confined to outcrops between the Great Brak River and George and also between the Wilderness and Karatara.
• Table Mountain Group: This formation presents a most important rock group in terms of geohydrological importance. The width of this group steadily increases from west to east and form the bulk of the mountain ranges, as described above.
• Bokkeveld Group: The Bokkeveld Group is present in a very narrow fold along the coastal plateau.
• Uitenhage Group: The region where this formation is predominant includes the Knysna and Plettenberg Bay areas.

Potentially high permeability soils are associated with alluvium which is restricted to narrow bands following drainage channels and sandy soils (Figure 1-2) and undifferentiated coastal and inland deposits which comprise unconsolidated to semi-consolidated sand and calcareous.

Aquifer Classification and Vulnerability

The whole area along the coast between Witsand and Vleesbaai is classed as a Major Aquifer according to the DWAF national classification (Figure 1-3) (Parsons, 1995 and Parsons and Conrad,
1.3.2 Environment

The EDM comprises a number of unique natural features and ecosystems, as described below.

1.3.2.1 RAMSAR Site

One registered Ramsar Site occurs in the EDM, namely the Wilderness Lakes Ramsar Site. The Wilderness Lakes comprise a series of interconnected coastal lakes, parallel to the coastline, that are linked to an estuary and lagoon that opens periodically to the sea.

The Wilderness Lakes are located 14 km east of George and 30 km west of Knysna. The Lakes are one of the few coastal lake systems in Southern Africa. These together with the nearby Swartvlei system are the only warm-temperate coastal lakes having a marine connection. These lakes form a valuable refuge for several water-bird species during the winter months as conditions deteriorate at the inland wetlands where they breed, usually because these wetlands dry up. (Eden SDF, 2003)

The site regularly supports a wide variety of water birds (maximum 72 species) or waterfowl (maximum 57 species). Three easily identifiable vegetation components exist at the Wilderness lakes, and a fourth above the 5 m contour above mean sea level outside the area to the north. These four components are aquatic, semi-aquatic, coastal fynbos and forest. (Eden SDF, 2003) The National Parks Board manages the entire wetland on behalf of the state according to the provisions of the National Parks Act. The entire area falls within the Wilderness National Park, which was proclaimed in April 1983. The contiguous Lakes Nature Reserve, comprising Rondevlei and surrounding land (212 ha), was added in 1992.

1.3.2.2 Heritage Site

There is a Heritage Site at Buffelspoort, situated along the northern boundary of the EDM. Also the Grootkop Heritage Reserve, Erf 130, Oudtshoorn, situated around the Grootkop Landfill site.

1.3.2.3 National Parks

The EDM has two national parks, namely the Lake Areas National Park and the Knysna National Lake Area (Table 1-1). A small section of the Tsitsikamma National Park falls within the EDM.

**Table 1-1 National Parks in the EDM**

<table>
<thead>
<tr>
<th>Conservation Areas</th>
<th>Town/ Vicinity</th>
<th>Conservation Areas</th>
<th>Size</th>
<th>Managed by</th>
</tr>
</thead>
<tbody>
<tr>
<td>Knysna Lagoon</td>
<td>Knysna</td>
<td>Knysna National Lake Area</td>
<td>15 000 ha</td>
<td>SANParks</td>
</tr>
<tr>
<td>Wilderness</td>
<td>Wilderness</td>
<td>Wilderness National Park</td>
<td>10 600 ha</td>
<td>SANParks</td>
</tr>
<tr>
<td>Keurbooms</td>
<td>Keurbooms</td>
<td>Tsitsikamma National Park</td>
<td>****</td>
<td>SANParks</td>
</tr>
</tbody>
</table>

Knysna Lagoon was proclaimed as a Lakes Area in terms of the Lakes Area Development Act, 1975 (Act 39 of 1975) in 1985. The area consists of approximately 15 000 ha, which include the estuary, and its tidal mudflats and salt marshes. The area is also home to the endangered Knysna seahorse and a large diversity of marine life and is biologically the richest and the largest estuary in the Western Cape (Eden SDF, 2003).

The Wilderness National Park was proclaimed in 1985 under the Lake Areas Development Act, 1975 (Act 39 of 1975). This lake system comprises the estuarine Swartvlei Lake as well as four other freshwater lakes, namely Langvlei, Bo-Langvlei, Rondevlei and Groenvlei. These lakes are connected by the Touw River and host a variety of aquatic species and are internationally recognised as a wetland of international importance.

A portion of the Tsitsikamma National Park between the Bioukran River and Nature's Valley near Keurbooms rivier falls within the EDM.

Conservation Areas

Table 1-2 lists the primary conservation areas within the EDM.

The Gamka Nature Reserve covers most of the Gamka Mountain range. The reserve was established in 1974 with the objective to conserve a population of endangered Cape Mountain Zebra and their natural habitat.
The Goukamma Nature and Marine Reserve is situated in the vicinity of Sedgefield between George and Knysna. The 2,500 ha nature reserve, with a coastline of 14 km, and the adjacent marine reserve extend seawards for 1.8 km. It includes a long beach, an extensive dune field with some of the highest vegetated dunes in South Africa, the Goukamma River and its estuary, and the Groenvlei Lake.

Table 1-2 Primary Conservation Areas in the EDM.

<table>
<thead>
<tr>
<th>Conservation Areas</th>
<th>Size</th>
<th>Managed by</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gamka Mountain Nature Reserve</td>
<td>10,428 ha</td>
<td>WCNCB</td>
</tr>
<tr>
<td>Goukamma Nature and Marine Reserve</td>
<td>2,900 ha</td>
<td>WCNCB</td>
</tr>
<tr>
<td>Grootvadersbosch Nature Reserve</td>
<td>250 ha</td>
<td>WCNCB</td>
</tr>
<tr>
<td>Boomsmansbos Wilderness Area</td>
<td>15,202 ha</td>
<td>WCNCB</td>
</tr>
<tr>
<td>Bavianaskloof Wilderness Area</td>
<td>15,321 ha</td>
<td>WCNCB &amp; Eastern Cape Nature</td>
</tr>
<tr>
<td>Kammanassie Nature Reserve</td>
<td>49,430 ha</td>
<td>WCNCB &amp; Private</td>
</tr>
<tr>
<td>Keurbooms River Nature Reserve</td>
<td>740 ha</td>
<td>WCNCB</td>
</tr>
<tr>
<td>Outeniqua Nature Reserve</td>
<td>38,000 ha</td>
<td>WCNCB</td>
</tr>
<tr>
<td>Robberg Nature and Marine Reserve</td>
<td>1,897 ha</td>
<td>WCNCB</td>
</tr>
<tr>
<td>Swartberg Nature Reserve</td>
<td>121,000 ha</td>
<td>WCNCB</td>
</tr>
<tr>
<td>Gamkapoort Nature Reserve</td>
<td>12,176 ha</td>
<td>WCNCB</td>
</tr>
<tr>
<td>Doring Rivier Wilderness Reserve</td>
<td>12,519 ha</td>
<td>WCNCB</td>
</tr>
<tr>
<td>Rooiberg Nature Reserve</td>
<td>12,839 ha</td>
<td>WCNCB</td>
</tr>
</tbody>
</table>

The Grootvadersbosch Nature reserve is situated in the Langeberg, about 22 km northwest of Heidelberg, and comprises 250 ha of forest. It includes a portion of the Boomsmansbos Wilderness Area.

The Kammanassie Nature Reserve is situated between Uniondale and De Rust. The total extent of the area managed as a conservation area is 49,430 ha of which 21,532 ha is privately owned declared Mountain Catchment Area.

The Keurbooms River Nature Reserve includes an estuary and a river, and overlooks the Keurbooms estuary.

The Outeniqua Nature Reserve is located near George and is accessible from Mossel Bay, Knysna and Oudtshoorn. The primary function of this nature reserve is the conservation of water resources.

The Robberg Nature Reserve covers the Robberg Peninsula near Plettenberg Bay as well as a significant marine area. The reserve is of archaeological significance.

The Swartberg Nature Reserve is situated in the vicinity of Oudtshoorn in the Swartberg Mountains between the Great and Little Karoo.

A portion of the Bavianaskloof Wilderness Area is located within the EDM. This wilderness area falls under the jurisdiction of the Eastern Cape Government.


1.4 DEMOGRAPHICS

The statistics relating to population were taken from Statistics SA. The latest 2011 Census population figures were used. The 2011 census shows the total Knysna Municipality population as 68,655 people with an annual growth rate of 2.77%. This growth rate was applied to the population figures per sub-area to estimate the 2013 sub-area numbers, 2013 total population and 2020 population.

The population profile according to household income in table 1-4 below reflects census 2011 distributions. The 2001 ratio of Low & Very low income: Mid Income: High & Very high income was 68.1%: 14.3%: 17.6%. (Total average) The average percentage distribution of low, mid and high
income groups from the 2011 Census figures were 56.72%: 14.99%; 28.3% (Total average), showing an overall decline in the Low & Very Low income groups.

The 2013 number of households were estimated from the 2011 figures, with the assumption that the average household size per sub-area would remain constant.

### Table 1-3: Population Figures

<table>
<thead>
<tr>
<th>Sub-area</th>
<th>2011</th>
<th>2013</th>
<th>2020</th>
</tr>
</thead>
<tbody>
<tr>
<td>Karatara Forest Station</td>
<td>306</td>
<td>323</td>
<td>391</td>
</tr>
<tr>
<td>Karatara SP</td>
<td>573</td>
<td>605</td>
<td>733</td>
</tr>
<tr>
<td>Knyasa NU</td>
<td>4224</td>
<td>4461</td>
<td>5402</td>
</tr>
<tr>
<td>Rheenendal SP</td>
<td>3936</td>
<td>4157</td>
<td>5033</td>
</tr>
<tr>
<td>Swartvlei SP</td>
<td>21</td>
<td>22</td>
<td>27</td>
</tr>
<tr>
<td>Phantom Pass SP</td>
<td>33</td>
<td>36</td>
<td>42</td>
</tr>
<tr>
<td>Mountmere SP</td>
<td>72</td>
<td>76</td>
<td>92</td>
</tr>
<tr>
<td>Sedgefield SP</td>
<td>2232</td>
<td>2357</td>
<td>2854</td>
</tr>
<tr>
<td>Meedigside</td>
<td>876</td>
<td>925</td>
<td>1120</td>
</tr>
<tr>
<td>Sedgehill</td>
<td>621</td>
<td>656</td>
<td>794</td>
</tr>
<tr>
<td>Smutsville</td>
<td>4446</td>
<td>4666</td>
<td>5655</td>
</tr>
<tr>
<td>Cola Beach</td>
<td>111</td>
<td>117</td>
<td>142</td>
</tr>
<tr>
<td>Myoli Beach SP</td>
<td>42</td>
<td>44</td>
<td>54</td>
</tr>
<tr>
<td>Simola Golf and Country Estate</td>
<td>57</td>
<td>60</td>
<td>73</td>
</tr>
<tr>
<td>Concordia State Forest</td>
<td>69</td>
<td>73</td>
<td>88</td>
</tr>
<tr>
<td>Eastford</td>
<td>849</td>
<td>897</td>
<td>1066</td>
</tr>
<tr>
<td>Knyasa Heights</td>
<td>318</td>
<td>336</td>
<td>407</td>
</tr>
<tr>
<td>Mount Joy</td>
<td>234</td>
<td>247</td>
<td>299</td>
</tr>
<tr>
<td>Heuwelkrui</td>
<td>147</td>
<td>155</td>
<td>188</td>
</tr>
<tr>
<td>Paradise</td>
<td>438</td>
<td>463</td>
<td>560</td>
</tr>
<tr>
<td>Westhill</td>
<td>243</td>
<td>257</td>
<td>311</td>
</tr>
<tr>
<td>Knyasa Central</td>
<td>2775</td>
<td>2831</td>
<td>3649</td>
</tr>
<tr>
<td>Fleniers</td>
<td>1380</td>
<td>1458</td>
<td>1765</td>
</tr>
<tr>
<td>Rhobololo</td>
<td>1960</td>
<td>2091</td>
<td>2532</td>
</tr>
<tr>
<td>Concordia</td>
<td>4867</td>
<td>5130</td>
<td>6211</td>
</tr>
<tr>
<td>Joostkamp</td>
<td>2085</td>
<td>2202</td>
<td>2666</td>
</tr>
<tr>
<td>Xolweni</td>
<td>1674</td>
<td>1768</td>
<td>2141</td>
</tr>
<tr>
<td>Witbankasie</td>
<td>2715</td>
<td>2867</td>
<td>3472</td>
</tr>
<tr>
<td>Milkwood Forest Reserve</td>
<td>9</td>
<td>10</td>
<td>12</td>
</tr>
<tr>
<td>Bongani</td>
<td>2263</td>
<td>2411</td>
<td>2919</td>
</tr>
<tr>
<td>Umshobonyu</td>
<td>2319</td>
<td>2449</td>
<td>2966</td>
</tr>
<tr>
<td>Dam se Bos</td>
<td>3795</td>
<td>4011</td>
<td>4857</td>
</tr>
<tr>
<td>Nekiey</td>
<td>381</td>
<td>397</td>
<td>434</td>
</tr>
<tr>
<td>Knoetzie</td>
<td>972</td>
<td>1027</td>
<td>1243</td>
</tr>
<tr>
<td>Hornlee</td>
<td>8066</td>
<td>7040</td>
<td>8524</td>
</tr>
<tr>
<td>Knyasa Industrial</td>
<td>252</td>
<td>266</td>
<td>322</td>
</tr>
<tr>
<td>Old Place</td>
<td>1233</td>
<td>1302</td>
<td>1577</td>
</tr>
<tr>
<td>Raxford</td>
<td>738</td>
<td>779</td>
<td>944</td>
</tr>
<tr>
<td>Fishers Haven</td>
<td>111</td>
<td>117</td>
<td>142</td>
</tr>
<tr>
<td>Knyasa SP2</td>
<td>59</td>
<td>10</td>
<td>12</td>
</tr>
<tr>
<td>Sunridge</td>
<td>5301</td>
<td>5599</td>
<td>6779</td>
</tr>
<tr>
<td>Nirvana</td>
<td>57</td>
<td>60</td>
<td>73</td>
</tr>
<tr>
<td>Knyasa SP1</td>
<td>132</td>
<td>139</td>
<td>169</td>
</tr>
<tr>
<td>Kanonkop</td>
<td>81</td>
<td>86</td>
<td>95</td>
</tr>
<tr>
<td>Belvidere Estate</td>
<td>417</td>
<td>440</td>
<td>533</td>
</tr>
<tr>
<td>Thesens Island</td>
<td>696</td>
<td>735</td>
<td>890</td>
</tr>
<tr>
<td>Brenton</td>
<td>180</td>
<td>190</td>
<td>230</td>
</tr>
<tr>
<td>Brenton on Sea</td>
<td>254</td>
<td>311</td>
<td>376</td>
</tr>
<tr>
<td>Hunters Home</td>
<td>1026</td>
<td>1084</td>
<td>1312</td>
</tr>
<tr>
<td>Sparreboch Clifftop Estate</td>
<td>231</td>
<td>244</td>
<td>295</td>
</tr>
<tr>
<td>Pezula Private Estate</td>
<td>87</td>
<td>92</td>
<td>111</td>
</tr>
<tr>
<td>Leisure Isle</td>
<td>696</td>
<td>735</td>
<td>890</td>
</tr>
<tr>
<td>The Heads</td>
<td>288</td>
<td>304</td>
<td>368</td>
</tr>
<tr>
<td>Geukamma Nature Reserve SP</td>
<td>12</td>
<td>13</td>
<td>15</td>
</tr>
<tr>
<td>Buffelsbaai SP</td>
<td>72</td>
<td>76</td>
<td>92</td>
</tr>
</tbody>
</table>

**Total** 68655 72511 87795
The socio-economic profile of the population in 2011, according to annual household income, is displayed in Table 1-4 along with the 2013 estimates per sub-area.

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Karatara Forest Station</td>
<td>75</td>
<td>306</td>
<td>4.1</td>
<td>48.0%</td>
<td>36.0%</td>
<td>16.0%</td>
<td>80</td>
<td>323</td>
</tr>
<tr>
<td>Karatara SP</td>
<td>183</td>
<td>573</td>
<td>3.1</td>
<td>55.7%</td>
<td>24.0%</td>
<td>19.7%</td>
<td>194</td>
<td>825</td>
</tr>
<tr>
<td>Krynna NU</td>
<td>1,152</td>
<td>4,224</td>
<td>3.7</td>
<td>50.0%</td>
<td>19.0%</td>
<td>31.0%</td>
<td>1,217</td>
<td>4,451</td>
</tr>
<tr>
<td>Rheenendal SP</td>
<td>915</td>
<td>3,926</td>
<td>4.3</td>
<td>62.6%</td>
<td>28.2%</td>
<td>12.1%</td>
<td>992</td>
<td>4,157</td>
</tr>
<tr>
<td>Swartvlei SP</td>
<td>6</td>
<td>21</td>
<td>3.5</td>
<td>100.0%</td>
<td>0.0%</td>
<td>0.0%</td>
<td>7</td>
<td>22</td>
</tr>
<tr>
<td>Phantom Ink SP</td>
<td>15</td>
<td>33</td>
<td>2.2</td>
<td>60.0%</td>
<td>0.0%</td>
<td>40.0%</td>
<td>16</td>
<td>35</td>
</tr>
<tr>
<td>Montmore SP</td>
<td>24</td>
<td>72</td>
<td>3.0</td>
<td>75.0%</td>
<td>12.5%</td>
<td>12.5%</td>
<td>20</td>
<td>76</td>
</tr>
<tr>
<td>Sagafielde SP</td>
<td>1,053</td>
<td>4,232</td>
<td>2.1</td>
<td>34.8%</td>
<td>14.0%</td>
<td>51.2%</td>
<td>1,113</td>
<td>4,357</td>
</tr>
<tr>
<td>Meedigrade</td>
<td>405</td>
<td>876</td>
<td>2.2</td>
<td>20.0%</td>
<td>17.0%</td>
<td>63.0%</td>
<td>428</td>
<td>925</td>
</tr>
<tr>
<td>Sedghill</td>
<td>258</td>
<td>621</td>
<td>2.4</td>
<td>39.5%</td>
<td>11.6%</td>
<td>48.8%</td>
<td>273</td>
<td>656</td>
</tr>
<tr>
<td>Smithville</td>
<td>1,353</td>
<td>4,446</td>
<td>3.3</td>
<td>77.4%</td>
<td>13.3%</td>
<td>9.3%</td>
<td>1,429</td>
<td>4,696</td>
</tr>
<tr>
<td>Cola Beach</td>
<td>45</td>
<td>111</td>
<td>2.5</td>
<td>13.3%</td>
<td>6.7%</td>
<td>80.0%</td>
<td>46</td>
<td>117</td>
</tr>
<tr>
<td>Myoli Beach SP</td>
<td>9</td>
<td>42</td>
<td>4.7</td>
<td>0.0%</td>
<td>33.3%</td>
<td>66.7%</td>
<td>10</td>
<td>44</td>
</tr>
<tr>
<td>Simola Golf and Country Estate</td>
<td>15</td>
<td>57</td>
<td>3.8</td>
<td>0.0%</td>
<td>0.0%</td>
<td>100.0%</td>
<td>16</td>
<td>60</td>
</tr>
<tr>
<td>Concordia State Forest</td>
<td>24</td>
<td>69</td>
<td>2.9</td>
<td>37.5%</td>
<td>12.5%</td>
<td>50.0%</td>
<td>26</td>
<td>73</td>
</tr>
<tr>
<td>Eastford</td>
<td>348</td>
<td>849</td>
<td>2.4</td>
<td>19.8%</td>
<td>9.5%</td>
<td>70.7%</td>
<td>358</td>
<td>897</td>
</tr>
<tr>
<td>Krynna Heights</td>
<td>123</td>
<td>318</td>
<td>2.6</td>
<td>17.1%</td>
<td>7.3%</td>
<td>75.6%</td>
<td>130</td>
<td>336</td>
</tr>
<tr>
<td>Mount Joy</td>
<td>60</td>
<td>234</td>
<td>3.9</td>
<td>30.0%</td>
<td>15.6%</td>
<td>55.0%</td>
<td>64</td>
<td>267</td>
</tr>
<tr>
<td>Heuwelkruin</td>
<td>60</td>
<td>147</td>
<td>2.5</td>
<td>25.0%</td>
<td>5.0%</td>
<td>70.0%</td>
<td>64</td>
<td>155</td>
</tr>
<tr>
<td>Paradise</td>
<td>204</td>
<td>438</td>
<td>2.1</td>
<td>25.5%</td>
<td>8.8%</td>
<td>64.7%</td>
<td>216</td>
<td>463</td>
</tr>
<tr>
<td>Westhill</td>
<td>78</td>
<td>243</td>
<td>3.1</td>
<td>23.1%</td>
<td>15.4%</td>
<td>61.5%</td>
<td>83</td>
<td>257</td>
</tr>
<tr>
<td>Krynna Central</td>
<td>885</td>
<td>2,775</td>
<td>3.1</td>
<td>27.1%</td>
<td>15.3%</td>
<td>57.6%</td>
<td>935</td>
<td>2,931</td>
</tr>
<tr>
<td>Planters</td>
<td>525</td>
<td>1,380</td>
<td>2.6</td>
<td>83.4%</td>
<td>13.1%</td>
<td>3.4%</td>
<td>555</td>
<td>1,458</td>
</tr>
<tr>
<td>Rhobodllo</td>
<td>750</td>
<td>1,980</td>
<td>2.6</td>
<td>84.8%</td>
<td>10.6%</td>
<td>4.4%</td>
<td>793</td>
<td>2,061</td>
</tr>
<tr>
<td>Concordia</td>
<td>1,263</td>
<td>4,657</td>
<td>3.8</td>
<td>74.1%</td>
<td>17.6%</td>
<td>8.3%</td>
<td>1,334</td>
<td>5,120</td>
</tr>
<tr>
<td>Jonston Kamp</td>
<td>750</td>
<td>2,085</td>
<td>2.8</td>
<td>74.0%</td>
<td>16.0%</td>
<td>10.0%</td>
<td>793</td>
<td>2,202</td>
</tr>
<tr>
<td>Xelwani</td>
<td>651</td>
<td>1,674</td>
<td>2.6</td>
<td>88.6%</td>
<td>7.8%</td>
<td>9.5%</td>
<td>888</td>
<td>1,788</td>
</tr>
<tr>
<td>Willokasie</td>
<td>1,092</td>
<td>2,715</td>
<td>2.5</td>
<td>89.0%</td>
<td>9.9%</td>
<td>4.1%</td>
<td>1,154</td>
<td>2,987</td>
</tr>
<tr>
<td>--------------------------</td>
<td>-----------------------</td>
<td>-------------------</td>
<td>-----------------------</td>
<td>-------------------------</td>
<td>---------------</td>
<td>--------------------------</td>
<td>-----------------------</td>
<td>------------------</td>
</tr>
<tr>
<td>Milkwood Forest Reserve</td>
<td>3</td>
<td>9</td>
<td>3.0</td>
<td>0.0%</td>
<td>0.0%</td>
<td>100.0%</td>
<td>4</td>
<td>10</td>
</tr>
<tr>
<td>Bongani</td>
<td>606</td>
<td>2 283</td>
<td>3.8</td>
<td>73.7%</td>
<td>16.3%</td>
<td>6.8%</td>
<td>841</td>
<td>2 411</td>
</tr>
<tr>
<td>Umsobomvu</td>
<td>705</td>
<td>2 319</td>
<td>3.3</td>
<td>71.9%</td>
<td>15.7%</td>
<td>12.3%</td>
<td>745</td>
<td>2 449</td>
</tr>
<tr>
<td>Dam se Bos</td>
<td>1 293</td>
<td>3 798</td>
<td>2.9</td>
<td>73.1%</td>
<td>15.1%</td>
<td>5.8%</td>
<td>1 366</td>
<td>4 011</td>
</tr>
<tr>
<td>Neklokes</td>
<td>1 257</td>
<td>3 381</td>
<td>2.7</td>
<td>84.0%</td>
<td>12.4%</td>
<td>3.6%</td>
<td>1 328</td>
<td>3 571</td>
</tr>
<tr>
<td>Knoetzea</td>
<td>228</td>
<td>972</td>
<td>4.3</td>
<td>48.7%</td>
<td>26.3%</td>
<td>25.0%</td>
<td>241</td>
<td>1 077</td>
</tr>
<tr>
<td>Hornlee</td>
<td>1 644</td>
<td>6 666</td>
<td>4.1</td>
<td>43.2%</td>
<td>22.6%</td>
<td>34.1%</td>
<td>1 737</td>
<td>7 040</td>
</tr>
<tr>
<td>Krynsa Industrial</td>
<td>78</td>
<td>262</td>
<td>3.2</td>
<td>50.0%</td>
<td>15.4%</td>
<td>34.6%</td>
<td>83</td>
<td>266</td>
</tr>
<tr>
<td>Old Place</td>
<td>426</td>
<td>1 233</td>
<td>2.9</td>
<td>28.6%</td>
<td>10.6%</td>
<td>60.8%</td>
<td>450</td>
<td>1 302</td>
</tr>
<tr>
<td>Rivford</td>
<td>291</td>
<td>738</td>
<td>2.5</td>
<td>17.5%</td>
<td>13.4%</td>
<td>69.1%</td>
<td>308</td>
<td>779</td>
</tr>
<tr>
<td>Fishers Haven</td>
<td>54</td>
<td>111</td>
<td>2.1</td>
<td>27.8%</td>
<td>16.7%</td>
<td>55.6%</td>
<td>58</td>
<td>117</td>
</tr>
<tr>
<td>Krynsa SP2</td>
<td>3</td>
<td>9</td>
<td>3.0</td>
<td>0.0%</td>
<td>0.0%</td>
<td>100.0%</td>
<td>4</td>
<td>18</td>
</tr>
<tr>
<td>Sunridge</td>
<td>1 182</td>
<td>5 301</td>
<td>4.5</td>
<td>48.5%</td>
<td>22.6%</td>
<td>26.7%</td>
<td>1 249</td>
<td>5 599</td>
</tr>
<tr>
<td>Nirvana</td>
<td>21</td>
<td>57</td>
<td>2.7</td>
<td>57.1%</td>
<td>0.0%</td>
<td>42.9%</td>
<td>23</td>
<td>60</td>
</tr>
<tr>
<td>Krynsa SP1</td>
<td>51</td>
<td>132</td>
<td>2.6</td>
<td>11.8%</td>
<td>17.8%</td>
<td>70.6%</td>
<td>54</td>
<td>139</td>
</tr>
<tr>
<td>Kanonkop</td>
<td>24</td>
<td>81</td>
<td>3.4</td>
<td>0.0%</td>
<td>0.0%</td>
<td>100.0%</td>
<td>26</td>
<td>85</td>
</tr>
<tr>
<td>Belvidere Estate</td>
<td>225</td>
<td>417</td>
<td>1.9</td>
<td>13.3%</td>
<td>5.3%</td>
<td>81.3%</td>
<td>238</td>
<td>440</td>
</tr>
<tr>
<td>Thesens Island</td>
<td>261</td>
<td>696</td>
<td>2.7</td>
<td>4.6%</td>
<td>2.3%</td>
<td>93.1%</td>
<td>276</td>
<td>735</td>
</tr>
<tr>
<td>Brenton</td>
<td>90</td>
<td>180</td>
<td>2.0</td>
<td>46.7%</td>
<td>6.7%</td>
<td>46.7%</td>
<td>96</td>
<td>190</td>
</tr>
<tr>
<td>Brenton on Sea</td>
<td>150</td>
<td>294</td>
<td>2.0</td>
<td>14.0%</td>
<td>2.0%</td>
<td>84.0%</td>
<td>159</td>
<td>311</td>
</tr>
<tr>
<td>Hunters Home</td>
<td>369</td>
<td>1 028</td>
<td>2.8</td>
<td>11.4%</td>
<td>4.9%</td>
<td>93.7%</td>
<td>390</td>
<td>1 084</td>
</tr>
<tr>
<td>Sparreboch Cliff Top</td>
<td>90</td>
<td>231</td>
<td>2.6</td>
<td>16.7%</td>
<td>10.0%</td>
<td>73.3%</td>
<td>96</td>
<td>244</td>
</tr>
<tr>
<td>Pezula Private Estate</td>
<td>30</td>
<td>87</td>
<td>2.9</td>
<td>30.0%</td>
<td>10.0%</td>
<td>60.0%</td>
<td>32</td>
<td>92</td>
</tr>
<tr>
<td>Leisure Isle</td>
<td>288</td>
<td>696</td>
<td>2.4</td>
<td>10.4%</td>
<td>7.3%</td>
<td>82.3%</td>
<td>305</td>
<td>735</td>
</tr>
<tr>
<td>The Heads</td>
<td>126</td>
<td>288</td>
<td>2.3</td>
<td>19.0%</td>
<td>11.9%</td>
<td>69.0%</td>
<td>134</td>
<td>304</td>
</tr>
<tr>
<td>Goukamma Nature Reserve</td>
<td>6</td>
<td>12</td>
<td>2.0</td>
<td>100.0%</td>
<td>0.0%</td>
<td>0.0%</td>
<td>7</td>
<td>13</td>
</tr>
<tr>
<td>Buffelspoort SP</td>
<td>18</td>
<td>72</td>
<td>4.0</td>
<td>33.3%</td>
<td>33.3%</td>
<td>33.3%</td>
<td>20</td>
<td>76</td>
</tr>
</tbody>
</table>

Total: 21 940 68 655 3.1 56.72% 14.99% 28.38% 23 097 72 511
1.5 TRANSPORT INFRASTRUCTURE

The major route through the Knysna Municipality is the N2 highway which connects Knysna with George to the West and Bitou to the East. The N2 running through the towns of Knysna and Sedgefield cause congestions. A bypass of the N2 around the town of Knysna is planned.

1.6 BACKGROUND POLICY AND LEGISLATION

The fragmented and uncoordinated way pollution and waste has been dealt with, as well as insufficient resources to implement and monitor existing legislation, contributes largely to the unacceptably high levels of pollution and waste in South Africa. Through the promulgation and implementation of various pieces of policies, legislation, standards and guidelines as well as the implementation of co-operative governance as envisaged in the Constitution this situation will be improved. The current fragmentation, duplication and lack of co-ordination will be eliminated.

Pollution and waste management is not the exclusive preserve of government. The private sector and civil society have crucial roles to play. The fostering of partnerships between government and the private sector is a prerequisite for sustainable and effective pollution and waste management to take place. Similarly, the spirit of partnerships and co-operative governance between organs of state is equally important due to the crosscutting nature of pollution and waste management.

1.6.1 Constitution of the Republic of South Africa

In 1996 the new Constitution created the right to the environment as a fundamental right. This fundamental right to the environment ensures everyone’s right to an environment that is not harmful to their health or well-being. South African law, the environment and all South Africans have a constitutional right to have the environment protected for present and future generations.

This means that there must be reasonable legal and other measures to prevent ecological degradation, promote conservation and secure ecologically sustainable development and use of natural resources while promoting justifiable economic and social development.

All legislation has to fall within the stipulations of the Constitution. The following sections are of particular relevance where waste is concerned:

- Section 24(a)
Provides everyone the right to an environment that is not harmful to a person's health and well-being.

- **Section 24(b)**

Provides everyone the right to have the environment protected through reasonable legislative and other measures. The implementation of section 21, 22 and 26 of the Environment Conservation Act, 1989 is such a legislative measure to protect the environment.

- **Section 25**

Provides for property rights. The Constitution makes provision for both property rights and the right to a healthy environment. A situation may arise in extreme cases where there is a conflict due to rejecting an application for a listed activity from taking place. In such cases it will be up to the court to decide whether the interest of the community (right to a healthy environment) weights heavier than the right of the individual.

- **Section 32**

Provides the right to access to information. The lack of information is one of the major obstacles in environmental impact management. Provision has been made in the regulations in terms of section 26 of the Environment Conservation Act, 1989, that any report submitted becomes a public document.

- **Section 38**

Provides locus standi or the "right to get involved" to any member of the public. This means that any member of the public has the right to take appropriate action to prevent environmental damage. This may include taking action against the relevant authority for failing to perform its duties in preventing environmental damage or an individual or authority who is in the process of undertaking listed activities in terms of section 21 of the Environment Conservation Act, 1989, without the necessary authorisation to undertake such activities.

- **Section 41**

Provides principles for co-operative governance and intergovernmental relations. The Constitution allocates legislative authority as well as executive and administrative powers to all three levels of government. Schedules 4 and 5 determine the functional areas of government. The environment is a cross-sectoral matter and it is therefore important that co-operation between government on all levels is necessary. Furthermore, Chapter 7 of the Constitution of South Africa (Act 108 of 1996) describes the role and responsibilities of Local Government, which include the objectives in Section 152:

"The objects of local government are:

- to promote social and economic development.
- to promote a safe and healthy environment...".

These principles are further developed in the National Environmental Management Act 1998 (Act 107 of 1998).

The Constitution (Act No. 108 of 1996) is relevant to pollution and waste management for two reasons. Firstly, the Bill of Rights (Chapter Two of the Constitution) contains a number of rights relevant to integrated pollution and waste management, to the extent that an Act or particular statutory provision that does not uphold these rights, is unconstitutional. Secondly, the Constitution provides the legal basis for allocating powers to different spheres of government, and is thus relevant to the institutional regulation of integrated pollution and waste management.

**Soeverign**

The Constitution states that South Africa is a sovereign, democratic State. In terms of environmental management, it is important to recognize that sovereignty includes the ability to limit sovereign powers by entering into international agreements where the need arises.
The Bill of Rights

The most pertinent fundamental right in the context of integrated pollution and waste Management is the Environmental Right (Section 24), which provides that:

"Everyone has the right

(a) to an environment that is not harmful to their health or well-being; and
(b) to have the environment protected, for the benefit of present and future generation through reasonable legislative and other measures that—

(i) prevent pollution and ecological degradation;
(ii) promote conservation; and
(iii) secure ecologically sustainable development and the use of natural resources while promoting sustainable economic and social development."

This section of the Bill of Rights specifically imposes a duty on the State to promulgate legislation and take other steps to ensure that the right is upheld and that, among other things, pollution and ecological degradation are prevented.

1.6.2 National Environmental Management Act

The NEMA provides for co-operative environmental governance by establishing principles for decision making on matters affecting the environment, institutions that will promote co-operative governance and procedures for co-ordinating environmental functions exercised by organs of state; and to provide for matters connected therewith.

As the principal framework act for environmental issues, it has direct relevance to the implementation of the National Waste Management Strategy, one of the key implications being the designation of the DEAT as lead agent for the environment. Chapter 7 of NEMA has important direct implications for the achievement of the NWMS initiative.

The environment as defined in NEMA is the natural environment along with its physical chemical, aesthetic and cultural properties that influence human health and well-being.

NEMA contains the following environmental principles:

- Environmental management must put people and their needs at the forefront, and must serve their interest fairly.
- Development must be socially, environmentally and economically sustainable. This means that the following things must be considered before there is development:
  a) Disturbance of ecosystems and loss of biodiversity
  b) Pollution and degradation of the environment
  c) Disturbance of landscapes and sites where the nation's cultural heritage is found
  d) Non-renewable resources must be used responsibly
  e) The precautionary principle must be applied
  f) Negative impacts must be anticipated and prevented and if they can't be prevented they must be minimized or remedied.
- Environmental management must be integrated. The best practical environmental option must be pursued.
- Environmental justice must be pursued so that there is not unfair discrimination in the way that negative environmental impacts are distributed.
- There should be equitable access to environmental resources, benefits and services to meet basic human needs. Special measures may be taken to ensure access for persons disadvantaged by unfair discrimination.
- Responsibility for environmental health and safety of any policy, programme or project must continue throughout the life cycle of a project.
- Public participation in environmental decision-making must be promoted. The participation of vulnerable and disadvantaged groups must be ensured.
- Decisions must take into account the interests, needs and values of all interested and affected parties. This includes recognizing all forms of knowledge including traditional and ordinary knowledge.
• Community well-being and empowerment must be promoted through environmental education
• The social, economic and environmental impacts of the activities must be assessed
• The rights of workers to refuse to do work that is harmful to human health or the environment and to be informed of dangers must be respected
• Decisions must be taken in an open and transparent manner and access to information provided in accordance with the law
• There must be intergovernmental co-ordination and harmonization of policies and laws
• Actual or potential conflicts of interest between organs of state must be resolved through conflict resolution procedures
• Global and international responsibilities relating to the environment must be discharged in the national interest
• The environment is held in a public trust for the people and the use of environmental resources must serve the public interest, and be protected as the people’s common heritage
• The polluter must pay for the costs of remediating pollution, environmental degradation and adverse health impacts
• The vital role of youth and women in environmental management must be recognized and their full participation promoted
• Sensitive or stressed ecosystems must receive special attention in planning which might affect them especially when they are subject to significant resource usage and development pressure.

NEMA also stipulates in Section 24 that there must be an environmental impact assessment before any activity or development that needs permission by law and which may significantly affect the environment.

Section 28 places a specific duty of care on every person to prevent, or mitigate and remEDIATE, environmental damage and pollution. Any person, who was responsible for, or directly or indirectly contributed to the pollution, can be held liable. This includes the owner of the land at the time the pollution occurred or their successor in title, a person in control of the land at that time, or any person who negligently failed to prevent the situation.

The public can use NEMA to exercise their rights when they believe that the right procedures were not followed. Therefore it is extremely important to make sure that when there is a proposed development where the municipality is involved e.g. change of land-use – to make sure that the consultant and/or developers follow the right procedures.

The NEMA Environmental Impact Assessment Regulations

Sections 24 and 44 of NEMA make provision for the promulgation of regulations that identify activities that may not commence without environmental authorisation or existing activities in respect of which an application for environmental authorisation is required. In this context, EIA Regulations contained in three General Notices in terms of NEMA (GN R385, 386 and 387) (came into force on 3 July 2006.)

The 2006 Regulations were repealed by the June 2010 EIA Regulations (GN R543). The purpose of the Regulations is to regulate the procedure and criteria as contemplated in Chapter 5 of the Act relating to the submission, processing and consideration of, and decision on, applications for environmental authorisations for the commencement of activities in order to avoid detrimental impacts on the environment, or where it can be avoided, ensure mitigation and management of impacts to acceptable levels, and to optimise positive environmental impacts, and for matters pertaining thereto.

1.6.3 Environment Conservation Act, 1989 (Act No. 73 of 1989)


The Environment Conservation Act, 1989 Waste Tyre Regulations (2009) which were published on 13 February 2009 came into effect on 30 June 2009, and makes provision for effective and integrated management of waste tyres in the country. It provides regulations for tyre producers, tyre dealers and waste tyre stockpile owners.

The regulations furthermore require the compilation of industry waste tyre management plans and waste tyre stockpile abatement plans and details the requirements for waste tyre storage areas.

Y:\Projects\A190\Knyasa Mum\Draft added comments\Knyasa NWP_final_draft.docx\j'm
1.6.4 The DWAF’s Minimum Requirements (1998)

DWAF has compiled a set of guidelines called "The Minimum Requirements" of which the second edition was published in 1998. These guidelines are implemented through and enforced by the Landfill Site Permit. Once a Minimum Requirement is included in a Landfill Site Permit, it is legally enforceable.

1.6.4.1 Waste Classification

Waste types are graded into two classes, General (G) and Hazardous (H).

- General Waste (G) is a generic term applied to all urban waste that is produced within the domain of local authorities. It comprises rubble, garden, domestic, commercial and general dry industrial waste. It may also contain small quantities of household hazardous waste substances disposed within it e.g. batteries, insecticides, etc.

  General waste may be disposed of on any permitted landfill. However, General Waste sites located in areas with a positive climatic water balance must have leachate management systems, since General Waste can produce leachate with unacceptably high pollution potential.

- Hazardous Waste (H) is waste which has the potential, even at low concentrations, to have a significant adverse effect on public health and/or the environment. The following types of waste should be regarded as potentially hazardous, namely:

  Hazardous Waste is further classified in terms of Hazard Ratings, based on Acute Mammalian Toxicity, Ecotoxicity, Environmental bioaccumulation in the food chain and Chronic Toxicity. Hazardous Waste is thus classified into:

  Hazard Rating 1: Extreme Hazard
  Hazard Rating 2: High Hazard
  Hazard Rating 3: Moderate Hazard
  Hazard Rating 4: Low Hazard

1.6.4.1.1 Definition of Hazardous Waste

A Hazardous Waste is defined as:

"An inorganic or organic element or compound that, because of its toxicological, physical, chemical or persistency properties, may exercise detrimental acute of chronic impacts on human health and the environment. It can be generated from a wide range of commercial, industrial, agricultural and domestic activities and may take the form of liquid, sludge or solid. These characteristics contribute not only to degree of hazard, but are also of great importance in the ultimate choice of a safe and environmentally acceptable method of disposal."

Further to this, a Hazardous Waste can be defined as a waste that directly or indirectly represents a threat to human health or the environment by introducing one or more of the following risks:

- Explosion or fire;
- Infections, pathogens, parasites or their vectors;
- Chemical instability, reactions or corrosion;
- Acute or chronic toxicity;
- Cancer, mutations or birth defects;
- Toxicity, or damage to the ecosystems or natural resources;
- Accumulation in biological food chains, persistence in the environment, or multiple effects to the extent that it requires special attention and cannot be released into the environment or be added to sewage or be stored in a situation which is either open to air or from which aqueous Leachate could emanate.

The definition of Hazardous Waste is very broad, since wastes can vary substantially in nature, composition, size, volume, appearance and degree of harmfulness. In terms of the Minimum Requirements, therefore, Hazardous Wastes are grouped into four Hazard Ratings
This further classification, termed the Hazard Rating, differentiates between a Hazardous Waste that is fairly or moderately hazardous and one that is very or extremely hazardous. The Hazard Rating also indicates the class of Hazardous Waste landfill at which the waste may be disposed.

\[
\begin{align*}
\text{Hazard Rating 1 (extreme risk)} & = \text{H:H Landfill} \\
\text{Hazard Rating 2 (high risk)} & = \text{H:H or H:h Landfill}
\end{align*}
\]

An H:H landfill is more stringently designed, operated and monitored than an H:h landfill.

1.6.4.1.2 Classification of Hazardous Waste

There are four steps in the classification of a Hazardous Waste:

- Identification of the waste or waste stream as probably Hazardous.
- Testing and analysis to determine the hazardous properties, characteristics and components of a waste. This will confirm whether the waste is Hazardous or not.
- Classification and treatment in accordance with SANS Code 0228 “The Identification and Classification of Dangerous Substances and Goods”.
- Analysis and Hazard Rating of the waste or its residue, in order to determine the Hazard Rating and the Minimum Requirements for disposal.

An additional step would be re-examination of an existing classification with the objective of possible delisting and reclassification. This would apply in cases where, because of pre-treatment, low concentration, low mobility or other applicable factors, waste can delist to a lower Hazard Rating.

1.6.4.1.3 Analysis to confirm that a waste is a Hazardous Waste

If it is probable that the waste is a Hazardous Waste, it must be tested for its properties and analysed for its substances. These are then compared to the lists of characteristics, properties and substances in SANS Code 0228, the Basel Convention, and the Waste Classification Tables in the Minimum Requirements.

If the properties and substances of the waste are not listed in SANS Code 0228, but conform to the Basel Convention or one of the nine classes in the Code, the waste is probably a Hazardous Waste. The Department should then be approached for guidance.

1.6.4.1.4 SANS Code 0228

SANS Code 0228: “The Identification and Classification of Dangerous Goods and Substances” is a system for classifying hazardous substances for transport purposes. In the Code, hazardous substances are given an identification number and divided into nine classes:

- Class 1: Explosives
- Class 2: Gases
- Class 3: Flammable liquids
- Class 4: Flammable solids
- Class 5: Oxidising substances and organic peroxides
- Class 6: Toxic and infectious substances
- Class 7: Radioactive substances
- Class 8: Corrosives
- Class 9: Other miscellaneous substances.

The waste must be tested against the nine classes, to see into which class it falls (it may fall into more than one class). The Minimum Requirements for that class must then be complied with.

The Hazardous Waste classification table is derived from SANS Code 0228. The typical generators of Hazardous Waste are divided into typical industrial groups. The groups indicate an industry which is expected to generate the largest quantity of Hazardous Waste material.
1.6.5 The Western Cape Health Care Waste Management Amendment Act, 2007 (No 6 of 2010)

Act 7 of 2007 was amended in 2010 so as to align the terminology with that used in the National Environmental Management: Waste Act, 2008; to define or redefine certain expressions; to delete certain unnecessary definitions; to provide for the issuing of compliance notices; to amend the provisions relating to offences and penalties; to make further provision regarding regulations; to effect certain textual changes; and to provide for matters incidental thereto. The Health Care Management Bill provides for the effective handling, storage, collection, transportation, treatment and disposal of health care waste by all persons in the Province of the Western Cape; and provides for matters incidental thereto.

The object of this Act is to promote integrated health care waste management and thereby—

(a) reduce the risks of health care waste to human health;
(b) prevent the degradation of the environment;
(c) prevent the illegal dumping of health care waste;
(d) promote sustainable development, and
(e) ensure responsible management of health care waste within the Province.

Under this Act a Municipality must:

(a) enforce the relevant provisions of this Act within its area of jurisdiction;
(b) perform audits of generators, transporters, treaters or disposers of health care waste within its area of jurisdiction to ensure compliance with the provisions of this Act;
(c) report annually to the Provincial Minister on the number of incidents of illegal dumping of health care risk waste within its area of jurisdiction, the number of incidents of illegal dumping of health care risk waste pursued in a court of law, and the number of incidents of illegal dumping of health care risk waste successfully convicted in a court of law.

Health Care Waste is produced by hospitals, clinics, physicians, offices, dentists, funeral homes, veterinary clinics and medical- and research laboratories.

Currently only 10-15% of medical waste is considered infectious. The enormous volumes of health care waste requiring special handling and disposal for all infectious and pathological waste are responsible for the current re-evaluation of the terminology for health care waste.

The modern trend in infection control is dictated by the risk posed by the procedure and not by the diagnoses. Thus health care waste is divided into Health Care General Waste (HCGW) and Health Care Risk Waste (HEALTH CARE RISK WASTE). Health Care Risk Waste generally indicates infectious waste, pathological waste, sharps, chemical and pharmaceutical waste, radioactive and cytotoxic waste.

1.6.6 The Western Cape Health Care Waste Management Amendment Act, 2007: Western Cape Health Care Risk Waste Management Regulations, 2013

These regulations were published in the Western Cape: Provincial Gazette Extraordinary 15 March 2013. These are the regulations set out in the Schedule under section 14 of the Western Cape Health Care Waste Management Act, 2007.

The regulations address the requirements for packaging, storage, internal transport, external transport, vehicles, drivers, treatment and disposal of health care risk waste. Furthermore the required training, registration of health care risk waste generators, transporters, treaters and disposers, reporting, auditing and record keeping is discussed. Health care waste management plans must be prepared by those who meet the criteria listed. The required actions regarding compliance notices are also listed.

All addressed forms in the regulations are given in the Annexures:

Annexure 1: Minimum Requirements for health care risk waste containers
Annexure 2: Minimum Requirements for storage of health care risk waste in terms of regulation 3
Annexure 3: Form 1, Minimum Requirements for a tracking document
Annexure 4: Minimum Requirements for information to be contained in a Health Care Waste Management Plan
Annexure 5: Form 2.1, IPWIS registration form for health care risk waste generators, transporters, treaters and disposers
1.6.7 National Water Act (Act no. 36 of 1998)

The purpose of the Act is to ensure that the Municipality’s water resources are protected, used, developed and conserved in ways which take into account the protection of aquatic and associated ecosystems; that addresses basic human needs; that ensures the reduction and prevention of pollution; and that meets international obligations.

Section 19 of the NWA deals with landowners and users involved in any activity or process which causes, has caused or is likely to cause pollution of water resources. Such landowners and users are obliged to take all reasonable measures to prevent any such pollution from occurring, continuing or recurring. This includes measures to comply with any prescribed waste standard or management practice.

Furthermore, the NWA requires anyone who intends undertaking a water use, as defined, to obtain a licence. The water uses that may be relevant to waste management activities are:

- discharging waste or water containing waste into a water resource through a pipe, canal, sewer, sea outfall or other conduit; and
- disposing of waste in a manner which may detrimentally impact on a water resource.

The applications for permits, licenses and exemptions made before the promulgation of this Act could still be dealt with in terms of the Water Act 1956 (Act No. 54 of 1956).

1.6.8 National Environment Management: Air Quality Act 2004 (Act No. 39 of 2004)

This Act has been promulgated in order to reformat the law regulating air quality in order to protect the environment by providing reasonable measures for the prevention of pollution and ecological degradation and for securing ecologically sustainable development while promoting justifiable economic and social development. It also provides for national norms and standards regulating air quality monitoring, management and control by all spheres of government; for specific air quality measures; and for matters incidental thereto.

The object of this Act is:

a) to protect the environment by providing reasonable measures for-

   (i) the protection and enhancement of the quality of air in the Republic;
   (ii) the prevention of air pollution and ecological degradation; and
   (iii) securing ecologically sustainable development while promoting justifiable economic and social development; and

b) generally to give effect to section 24(b) of the Constitution in order to enhance the quality of ambient air for the sake of securing an environment that is not harmful to the health and well-being of people.

1.6.9 Municipal By-Laws

Knysna Municipality’s existing Solid Waste By-law was published in the Provincial Gazette Western Cape: 6389 on 27 October 2006.

By-law for the Disposal of Solid Waste

1. Definitions

List of definitions of terms used in the By-law.

2. Municipality to remove refuse

No person may dispose of refuse or waste in any manner unless it is-
(a) in accordance with the terms and conditions of a refuse removal system approved by the Municipality;
(b) in accordance with an agreement entered into between the owner of premises and the Municipality, or;
(c) at or in a place or a container that the Municipality has set aside for such purpose, and then only in accordance with a notice which indicates the conditions subject to which refuse or waste may be so deposited.

3. Accumulation and removal of domestic refuse

(a) The Municipality may require every owner of a property to provide on such property a container with a capacity determined by the Municipality, constructed of a material approved by the Municipality and with a closefitting lid and two handles for the accumulation of domestic refuse.
(b) The owner of occupier of any property shall ensure that all domestic refuse generated on such property shall be accumulated only in a container.
(c) If any Municipality is of the opinion that more than one container for the accumulation of domestic refuse is essential on a particular property, it may, according to the quantity of domestic refuse normally accumulated on such property, require the occupier thereof to provide as many containers as it may determine on such property.
(d) If a container used by an owner or occupier does not comply with the requirements of the Municipality, it may instruct such owner or occupier to obtain and use some other suitable container complying with its requirements.
(e) The Municipality may, where it considers it necessary or desirable of its own accord supply containers to particular classes of owners or occupiers, or to particular classes of properties or in particular areas, in which event the cost of such containers shall be recovered from the owners or occupiers of the properties concerned.
(f) All containers shall be equipped with bin-liners, unless the Municipality determines otherwise.
(g) The Municipality may, generally or in particular, issue instructions to owners and occupiers on the manner in which or the arrangements according to which refuse or bin-liners shall be placed in containers, be removed therefrom, be tied and thereafter be placed or deposited for removal, and any disregard of such instructions shall constitute a contravention of these by-laws.
(h) No material, including any liquid which, by reason of its mass or other property is likely to render such bin liners or containers difficult for the Municipality’s employees to handle or carry, shall be placed in such bin liners or containers.
(i) The Municipality shall remove the containers or bin-liners, or both, at such intervals as the Municipality may deem necessary but only if such containers or bin liners, or both, have been placed or deposited at the prescribed places as determined by the Municipality.
(j) The Municipality shall not be liable for the loss of or for any damage to a container or bin liner.
(k) In any case where the owner of a property is not also the owner, the Municipality may hold the owner himself, instead of the occupier, liable for compliance with the provisions of these by-laws.
(l) The Municipality may, in specific cases, impose different requirements for the removal and disposal of refuse and the owner or occupier of immovable property, as the case may be, to which such requirements relate shall be obliged to comply with the aforesaid directions of the Municipality.
(m) The Municipality may prescribe policy with regard to the reclamation of refuse in which case directions may be issued in terms of which certain types of refuse shall be separated and disposed of.

4. Littering

No person shall -

(1) throw, drop, deposit or spill any refuse into or onto a public place, street, vacant stand, vacant

(2) sweep any refuse into a gutter on a public place or into any public street.

5. Pavements

It shall be the duty of every owner or occupier of a shop or trade premises to ensure that the pavement in front of or abutting such shop or premises is kept clean and free of refuse or waste material emanating from such shop or premises or resulting from the delivery of goods to such
shop or premises or from the supply or sale of goods to the public by the occupier of such shop or premises.

6. **Garden refuse**

   (1) Garden refuse may be removed from property where it accumulates according to any arrangements which the owner or occupier of such property desires to make, provided that, should any accumulation of garden refuse not be removed and should such accumulation constitute a nuisance or danger to public health or an unnecessary fire hazard to nearby property, the Municipality may order such owner or occupier by written notice to cause such accumulation to be removed within a specific period. If it has sufficient facilities available, the Municipality may in its discretion and on application from the owner or occupier of property remove garden refuse from such property at the cost of the owner or occupier and subject to such terms and conditions as the Municipality may determine.

   (2) No garden refuse may be dumped, kept or stored in or on any sidewalk or vacant ground.

7. **Removal of bulky and industrial refuse**

   (1) The occupier or, in the case of premises occupied by more than one person, the occupiers of premises in which bulky or industrial refuse is generated shall ensure that such refuse is disposed of in terms of these by-laws within a reasonable period after the generation thereof.

   (2) Bulky and industrial refuse shall, once it has been removed from the premises on which it was generated, be deposited on a site designated by the Municipality as a disposal site for such refuse.

   (3) The Municipality does not accept any responsibility for the removal of bulky or industrial refuse.

8. **Builder's refuse**

   Builders refuse which may have accumulated in the course of the construction, alteration, renovation or demolition of any structure or works shall be removed from the property concerned according to suitable arrangements to be made by the owner of such property with the Municipality. If there is any undue delay in the removal of such refuse after completion of the works involved, the Municipality may direct, by written notice to such owner, that the refuse be removed within a specified time to an approved disposal site.

9. **Trade refuse**

   The Municipality may enter into an agreement with the owner or occupier of any premises for the removal of trade refuse by the Municipality at a charge fixed by the Municipality.

10. **Disposal sites**

   (1) The Municipality shall set aside and maintain a place or places where domestic, garden and builder's refuse shall be deposited or dumped. Any person dumping domestic, garden and builder's refuse in any other place shall be guilty of an offence.

   (2) The Municipality may, from time to time, determine tariffs for the dumping of refuse at a dumping or disposal site.

11. **Ownership of refuse**

   All refuse removed by the Municipality and all refuse on disposal sites controlled by the Municipality shall be the property of the Municipality, and no person who is not duly authorised by the Municipality to do so, shall remove or in any manner interfere with such refuse.

12. **Abandoned objects**

   Any object other than a vehicle deemed to have been left or abandoned anywhere in terms of the National Road Traffic Act, 1996 (Act 93 of 1996), which is, in the light of such factors as the place where it is found, the period it has been lying at such place and the nature and condition thereof, be reasonably regarded by the Municipality as having been abandoned, may be removed and disposed of by the Municipality in a manner as it may deem fit.
13. **Disposal**

No person shall—
(a) deposit any waste or hazardous waste in a refuse bin, street refuse bin, or any bag to be removed by the Municipality;
(b) burn refuse, waste or hazardous waste;
(c) dispose of hazardous waste without the prior permission of the Municipality, and then only in accordance with the conditions and requirements specified in such approval.

14. **Compliance with instructions issued by Municipality**

(1) Where any refuse, waste or hazardous waste is accumulated, dumped, stored or deposited in any place, whether public or private, which is not in accordance with an approval issued by the Municipality, or which may be or become unsightly or constitute a hazard or a nuisance, the Municipality may in writing direct—
(a) the person who is directly or indirectly responsible for such accumulation, dumping, storing or depositing, and/or;
(b) the owner of such refuse, waste or hazardous waste whether or not he is responsible for such accumulation, dumping, storing or depositing, and/or;
(c) the owner of such land or premises, whether or not he is responsible for such accumulation, dumping, storing or depositing,
to cease such activity or take such steps as the Municipality deem fit, within a period specified in the direction, to dispose of such refuse, waste or hazardous waste.

(2) If the person or owner fails to comply with the direction, the Municipality may withdraw any approval and may take such steps as he or she may deem necessary to dispose of the refuse, waste or hazardous waste and recover the costs thereof from the person or owner.

15. **Health hazards and nuisances**

The Municipality may impose any condition or requirement in order to prevent, remove the cause of or allay any health hazard or nuisance.

16. **Access to premises**

(1) The Municipality may provide, or arrange for the provision of, different refuse removal systems in specific areas demarcated by the Municipality.

(2) When it becomes necessary to change an existing refuse removal system, enlarge or reduce a demarcated area, or introduce a new refuse removal system in any demarcated area, the Municipality shall enter into process of informing the residents and/or organised commerce in the area.

(3) When the Municipality is satisfied that the persons who receive or will receive a refuse removal service have been adequately informed, the proposed changes or new system will be introduced at a date determined by the Municipality.

17. **Bodies corporate, trade premises and agricultural land**

(1) Owners of premises where a body corporate is in existence, trade premises and agricultural lands are responsible for making independent arrangements with the Municipality for the removal of refuse and waste by the Municipality.

(2) The Municipality may enter into an agreement with a body corporate, the owner of trade premises or agricultural land for a refuse removal service and/or provision of refuse bins to the premises.

18. **Removal of refuse in bin-liners**

In areas where refuse is removed by means of bin-liners -
(a) refuse which is not in bin-liners, will not be removed;
(b) refuse may only be put out on the sidewalk on those days that refuse is removed;
(c) the owner must ensure that the bin-liners are placed in such a position that the contents are secured, as the contents of damaged bin-liners will not be removed;
(d) the Municipality determines the maximum number of bin-liners which may be put out on any day that refuse is removed; and
(e) the owner must ensure that sharp objects or other objects which may cause harm to passers-by, do not protrude from the bin-liners.

19. Charges and fees

(1) The Municipality determines and levies the charges and fees in respect of services rendered by the Municipality in terms of the Tariff By-law.
(2) No person shall be entitled to exemption from or a reduction in charges determined by the Municipality, merely on the grounds that such person makes limited use of the service rendered by the Municipality.

20. Offences and Penalties

Any person who contravenes or fails to comply with any provision of this by-law or with any order or notice lawfully issued thereunder shall be guilty of an offence and liable on conviction to a fine.

21. Repeal of by-laws

Any by-law relating to refuse removal and disposal adopted by the Municipality or any Municipality now comprising an administrative unit of the Municipality is repealed from the date of promulgation of these by-laws.

22. Short title and commencement

This by-law shall be known as the By-law for Control over Refuse Removal and Disposal Sites and shall come into operation on the date of publication thereof in the Provincial Gazette.

These existing by-laws ensure the effective management of solid waste in the Knysna Municipality in terms of collection and disposal and address domestic waste, garden waste, builder’s rubble, commercial waste and industrial waste. These by-laws prohibit littering and illegal dumping and provide mechanisms to deal with offenders. The by-laws are not in conflict with other legislation. However, the by-laws need to be revised to make the local government legislation more effective and to include provisions for:
- The registering of health care risk waste generators at the Municipality
- The registering of hazardous waste generators at the Municipality
- The call for Industry Waste Management Plans
- Address minimisation and recycling

The Municipality is not the service provider in terms of the management of health care risk waste and hazardous waste, but it remains the service authority. This is why it is necessary for the service providers and health care and industrial hazardous waste generators to register on the Waste Information System of the Eden DM to enable the municipality to exercise its function as service authority and ensure that these wastes are managed in accordance with the appropriate legislation.

The Eden District Municipality has compiled generic Integrated Waste Management By-Law which the municipalities must promulgate in their areas of jurisdiction. All of the Municipal Waste Managers were part of the compilation of the by-laws. These draft by-laws address minimisation, recycling, hazardous waste and the call for integrated waste management plans from the responsible entities. It is highly recommended to merge these draft by-laws into the Knysna Municipality’s by-laws. After the review and approval of these new by-laws, they will be published and replace old by-laws relating to solid waste, which is envisaged in 2013. Until that time, the above by-laws remain in effect.

1.6.10 National Waste Management Strategy

The National Waste Management Strategy presents a long-term plan (up to the year 2016) for addressing key issues, needs and problems experienced with waste management in South Africa. The strategy gives effect to the Bill of Rights, Constitution of South Africa, Act 107 of 1998, on the basis of which the people of South Africa have the right to an environment that is not detrimental to their health. Furthermore, the strategy translates into action Government’s policy on waste as set out in the Draft White Paper on Integrated Pollution and Waste Management for South Africa (published in 1998).

The objective of integrated pollution and waste management is to move away from fragmented and uncoordinated waste management to integrated waste management. Such a holistic and integrated management approach extends over the entire waste cycle from cradle to grave, and covers the prevention, minimisation, generation, collection, transportation, treatment and final disposal of waste. Integrated waste management thus represents a paradigm shift in South Africa’s approach to waste management, by moving away from waste management through impact management and remediation and establishing instead a waste management system which focuses on waste prevention and waste minimisation.

The Strategy is built around a framework of eight goals, as listed below, along with specific goals that must be reached by 2016. All listed targets must be reached by 2016:

**Goal 1:** Promote waste minimisation, reuse, recycling and recovery of waste.
- 25% of recyclables diverted from landfill sites for re-use, recycling or recovery.
- All Metropolitan Municipalities, secondary cities and large towns have initiated separation at source programmes.

**Goal 2:** Ensure the effective and efficient delivery of waste services.
- 95% of urban households and 75% of rural households have access to adequate levels of waste collection services.
- 80% of waste disposal sites have permits.

**Goal 3:** Grow the contribution of the waste sector to the green economy.
- 60 000 new jobs created in the waste sector.

**Goal 4:** Ensure that people are aware of the impact of waste on their health, well-being and the environment.
- 80% of municipalities running local awareness campaigns.
- 90% of schools implementing waste awareness programmes.

**Goal 5:** Achieve integrated waste management planning.
- All Municipalities have integrated their IWMPs with their IDPs and have met the targets set in the IWMPs.
- All waste management facilities required to report to SAWIS have waste quantification systems that report information to WIS.

**Goal 6:** Ensure sound budgeting and financial management for waste services.
- All municipalities that provide waste services have conducted full-cost accounting for waste services and have implemented cost reflective tariffs.

**Goal 7:** Provide measures to remediate contaminated land.
- Assessment complete for 80% of sites reported to the contaminated land register.
- Remediation plans approved for 90% of confirmed contaminated sites.

**Goal 8:** Establish effective compliance with and enforcement of the Waste Act.
- 50% increase in the number of successful enforcement actions against non-compliant activities.
- 800 EMI s appointed in the three spheres of government to enforce the Waste Act.

The strategy aims to reduce both the generation and the environmental impact of waste. It presents a plan for ensuring that the socio-economic development of South Africa, the health of its people and the quality of its environmental resources are no longer adversely affected by uncontrolled and uncoordinated waste management. It establishes a waste management system that concentrates on avoiding, preventing and minimising waste and makes provision for waste management services for all by extending an acceptable standard of waste collection, as well as transportation, treatment and disposal services to all communities.
While the long-term objective of the strategy is waste prevention and minimisation, a number of remedial actions such as improved waste collection and waste treatment are required in the shorter term due to prevailing inadequate waste management practices.

The Strategy is an institutionally inclusive strategy because its achievement relies on participation by numerous role-players in the public sector, private sector and civil society.

To implement the Waste Act, government must:
- Draft legislation, regulations, standards and integrated Waste Management Plans.
- Regulate waste management activities through licenses and enforce their conditions.
- Implement the South African Waste Information System (SAWIS).
- Coordinate waste management activities using a system of Waste Management Officers.
- Give effect to multilateral agreements and ensure proper import and export controls.
- Progressively expand access to at least a basic level of waste services and plan for future needs.
- Facilitate the establishment of a national recycling infrastructure.
- Provide the framework for the remediation of contaminated land.
- Work in partnership with the private sector and civil society.


The 1995 *White Paper on Education and Training* states that "environmental education, involving an interdisciplinary, integrated and active approach to learning, must be a vital element of all levels and programmes of the education and training system, in order to create environmentally literate and active citizens and ensure that all South Africans, present and future, enjoy a decent quality of life through the sustainable use of resources".

The White Paper advocates environmental education and training at all levels. This would include the local government sphere, particularly when it comes to the environmental education & training of government officials and workers.

The education of the youth is the responsibility of national and provincial government. However, the Constitution does state that where the capacity exists, functions can be delegated to local government, and that the spheres of government, while distinctive, are interdependent and interrelated. Local government should support the other spheres of government (such as the national Department of Education, DoE) in areas of its own focus, such as environmental management and sustainable development.


This policy outlines the role and responsibilities of local governments as to:

- Provide democratic and accountable government for local communities;
- Ensure the provision of services to communities in a sustainable manner;
- Promote social and economic development;
- Promote a safe and healthy environment;
- Encourage the involvement of communities and community organisations in the matters of local government, and
- Strive, within its financial and administrative capacity, to achieve the objectives above.

These responsibilities indicate a need for an environmentally educated work force (accountable) as well as an environmentally educated public (involvement). The Municipal Systems Act (32 of 2000) requires municipalities to promote public participation and to build the capacity of residents, councillors and municipal officials to engage in participatory processes. As a means of tracking progress in this area, the executive of a municipality is obliged to report annually on the level of public participation in municipal matters.

Each Municipality must include in its integrated development plan contemplated in Chapter 5 of the Municipal Systems Act, an integrated waste management plan that is consistent with the relevant provincial integrated waste management plan. The annual performance report which must be prepared in terms of section 46 of the Municipal Systems Act must contain information on the implementation of the municipal integrated waste management plan.

This Act makes provision for the establishment of municipalities in accordance with the requirements relating to categories and types of municipality. It establishes criteria for determining the category of municipality to be established in an area and defines the types of municipality that may be established within each category.

The Act furthermore provides for an appropriate division of functions and powers between categories of Municipality and regulates the internal systems, structures and office-bearers of the municipalities. It also provides for appropriate electoral systems for matters in connection therewith.


Provision has been made in the form of legislative and regulatory tools to facilitate and ensure implementation of the Act by all spheres of government.

The Waste Act was published to reform the law regulating waste management in order to protect the health of the environment by providing reasonable measures for the prevention of pollution and ecological degradation and for securing ecologically sustainable development.

The purpose of this Act is to protect health, well-being and the environment by providing reasonable measures to:

- the minimisation of the consumption of natural resources;
- the avoidance and minimisation of the generation of waste;
- the recovery, re-use and recycling of waste;
- the treatment and safe disposal of waste as a last resort;
- the prevention of pollution and ecological degradation;
- securing ecologically sustainable development while promoting justifiable economic and social development;
- promoting and ensuring the effective delivery of waste services;
- remediating land where contamination presents, or may present, a significant risk of harm;
- achieving integrated waste management reporting and planning;
- to ensure that people are aware of the impacts of waste on health and the environment;
- to provide for compliance and generally to give effect to section 24 of the Constitution in order to secure an environment that is not harmful to the health and well-being of people.

The interpretation and application of this Act must be guided by the national environmental management principles set out in section 2 of the National Environmental Management Act.

The Waste Act allows for the compilation of a Waste Management Strategy, national, provincial and local standards.

Municipalities must in terms of their by-laws:

- establish service standards and levels of service for the collection of waste;
- may identify requirements in respect of the separation, compacting and storage of waste;
- may identify requirements for the management of waste, including requirements in respect of the avoidance of the generation of waste and the recovery, reuse and recycling of waste;
- the requirements in respect of the directing of waste to specific treatment and disposal facilities.

Each Municipality must include in its integrated development plan contemplated in Chapter 5 of the Municipal Systems Act, an integrated waste management plan that is consistent with the relevant provincial integrated waste management plan.

The annual performance report which must be prepared in terms of section 46 of the Municipal Systems Act must contain information on the implementation of the municipal integrated waste management plan.
Municipalities must also in terms of the Act:

- conduct municipal activities in accordance with the National Waste Management Strategy and any national or provincial norms and standards;
- compile an integrated waste management plan;
- ensure that waste management services are provided within the municipality in a manner which prioritises the recovery, re-use or recycling of waste and provides for the treatment and safe disposal of waste as a last resort;
- designate a waste management officer;
- ensure that provision is made for the management and collection of litter;
- secure compliance with the objects of this Act that are in the domain of the municipality; and
- implement any other measures that are necessary for securing the objects of this Act that are within the domain of the municipality.

**Duty to provide collection services** - Every municipality has an obligation to progressively ensure that efficient, effective and affordable waste collection services are provided in its area.

A municipality may, by notice, require any person making use of the municipal collection service to separate specified types of waste from the general waste for the purposes of recovery, re-use or recycling.

In terms of Section 19(1) of the Waste Act, the Minister may publish a list of waste management activities that have, or are likely to have, a detrimental effect on the environment. In terms of Section 20 of the Waste Act no person may commence, undertake or conduct a waste management activity except in accordance with the following:

- the requirements or standards determined in terms of Section 19(3) of the Waste Act for that activity, or
- a waste management license issued in respect of that activity, if a license is required.

On 3 July 2009 a list of waste management activities were published. These activities were published in Government Notice 178 in Government Gazette No. 32366 of 3 July 2009. No person may commence with, undertake or conduct these activities unless a waste management license is issued in respect of the activity.

A person who wishes to commence, undertake or conduct an activity listed under Category A must conduct a Basic Assessment process whilst activities listed under Category B requires a Scoping and EIA process to be undertaken.

In terms of Section 49(2) of the Waste Act a decision to grant a waste management license in respect of a waste disposal facility is subject to the concurrence of the Minister responsible for Water Affairs. The Waste Act further specifies that the issuing of a waste management license for a waste disposal facility is subject of the inclusion in the license of any conditions contained in a Record of Decision issued by the Minister responsible for Water Affairs regarding any measures that the Minister responsible for Water Affairs considers necessary to protect a water resource as defined in the National Water Act, 1998 (Act No. 36 of 1998).

1.6.15 **National Environmental Management: Waste Act, 2008 (Act No. 59 of 2008): List of Waste Management Activities that has, or is likely to have a detrimental effect on the environment. Government Notice 32368, 3 July 2009**

This notice lists the activities that trigger a waste license requirement:

**GENERAL**

No person may commence, undertake or conduct a waste management activity listed in this schedule unless a licence is issued in respect of that activity.

**CATEGORY A**

A person who wishes to commence, undertake or conduct an activity listed under this Category, must conduct a basic assessment process, as stipulated in the environmental impact assessment regulations.

**Storage of waste**

(1) The storage, including the temporary storage, of general waste at a facility that has the capacity to store in excess of 100m³ of general waste at any one time, excluding the storage of waste in lagoons.

(2) The storage including the temporary storage of hazardous waste at a facility that has the capacity to store in excess of 35m³ of hazardous waste at any one time, excluding the storage of hazardous waste in lagoons.

(3) The storage including the temporary storage of general waste in lagoons.

(4) The storage of waste tyres in a storage area exceeding 500m².

**Reuse, recycling and recovery**

(5) The sorting, shredding, grinding or bailing of general waste at a facility that has the capacity to process in excess of one ton of general waste per day.

(6) The scrapping or recovery of motor vehicles at a facility that has an operational area in excess of 500m².

(7) The recycling or re-use of general waste of more than 10 tons per month.

(8) The recovery of waste including the refining, utilisation, or co-processing of the waste at a facility that has the capacity to process in excess of three tons of general waste or less than 500kg of hazardous waste per day, excluding recovery that takes place as an integral part of an internal manufacturing process within the same premises.

**Treatment of waste**

(9) The biological, physical or physico-chemical treatment of general waste at a facility that has the capacity to process in excess of 10 tons of general waste per day.

(10) The processing of waste at biogas installations with a capacity to process in excess of five tons per day of biodegradable waste.

(11) The treatment of effluent, wastewater or sewage with an annual throughput capacity of more than 2 000 cubic metres but less than 15 000 cubic metres.

(12) The remediation of contaminated land.

(13) The extraction, recovery or flaring of landfill gas.

**Disposal of waste**

(14) The disposal of inert waste in excess of 25 tons and with a total capacity of 25 000 tons, excluding the disposal of such waste for the purposes of levelling and building which has been authorised by or under other legislation.

(15) The disposal of general waste to land covering an area of more than 50m² but less than 200m² and with a total capacity not exceeding 25 000 tons.

(16) The disposal of domestic waste generated on premises in areas not serviced by the municipal service where the waste disposed does not exceed 500kg per month.

**Storage, treatment and processing of animal waste**

(17) The storage, treatment or processing of animal manure at a facility with a capacity to process in excess of one ton per day.

**Construction, expansion or decommissioning of facilities and associated structures and infrastructure**

(18) The construction of facilities for activities listed in Category A of this Schedule (not in isolation to associated activity).

(19) The expansion of facilities of or changes to existing facilities for any process or activity, which requires an amendment of an existing permit or license or a new permit or license in terms of legislation governing the release of pollution, effluent or waste.

(20) The decommissioning of activities listed in this Schedule.

**CATEGORY B**

A person who wishes to commence, undertake or conduct an activity listed under this Category, must conduct an environmental impact assessment process, as stipulated in the environmental impact assessment regulations made under section 24(5) of the National Environmental Management Act, 1998 (Act No. 107 of 1998) as part of a waste management licence application.

**Storage of hazardous waste**

Y:\Projects\128\Kyaena Mine\Draft added comments\Kyaena RWM_P_final draft.docx\jm
(1) The storage including the temporary storage of hazardous waste in lagoons.

**Reuse, recycling and recovery of waste**

(2) The reuse and recycling of hazardous waste.
(3) The recovery of hazardous waste including the refining, utilisation or co-processing of waste at a facility with a capacity to process more than 500kg of hazardous waste per day excluding recovery that takes place as an integral part of an internal manufacturing process within the same premises or unless the Minister has approved re-use guidelines for the specific waste stream.

**Treatment of waste**

(4) The biological, physical or physicochemical treatment of hazardous waste at a facility that has the capacity to receive in excess of 500kg of hazardous waste per day.
(5) The treatment of hazardous waste using any form of treatment regardless of the size or capacity of such a facility to treat such waste.
(6) The treatment of hazardous waste in lagoons.
(7) The treatment of effluent, wastewater or sewage with an annual throughput capacity of 15,000 cubic metres or more.
(8) The incineration of waste regardless of the capacity of such a facility.

**Disposal of waste on land**

(9) The disposal of any quantity of hazardous waste to land.
(10) The disposal of general waste to land covering an area in excess of 200m².

**Construction of facilities and associated structures and infrastructure**

(11) The construction of facilities for activities listed in Category B of this Schedule (not in isolation to associated activity).


The purpose of this publication is to redress past imbalances in the provision of waste collection services. The provision of waste collection services improves the quality of life of the entire community and ensures a clean and more acceptable place to live and work in. The lack of or poor quality waste collection services can however result in a number of environmental and human health problems.

It is recognised that South Africa is a developing country and the purpose of the setting of standards is to ensure a service to all while complying with health and safety regulations without unnecessarily changing current creative collection processes as long as they function well and deliver a service of acceptable standard to all households. These National Domestic Waste Collection Standards are therefore applicable to all domestic waste collection services throughout the country.

This notice distinguishes between the levels of service relating to waste collection. It further states that equitable waste collection services must be provided to all households within the jurisdiction of the municipality. In areas where travelling distances and the resulting costs may render regular waste collection services impractical, the municipality, through by-laws, must allow for more feasible alternative ways of waste handling, such as on-site disposal.

From here regulations and guidelines on separation at source, collection of recyclable waste, receptacles, bulk containers, communal collection points, frequency of collection, drop-off centres and collection vehicles are given.

Existing Occupational Health and Safety legislation must be adhered to and the general health of waste collection workers must be addressed by ensuring they receive:

(i) regular medical check-ups to ensure their health and well-being;
(ii) appropriate personal protective equipment e.g. gloves, masks, overalls and raincoats, gumboots; and
(iii) on-going training on health and safety issues.

The role of the Waste Management Officer regarding waste awareness and the handling of complaints are prescribed. The municipality must create awareness amongst households about the following:

(i) the types of waste collection services provided;
(ii) separation at source - the removal of recyclables and re-usable waste from the general household waste;
the potential of composting of some of the household waste and the benefit of such to the household;
(iv) the unacceptability of illegal dumping and littering;
(v) measures to be taken against individuals that litter and dump waste illegally;
(vi) the cost of cleaning up illegal dumping and littering, and the implications on household waste collection rates; and
(vii) the advantages of reporting illegal dumping activities.

The municipality must provide clear guidelines to households about the following:
(i) the different types of waste generated in households;
(ii) separation of non-recyclable and non-reusable household waste from compostable waste and recyclable waste;
(iii) appropriate containers for each type of waste;
(iv) removal schedules for each type of waste; and
(v) what to do with waste other than those waste forming part of the regular schedule of waste collection services.

Awareness raising and guideline communications must be done at regular intervals to ensure that all households are well informed about the issues listed above.

The Waste Collection customer service standards for Kerbside collection are described with respect to collection schedule, interruptions, the replacement of bins, collection during holidays and general points.


The purpose of the Regulations is to regulate the collection of data and information to fulfil the objectives of the national waste information system set out in section 61 of the Act.

The Regulations apply uniformly to all persons conducting an activity listed in Annexure 1 of the Regulations. A person who conducts an activity in a province that has an established waste information system in terms of section 62 of the Act and collects the minimum information required by the Regulations must submit the information to the provincial waste information system.

Where a province has developed waste information regulations that are compatible with the Regulations, a person who conducts an activity contemplated in Annexure 1 to the Regulations must comply with the provincial waste information regulations.


The purpose of the Regulations is to regulate the classification and management of waste in a manner which supports and implements the provisions of the Act, to establish a mechanism and procedure for the listing of waste management activities that do not require a Waste Management License, to prescribe requirements for the disposal of waste to landfill, to prescribe requirements and timeframes for the management of certain wastes and to prescribe general duties of waste generators, transporters and managers.


Chapter 7 contains the following Annexures:
Annexure 1: Wastes that do not require Classification or Assessment
Annexure 2: Waste Manifest System Information Requirements

The purpose of the Norms and Standards is to prescribe the requirements for the assessment of waste prior to disposal to landfill in terms of Regulation 8(1)(a) of the Regulations.

The Standard Assessment Methodology to assess waste for the purpose of disposal to landfill the following are required:
- Identification of chemical substances present in the waste
- Sampling and analysis to determine the total concentrations (TC) and leachable concentrations (LC) of the elements and chemical substances that have been identified in the waste and that are specified in section 6 of the Norms and Standards.

Within 3 years of the date of commencement of the Regulations, all analyses of the TC and LC must be conducted by &ls accredited by SANAS. The TC and LC limits must be compared to the threshold limits specified in section 6 of these Norms and Standards. Based on the TC and LC limits the specific type of waste for disposal to landfill must be determined in terms of section 7.


The purpose of the Norms and Standards are to determine the requirements for the disposal of waste to landfill as contemplated in regulation 8(1)(b) and (c) of the Regulations.

Chapter 2 describes and illustrates the Landfill Classification and corresponding minimum engineering design requirements for the Containment Barriers. These are for Class A to Class D landfills. The requirements that are to be included in an application for a waste management license are stipulated.

The waste acceptance criteria for disposal to landfill are summarised as follows:

Waste assess in terms of the Norms and Standards for Assessment of Waste for Landfill Disposal set in terms of section 7(1) of the Act must be disposed to a licensed landfill as follows:

<table>
<thead>
<tr>
<th>Waste Type</th>
<th>Landfill Disposal Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Type 0</td>
<td>Disposal to landfill not allowed</td>
</tr>
<tr>
<td>Type 1</td>
<td>Disposed at Class A landfill or H:H/H:H landfill as specified</td>
</tr>
<tr>
<td>Type 2</td>
<td>Disposed at Class B landfill or G:L:B+ landfill as specified</td>
</tr>
<tr>
<td>Type 3</td>
<td>Disposed at Class C landfill or G:L:B+ landfill as specified</td>
</tr>
<tr>
<td>Type 4</td>
<td>Disposed at Class D landfill or G:L:B- landfill as specified</td>
</tr>
</tbody>
</table>

Waste listed in section 2(a) of Annexure 1 to the Regulations must be disposed as follows:

<table>
<thead>
<tr>
<th>Listed Waste</th>
<th>Landfill Disposal Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Domestic waste. Business waste not containing hazardous waste or hazardous chemicals. Non-infectious animal carcasses. Garden waste.</td>
<td>Disposed at Class B landfill or G:L:B+ landfill as specified</td>
</tr>
<tr>
<td>Post-consumer packaging. Waste tyres.</td>
<td>Disposed at Class C landfill or G:L:B+ landfill as specified</td>
</tr>
<tr>
<td>Building and demolition waste not containing hazardous waste or hazardous chemicals. Excavated earth material not containing hazardous waste or hazardous chemicals.</td>
<td>Disposed at Class D landfill or G:L:B- landfill as specified</td>
</tr>
</tbody>
</table>

Unless assessed in terms of the Norms and Standards for Assessment of Waste for Landfill Disposal set in terms of Section 7(1) of the Act and disposed of in terms of section 4(1) of these Norms and Standards, the following waste included in section 2(b) of Annexure 1 to the Regulations must be disposed as follows:
Waste that has been classified in terms of the Minimum Requirements for the Handling, Classification and Disposal of Hazardous Waste (2nd Edition, 1998; DWAF) prior to the Regulations coming into operation, may be accepted and disposed of as set out below for a period not exceeding 3 years after the date of coming into operation of the Regulations:

<table>
<thead>
<tr>
<th>Waste</th>
<th>Landfill Disposal Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hazardous Waste - Hazard Rating 1 or 2</td>
<td>Disposed at Class A landfill or H:H landfill as specified</td>
</tr>
<tr>
<td>Hazardous Waste - Hazard Rating 3 or 4</td>
<td>Disposed at Class A landfill or H:H landfill as specified</td>
</tr>
<tr>
<td>Hazardous Waste - Delisted</td>
<td>Disposed at Class B landfill or G:L:B+ landfill as specified</td>
</tr>
<tr>
<td>General Waste</td>
<td>Disposed at Class B landfill or G:S/M:L:B-/B+ landfill as specified</td>
</tr>
</tbody>
</table>

The Norms and Standards lists prohibitions and restrictions on the disposal of waste to landfill which comes into effect after the timeframes indicated for each waste and activities from the date of the Regulations coming into operation.

1.6.21 National Policy for the provision of Basic Refuse Removal services to indigent households, Government Notice 34385, 22 June 2011

The main criterion for determining the qualifying recipients of Basic Refuse Removal (BRR) services is registration on a municipality's indigent register as provided for by the indigent policy of the municipality. The following criteria can be used in the absence of or in addition to the main criterion to determine the qualifying recipients of the BRR services:

- Level of income: Monthly net household income of members of less than or equal to two old age pensions (including children/individuals who may get state grants).
- Residence status: Everybody residing in the municipality provided their indigent status have been verified.
- Special considerations: All child headed households, households headed by pensioners and people with disabilities
- Value of property (need to note that inherited properties might give false income level status).
- Any other criteria as determined by the specific municipality

A municipality may for practical reasons, declare certain areas or clusters as qualifying recipients of BRR. Examples may include low-income areas and high density, urban informal areas.

- Such declarations have added advantages in terms of administrative feasibility (logistics and costs included) especially where rate collection is challenging.
- A municipality may declare certain low density rural areas as areas where on-site disposal is deemed to be an appropriate waste management option.

If the recipient does not fall under a qualifying indigent area, he/she may register as an indigent at his/her municipality. The municipality must set out certain dates/times for these registrations.


In line with international trends and our national objectives of efficient and effective management of our nation's resources, priority is given to prevention of waste. Unlike previous policies that focused predominantly on so called "end of pipe" treatment, this White Paper underscores the importance of preventing pollution and waste and avoiding environment degradation.

Effective mechanisms to deal with unavoidable waste will remain necessary, but much greater attention must be directed to the introduction of preventative strategies aimed at waste minimisation and pollution
prevention. Ever increasing urban and industrial development throughout the world is leading to levels of pollution, which seriously threaten the natural resources upon which humankind depends for its survival.

Although South Africa has extensive environment, pollution and waste management legislation, responsibility for its implementation is scattered over a number of departments and institutions.

The fragmented and uncoordinated way pollution and waste is currently being dealt with, as well as the insufficient resources to implement and monitor existing legislation, contributes largely to the unacceptably high levels of pollution and waste in South Africa.

The White Paper on Integrated Pollution and Waste Management will result in a review of the existing legislation and the preparation of a single piece of legislation dealing with waste and pollution matters.

Pollution and waste management is not the exclusive preserve of government. The private sector and civil society have crucial roles to play. The fostering of partnerships between government and the private sector is a prerequisite for sustainable and effective pollution and waste management to take place. Similarly, the spirit of partnerships and co-operative governance between organs of state is equally important due to the crosscutting nature of pollution and waste management.

Monitoring and collection of information on pollution and waste generation are crucial for the implementation of pollution and waste reduction measures. Moreover, the sharing of such information and creating awareness about the issues will enable all stakeholders, including communities, to gain a better understanding of the relation between pollution, waste management and the quality of life.

The White Paper proposes a number of tools to implement the objectives of the policy it sets out. The most significant of these is a legislative programme that will culminate in new pollution and waste legislation. This proposed legislation, amongst other things, will address current legislative gaps, and clarify and allocate responsibilities within government for pollution and waste management.

The policy presents seven strategic goals, which are as follows:

Goal 1: Effective Institutional Framework and Legislation
Goal 2: Pollution Prevention, Waste Minimisation, Impact Management and Remediation
Goal 3: Holistic and Integrated Planning
Goal 4: Participation and Partnerships Governance in Integrated Pollution and Waste Management
Goal 5: Empowerment and Education in Integrated Pollution and Waste Management
Goal 6: Information Management
Goal 7: International Cooperation

The role of Local Government

Municipalities will be responsible for providing waste management services, and managing waste disposal facilities. Specific functions to be carried out by municipalities will include:

- compiling and implementing general waste management plans, with assistance from provincial government
- implementing public awareness campaigns
- collecting data for the Waste Information System
- providing general waste collection services and managing waste disposal facilities within their areas of jurisdiction
- implementing and enforcing appropriate waste minimisation and recycling initiatives, such as promoting the development of voluntary partnerships with industry, including the introduction of waste minimisation clubs where possible, regional planning, establishment and management of landfill sites, especially for regionally based general waste landfills.

1.6.23 Planning Documents

The Provincial Spatial Development Framework (November 2005)

The PSDF states that there is a concern that a number of waste landfill sites are not properly managed. In addition to the challenges of managing increasing waste volumes and decreasing land available for waste disposal, the Western Cape, along with other Provinces, has to deal with waste management problems caused by inequitable development and inadequate service delivery. Waste issues are often
closely associated with poverty, environmental health and social justice issues. The following Policies have particular reference:

**RC32** All municipalities shall follow an integrated hierarchical approach to waste management consisting of the following, avoidance/reduce, reuse, recycle, composting, treatment and final disposal. The Waste Management System shall consist of a collection service from the source, (domestic, office or factory) transfer stations and waste disposal sites. (M)

**RC33** Waste separation at source shall be mandatory in all domestic households and institutions and businesses including high density and multi-storey buildings from a date to be announced. Initially only organic (vegetable and plant matter) and inorganic (usually dry, cardboard, glass, plastics, paper, builders' rubble) waste shall be separated. (M)

**RC34** Material Recovery Facilities shall be established at all Transfer Stations. (M)

**RC35** Engage with the raw material and packaging industries and reach agreement to ensure demand for recycled products. (G)

**RC36** Every urban settlement should have a Transfer Station within a maximum of 5 kms from the town centre, inside the Urban Edge. These Transfer Stations shall be properly managed according to best practice so as to minimise nuisance to surrounding neighbours. They should also be open after hours and on the weekends and their locations shall be well publicised so as to ensure that the community uses them. Furthermore, charges should not be levied on loads brought to transfer stations. Micro enterprises wanting to process waste and trade second hand materials on site should be encouraged. (G)

**RC37** Every municipality shall have a Waste Disposal facility site located and operated according to DWAF's minimum requirements that will service the Transfer stations in the urban settlements in that municipality. These sites may or may not be located within the Urban Edge of urban settlements. The main criteria for their location will be to meet satisfactory environmental and transport requirements. (M)

It is the intention of the Western Cape Government to make relevant policies contained in the WCPSDF mandatory in terms of legislation and to include these policies in appropriate legislation. These policies are indicated with a 'M' next to the applicable policy in Chapter 8 of this report. The balance of the policies is indicated with a 'G' to indicate that they are guiding principles. The distinction should be understood as follows:

**Mandatory (M) measures** refer to policies that are regarded as being of sufficient social, economic or environmental importance as to demand that every effort possible should be made to effectively implement that policy.

**Guidelines (G)** refer to policies that are intended as general developmental goals and whose detailed implementation may vary due to place specific conditions and therefore requiring a certain amount of flexibility in their application.

1.6.24 **Draft Legislation**


Since this is still in draft form at the time of compiling this version of the IWMP, it cannot be included here in full, but should be included in the IWMP in future revisions when it has been published in final form.

1.6.25 **International Treaties**

This section lists the international agreements to which South Africa has acceded. The following is as described in section 4.10 of the National Waste Management Strategy 2011:

Various international agreements to which South Africa has acceded relate to waste management. A number of non-binding conventions and protocols are also relevant to waste management. This section summarises the main actions in the NWMS related to implementing international agreements.
The Basel Convention

The Basel Convention, adopted in 1989, has the greatest bearing on the Waste Act as it addresses the trans-boundary movement of hazardous wastes and their disposal, setting out the categorization of hazardous waste and the policies between member countries.

DEA is developing MOUs with the International Trade Administration Commission (ITAC) and the South African Revenue Service (SARS) that effectively address the provisions of the Basel Convention.

DEA is considering accession to the amendments to the Basel Convention that ban the import and export of hazardous wastes. DEA is also currently developing a policy on imports and exports of waste that will address this.

DEA and DTI are jointly addressing the import and export control aspects of the Basel Convention, together with the chemical conventions. Control will happen through ITAC permits and SARS tariff codes.

The Montreal Protocol

The Montreal Protocol Treaty, revised in 1999, protects the ozone layer by phasing out the production of several substances that contribute to ozone depletion, with the aim of ozone layer recovery by 2050. This has relevance for waste management in instances where such obsolete products enter the waste stream. DEA will finalise and publish the National Implementation Plan for the Montreal Protocol. The plan will include the development on an Ozone Depletion Substance (ODS) strategy and regulations will provide for the phasing out of specified substances and their safe disposal. These will be gazetted for public comment in 2012.

The Rotterdam Convention

The Rotterdam Convention promotes and enforces transparency in the importation of hazardous chemicals and whilst it explicitly excludes waste, its implementation may lead to bans on listed chemicals. Some of these chemicals may occur in stockpiles of obsolete chemicals such as pesticides that have been identified as a major waste management challenge. Extended producer responsibility schemes will be used to effectively manage obsolete chemicals.

A study to investigate the extent of manufacture, use, import and export of new chemicals listed in the Rotterdam Convention will determine whether South Africa should ratify the newly added chemicals. This document will be finalised in 2012. A process to identify and ban pesticides and industrial chemicals listed in Annex III (that South Africa has not yet banned) has started. Responsible departments will finalise arrangements for banning orders in 2012.

The Stockholm Convention

The Stockholm Convention on Persistent Organic Pollutants (POPs), which entered into force in 2004, requires that member countries phase out POPs and prevent their import or export. Parties to the Convention are also required to undertake the following responsibilities:

- Develop and implement appropriate strategies to identify stockpiles, products and articles in use that contain or are contaminated with POPs.
- Manage stockpiles and wastes in an environmentally sound manner.
- Dispose of waste in a way that destroys or irreversibly transforms POPs content.
- Prohibit recycling, recovery, reclamation, direct re-use or alternative use of POPs.
- Endeavour to develop strategies to identify contaminated sites and perform eventual remediation in an environmentally sound manner.

A National Implementation Plan has been developed and it will be reviewed in light of the Waste Act and finalised in 2012.

Furthermore, a study has been initiated to investigate the extent of manufacture, use, import and export of new POPs listed in this convention. The study will determine if South Africa should ratify the newly added POPs. This document will be finalised in 2012.
2. EXISTING WASTE MANAGEMENT IN KNYSDA MUNICIPALITY

2.1 EDEN INTEGRATED WASTE MANAGEMENT FORUM

The Eden Integrated Waste Management Forum was established when the Local Municipalities identified it as a Goal/Objective in their Integrated Waste Management Plans and in the Regional Waste Management Plan. The forum was established as a platform in the region for the Local Municipalities to share information and discuss problems encountered in performing their specific duties. The emphasis on a regional approach to waste management is also promoted by the forum. The forum serves as the project committee with the implementation of all the regional waste management projects in the Eden District. The Forum also contributes especially to capacity building in some of the Municipalities. The municipalities in the Eden district municipal area are presented on the forum by the Waste Management Officers and meet on a two monthly basis. The District Municipality chairs the forum meetings.

2.2 AWARENESS AND EDUCATION

The lack of public awareness of the gravity of the problem of sustainable waste management has a significant impact on the effectiveness of the management of waste.

Our poor history of waste management in South Africa means that we pay little attention to our lifestyle insofar as how it affects the environment. However, when an environmental problem is noted and the public are made aware of the need for action, there is no stronger lobby. This was evident in the outcry over CFC containing aerosols in the late eighties. Once the problem was discovered and the people informed, a combination of international action and public pressure resulted in almost an immediate ban of these ozone-depleting substances. Creating awareness of the issue of sustainable waste management may have a similar outcome.

The successful implementation of the Knysna IWMP will require that all persons within the Municipal boundaries are aware of waste issues as an integral part of the creation of a healthy environment. They should be empowered to play their specific role in the development and implementation of the waste management initiatives.

Public participation is closely linked with education and public awareness. The significant difference between awareness programmes and public participation is that public awareness focuses on disseminating information, whereas public participation aims at obtaining participation, comment, input and feedback from the public.

2.2.1 Public Awareness and Education in Knysna Municipality

An Awareness Waste Minimisation Day was held on 28 May 2012. This was largely advertised in Knysna’s local newspapers, as well as through the local radio station, Knysna FM and was successfully attended by residents.

As part of the Awareness Day, Knysna Municipality also hosted a Waste Minimisation Competition which was divided into 3 categories, namely, for households, schools and businesses.

Each had to give examples on how waste could be reduced, reused and also given examples of how they are contributing to the Municipality’s recycling effort and how they are recycling at home, i.e. turning waste into a resource. (Waste avoidance)

There were 3 winners in the residents category and one winner in the school and business category each. The prizes consisted of recycling bins, books and hot boxes.

Flyers and information pamphlets are distributed throughout the Municipality. Below is an example of the advertising of recycling on street bins.
EDEN DISTRICT ROAD SHOW

Eden District Municipality in conjunction with the seven local municipalities in the region launched a waste management road show throughout the district as part of the draft waste minimization strategy. The aim of the road show is to create awareness throughout the district of waste management, minimization and how each household can manage its own waste.

The road show launch took place in Mossel Bay on 21 May 2012 and was opened by the Executive Mayor of Mossel Bay Municipality, Alderlady Marie Ferreira. Students of the Point High School in Mossel Bay paraded during a fashion show with all materials in their designs made out of waste and recyclables. The events in Mossel Bay as well as the other planned road shows are organized by the local municipalities in conjunction with Eden District Municipality. - http://www.edendm.co.za This Road Show will be an annual event.

Below is the newspaper article that followed the Knysna leg of the Eden road show:
The Eden District Municipality in collaboration with the local Eden Municipalities also conduct the Wise Up On Waste education and awareness programme which was launched in 2006. Schools and crèches are included in this awareness campaign in terms of waste management and minimisation. This programme is on-going.

By means of this public awareness and education campaign, the Municipalities in the Eden District ensure that the public is educated about the impacts of waste on their health and the environment. This endeavour should receive continual support.

2.3 WASTE QUANTITIES AND TYPES

2.3.1 Methodology for General Waste Survey

For the purpose of determining the waste quantities in Knysna Municipality, the population statistics from census (refer Paragraph 1.3) were used to calculate the total tonnage of municipal solid waste (MSW), using typical waste generation figures per person of each sector of the community.
2.3.2 Volumes of General Waste generated

It follows that domestic waste generation in Knysna can be depicted as follows:

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Karatara Forest Station</td>
<td>323</td>
<td>126</td>
<td>332</td>
<td>130</td>
<td>341</td>
<td>136</td>
<td>351</td>
<td>133</td>
<td>361</td>
<td>141</td>
<td>1.07</td>
</tr>
<tr>
<td>Karatara SP</td>
<td>605</td>
<td>235</td>
<td>622</td>
<td>247</td>
<td>639</td>
<td>248</td>
<td>657</td>
<td>256</td>
<td>675</td>
<td>262</td>
<td>1.06</td>
</tr>
<tr>
<td>Rheenendal SP</td>
<td>4 157</td>
<td>1 424</td>
<td>4 272</td>
<td>1 464</td>
<td>4 391</td>
<td>1 504</td>
<td>4 512</td>
<td>1 546</td>
<td>4 637</td>
<td>1 589</td>
<td>0.94</td>
</tr>
<tr>
<td>Swartkoppies SP</td>
<td>22</td>
<td>5</td>
<td>23</td>
<td>5</td>
<td>23</td>
<td>5</td>
<td>24</td>
<td>5</td>
<td>25</td>
<td>5</td>
<td>0.58</td>
</tr>
<tr>
<td>Phantom Pass SP</td>
<td>35</td>
<td>16</td>
<td>36</td>
<td>16</td>
<td>37</td>
<td>17</td>
<td>38</td>
<td>17</td>
<td>39</td>
<td>18</td>
<td>1.26</td>
</tr>
<tr>
<td>Montmore SP</td>
<td>76</td>
<td>24</td>
<td>76</td>
<td>25</td>
<td>86</td>
<td>25</td>
<td>83</td>
<td>26</td>
<td>85</td>
<td>27</td>
<td>0.87</td>
</tr>
<tr>
<td>Sedgefield SP</td>
<td>2 357</td>
<td>1 322</td>
<td>2 423</td>
<td>1 359</td>
<td>2 490</td>
<td>1 396</td>
<td>2 559</td>
<td>1 435</td>
<td>2 630</td>
<td>1 475</td>
<td>1.54</td>
</tr>
<tr>
<td>Meediglands</td>
<td>925</td>
<td>592</td>
<td>951</td>
<td>609</td>
<td>977</td>
<td>626</td>
<td>1 004</td>
<td>643</td>
<td>1 032</td>
<td>651</td>
<td>1.75</td>
</tr>
<tr>
<td>Sedgehill</td>
<td>658</td>
<td>355</td>
<td>674</td>
<td>364</td>
<td>693</td>
<td>374</td>
<td>712</td>
<td>385</td>
<td>732</td>
<td>395</td>
<td>1.49</td>
</tr>
<tr>
<td>Smutsville</td>
<td>4 696</td>
<td>1 404</td>
<td>4 826</td>
<td>1 443</td>
<td>4 959</td>
<td>1 483</td>
<td>5 097</td>
<td>1 524</td>
<td>5 238</td>
<td>1 566</td>
<td>0.82</td>
</tr>
<tr>
<td>Cola Beach</td>
<td>117</td>
<td>85</td>
<td>120</td>
<td>87</td>
<td>124</td>
<td>90</td>
<td>127</td>
<td>92</td>
<td>131</td>
<td>95</td>
<td>1.98</td>
</tr>
<tr>
<td>Myoli Beach SP</td>
<td>44</td>
<td>31</td>
<td>46</td>
<td>32</td>
<td>47</td>
<td>33</td>
<td>48</td>
<td>43</td>
<td>51</td>
<td>35</td>
<td>1.91</td>
</tr>
<tr>
<td>Simola Golf and Country Estate</td>
<td>60</td>
<td>50</td>
<td>62</td>
<td>62</td>
<td>64</td>
<td>53</td>
<td>65</td>
<td>54</td>
<td>67</td>
<td>56</td>
<td>2.28</td>
</tr>
<tr>
<td>Concordia State Forest</td>
<td>73</td>
<td>40</td>
<td>75</td>
<td>41</td>
<td>77</td>
<td>42</td>
<td>79</td>
<td>43</td>
<td>81</td>
<td>45</td>
<td>1.51</td>
</tr>
<tr>
<td>Eastford</td>
<td>897</td>
<td>602</td>
<td>922</td>
<td>619</td>
<td>947</td>
<td>636</td>
<td>973</td>
<td>654</td>
<td>1 000</td>
<td>672</td>
<td>1.84</td>
</tr>
<tr>
<td>Knysna Heights</td>
<td>336</td>
<td>234</td>
<td>345</td>
<td>241</td>
<td>355</td>
<td>247</td>
<td>365</td>
<td>254</td>
<td>375</td>
<td>261</td>
<td>1.91</td>
</tr>
<tr>
<td>Mount Joy</td>
<td>247</td>
<td>145</td>
<td>254</td>
<td>149</td>
<td>261</td>
<td>153</td>
<td>268</td>
<td>157</td>
<td>276</td>
<td>162</td>
<td>1.61</td>
</tr>
<tr>
<td>Hazelwood</td>
<td>155</td>
<td>192</td>
<td>160</td>
<td>108</td>
<td>164</td>
<td>108</td>
<td>169</td>
<td>111</td>
<td>173</td>
<td>114</td>
<td>1.80</td>
</tr>
<tr>
<td>Paradise</td>
<td>463</td>
<td>233</td>
<td>475</td>
<td>301</td>
<td>489</td>
<td>309</td>
<td>502</td>
<td>318</td>
<td>516</td>
<td>327</td>
<td>1.73</td>
</tr>
<tr>
<td>Westhill</td>
<td>257</td>
<td>161</td>
<td>264</td>
<td>166</td>
<td>271</td>
<td>170</td>
<td>279</td>
<td>175</td>
<td>286</td>
<td>180</td>
<td>1.72</td>
</tr>
<tr>
<td>-------------------</td>
<td>-------------------</td>
<td>---------------------------------------</td>
<td>-------------------</td>
<td>---------------------------------------</td>
<td>-------------------</td>
<td>---------------------------------------</td>
<td>-------------------</td>
<td>---------------------------------------</td>
<td>-------------------</td>
<td>---------------------------------------</td>
<td>-----------------------------------------------------------</td>
</tr>
<tr>
<td>Krystna Central</td>
<td>2 931</td>
<td>1 767</td>
<td>3 012</td>
<td>1 816</td>
<td>3 095</td>
<td>1 867</td>
<td>3 181</td>
<td>1 918</td>
<td>3 269</td>
<td>1 972</td>
<td>1.65</td>
</tr>
<tr>
<td>Finslers</td>
<td>1 458</td>
<td>352</td>
<td>1 498</td>
<td>363</td>
<td>1 539</td>
<td>404</td>
<td>1 582</td>
<td>415</td>
<td>1 526</td>
<td>426</td>
<td>0.72</td>
</tr>
<tr>
<td>Rhabololo</td>
<td>2 091</td>
<td>550</td>
<td>2 149</td>
<td>565</td>
<td>2 209</td>
<td>581</td>
<td>2 270</td>
<td>597</td>
<td>2 333</td>
<td>614</td>
<td>0.72</td>
</tr>
<tr>
<td>Concordia</td>
<td>5 133</td>
<td>1 530</td>
<td>5 272</td>
<td>1 593</td>
<td>5 416</td>
<td>1 637</td>
<td>5 568</td>
<td>1 692</td>
<td>5 722</td>
<td>1 729</td>
<td>0.83</td>
</tr>
<tr>
<td>Joodse</td>
<td>2 202</td>
<td>681</td>
<td>2 263</td>
<td>700</td>
<td>2 326</td>
<td>719</td>
<td>2 390</td>
<td>739</td>
<td>2 456</td>
<td>759</td>
<td>0.85</td>
</tr>
<tr>
<td>Xolweni</td>
<td>1 768</td>
<td>495</td>
<td>1 817</td>
<td>479</td>
<td>1 867</td>
<td>492</td>
<td>1 919</td>
<td>506</td>
<td>1 972</td>
<td>520</td>
<td>0.72</td>
</tr>
<tr>
<td>Wilkskaje</td>
<td>2 807</td>
<td>725</td>
<td>2 847</td>
<td>745</td>
<td>3 029</td>
<td>765</td>
<td>3 112</td>
<td>786</td>
<td>3 199</td>
<td>808</td>
<td>0.69</td>
</tr>
<tr>
<td>Milwood</td>
<td>10</td>
<td>8</td>
<td>10</td>
<td>8</td>
<td>10</td>
<td>8</td>
<td>10</td>
<td>9</td>
<td>11</td>
<td>9</td>
<td>2.28</td>
</tr>
<tr>
<td>Forest Reserve</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dongani</td>
<td>2 411</td>
<td>701</td>
<td>2 476</td>
<td>721</td>
<td>2 547</td>
<td>741</td>
<td>2 617</td>
<td>761</td>
<td>2 699</td>
<td>782</td>
<td>0.80</td>
</tr>
<tr>
<td>Umsobomvu</td>
<td>2 449</td>
<td>791</td>
<td>2 517</td>
<td>813</td>
<td>2 587</td>
<td>836</td>
<td>2 658</td>
<td>869</td>
<td>2 732</td>
<td>883</td>
<td>0.89</td>
</tr>
<tr>
<td>Dann se Lipos</td>
<td>4 011</td>
<td>1 178</td>
<td>4 122</td>
<td>1 159</td>
<td>4 237</td>
<td>1 191</td>
<td>4 354</td>
<td>1 224</td>
<td>4 475</td>
<td>1 258</td>
<td>0.77</td>
</tr>
<tr>
<td>Nkwekwe</td>
<td>3 877</td>
<td>934</td>
<td>3 970</td>
<td>960</td>
<td>3 771</td>
<td>986</td>
<td>3 876</td>
<td>1 013</td>
<td>3 983</td>
<td>1 042</td>
<td>0.72</td>
</tr>
<tr>
<td>Kroozi</td>
<td>1 527</td>
<td>436</td>
<td>1 578</td>
<td>441</td>
<td>1 604</td>
<td>461</td>
<td>1 681</td>
<td>473</td>
<td>1 745</td>
<td>486</td>
<td>1.16</td>
</tr>
<tr>
<td>Hornlee</td>
<td>7 040</td>
<td>3 333</td>
<td>7 245</td>
<td>3 425</td>
<td>7 406</td>
<td>3 500</td>
<td>7 542</td>
<td>3 617</td>
<td>7 654</td>
<td>3 718</td>
<td>1.30</td>
</tr>
<tr>
<td>Krystna Industrial</td>
<td>268</td>
<td>123</td>
<td>274</td>
<td>126</td>
<td>281</td>
<td>129</td>
<td>289</td>
<td>133</td>
<td>297</td>
<td>137</td>
<td>1.26</td>
</tr>
<tr>
<td>Old Place</td>
<td>1 502</td>
<td>813</td>
<td>1 338</td>
<td>835</td>
<td>1 375</td>
<td>858</td>
<td>1 413</td>
<td>882</td>
<td>1 453</td>
<td>927</td>
<td>1.71</td>
</tr>
<tr>
<td>Reykjavik</td>
<td>779</td>
<td>522</td>
<td>801</td>
<td>537</td>
<td>823</td>
<td>552</td>
<td>846</td>
<td>567</td>
<td>896</td>
<td>583</td>
<td>1.84</td>
</tr>
<tr>
<td>Fishers</td>
<td>117</td>
<td>70</td>
<td>120</td>
<td>71</td>
<td>124</td>
<td>73</td>
<td>127</td>
<td>75</td>
<td>131</td>
<td>78</td>
<td>1.63</td>
</tr>
<tr>
<td>Krystna SP2</td>
<td>10</td>
<td>8</td>
<td>10</td>
<td>8</td>
<td>10</td>
<td>8</td>
<td>10</td>
<td>9</td>
<td>11</td>
<td>9</td>
<td>2.28</td>
</tr>
<tr>
<td>Sunridge</td>
<td>5 899</td>
<td>2 464</td>
<td>5 754</td>
<td>2 532</td>
<td>5 913</td>
<td>2 602</td>
<td>6 077</td>
<td>2 674</td>
<td>6 245</td>
<td>2 748</td>
<td>1.21</td>
</tr>
<tr>
<td>Nirvea</td>
<td>99</td>
<td>29</td>
<td>62</td>
<td>30</td>
<td>64</td>
<td>36</td>
<td>65</td>
<td>31</td>
<td>67</td>
<td>32</td>
<td>1.31</td>
</tr>
<tr>
<td>Krystna SP1</td>
<td>139</td>
<td>96</td>
<td>143</td>
<td>99</td>
<td>147</td>
<td>101</td>
<td>151</td>
<td>104</td>
<td>156</td>
<td>107</td>
<td>1.89</td>
</tr>
<tr>
<td>Kanokkop</td>
<td>86</td>
<td>71</td>
<td>88</td>
<td>73</td>
<td>90</td>
<td>75</td>
<td>93</td>
<td>77</td>
<td>95</td>
<td>79</td>
<td>2.28</td>
</tr>
<tr>
<td>Selvidere Estate</td>
<td>440</td>
<td>321</td>
<td>453</td>
<td>330</td>
<td>465</td>
<td>339</td>
<td>478</td>
<td>348</td>
<td>491</td>
<td>358</td>
<td>2.00</td>
</tr>
<tr>
<td>Thezens Island</td>
<td>735</td>
<td>584</td>
<td>755</td>
<td>600</td>
<td>776</td>
<td>617</td>
<td>798</td>
<td>634</td>
<td>820</td>
<td>652</td>
<td>2.18</td>
</tr>
<tr>
<td>Brenton</td>
<td>190</td>
<td>88</td>
<td>195</td>
<td>101</td>
<td>201</td>
<td>104</td>
<td>206</td>
<td>107</td>
<td>212</td>
<td>109</td>
<td>1.41</td>
</tr>
<tr>
<td>Brenton on Sea</td>
<td>311</td>
<td>229</td>
<td>319</td>
<td>235</td>
<td>328</td>
<td>242</td>
<td>337</td>
<td>249</td>
<td>346</td>
<td>256</td>
<td>2.02</td>
</tr>
<tr>
<td>Hunters</td>
<td>1 084</td>
<td>804</td>
<td>1 114</td>
<td>827</td>
<td>1 144</td>
<td>850</td>
<td>1 176</td>
<td>873</td>
<td>1 209</td>
<td>897</td>
<td>2.03</td>
</tr>
</tbody>
</table>
The above totals exclude rural waste and include waste that is generated by holiday makers over the festive season. Also included is commercial waste and industrial office waste as these are collected by the municipality. What is not included is the industrial waste which is generated and managed by the industries themselves.

**Weightbridge readings**

There are no weighbridge readings available of waste quantities in the Knysna Municipality.

### 2.3.3 Recoverable Material Volumes

The Department of Environmental Affairs and Development Planning (DEA&DP) commissioned a study in 2007 to determine the characterisation of the disposed waste at various landfills in the Eden District. From that study, although a relatively small once-off sample was analysed, the anticipated average waste composition of the Eden District can be derived to include the following recyclable materials (by mass):

- **Paper and Card board:** 18%
- **Plastics:** 13%
- **Glass:** 11%
- **Metal:** 5%

The DEA&DP has subsequently commented that the minimum sample size that should have been used in this study must be calculated. The report indicates that a total of 12.78 tonnes of waste were analysed which equals approximately 0.01% of the total waste stream of that year.
The Sustainable Cities Institute (United States) and California Department of Resources Recycling and Recovery recommend that the ASTM standards are followed when collecting samples for waste characterisation to be statistically representative. Their proposed method was developed to obtain characterisation from the disposed waste stream. For Disposal Facility type sampling, which was the case in the above study, a minimum total of 30 samples of 90kg each for the residential sector or 40 samples of 90kg each for the non-residential sector should be used. Another requirement is that the samples to be taken are spread over at least two seasons.

To align a new waste characterisation study with the above guidelines, the following is recommended:

- 30 samples of 90kg each are to be sampled randomly at the transfer station following the installation of a weighbridge
- The following schedule is proposed to obtain representative samples from the waste stream: One sample per day, Monday to Saturday, for one week of every second month, starting in January as the first month and November as the last. This will amount to a total of 36 samples spread over all four seasons and every day of the week.
- The requirement for this exercise per disposal facility will then be 5 workers to take samples and categorise waste, employed for a total of 36 days throughout the year. They can be employed as part of the Extended Public Works Programme. Working with an average of R120 per person per day, this totals R21,600.00. The team can be led by the Municipality’s waste manager and also be trained by him or someone delegated by him. A total of R5,000.00 is estimated if a consultant then reworks the data and reports on the gathered data.

The 2007 characterisation report is still the best available representation of the Eden waste stream. To conduct a waste characterisation study that meets the above statistical requirements will require data collected over an entire year. Until such a study is commissioned and completed, the existing report is used for the purposes of this IWMP.

From the waste composition as reflected in the 2007 report, it can be calculated that the total volume of recoverable materials that are theoretically available in the waste stream will be as indicated in Table 2-2. These characterisation percentages were applied to the waste stream of the permanent population.

Seasonal increase

From accurate waste data that have been recorded over the past three years in the Overstrand Municipality, it was possible to quantify the seasonal increase that holidaymakers have on recoverable materials in the waste stream. The average recycled monthly quantities outside the holiday season were calculated along with the averages of the holiday season so that the total percentage increase over this period could be obtained.

These percentages can be applied to similar municipalities like Knysna, which are coastal and experience an influx of holidaymakers during season. The increases will not be exactly the same, but will be applicable when the percentages are applied to the permanent waste stream of Knysna Municipality as these percentages are indicative of the behaviour of holidaymakers. This means that the same percentage increases can be expected in similar municipalities.

The graphs below illustrate the seasonal increase for glass, paper & cardboard, tins and plastics.
Plastic Average Monthly Recovery (kg)

From the data the following percentage increases over season were obtained:

Glass: 48% increase
Paper & Cardboard: 35% increase
Tins: 17% increase
Plastics: 13% increase

Table 2-2: Volumes of Available Recoverable Materials

<table>
<thead>
<tr>
<th>Sub-area</th>
<th>PAPER/ CARD (t/a)</th>
<th>PLASTICS (t/a)</th>
<th>GLASS (t/a)</th>
<th>METAL (t/a)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Karatara Forest Station</td>
<td>21</td>
<td>15</td>
<td>13</td>
<td>6</td>
</tr>
<tr>
<td>Karatara SP</td>
<td>39</td>
<td>28</td>
<td>24</td>
<td>11</td>
</tr>
<tr>
<td>Rheenendal SP</td>
<td>234</td>
<td>189</td>
<td>143</td>
<td>65</td>
</tr>
<tr>
<td>Swartvlei SP</td>
<td>1</td>
<td>1</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Phantom Pass SP</td>
<td>3</td>
<td>2</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>Montmere SP</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>Sedgefield SP</td>
<td>225</td>
<td>163</td>
<td>138</td>
<td>63</td>
</tr>
<tr>
<td>Meedigride</td>
<td>102</td>
<td>73</td>
<td>62</td>
<td>28</td>
</tr>
<tr>
<td>Sedgehill</td>
<td>60</td>
<td>44</td>
<td>37</td>
<td>17</td>
</tr>
<tr>
<td>Smutsville</td>
<td>228</td>
<td>164</td>
<td>139</td>
<td>63</td>
</tr>
<tr>
<td>Cola Beach</td>
<td>15</td>
<td>11</td>
<td>9</td>
<td>4</td>
</tr>
<tr>
<td>Myoli Beach SP</td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>1</td>
</tr>
<tr>
<td>Simola Golf and Country Estate</td>
<td>9</td>
<td>6</td>
<td>5</td>
<td>2</td>
</tr>
<tr>
<td>Concordia State Forest</td>
<td>7</td>
<td>5</td>
<td>4</td>
<td>2</td>
</tr>
<tr>
<td>Eastford</td>
<td>104</td>
<td>75</td>
<td>63</td>
<td>29</td>
</tr>
<tr>
<td>Krynysna Heights</td>
<td>40</td>
<td>29</td>
<td>25</td>
<td>11</td>
</tr>
<tr>
<td>Mount Joy</td>
<td>25</td>
<td>18</td>
<td>15</td>
<td>7</td>
</tr>
<tr>
<td>Heuwelkruin</td>
<td>18</td>
<td>13</td>
<td>11</td>
<td>5</td>
</tr>
<tr>
<td>Paradise</td>
<td>50</td>
<td>36</td>
<td>31</td>
<td>14</td>
</tr>
<tr>
<td>Westhill</td>
<td>26</td>
<td>20</td>
<td>17</td>
<td>8</td>
</tr>
<tr>
<td>Krynysna Central</td>
<td>303</td>
<td>219</td>
<td>185</td>
<td>84</td>
</tr>
<tr>
<td>Flieters</td>
<td>61</td>
<td>44</td>
<td>37</td>
<td>17</td>
</tr>
<tr>
<td>Rhobololo</td>
<td>88</td>
<td>63</td>
<td>54</td>
<td>24</td>
</tr>
<tr>
<td>Concordia</td>
<td>252</td>
<td>182</td>
<td>154</td>
<td>70</td>
</tr>
<tr>
<td>Joodse Kamp</td>
<td>111</td>
<td>80</td>
<td>68</td>
<td>31</td>
</tr>
<tr>
<td>Xolweni</td>
<td>74</td>
<td>54</td>
<td>46</td>
<td>21</td>
</tr>
<tr>
<td>Witlokasie</td>
<td>115</td>
<td>83</td>
<td>70</td>
<td>32</td>
</tr>
<tr>
<td>Milkwood Forest Reserve</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>Bengoni</td>
<td>113</td>
<td>82</td>
<td>69</td>
<td>32</td>
</tr>
<tr>
<td>Umsobomvu</td>
<td>120</td>
<td>93</td>
<td>79</td>
<td>36</td>
</tr>
<tr>
<td>Dam se Bos</td>
<td>182</td>
<td>131</td>
<td>111</td>
<td>50</td>
</tr>
</tbody>
</table>
### Community Services Committee Meeting Agenda

13 June 2017

<table>
<thead>
<tr>
<th>Sub-area</th>
<th>Paper/Card (t/a)</th>
<th>Plastics (t/a)</th>
<th>Glass (t/a)</th>
<th>Metal (t/a)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nekkies</td>
<td>149</td>
<td>108</td>
<td>91</td>
<td>41</td>
</tr>
<tr>
<td>Knoetzie</td>
<td>73</td>
<td>53</td>
<td>45</td>
<td>20</td>
</tr>
<tr>
<td>Hornlee</td>
<td>562</td>
<td>406</td>
<td>344</td>
<td>166</td>
</tr>
<tr>
<td>Krynska Industrial</td>
<td>21</td>
<td>15</td>
<td>13</td>
<td>6</td>
</tr>
<tr>
<td>Old Place</td>
<td>139</td>
<td>101</td>
<td>86</td>
<td>30</td>
</tr>
<tr>
<td>Rexford</td>
<td>90</td>
<td>85</td>
<td>55</td>
<td>25</td>
</tr>
<tr>
<td>Fishers Haven</td>
<td>12</td>
<td>9</td>
<td>7</td>
<td>3</td>
</tr>
<tr>
<td>Krynska SP2</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>Sunridge</td>
<td>414</td>
<td>299</td>
<td>253</td>
<td>115</td>
</tr>
<tr>
<td>Nirvana</td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>1</td>
</tr>
<tr>
<td>Krynska SP1</td>
<td>17</td>
<td>12</td>
<td>10</td>
<td>5</td>
</tr>
<tr>
<td>Kanonkop</td>
<td>12</td>
<td>9</td>
<td>8</td>
<td>3</td>
</tr>
<tr>
<td>Belvidere Estate</td>
<td>55</td>
<td>40</td>
<td>34</td>
<td>15</td>
</tr>
<tr>
<td>Thesens Island</td>
<td>101</td>
<td>73</td>
<td>62</td>
<td>28</td>
</tr>
<tr>
<td>Brenton</td>
<td>17</td>
<td>12</td>
<td>10</td>
<td>5</td>
</tr>
<tr>
<td>Brenton on Sea</td>
<td>40</td>
<td>29</td>
<td>24</td>
<td>11</td>
</tr>
<tr>
<td>Hunters Home</td>
<td>139</td>
<td>100</td>
<td>86</td>
<td>39</td>
</tr>
<tr>
<td>Sparrebosch Clifton Estate</td>
<td>29</td>
<td>21</td>
<td>18</td>
<td>8</td>
</tr>
<tr>
<td>Pezuila Private Estate</td>
<td>10</td>
<td>7</td>
<td>6</td>
<td>3</td>
</tr>
<tr>
<td>Leisure Isle</td>
<td>94</td>
<td>68</td>
<td>57</td>
<td>26</td>
</tr>
<tr>
<td>The Heads</td>
<td>35</td>
<td>25</td>
<td>21</td>
<td>10</td>
</tr>
<tr>
<td>Goukamma Nature Reserve SP</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Buffelsbaai SP</td>
<td>6</td>
<td>5</td>
<td>4</td>
<td>2</td>
</tr>
<tr>
<td>Permanent Pop. Total</td>
<td>4867</td>
<td>3370</td>
<td>2852</td>
<td>1296</td>
</tr>
<tr>
<td>Seasonal increase</td>
<td>175</td>
<td>47</td>
<td>146</td>
<td>24</td>
</tr>
</tbody>
</table>

**Total** 4841 3417 2998 1320

The above theoretical figures give a total of approximately 12 677 tonnes per annum, which is 45% of the generated waste stream. It should be noted that this reflects the recyclable portion of the waste stream only as the mathematical representation. The full 45% cannot be seen as recoverable in the practical sense.

Due to the methods of collection, i.e. the collection of mixed un-separated household waste, a large amount of deterioration and contamination of potentially recoverable material takes place. Post-collection recovery (as is currently the norm in South Africa) implies that only a part of the above tonnages are available for recovery and recycling, due to contamination. For that reason separation at source is considered to be the preferred methodology to increase the volumes and value of recovered materials. Even with source separation some contamination still takes place, but less than mixed bag waste.

Although experience has shown that participation by the public is largely economy driven, the current trend is that separation at source, which implies that recoverable materials are separated by the home owner and "given" to the municipality (or Service Provider) for free, is mainly supported by the middle and higher income groups, whereas the low and very low income groups support buy-back centres or swap-shops where recoverable materials are bought/traded from the residents.

However, recently acquired data (measured quantities in Drakenstein Municipality over 5 years, Overstrand Municipality over 3 years and Swartland Municipality over 10 years) illustrates that the implementation of source separation only leads to a 1% increase in over-all recovered material volume. This small increase may be attributed to the fact that source separation was only implemented in a certain group of neighbourhoods and not throughout the whole of the area where the data was received. If one looks at the statistics per neighbourhood, the increase in material recovery is reportedly 15%. With these relatively small gains in recovery, the Municipality should evaluate the economic feasibility of implementing a source separation system. It is still the preferred collection method, but expensive to implement and would probably receive lower priority as opposed to alternative strategies and action plans that need to be executed by the Municipality in the upcoming years.

Statistics obtained from the various "separate bag" collections as are currently practised on a private contract base in the City of Cape Town, indicate that separation at source participation rates of up to
85% are achievable in the higher income groups. More recent statistics obtained from the Drakenstein Municipality show that participation rates are significantly lower. The Middle income group participation rates vary between 12-25% and the High income group participation vary between 35-40%. The degree of contamination in the "separate bag" is significantly lower and the average "tailings" percentage achieved is approximately 10%. (Source: WastePlan)

With the assumed strategy of source separation and "clean" Material Recovery Facilities where the source separated materials are sorted into its various groups and sub-groups, and assuming that only middle and higher income group communities will be participating in source separation, it can be calculated that the current (2013) recovery volumes will be as indicated in Table 2-3.

### Table 2-3: Calculated Volumes of Recovery of Source Separated Materials

<table>
<thead>
<tr>
<th>Sub-area</th>
<th>Participating Waste (t/a)</th>
<th>PAPER/CARD (t/a)</th>
<th>PLASTICS (t/a)</th>
<th>GLASS (t/a)</th>
<th>METAL (t/a)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Karatara Forest</td>
<td>70.6</td>
<td>2.7</td>
<td>0.6</td>
<td>3.4</td>
<td>0.4</td>
</tr>
<tr>
<td>Flenton</td>
<td>124.3</td>
<td>4.7</td>
<td>1.0</td>
<td>6.0</td>
<td>0.6</td>
</tr>
<tr>
<td>Karatara SP</td>
<td>661.1</td>
<td>25.0</td>
<td>5.2</td>
<td>32.0</td>
<td>3.3</td>
</tr>
<tr>
<td>Swartvlei SP</td>
<td>0.0</td>
<td>0.0</td>
<td>0.0</td>
<td>0.0</td>
<td>0.0</td>
</tr>
<tr>
<td>Phantom Pass SP</td>
<td>9.0</td>
<td>0.3</td>
<td>0.1</td>
<td>0.4</td>
<td>0.0</td>
</tr>
<tr>
<td>Montmore SP</td>
<td>9.2</td>
<td>0.3</td>
<td>0.1</td>
<td>0.4</td>
<td>0.0</td>
</tr>
<tr>
<td>Sedgfield SP</td>
<td>882.3</td>
<td>33.4</td>
<td>6.9</td>
<td>42.7</td>
<td>4.4</td>
</tr>
<tr>
<td>Meidigside</td>
<td>424.9</td>
<td>16.1</td>
<td>3.3</td>
<td>20.6</td>
<td>2.1</td>
</tr>
<tr>
<td>Sedgehill</td>
<td>230.3</td>
<td>8.7</td>
<td>1.8</td>
<td>11.1</td>
<td>1.2</td>
</tr>
<tr>
<td>Smutsville</td>
<td>481.6</td>
<td>18.2</td>
<td>3.8</td>
<td>23.3</td>
<td>2.4</td>
</tr>
<tr>
<td>Cola Beach</td>
<td>62.6</td>
<td>2.4</td>
<td>0.5</td>
<td>3.0</td>
<td>0.3</td>
</tr>
<tr>
<td>Myoli Beach SP</td>
<td>23.7</td>
<td>0.9</td>
<td>0.2</td>
<td>1.1</td>
<td>0.1</td>
</tr>
<tr>
<td>Simola Golf and Country Estate</td>
<td>38.7</td>
<td>1.5</td>
<td>0.3</td>
<td>1.9</td>
<td>0.2</td>
</tr>
<tr>
<td>Concordia State Forest</td>
<td>26.3</td>
<td>1.0</td>
<td>0.2</td>
<td>1.3</td>
<td>0.1</td>
</tr>
<tr>
<td>Eastford</td>
<td>434.5</td>
<td>16.4</td>
<td>3.4</td>
<td>21.0</td>
<td>2.2</td>
</tr>
<tr>
<td>Knyana Heights</td>
<td>171.0</td>
<td>6.5</td>
<td>1.3</td>
<td>8.3</td>
<td>0.9</td>
</tr>
<tr>
<td>Mount Joy</td>
<td>99.2</td>
<td>3.8</td>
<td>0.8</td>
<td>4.8</td>
<td>0.5</td>
</tr>
<tr>
<td>Heuwelkruin</td>
<td>72.3</td>
<td>2.7</td>
<td>0.6</td>
<td>3.5</td>
<td>0.4</td>
</tr>
<tr>
<td>Paradise</td>
<td>205.4</td>
<td>7.8</td>
<td>1.6</td>
<td>9.9</td>
<td>1.0</td>
</tr>
<tr>
<td>Westhill</td>
<td>114.1</td>
<td>4.3</td>
<td>0.9</td>
<td>5.5</td>
<td>0.6</td>
</tr>
<tr>
<td>Knyana Central</td>
<td>1228.6</td>
<td>46.4</td>
<td>9.6</td>
<td>59.5</td>
<td>6.1</td>
</tr>
<tr>
<td>Flenters</td>
<td>93.6</td>
<td>3.5</td>
<td>0.7</td>
<td>4.5</td>
<td>0.5</td>
</tr>
<tr>
<td>Rhobololo</td>
<td>131.7</td>
<td>5.0</td>
<td>1.0</td>
<td>6.4</td>
<td>0.7</td>
</tr>
<tr>
<td>Concordia</td>
<td>563.6</td>
<td>21.3</td>
<td>4.4</td>
<td>27.3</td>
<td>2.8</td>
</tr>
<tr>
<td>Joodse Kamp</td>
<td>254.6</td>
<td>9.6</td>
<td>2.0</td>
<td>12.3</td>
<td>1.3</td>
</tr>
<tr>
<td>Xolweni</td>
<td>107.3</td>
<td>4.1</td>
<td>0.8</td>
<td>5.2</td>
<td>0.5</td>
</tr>
<tr>
<td>Willokasi</td>
<td>139.2</td>
<td>5.3</td>
<td>1.1</td>
<td>6.7</td>
<td>0.7</td>
</tr>
<tr>
<td>Milwood Forest Reserve</td>
<td>6.1</td>
<td>0.2</td>
<td>0.0</td>
<td>0.3</td>
<td>0.0</td>
</tr>
<tr>
<td>Bongani</td>
<td>233.9</td>
<td>8.8</td>
<td>1.8</td>
<td>11.3</td>
<td>1.2</td>
</tr>
<tr>
<td>Umsoombovu</td>
<td>318.0</td>
<td>12.0</td>
<td>2.5</td>
<td>15.4</td>
<td>1.6</td>
</tr>
<tr>
<td>Dam se Bos</td>
<td>343.8</td>
<td>13.0</td>
<td>2.7</td>
<td>16.6</td>
<td>1.7</td>
</tr>
<tr>
<td>Nekkies</td>
<td>224.5</td>
<td>8.5</td>
<td>1.8</td>
<td>10.9</td>
<td>1.1</td>
</tr>
<tr>
<td>Knoetzie</td>
<td>251.6</td>
<td>9.5</td>
<td>2.0</td>
<td>12.2</td>
<td>1.3</td>
</tr>
<tr>
<td>Hornlee</td>
<td>2055.0</td>
<td>77.7</td>
<td>16.0</td>
<td>99.5</td>
<td>10.3</td>
</tr>
<tr>
<td>Knyana Industrial</td>
<td>72.3</td>
<td>2.7</td>
<td>0.6</td>
<td>3.5</td>
<td>0.4</td>
</tr>
<tr>
<td>Old Place</td>
<td>568.5</td>
<td>21.5</td>
<td>4.4</td>
<td>27.5</td>
<td>2.8</td>
</tr>
<tr>
<td>Rexford</td>
<td>379.4</td>
<td>14.3</td>
<td>3.0</td>
<td>18.4</td>
<td>1.9</td>
</tr>
<tr>
<td>Fishers Haven</td>
<td>48.1</td>
<td>1.8</td>
<td>0.4</td>
<td>2.3</td>
<td>0.2</td>
</tr>
<tr>
<td>Knyana SP2</td>
<td>6.1</td>
<td>0.2</td>
<td>0.0</td>
<td>0.3</td>
<td>0.0</td>
</tr>
<tr>
<td>Sunridge</td>
<td>1442.3</td>
<td>54.5</td>
<td>11.2</td>
<td>69.8</td>
<td>7.2</td>
</tr>
<tr>
<td>Nirvana</td>
<td>16.6</td>
<td>0.6</td>
<td>0.1</td>
<td>0.8</td>
<td>0.1</td>
</tr>
<tr>
<td>Knyana SP1</td>
<td>71.1</td>
<td>2.7</td>
<td>0.6</td>
<td>3.4</td>
<td>0.4</td>
</tr>
<tr>
<td>Kanonkop</td>
<td>56.0</td>
<td>2.1</td>
<td>0.4</td>
<td>2.7</td>
<td>0.3</td>
</tr>
<tr>
<td>Belvidere Estate</td>
<td>237.7</td>
<td>9.0</td>
<td>1.9</td>
<td>11.6</td>
<td>1.2</td>
</tr>
<tr>
<td>Sub-area</td>
<td>Participating Waste (t/a)</td>
<td>PAPER/CARD (t/a)</td>
<td>PLASTICS (t/a)</td>
<td>GLASS (t/a)</td>
<td>METAL (t/a)</td>
</tr>
<tr>
<td>----------------------</td>
<td>---------------------------</td>
<td>------------------</td>
<td>----------------</td>
<td>-------------</td>
<td>-------------</td>
</tr>
<tr>
<td>Thesens Island</td>
<td>445.1</td>
<td>16.8</td>
<td>3.5</td>
<td>21.5</td>
<td>2.2</td>
</tr>
<tr>
<td>Brenton</td>
<td>61.1</td>
<td>2.3</td>
<td>0.5</td>
<td>3.0</td>
<td>0.3</td>
</tr>
<tr>
<td>Brenton on Sea</td>
<td>168.6</td>
<td>6.4</td>
<td>1.3</td>
<td>8.2</td>
<td>0.8</td>
</tr>
<tr>
<td>Hunters Home</td>
<td>599.9</td>
<td>22.7</td>
<td>4.7</td>
<td>29.0</td>
<td>3.0</td>
</tr>
<tr>
<td>Sparrebosch Clifftop</td>
<td>122.8</td>
<td>4.6</td>
<td>1.0</td>
<td>5.9</td>
<td>0.6</td>
</tr>
<tr>
<td>Estate</td>
<td>38.4</td>
<td>1.5</td>
<td>0.3</td>
<td>1.9</td>
<td>0.2</td>
</tr>
<tr>
<td>Pezula Private Estate</td>
<td>405.8</td>
<td>15.3</td>
<td>3.2</td>
<td>19.6</td>
<td>2.0</td>
</tr>
<tr>
<td>Leisure Isle</td>
<td>146.6</td>
<td>5.5</td>
<td>1.1</td>
<td>7.1</td>
<td>0.7</td>
</tr>
<tr>
<td>The Heads</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Goukamma Nature</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reserve SP</td>
<td>0.0</td>
<td>0.0</td>
<td>0.0</td>
<td>0.0</td>
<td>0.0</td>
</tr>
<tr>
<td>Buffelsbaai SP</td>
<td>24.4</td>
<td>0.9</td>
<td>0.2</td>
<td>1.2</td>
<td>0.1</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>1500.3</strong></td>
<td><strong>567.1</strong></td>
<td><strong>117.0</strong></td>
<td><strong>726.2</strong></td>
<td><strong>75.0</strong></td>
</tr>
</tbody>
</table>

Assumptions for Source Separation:

80% participation (Based on actual data from WastePlan)
21% recovery of available Paper and Cardboard
6% recovery of available Plastics
44% recovery of available Glass
10% recovery of available Metals

The above "realistic" volumes can be increased when additional facilities such as buy-back centres are commissioned in low and very low income group communities.

2.3.3.1 Paper and Cardboard

Paper and Cardboard form the foundation for any recovery venture, due to the relative stable demand and numerous recycled products made from recovered paper.

Waste paper is transformed from one type to another during the recycling process. The supply and demand for waste paper, although stable, is cyclical in nature, and therefore marketing patterns have to be adapted accordingly.

Some of the factors that contribute to this cyclical demand for recovered paper are:

- difficulty for mills to carry large stock
- periodic mill shut-downs result in fluctuations in demand
- paper stock is considered perishable and thus hazardous to store
- space for storage of stock is limited and costly

Some materials produced with recycled paper pulp include: newspapers, packaging, bags, tissue and towels, corrugated boxes, shoe boxes and files, egg cartons and fruit packing layers.

If paper and cardboard products are clean and separated into different types, significantly higher prices are fetched for the recovered materials.

2.3.3.2 Glass

Glass recovery for recycling has had a very erratic history, due to only one recycler having a monopoly in the market. When the capacity of the kilns is full, the price used to drop dramatically due to an oversupply and no demand. Fortunately this situation has stabilized and a consistent market for recovered glass is currently prevailing.

The separation of glass is very successful in separation at source activities since it is easy to identify by the home owners. Recent experience in the City of Cape Town has shown that most home owners whom participate in separation at source also wash their glass products before putting it in the recyclables bag.
2.3.3.3 Plastic

Several types of plastics are typically recycled, i.e. PET (transparent plastic bottles e.g. 2 litre cool drink bottles), HDPE (milk containers), LDPE and mixed plastics. Recycled PET is used in the manufacture of small moulded products, such as handles, sporting goods and furniture. Recycled HDPE is used for producing flowerpots, dustbins and a variety of other containers. Mixed plastics are normally used for the manufacture of outdoor furniture, pallets, and plastic timber.

The recent introduction of a levy on shopping bags has caused the amounts arriving at the landfill to reduce dramatically. Less plastic bags are disposed of, as they are recovered and are now manufactured of better quality and thicker plastic.

In order to recycle plastics using current traditional methodology, it has to be sorted into the various categories, and washed if contaminated by the other wastes. Alternative technologies are currently being evaluated (also in South Africa) that could eliminate the need for sorting of plastics.

2.3.3.4 Metal

Metals are the single most recoverable item in the waste stream. Very little degradation takes place during collection. It follows that a relatively small amount ends up in the waste stream, as all types of metal are removed for re-sale at various stages of the waste handling process.

One of the major components of ferrous wastes is the steel can (95% of all cans in the Metropolitan Areas). Non-ferrous metals such as Aluminium and Copper are very scarce in our waste streams, due to its extremely high salvaging value. These are usually removed at source.

2.3.3.5 Economic Sustainability of Waste Recovery

Although the recovery of materials of value from the waste stream for recycling or re-use is one of the basic operations in future integrated waste management, the question regarding its financial and economical sustainability should always be asked and answered.

Local experience over the last decade has shown that the South African recycling market, or rather the recycled product market, is very small and very susceptible to unforeseen activities, e.g. if one paper mill burns down, the effect on the waste paper market, and the prices, is significant. The South African “market” is simply too small to absorb these types of set-backs.

For this reason it is commendable that D:EA&DP had a study conducted into sustaining the local recycling industry.

But one must consider the economical sustainability and not only the financial sustainability. Economic sustainability considers the whole life-cycle cost and not only the rands and cents of a specific financial year and taking into consideration the avoided costs of airspace saving and also the cost on the environment for the resultant smaller utilisation of virgin resources. An interesting stipulation in the Waste Act, Section 17 (1) (a), is that one may not recover materials from waste if it costs more environmental resources to recover, than it would to dispose of that material – a good example of the total or life-cycle costing principle.

Prices for recovered materials vary greatly from city to city and province to province, from bailed to unbaled, from dirty to clean and from material type. External factors also play a significant role such as the oil price, e.g. due to a previous low crude oil price of approximately US$43 per barrel had caused new plastic to be cheaper than recycled plastic – cheaper, not necessarily more economical. The result was that recyclers at that moment (January 2009) could not even give their LDPE plastic away where only a month before it was sold for R1500/tonne.

The above does not imply or insinuate that recovery should not be supported, but that both recovery AND the establishment of a recycled goods market should be supported. This is an aspect that cannot be addressed on a local authority level, but must be addressed on a Provincial and/or National level to optimise economy of scale.

Benefits must also be shared. For example, if a municipality saves airspace and transport costs due to recovery, a portion of that saving (avoided costs) should be passed on to the recovery effort to ensure that it is sustainable. If not, as was proven in SA previously, the recovery effort closes down and the municipality loses its avoided cost saving.
The January 2014 prices for recovered materials delivered in Cape Town are displayed in Table 2-4.

<table>
<thead>
<tr>
<th>MATERIAL</th>
<th>PRICE IN RAND/TON FOR BALED MATERIAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Card board</td>
<td>800</td>
</tr>
<tr>
<td>White Paper</td>
<td>1200</td>
</tr>
<tr>
<td>Newsprint</td>
<td>650</td>
</tr>
<tr>
<td>Glossy Paper</td>
<td>450</td>
</tr>
<tr>
<td>Mixed Paper</td>
<td>580</td>
</tr>
<tr>
<td>Metals (Mainly cans)</td>
<td></td>
</tr>
<tr>
<td>Glass (All colours, Crushed)</td>
<td>1300</td>
</tr>
<tr>
<td>Plastic (PET, No 1, White, Blue, Green)</td>
<td>3600</td>
</tr>
<tr>
<td>Plastic (PET, No 1, Brown)</td>
<td>1000</td>
</tr>
<tr>
<td>Plastic (HDPE, No 2)</td>
<td>2500</td>
</tr>
<tr>
<td>Plastic (LDPE, No 4)</td>
<td>1800</td>
</tr>
<tr>
<td>Plastic (Polypropylene, No 5)</td>
<td>2500</td>
</tr>
<tr>
<td>Plastic (Polystyrene, No 6)</td>
<td>1300</td>
</tr>
</tbody>
</table>

Table 2-5: January 2014 Prices of Recovered Materials delivered from Eden

<table>
<thead>
<tr>
<th>MATERIAL</th>
<th>PRICE IN RAND/TON FOR BALED MATERIAL</th>
<th>DELIVERED TO</th>
</tr>
</thead>
<tbody>
<tr>
<td>Card board</td>
<td>700</td>
<td>Empangeni</td>
</tr>
<tr>
<td>White Paper</td>
<td>1200</td>
<td>Cape Town</td>
</tr>
<tr>
<td>Newsprint</td>
<td>550</td>
<td>Durban</td>
</tr>
<tr>
<td>Glossy Paper</td>
<td>400</td>
<td>Durban</td>
</tr>
<tr>
<td>Mixed Paper</td>
<td>320</td>
<td>Springs</td>
</tr>
<tr>
<td>Metals (Mainly cans)</td>
<td>1100</td>
<td>Eden</td>
</tr>
<tr>
<td>Glass (All colours, Crushed)</td>
<td>400</td>
<td>Excluding delivery</td>
</tr>
<tr>
<td>Plastic (PET, No 1, White, Blue, Green)</td>
<td>1800</td>
<td>Cape Town</td>
</tr>
<tr>
<td>Plastic (PET, No 1, Brown)</td>
<td>1800</td>
<td>Cape Town</td>
</tr>
<tr>
<td>Plastic (HDPE, No 2)</td>
<td>2200</td>
<td>Cape Town</td>
</tr>
<tr>
<td>Plastic (LDPE, No 4)</td>
<td>2200</td>
<td>George</td>
</tr>
<tr>
<td>Plastic (Polypropylene, No 5)</td>
<td>2900</td>
<td>Cape Town</td>
</tr>
<tr>
<td>Plastic (Polystyrene, No 6)</td>
<td>450</td>
<td>East London</td>
</tr>
<tr>
<td>Tetrapak</td>
<td>460</td>
<td>Johannesburg</td>
</tr>
</tbody>
</table>

2.3.3.6 Priority Waste Streams

2.3.3.6.1 Tyres

In accordance with the recently published Tyre Regulations the disposal of tyres to landfill in its current format was only allowed up to June 2011, where after all tyres that are landfilled, must be quartered. After June 2014 no tyres, quartered or otherwise, may be landfilled. The municipality will have to develop an action plan in accordance with the Tyre Regulations to manage tyres generated within the municipal area. However, there is quite some confusion regarding the tyre regulations. The action plan can be in place, but until there is greater clarity surrounding these regulations, no action needs to be taken.

An option would be to make use of the Enviroserv Tyre Treatment Facility in Bellville South, which has recently begun operations.
2.3.4 **Hazardous and Health Care Risk Waste**

Identified problems:

Where household hazardous waste is not addressed directly in the District it is disposed together with the general waste. It is important to provide a proper disposal service, either by the local authorities or the private sector.

Electronic waste is still largely disposed and minimally recycled.

Pesticides from farms are not monitored and are either disposed or stored which may cause long-term problems. Pesticides and chemicals from schools are not always correctly handled, stored or removed. No effective policies and service providers are in place at this stage to remove these expired or hazardous substances.

Health Care Risk Waste is largely removed and disposed by legally compliant service providers. The small portion where this is not done will be identified by the Eden Waste Information System and addressed.

Industrial hazardous waste is still a big concern in the Eden District as there appears to be very little control over the disposal thereof. This will also be addressed by the Waste Information System and Industry Waste Management Plans, but will require more time because of limited staff availability in most municipalities as well as the district municipality.

The dangers:

Household hazardous waste include products that contain ingredients that are either toxic, flammable, corrosive or reactive. These can for example be paint, oils and pesticides (from farms as well). If not properly disposed, for example pouring down the drain or disposal at the wrong site, these substances are harmful to the environment and human health and can have long-term impacts.

Electronic waste such as computers and televisions contain many hazardous substances and heavy metals. Acidic conditions when these wastes are landfilled can cause the heavy metals to leak out. If this happens on a landfill which is not properly lined, the environment and groundwater may become contaminated.

It is recommended that the Municipality include a call for Industry Waste Management Plans and the registration of Health Care Risk Waste and hazardous waste generators in a revision of the Krysan By-laws. Eden has developed a Waste Information System where the generators of Industrial waste in the Eden district must register. At this stage registrations are done by hand, but the District Municipality will provide a web-based registration system in the near future. The Information System will then also be linked to the Provincial System as well as the local Municipal Systems within the Eden District. 80% of the medical risk waste generators are already registered on the system.

2.3.5 **Organic Waste**

Accurate data on the organic waste quantities are not readily available and further investigation into the different organic waste streams is required. Obtaining quantities and identifying the generators of these wastes will enable the Municipalities to ensure that it is correctly handled and disposed without becoming a threat to human health or the environment.

The main organic waste streams in the Eden District are the following:

- **Abattoir waste**: Apart from contaminated water from abattoirs, the solid waste generated mainly consists of animal parts which cannot be used for human consumption or other purposes like gelatine recovery from hooves. Abattoir waste must be properly handled and disposed of at approved licensed landfill sites. The landfill staff must be trained to ensure that abattoir waste is disposed correctly. For example, the waste must be pre-treated with lime, trenched and immediately covered. The disposal of infectious animal carcasses and waste is not allowed to be landfilled at general waste sites. Non-infectious animal waste and carcasses are allowed to
be disposed at licensed landfill sites as per the National Norms and Standards of Waste Disposal to Landfill, August 2013.

- Sewage sludge: If the classification of the sludge from a wastewater treatment plant is not known, it must be determined. The classification (which indicates the microbiological, stability and pollutant class) will allow the different management options to be identified for that particular sludge. In the Eden District, it is not likely that the sludge from the various wastewater treatment plants would contain high amounts of heavy metals. This must be verified in each case, but if the classification then allows, the sludge can be managed for beneficial use such as composting. It must be ensured that a license is acquired for this purpose. With the planned new composting facilities in George and Plettenberg Bay, it would be possible to centralise the composting of sewage sludge in the Eden District.

- Wet waste from hotels, restaurants, etc. (dailies) and industry: The regulation of waste coming from industry can be monitored as soon as the Industry Waste Management Plans have been implemented. The dailies are collected as part of the municipal waste collection rounds and as such, separate volumes are not recorded or available. Further investigation is required.

- Timber waste: The wood industry produces sawdust and wood chips. Some industries make use of incinerators or dispose on-site in open areas. The opportunity exists to apply the wood waste for beneficial use. For example, the wood chips are ideal for use as a bulking agent in making compost.

- Green waste is discussed under section 2.6 of this report.

2.4 INDUSTRY

Knysna has a few industries, with the main being the wood industry which produces large amounts of sawdust. The industries in the area are responsible for the disposal of their own waste and do not dispose of the waste at any municipal disposal sites. Some industries have incinerators or open spaces where the waste is disposed of. The municipality has no by-law addressing liabilities, storage and disposal of industrial refuse. – (Eden District draft waste minimisation strategy 2012)

It should be noted that the Eden District has developed a Waste Information System where the generators of industrial waste in the Eden district must register. At this stage registrations are done by hand, but the District Municipality will provide a web-based registration system in the near future. The Information System will then also be linked to the Provincial System as well as the local Municipal Systems within the Eden District.

2.5 WASTE AVOIDANCE

2.5.1 Waste Avoidance Background

The following diagram illustrates a simplified version of the well-known waste hierarchy with Avoidance being the most favourable and Disposal the least favourable:

Waste avoidance refers to a pro-active approach by industrial as well as domestic waste producers to minimize the volume of waste, by not creating the waste in the first place.
Waste avoidance is a "beginning of the pipe" action that can only work when people understand the full process depicted above.

At the moment waste minimisation through recovery (second tier) is considered a priority in South Africa. Once that can be successfully implemented and the people are educated in the importance of waste reduction, recovery at source (third tier) can be implemented with a reasonable chance of success.

It therefore follows that waste avoidance will be the ultimate and final step in this education process.

On a governmental / legislative level, the introduction of a levy on plastic shopping bags has spurred the production of alternative types of bags, which are re-useable and therefore avoiding the cheap and nasty waste bag that ends up littering our surroundings.

In the home, waste avoidance can be practiced by similar efforts where items are used for different purposes that the original intent, possibly suggesting that one purchases alternative products to the norm. Home composting is also considered waste avoidance, as the waste material is converted into a useful gardening resource whilst avoiding the raw product entering the waste stream.

Presently the avoidance of waste in industry has a financial detrimental implication in most cases (e.g. alternative raw products), and only large companies are able to take the leading role through their international experience in this field. Regulatory controls will only be effective if fines result in legal compliance being cheaper than non-compliance. In South Africa, resource and disposal costs are low, providing no financial incentive to reduce consumption or waste in industry. It follows that regulatory instruments are required for implementation on a Municipal level to govern the avoidance of industrial waste in Knysna. This will follow the approval and implementation of Industry Waste Management Plans which will enable the Municipalities to monitor the targets as set in the various Plans.

Regular audits should be conducted by an independent entity on the avoidance practices, to form a basis for applying incentives / penalties.

An important tool for monitoring purposes is a proper Waste Information System (WIS). This WIS should be developed for Knysna in line with the provincial- and national guidelines in order to feed information directly into these systems. Eden has developed a Waste Information System where the generators of industrial waste in the Eden district must register. At this stage registrations are done by hand, but the District Municipality will provide a web-based registration system in the near future. The Information System will then also be linked to the Provincial System as well as the local Municipal Systems within the Eden District.
Without a doubt, waste avoidance will become a real and enforced issue in South Africa in the near future, and must be addressed in any Municipal Waste Strategy.

2.5.2 Existing Waste Avoidance in Krynna Municipality

In Krynna, the best place to start implementing waste avoidance would be at the well-established industries on a voluntary basis. A joint venture effort through such industries and the Municipality may be mutually beneficial.

The industry will receive positive advertising of these “green” initiatives through the media, whilst the Municipality will be taking a leading role in South Africa through pro-actively spawning waste avoidance to the benefit of the community and the environment.

The Municipalities can promote waste avoidance by leading by example. Many opportunities exist where small changes can result in waste avoidance. One example is the option to have paperless meetings. If officials have access to laptops or tablets they need not receive the agenda on paper and can keep track and make notes digitally. Wherever it is not necessary to print and use paper, it can be avoided.

Successful waste avoidance will result in further lowering of the demand on the Krynna waste management infrastructure and the functions of collection, recovery and disposal will be done more efficiently.

2.6 COLLECTION SYSTEMS

2.6.1 Municipal Waste Collection Systems

The fleet of collection vehicles in Krynna Municipality consists of the following:

<table>
<thead>
<tr>
<th>Reg. No</th>
<th>Make</th>
<th>Model</th>
<th>Type</th>
<th>Manufactured</th>
<th>Age (2013)</th>
<th>Capacity (m³)</th>
<th>Function</th>
</tr>
</thead>
<tbody>
<tr>
<td>CX 3803</td>
<td>Toyota</td>
<td>Hino</td>
<td>Compactor</td>
<td>1996</td>
<td>17</td>
<td>15</td>
<td>Refuse Removal</td>
</tr>
<tr>
<td>CX 4491</td>
<td>Nissan</td>
<td>UD80</td>
<td>Tipper Truck</td>
<td>2008</td>
<td>5</td>
<td>31</td>
<td>Refuse Removal</td>
</tr>
<tr>
<td>CX 10222</td>
<td>Isuzu</td>
<td>FTR 800 T</td>
<td>Compactor</td>
<td>1998</td>
<td>15</td>
<td>15</td>
<td>Refuse Removal</td>
</tr>
<tr>
<td>CX 10320</td>
<td>Nissan</td>
<td>-</td>
<td>LDV</td>
<td>2007</td>
<td>6</td>
<td>1 ton</td>
<td>Brenton toilets &amp; streets</td>
</tr>
<tr>
<td>CX 17319</td>
<td>Nissan</td>
<td>UD80</td>
<td>Truck</td>
<td>2001</td>
<td>12</td>
<td>29</td>
<td>Refuse Removal</td>
</tr>
<tr>
<td>CX 22773</td>
<td>Nissan</td>
<td>Cabstar</td>
<td>Tipper Truck</td>
<td>2001</td>
<td>12</td>
<td>18</td>
<td>Refuse Removal</td>
</tr>
<tr>
<td>CX 22775</td>
<td>Nissan</td>
<td>Cabstar</td>
<td>Tipper Truck</td>
<td>2001</td>
<td>12</td>
<td>18</td>
<td>Refuse Removal</td>
</tr>
<tr>
<td>CX 26663</td>
<td>Nissan</td>
<td>Hardbody</td>
<td>LDV</td>
<td>2002</td>
<td>11</td>
<td>1 ton</td>
<td>CBD Meetings/Monitor</td>
</tr>
<tr>
<td>CX 28385</td>
<td>Nissan</td>
<td>UD85</td>
<td>Compactor</td>
<td>2003</td>
<td>10</td>
<td>15</td>
<td>Refuse Removal</td>
</tr>
<tr>
<td>CX 30994</td>
<td>Nissan</td>
<td>UD90</td>
<td>Compactor</td>
<td>2009</td>
<td>4</td>
<td>15.3</td>
<td>Refuse Removal</td>
</tr>
<tr>
<td>CX 31857</td>
<td>Nissan</td>
<td>Cabstar</td>
<td>Truck</td>
<td>2008</td>
<td>5</td>
<td>3 ton</td>
<td>Refuse Removal</td>
</tr>
<tr>
<td>CX 32347</td>
<td>Mercedes</td>
<td>1114</td>
<td>Cage Truck</td>
<td>1994</td>
<td>19</td>
<td>26</td>
<td>Refuse Removal</td>
</tr>
<tr>
<td>CX 34028</td>
<td>Nissan</td>
<td>UD80</td>
<td>Cage Truck</td>
<td>2003</td>
<td>10</td>
<td>29</td>
<td>Refuse Removal</td>
</tr>
<tr>
<td>CX 39105</td>
<td>Case</td>
<td>621D</td>
<td>Front End Loader</td>
<td>2008</td>
<td>5</td>
<td>-</td>
<td>Operating on garden sites</td>
</tr>
<tr>
<td>CX 41117</td>
<td>Nissan</td>
<td>27D</td>
<td>LDV</td>
<td>2004</td>
<td>9</td>
<td>1 ton</td>
<td>Staff transport / Street litter</td>
</tr>
</tbody>
</table>
### Community Services Committee Meeting

**Agenda**

13 June 2017

---

<table>
<thead>
<tr>
<th>Reg. No.</th>
<th>Make</th>
<th>Model</th>
<th>Type</th>
<th>Manufactured</th>
<th>Age (2013)</th>
<th>Capacity (m³)</th>
<th>Function</th>
</tr>
</thead>
<tbody>
<tr>
<td>CX 41457</td>
<td>Nissan</td>
<td>UD90</td>
<td>Compactor</td>
<td>2009</td>
<td>4</td>
<td>15.3</td>
<td>Refuse Removal</td>
</tr>
<tr>
<td>CX 42392</td>
<td>Toyota</td>
<td>Hilux</td>
<td>LDV</td>
<td>2008</td>
<td>5</td>
<td>1 ton</td>
<td>Refuse Removal / Staff transport</td>
</tr>
<tr>
<td>CX 44032</td>
<td>Nissan</td>
<td>UD80</td>
<td>Compactor</td>
<td>2005</td>
<td>8</td>
<td>15</td>
<td>Refuse Removal</td>
</tr>
<tr>
<td>CX 44033</td>
<td>Nissan</td>
<td>UD80</td>
<td>Compactor</td>
<td>2005</td>
<td>8</td>
<td>15</td>
<td>Refuse Removal</td>
</tr>
<tr>
<td>CX 44154</td>
<td>Nissan</td>
<td>UD65</td>
<td>Compactor</td>
<td>2009</td>
<td>4</td>
<td>15.3</td>
<td>Refuse Removal</td>
</tr>
<tr>
<td>CX 15219</td>
<td>Nissan</td>
<td>UD60</td>
<td>Tipper Truck</td>
<td>1999</td>
<td>14</td>
<td>3 ton</td>
<td>Cleaning of illegal dumping</td>
</tr>
</tbody>
</table>

#### Trailers, Chippers and Sweepers

<table>
<thead>
<tr>
<th>Reg. No.</th>
<th>Make</th>
<th>Model</th>
<th>Type</th>
<th>Manufactured</th>
<th>Age (2013)</th>
<th>Capacity (m³)</th>
<th>Function</th>
</tr>
</thead>
<tbody>
<tr>
<td>CX 3788</td>
<td></td>
<td></td>
<td>Trailer</td>
<td>1996</td>
<td>17</td>
<td>13.8</td>
<td>Recycling</td>
</tr>
<tr>
<td>CX 13995</td>
<td></td>
<td></td>
<td>Trailer</td>
<td>2001</td>
<td>12</td>
<td>Not in use</td>
<td>Recycling</td>
</tr>
<tr>
<td>CX 15923</td>
<td></td>
<td></td>
<td>Trailer</td>
<td>2001</td>
<td>12</td>
<td>Not in use</td>
<td>Recycling</td>
</tr>
<tr>
<td>CX 27301</td>
<td></td>
<td></td>
<td>Trailer</td>
<td>1985</td>
<td>28</td>
<td>12</td>
<td>Recycling</td>
</tr>
<tr>
<td>CX 45422</td>
<td></td>
<td></td>
<td>Trailer</td>
<td>2005</td>
<td>8</td>
<td>26.9</td>
<td>Recycling</td>
</tr>
<tr>
<td>CX 45426</td>
<td></td>
<td></td>
<td>Trailer</td>
<td>2005</td>
<td>8</td>
<td>Not in use</td>
<td>Recycling</td>
</tr>
<tr>
<td>CX 8830</td>
<td>Mobark</td>
<td></td>
<td>Chipper</td>
<td>1997</td>
<td>16</td>
<td>-</td>
<td>Garden Waste Chipping</td>
</tr>
<tr>
<td>CX 30569</td>
<td></td>
<td></td>
<td>Chipper</td>
<td>2002</td>
<td>11</td>
<td>-</td>
<td>Garden Waste Chipping</td>
</tr>
<tr>
<td>CY 1155</td>
<td>Bandit</td>
<td></td>
<td>Chipper</td>
<td>2012</td>
<td>1</td>
<td>-</td>
<td>Garden Waste Chipping</td>
</tr>
<tr>
<td>No CX</td>
<td>Madvac</td>
<td></td>
<td>Street Sweeper</td>
<td>2009</td>
<td>4</td>
<td>-</td>
<td>Taxi rank sweeping</td>
</tr>
</tbody>
</table>

The "rule-of-thumb" is that collection vehicles should ideally not be operated beyond 7 to 8 years in age since the maintenance costs increase dramatically with age as well as down-time which also has cost-implications. The average vehicle age of the Knyana Municipality’s collection fleet is 9.3 years (in the year 2013), indicating the need for partial fleet replacement.

The following vehicles have an age of 8 years or above and it is recommended that they are replaced.

<table>
<thead>
<tr>
<th>Reg. No.</th>
<th>Make</th>
<th>Model</th>
<th>Type</th>
<th>Manufactured</th>
<th>Age (2013)</th>
<th>Approximate Replacement Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>CX 3803</td>
<td>Toyota</td>
<td>Hino</td>
<td>Compactor</td>
<td>1996</td>
<td>17</td>
<td>R 1 500 000.00</td>
</tr>
<tr>
<td>CX 10222</td>
<td>Isuzu</td>
<td>FTR 800 T</td>
<td>Compactor</td>
<td>1998</td>
<td>15</td>
<td>R 1 500 000.00</td>
</tr>
<tr>
<td>CX 17319</td>
<td>Nissan</td>
<td>UD80</td>
<td>Truck</td>
<td>2001</td>
<td>12</td>
<td>R 840 000.00</td>
</tr>
<tr>
<td>CX 22773</td>
<td>Nissan</td>
<td>Cabstar</td>
<td>Tipper Truck</td>
<td>2001</td>
<td>12</td>
<td>R 840 000.00</td>
</tr>
<tr>
<td>CX 22775</td>
<td>Nissan</td>
<td>Cabstar</td>
<td>Tipper Truck</td>
<td>2001</td>
<td>12</td>
<td>R 840 000.00</td>
</tr>
<tr>
<td>CX 26963</td>
<td>Nissan</td>
<td>Hardbody</td>
<td>LDV</td>
<td>2002</td>
<td>11</td>
<td>R 250 000.00</td>
</tr>
<tr>
<td>CX 25385</td>
<td>Nissan</td>
<td>UD85</td>
<td>Compactor</td>
<td>2003</td>
<td>10</td>
<td>R 1 500 000.00</td>
</tr>
<tr>
<td>CX 32347</td>
<td>Mercedes</td>
<td>1114</td>
<td>Cage Truck</td>
<td>1994</td>
<td>19</td>
<td>R 840 000.00</td>
</tr>
<tr>
<td>CX 34028</td>
<td>Nissan</td>
<td>UD80</td>
<td>Cage Truck</td>
<td>2003</td>
<td>10</td>
<td>R 840 000.00</td>
</tr>
<tr>
<td>CX 41117</td>
<td>Nissan</td>
<td>2.7D</td>
<td>LDV</td>
<td>2004</td>
<td>9</td>
<td>R 250 000.00</td>
</tr>
<tr>
<td>CX 44032</td>
<td>Nissan</td>
<td>UD80</td>
<td>Compactor</td>
<td>2005</td>
<td>8</td>
<td>R 1 500 000.00</td>
</tr>
<tr>
<td>CX 44033</td>
<td>Nissan</td>
<td>UD80</td>
<td>Compactor</td>
<td>2005</td>
<td>8</td>
<td>R 1 500 000.00</td>
</tr>
</tbody>
</table>
The Municipality provides door-to-door waste removal services to all households and businesses. Residential waste is collected once per week and business waste removals vary between one to three services per week.

Some neighbourhoods are using wheele bins (listed below) with the rest on a bag system. The Municipality makes use of a source separation system. Clear bags are used for the disposal of recyclables, black bags for general mixed waste and blue bags for garden waste. Black bags (general waste) and clear bags (recyclables) are provided by the Municipality free of charge and the blue bags can be purchased at the Municipality and are for the use of grass clippings only.

Knysna Municipality’s collection schedule is as follows:

**Refuse Removal – Knysna**

Monday: Concordia, Bongani, Kanonkop, Dam-se-Bos, Edamini Qolweni, Robololo, Witikasie, Planters, Greenfields Knoetzie, Heuwelkruin, Hornlee-West, Punt Tannenhof, Welbedacht Paradise, Knysna Heights, Eastford Downs Brenton-on-Lake, Brenton-on-Sea

Tuesday: Concordia, Bo-Dorp, Jood-se-Kamp, Nekkies, Ou Pad Entamberi, Hlalanzi, Hornlee East, Green Pastures Eastford Country Estate, Eastford Glen

Wednesday: Costa Sarda, Fisher Haven, Hunters Home, Rexford Onderdorp, Sparrebosch, Pezula, Thesen’s Island

Thursday: Industrial Area, Leisure Island, The Heads Khayalethu

Friday: Ouplaas, Belvidere, Westford

**Refuse Removal – Sedgefield/Rheenendal and surrounds**

Monday: Groenvlei area

Tuesday: Sedgefield Central Bibbeysheok, Rheenendal

Wednesday: Sedgefield Island, Smutsville area

Thursday: Karatara

Friday: Zeegezicht, Extensions 3 and 4, Cola and Myoli Beach

The following areas make use of wheele bins:

Leisure Isle, Rexford, Hunters Home, The Heads, Fraaisig, Hornlee Heights (Rykmanshoogte), Old Place, Buffalo Bay, Donkerhoek, Katanga, Pezula, and Sparrebosch (Die Villa).

The other areas use black bags.

**Level of Free Basic Service**

There are 1087 registered indigent persons in the Knysna Municipal area who qualify for free basic services.
2.6.2 Development

According to the Knysna Municipality town planning department, the following developments will have an impact on service delivery:

- The Brenton Hotel
- Knysna 216/77: Rezoning and subdivision
- 1627 Sedgefield: Rezoning and Consent Use: Agricultural to Local Business

2.6.3 Public Cleansing

Public Cleansing involves the cleansing of streets (kerbs and gutters), public open spaces (other than parks and storm water ditches) and areas of illegal dumping.

Instances of illegal dumping are reported to the Knysna Municipality and the contact person is Dorothy Potts. She forwards the details to the Law Enforcement Department for their action. If no guilty persons are identified, the Knysna Solid Waste department removes the illegally dumped waste.

Costs related to illegal dumping: Not known

As reported by the Municipality, the possible reasons for illegal dumping are the “devil-may-care” attitude of some individuals and that the perpetrators are not willing to pay disposal fees.

A further possible cause may be that everyone does not own a rubbish bin (the Municipality provides bags and bins to the above listed areas). It is difficult to properly use a refuse bag if it is not placed in a bin. Another possible cause of illegal dumping is the level of convenience available to all members of the public to dispose their waste in a legal manner.

2.6.4 Public Complaints

Public complaints are logged by Dorothy Potts. She can be reached at (044) 302 6406 (Tel.), 086 506 7947 (Fax) or d.potts@knysna.gov.za (email). The complaints are recorded in a spreadsheet database where all the information and progress regarding the complaints are tracked. The below table is an example of the complaints spreadsheet:

<table>
<thead>
<tr>
<th>Date Rec</th>
<th>Name</th>
<th>Complaint</th>
<th>Address</th>
<th>Date Done</th>
<th>Remarks / Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>03 Jan 13</td>
<td>Allan</td>
<td>Littering</td>
<td>League Str</td>
<td>04 Jan 13</td>
<td>Richard took his team to clean - done</td>
</tr>
<tr>
<td>07 Jan 13</td>
<td>Sonja</td>
<td>Refuse not</td>
<td>Nelson Str</td>
<td>Same day</td>
<td>Herman – they didn’t put the bins out (shop was closed) but he will go back to collect, done.</td>
</tr>
<tr>
<td></td>
<td>Glassfit</td>
<td>collected</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>05 Feb 13</td>
<td>Alex</td>
<td>Illegal Dumping</td>
<td>Hadida Str, opp Garden Route Steel</td>
<td>Same day</td>
<td>Wesley removed, no guilty persons found.</td>
</tr>
<tr>
<td></td>
<td>044 3822741</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The summary of complaints received related to waste management and how they were addressed are as follows:

<table>
<thead>
<tr>
<th>COMPLAINT</th>
<th>REMARKS / ACTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Waste Collection (Refuse not</td>
<td>Refuse not place into wheelie bins, separate bags placed next to bin</td>
</tr>
<tr>
<td>collected)</td>
<td></td>
</tr>
<tr>
<td>Recyclables Collection</td>
<td>Made arrangements with Recycling company to collect</td>
</tr>
<tr>
<td>0 0 0 0 0 0 0 0 0 2 0 0</td>
<td></td>
</tr>
</tbody>
</table>

T:\Proposals\120\Knysna MM\Draft edited comments\Knysna MMPP_final_draft.docx|jm
COMMUNITY SERVICES COMMITTEE MEETING
AGENDA
13 JUNE 2017

<table>
<thead>
<tr>
<th>COMPLAINT</th>
<th>Apr-12</th>
<th>May-12</th>
<th>Jun-12</th>
<th>Jul-12</th>
<th>Aug-12</th>
<th>Sep-12</th>
<th>Oct-12</th>
<th>Nov-12</th>
<th>Dec-12</th>
<th>Jan-13</th>
<th>Feb-13</th>
<th>Mar-13</th>
</tr>
</thead>
<tbody>
<tr>
<td>Illegal Dumping</td>
<td>3</td>
<td>1</td>
<td>3</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>0</td>
<td>3</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>Littering &amp; Street Sweeping</td>
<td>0</td>
<td>3</td>
<td>0</td>
<td>0</td>
<td>2</td>
<td>3</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>3</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>Street litter bins overflowing</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Disposal Sites</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Garden Refuse Removal</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>2</td>
<td>0</td>
<td>1</td>
<td>2</td>
</tr>
</tbody>
</table>

- Fines are issued and if not identified being collected by Waste Department.
- Littering addressed by Street Sweepers.
- Being cleaned & emptied by Supervisor staff.
- Are only removed on condition and - residents not complying with terms & conditions.
- Addressed with next removal.

2.7 KNYSNA MUNICIPALITY SOLID WASTE DEPARTMENT PROPERTY

It was reported by the Municipality that the waste department owns no land or buildings.

2.8 WASTE REDUCTION

The Polokwane Declaration was formulated in 2001 by members of Government, whereby a commitment to waste reduction, re-use and recycling was made towards achieving the following goals:

- 50% reduction in waste generation and 25% reduction in waste disposal by 2012
- A plan for Zero waste by 2022

In the January 2011 draft Provincial IWMP for the Western Cape it is stated:

"Consequently, since they have the power to adapt the targets in the Western Cape IWMP, DEA&DP has adjusted the unrealistic ‘25% of waste diverted from landfill sites by 2012’, to a more realistic ‘15% of waste by 2015’.

It is therefore recommended that Knysna Municipality strives to achieve 15% of waste diversion by 2015.

Waste reduction can be divided into three main categories, i.e.

1) Separation at source
2) Recovery for recycling from post-collected waste, and
3) Composting of post collected garden waste.

The efficiency of waste minimisation can only be determined through the implementation of a proper WIS as mentioned in Paragraph 2.6.1 above. This is necessary to turn populate the Provincial IPWIS.

This WIS should provide information on an on-going basis regarding the following:

- The quantity, type, quality and sources of materials recovered
- The quantity and quality of compost produced and garden waste processed
- Industrial waste types and volumes, and possible opportunities for waste exchange
• Public education initiatives and data on available literature at public facilities (e.g. libraries, waste minimisation clubs and projects)
• Household awareness campaigns on recycling opportunities
• Waste education (schools level) and training programmes available for the general public, waste workers and officials

2.8.1 Recovery for Recycling

The average volumes of recoverable materials available for recycling in the Knysna waste stream is shown in Table 2-2 and the realistic volumes that can be recovered from that stream through source separation and a “clean” material recovery facility is shown in Table 2-3.

From these two tables it is clear that, given the current state of public awareness and education, only 12% of the available recoverable materials can realistically be recovered by source separation for recycling. That represents only 6% of the total waste stream, excluding Green Waste and Builder’s Rubble.

Should public awareness and education be raised to the level where residents 100% identify potentially recoverable material and separate it at source to cause no contamination and participate 100%, then the 6% could theoretically be increased to 37%, but that is theoretically.

2.8.1.1 Waste Recovery in Knysna

The District Municipality in co-operation with the Waste Management Officers of the municipalities are in the process to compile a Waste Minimisation and Education Strategy to implement a uniform system and to promote minimisation over the whole of the district. The implementation of an e-waste recovery system forms part of the strategy, which will help to address the concerns listed in section 2.3.4 of this document.

Recyclables are collected by the Municipality during the weekly collection rounds on trailers, which are hitched behind the collection vehicles, from residences. The clear bags (recyclables) are transported to the transfer station along with the general and garden waste from where it is transported and sold to recyclers.

There are two private recyclers operating in the Knysna Municipality, namely Interwaste (H. Steenkamp) and Khulani (M Julyan). Interwaste collects recyclables at some businesses in Knysna. There is a recycling depot in Knysna next to the Transfer Station and a Recycling Centre in Sedgefield. The Knysna recycling facility commenced in 1990 and the Sedgefield facility in 1995 and neither requires a license.
Swop Shops

The 7 Passes Swop Shop opened its doors in September 2011 at the Rheenendal Primary School. In its first 6 months, over 300 children have passed through the shop bringing in large amounts of recyclable waste.

The children have the opportunity to go into the shop and choose for themselves from the items available in the swop shop. Items range from teddy bears, stationery, shoes, etc.

The shop currently operates every second Wednesday and has until thus far been entirely stocked and supported by private donations. The Knysna Municipality provided support by donating the container from which the shop operates and they continue to supply recycling bags. Khulani Recycling also supports the shop by collecting the recyclables and the Tin House Café offers a free coffee for every donation made to the swop shop.

The Swop Shop is linked to an organisation called Seven Keys, which applied for its Section 21 number and registration as an NPO in February 2012. The organisation is focused on the social upliftment of the rural and forest communities of the greater Knysna area.
Figure 2-3: Rheenendal Swop Shop

The Sinethemba Swop Shop is based at the Youth Centre in Khayalethu. The shop was launched in 2008. This shop also relies on donations to operate. This shop is run by Edge of Africa and Khulani Recycling also collects the recyclables. Currently donations trolleys are kindly being made by the Rotary Club of Knysna which will be placed outside of Pick n Pay and Spar where members of the public can donate toiletries, stationery, clothing, blankets, dog food and non-perishable food.

Both shops are based on the original Swop Shop that was set up in Hermanus.

Biowise is a non-profit organisation, with their primary purpose being biomimicry education and implementation. They are partnered with Edge of Africa and 7 Keys. They head the Naturally Knysna and Biomimicry Discovery Park initiatives. – www.biowise.org.za
Composting

2.8.2.1 Composting Facilities in Knysna

Composting of garden waste at a centralised composting facility requires approximately 350 tonnes of garden waste per month in order to achieve economical sustainability. The waste characterisation study done by DEA&DP in 2007 indicates that 10% of the Eden District’s total waste stream consists of green or garden waste. This equates to 233 tonnes per month. However, this is a percentage based on the entire Eden district percentage and Knysna’s separate stream may contain a higher percentage green waste. Further information is not available. Since Knysna has received an ROD to compost green waste at the Brenton-on-Sea site, this can be made the central facility.

Organic material that is disposed by landfill and not composted decomposes in the absence of oxygen, that is, anaerobically, and produces methane gas and carbon dioxide while decomposing. These gases are greenhouse gases and must be minimised. Methane is 23 times as effective (bad) as carbon dioxide as a greenhouse gas and all attempts must be made to prevent its generation. During the composting process the decomposition takes place in the presence of oxygen (aerobic) resulting in no methane gas being generated. If the garden waste is simply chipped and used as mulch, it is preferable above disposal by landfill.

Eden District Municipality in cooperation with the local Municipalities, placed a funding tender for the composting of green waste in the district. A service provider has been appointed to source funds for the implementation of composting plants. Funding has been sourced and a business plan has been submitted, but is awaiting approval from the various councils.
2.8.2.2 Home Composting

Home composting in South Africa has traditionally been practised for the purpose of having an inexpensive and reliable source of compost for the garden. More recently, the realization that composting is a means of conserving resources, saving landfill airspace and the recycling of organic matter, has become the driving force for composting under individuals as well as clubs / associations.

It has been shown that home composting can reduce the waste stream by 20% to 30% if carried out properly. This is a prime example of "reduction at source" or waste avoidance.

This represents probably the only feasible means of composting kitchen waste, as large-scale post-collection composting has proven ineffective on many occasions in South Africa.

Due to a lack of general information conveyed to the private composter in the past, many perceptions of home composting has become that of a stinking pile somewhere in the corner of the garden.

This (and a change in lifestyles) has led to compost becoming a shopping list item to be bought at the supermarket.

Leaflets or other methods of information should be made available to inform the general public of the advantages and "recipe" for making good quality home compost. This should include:

- Bins / container design
- Raw products
- C:N ratio
- Minimum volume
- Preparation
- Moisture content
- Aeration
- Monitoring
- Trouble-shooting

Home composting bins can be bought at selected nurseries throughout the Western Cape. These are normally one of two types. The first type is a moulded plastic bin which comes in two sizes as follows:

- Small – volume approximately 500 litres
- Medium – volume approximately 1000 litres

The second type is one made from chicken wire around a plastic framework. This one is also of approximately 1000 litre capacity. The disadvantage to the chicken wire model is the possibility of leaching, flies and foul colours.

However, it does allow for good aeration, whereas the plastic model may tend to result in anaerobic conditions (rotting) if not manually aerated by turning.

Vermicomposting

Vermicomposting refers to the deliberate introduction of earthworms (typically) during early stages of the composting process. These would appear naturally at an advanced stage of natural composting, which would be after stabilization, where macrofauna use some of the microflora as a substrate.

The earthworms have the following beneficial effects on the composting process:

- Reduction of particle size
- Removal of old bacteria, stimulating the growth of new bacteria
- Enriching the compost by excretions high in Nitrogen
- Promotes penetration of oxygen into the compost
- Increases pathogen control
- Produces worm castings, a good soil amendment

Vermicomposting lends itself well to household-sized ventures, as it requires very careful control, but produces very high quality compost in a relatively short period of time.
It is a very clean process which does not attract flies.

This type of composting is typically done inside special bins designed for the purpose.

Most kitchen-type wastes can be composted in this manner, although onions, citrus & other acidic foods should be avoided as they can be toxic to the worms.

The worms are also quite sensitive to extreme temperatures, humidity and rain.

Therefore this process does not lend itself to large-scale industrial composting.

Also the ratio of worms: substrate is approximately 1:4; therefore very large amounts of worms are required for the process. The worm mass doubles in approximately 12 weeks.

2.9 WASTE DISPOSAL

There are 5 waste management facilities in the Knysna Municipal area, two of which are not operational anymore. They are the Knysna Transfer Station, the Knysna Waste Disposal Facility, the Old Place Garden Waste Facility, Sedgefield Garden Waste Facility and the Brenton-on-Sea Garden Waste Facility. These facilities are discussed below.

2.9.1 Operating Facilities

The Old Place Garden Waste facility (34° 02’17.94”S, 23° 05’26.28”E) is located to the east of Knysna, accessed via a gravel road off the N2 highway. This site is operational, commenced in 1999 and requires a closure license.

![Image of Old Place Disposal Facility]

Figure 2-5: Google Earth Image of the Old Place Disposal Facility

The site has approximately 1 year of available airspace left as reported by the Municipality and will be closed as soon as an alternative site has been established. The site receives only garden waste and the builder’s rubble observed on site is used as cover material. There is no weighbridge at the site and no estimated disposal volumes were provided.
As there is currently no operating permit for this site, there is no official protocol to measure the operation against. Large quantities of uncovered garden waste were prevalent on site (February 2013). This poses some risk for fires on site.

The site will have to be rehabilitated according to Minimum Requirements and a closure license obtained when operation is ceased.

**Old Place Waste Disposal Facility**

<table>
<thead>
<tr>
<th>Summary Table</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Type of facility</strong></td>
</tr>
<tr>
<td>Garden Waste</td>
</tr>
<tr>
<td><strong>Licensed/Permitted?</strong></td>
</tr>
<tr>
<td>Requires closure license</td>
</tr>
<tr>
<td><strong>License/Permit Number</strong></td>
</tr>
<tr>
<td>-</td>
</tr>
<tr>
<td><strong>Date of issue</strong></td>
</tr>
<tr>
<td>-</td>
</tr>
<tr>
<td><strong>Classification</strong></td>
</tr>
<tr>
<td>-</td>
</tr>
<tr>
<td><strong>Estimated Remaining Lifetime</strong></td>
</tr>
<tr>
<td>One year. To be closed and rehabilitated when the new site is commissioned.</td>
</tr>
<tr>
<td><strong>Access Control?</strong></td>
</tr>
<tr>
<td>No fence or access control.</td>
</tr>
<tr>
<td><strong>Externally audited?</strong></td>
</tr>
<tr>
<td>No</td>
</tr>
<tr>
<td><strong>Waste Types Received</strong></td>
</tr>
<tr>
<td>Only garden waste, builder's rubble used as cover material</td>
</tr>
<tr>
<td><strong>Requirements</strong></td>
</tr>
<tr>
<td>The site must be closed and rehabilitated according to Minimum Requirements as soon as the new site is operational. A closure license must be applied for. Operations must follow best practice until the site is closed.</td>
</tr>
</tbody>
</table>

The Brenton-on-Sea Garden Waste facility (34° 04'16.81"S, 23° 01'50.50"E) is located to the north of Brenton-on-Sea, accessed via CR Swart road off the N2 highway. This site is operational and an ROD was issued for the chipping of green waste and composting. It requires an operating license.
No estimated remaining lifetime was indicated, but it is planned to establish the chipping and composting of green waste at this site. The site receives only garden waste, but some scattered general waste was observed on site. There is no weighbridge at the site and no estimated disposal volumes were provided.

As there is currently no operating permit for this site, there is no official protocol to measure the operation against. Large quantities of uncovered garden waste were prevalent on site (February 2013). This poses some risk for fires on site.
The site will have to be rehabilitated according to Minimum Requirements and a closure license obtained when operation is ceased.

**Brenton-on-Sea Waste Disposal Facility**

**Summary Table**

<table>
<thead>
<tr>
<th>Type of facility</th>
<th>Waste Disposal Facility</th>
</tr>
</thead>
<tbody>
<tr>
<td>Licensed/Permitted?</td>
<td>ROD issued in 2008, Requires operating and closure license</td>
</tr>
<tr>
<td>License/Permit Number</td>
<td>-</td>
</tr>
<tr>
<td>Date of issue</td>
<td>-</td>
</tr>
<tr>
<td>Classification</td>
<td>-</td>
</tr>
<tr>
<td>Estimated Remaining Lifetime</td>
<td>Unknown</td>
</tr>
<tr>
<td>Access Control?</td>
<td>The site is fenced and has access control.</td>
</tr>
<tr>
<td>Externally audited?</td>
<td>No</td>
</tr>
<tr>
<td>Waste Types Received</td>
<td>Only garden waste</td>
</tr>
<tr>
<td>Requirements</td>
<td>Operational license must be acquired. Operations to be according to the license conditions.</td>
</tr>
</tbody>
</table>

2.9.2 **Closed Landfills**

The Knysna waste disposal facility is no longer operational. The site ceased operations in 1994 and a closure report was sent to the then DWA.

The Sedgefield garden waste facility has been closed. The site only received garden waste. An S24G application for rehabilitation and closure is in progress.

2.9.3 **Waste Transfer Stations**

Knysna Municipality operates one Solid Waste Transfer Station (34°02'28.41"S, 23°03'0.41"E). The facility has a permit in terms of Section 20 of ECA. The facility is located to the south of Knysna Central and reached via Auction Mart Avenue.

![Google Earth Image of the Knysna Transfer Station and Recycling Centre](image)

*Figure 2-9: Google Earth Image of the Knysna Transfer Station and Recycling Centre*

The facility receives only general waste. The source separated recyclables are transported directly to the private recyclers and garden waste is transported to the garden waste sites. The general waste is transported from the transfer station to the PetroSA landfill site.
2.9.4 Public Drop-off Facilities

There are no licensed or unlicensed public drop-off facilities in Knysna Municipality.

2.9.5 Disposal Facilities used outside the Knysna Municipality Boundaries

The Knysna Municipality transports general waste from the transfer station to the PetroSA waste disposal facility located to the West of Mossel Bay off the N2 highway. The Eden District Municipality is in the process of applying for the development of a regional waste disposal facility. It is envisaged that this facility will be located near the existing PetroSA waste disposal facility. When this new site is developed, the general waste generated in Knysna Municipality will be transported and disposed of there.

The hazardous waste generated in Knysna Municipality will be transported to the Vissershok Waste Management Facility. It has a H&H operating permit from DWAF. The site is situated some 800m west of the N7 at Vissershok and is operated and audited in terms of its permit conditions. The other option is to transport the hazardous waste to the Aloes Waste Management Facility in Port Elizabeth.
The Eden District Municipality is currently busy with the license application for the Eden regional waste disposal facility. The preferred site is located next to PetroSA outside Mossel Bay. If approved, this will be an H:h site. Knysna Municipality will dispose general and industry will dispose H:h waste at this facility when it is operational.

The establishment of a regional landfill ensures the benefit of economies of scale for all the Municipalities in the Eden District. When the regional site is operational, the actual cost of disposal, including the capital cost of site establishment, is shared by the local Eden Municipalities. This is then a divided, lower cost to dispose for each Municipality. With the main disposal site located outside the Knysna Municipal boundaries, Knysna Municipality can rehabilitate all sites that cease operation to the benefit of the environment as well as the residents. In other words, this is ecologically sustainable development with the promotion of economic and social development.

### 2.9.6 Contaminated Land

There are no known contaminated land or unpermitted landfills prior to ECA 1989 in Knysna Municipality.

### 2.10 COSTS OF EXISTING WASTE MANAGEMENT SYSTEM

#### 2.10.1 Financial Summary of Waste Management Services of Knysna Municipality

##### 2.10.1.1 Income

Income for the Municipality is derived from service charges related to collection from domestic and business refuse removal as well as sales.

##### 2.10.1.2 Budget

The tables below show the totals for the Refuse removal services, street cleaning services and transfer station Budget for the solid waste department of the Knysna Municipality.

#### Table 2-6: Financial Analysis of Solid Waste Services

<table>
<thead>
<tr>
<th>Cleansing Refuse Removal Service</th>
<th>2012/13</th>
<th>2013/14</th>
<th>2014/15</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee related costs</td>
<td>R 7 926 290.00</td>
<td>R 8 402 400.00</td>
<td>R 8 821 500.00</td>
</tr>
<tr>
<td>Debt Impairment</td>
<td>R 727 000.00</td>
<td>R 755 000.00</td>
<td>R 793 000.00</td>
</tr>
<tr>
<td>Depreciation &amp; Asset Impairment</td>
<td>R 599 000.00</td>
<td>R 595 000.00</td>
<td>R 690 000.00</td>
</tr>
<tr>
<td>Finance Charges</td>
<td>R 474 000.00</td>
<td>R 422 000.00</td>
<td>R 369 000.00</td>
</tr>
<tr>
<td>Other Materials</td>
<td>R 1 445 560.00</td>
<td>R 1 525 700.00</td>
<td>R 1 615 800.00</td>
</tr>
<tr>
<td>Contracted Services</td>
<td>R 4 004 000.00</td>
<td>R 4 216 300.00</td>
<td>R 4 444 000.00</td>
</tr>
<tr>
<td>Other Expenditure</td>
<td>R 5 267 820.00</td>
<td>R 5 516 100.00</td>
<td>R 5 791 720.00</td>
</tr>
<tr>
<td>Total</td>
<td>R 20 443 670.00</td>
<td>R 21 432 500.00</td>
<td>R 22 425 020.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Street Cleaning</th>
<th>2012/13</th>
<th>2013/14</th>
<th>2014/15</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee related costs</td>
<td>R 3 580 690.00</td>
<td>R 3 795 500.00</td>
<td>R 3 984 700.00</td>
</tr>
<tr>
<td>Other Materials</td>
<td>R 86 190.00</td>
<td>R 91 100.00</td>
<td>R 95 400.00</td>
</tr>
<tr>
<td>Other Expenditure</td>
<td>R 843 720.00</td>
<td>R 883 400.00</td>
<td>R 927 560.00</td>
</tr>
<tr>
<td>Total</td>
<td>R 4 510 600.00</td>
<td>R 4 770 000.00</td>
<td>R 5 008 660.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Transfer Station</th>
<th>2012/13</th>
<th>2013/14</th>
<th>2014/15</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee related costs</td>
<td>R 568 100.00</td>
<td>R 622 600.00</td>
<td>R 663 100.00</td>
</tr>
<tr>
<td>Finance Charges</td>
<td>R 8 000.00</td>
<td>R 7 000.00</td>
<td>R 6 000.00</td>
</tr>
<tr>
<td>Other Materials</td>
<td>R 21 640.00</td>
<td>R 22 900.00</td>
<td>R 24 300.00</td>
</tr>
<tr>
<td>Other Expenditure</td>
<td>R 183 410.00</td>
<td>R 192 370.00</td>
<td>R 202 230.00</td>
</tr>
<tr>
<td>Total</td>
<td>R 801 150.00</td>
<td>R 844 870.00</td>
<td>R 885 630.00</td>
</tr>
</tbody>
</table>
2.10.2 **Staff Compliment of Existing Waste Management System**

Waste management is labour intensive with low levels of skill required. The staff compliment is mainly labourers and few vacancies exist. The graphs indicate the staff compliment and also the vacancies.

**Waste Management Officer:**

Chapter 3 of the Waste Act states that:

10.(3) Each municipality authorised to carry out waste management services by the Municipal Structures Act, 1998 (Act No. 117 of 1998), must designate in writing a waste management officer from its administration to be responsible for co-ordinating matter pertaining to waste management in that municipality.

(4) A power delegated or a duty assigned to a waste management officer by virtue of subsection (3) may be sub-delegated of further assigned by that officer to another official in the service of the same administration, subject to such limitations or conditions as may be determined by the municipality.

(5) Waste management officers must co-ordinate their activities with other waste management activities in the manner set out in the national waste management strategy established in terms of section 6 or determined by the Minister by notice in the Gazette.

The designated Waste Management Officer for Knysna Municipality is Mr John Jaftha who was appointed by Council as required by the Waste Act.

Provision must be made for the continuous training and education of the Knysna waste management employees. Waste management information sharing/capacity-building events such as the Departmental Waste Forum, Waste Khoro and Waste Con should be attended by waste management employees determined by the Municipality. Knysna has made provision in the budget for the training of the waste department employees.

The staff organogram is provided as Figure 2-11.
COMMUNITY SERVICES COMMITTEE MEETING
AGENDA
13 JUNE 2017
CURRENT WASTE MANAGEMENT IDENTIFIED GAPS

Waste management in the Knysna Municipality appears to be well managed with respect to General Waste. The lack of available information on all waste types contributes towards the shortcomings of the management systems.

Achieving a sustainable integrated waste management system has eluded Knysna in the past for various reasons. These include:

- **The lack of public awareness of the gravity of the problem of sustainable waste management.**
  
  A large part of the general public appears to be content to put out their waste and then it is somebody else’s problem. Concepts such as waste avoidance, waste reduction, etc., are not within their general vocabulary. This has improved in recent years and the current waste minimisation and public awareness in the Knysna Municipality is very good, but informing the public and changing the unsustainable way of thinking that is still present must be addressed on an ongoing basis.
  
  - Not all residents are aware of the impacts of waste and the consequences of their littering
  - Illegal dumping shows that these offenders are not in sync with the mind-set of sustainable waste management yet

- **Lack of information regarding waste generation types and volumes.**
  
  Only a part of the waste stream is measured. The industrial and medical waste streams are unknown at this stage.
  
  - There is as yet no requirement in the Municipal Waste Management By-laws to provide mechanisms to obtain information on the industrial and medical waste streams.

- **Collection Fleet – Age, Condition, Aesthetics, Type.**
  
  Collection vehicles in Knysna Municipality, as is the case in almost all South African municipalities, are kept in service long after the end of their economic lives. Collection vehicles help in creating the public’s perception of waste management and need to be aesthetically pleasing.
  
  - Some vehicles are likely operating beyond their effective lifetimes. These vehicles need to be evaluated to ensure that they are still cost effective and efficient. If not, they need to be replaced.

- **Lack of monitoring of facilities.**
  
  Waste management facilities must be regularly monitored and audited to comply with permit requirements or to ensure that they are operated in line with best practice up until permits have been acquired where needed.
  
  - All operational facilities must be audited
  - The closed Knysna Waste Disposal Facility requires a closure license
  - The Old Place Garden Refuse Site requires a closure license and rehabilitation when the site is closed (in approximately one year)
  - The Knysna Recycling Centre may need to be expanded to provide additional work space
  - The Brenton-on-Sea Garden Refuse Site requires an operational license.

- **Lack of permitting of special waste generators.**
  
  The municipality has no or little data neither on the generators of special wastes within the municipal boundaries nor on the destination or disposal method of these wastes.
  
  - This must be addressed in the revision of the By-laws
- **Lack of disposal airspace.**
  The Old Place Site is nearing capacity and the Sedgefield site has been closed. Without alternatives the disposal of garden waste and builder’s rubble in a controlled and environmentally sound manner will be problematic.

- **Legislation.**
  The Knysna Municipality by-laws do not include all the requirements identified in this document. The by-laws require:
  - The registering of health care risk waste generators at the Municipality
  - The registering of hazardous waste generators at the Municipality
  - The call for Industry Waste Management Plans

- **Tariffs.**
  - In most (if not all) municipalities, the tariff structure for the use of waste disposal services is unclear and only escalated annually.

- **Rural areas and farms.**
  - Remote areas in the Municipality should have access to waste disposal. Where collection in these areas are not feasible for the Municipality, an agreement can be made with e.g. the farm owners to be able to dispose their waste at the Municipal sites at lowered fees. Illegal sites (if any) must be closed.

**Possible negative impacts of identified gaps on health and the environment**

- With lack of public awareness and education, the understanding of a sustainable waste management system will be lacking and public littering will increase. With no realisation of the actual impact of waste on the environment, there would be no reason to be environmentally responsible. The environment will be poisoned by uncontrolled waste which will affect the public at large. An uninformed public will also not participate in waste avoidance and recycling efforts, causing pressure on landfill airspace requirements, hence more landfills need to be constructed to the detriment of the environment.
- With lack of information regarding waste generation types and volumes, no control can be exercised over the generators of these wastes and where it is disposed, possibly illegally.
- If the vehicles in the collection fleet are used past their useful lifetimes, they become a financial liability.
- If waste management sites are not monitored, the possibility of the environment being contaminated increases significantly. The greatest threat is water being polluted.
- If tariffs aren’t determined based on sound scientific principles and calculations then it is not economically sustainable or publicly acceptable.

**2.12 WASTE MANAGEMENT STRATEGIC OBJECTIVES**

With the Status Quo of waste management as listed in the previous chapters and the current problems that are experienced by waste management, the way forward is to state the strategic objectives of the Municipality and then to develop action plans or implementation instruments how to achieve the strategic objectives.

Knysna Municipality is committed to a system of waste management that will see the least possible amount of waste going to modern engineered landfills. This will be achieved through the use of education, law enforcement and material recovery and treatment plants. New and emerging technologies, where applicable and affordable, will also play a part in overall waste management.

The Waste Management Strategic Objectives for Knysna Municipality on which this Plan is based, commits the municipality to:

- Create an atmosphere in which the environment and natural resources of the region are conserved and protected.
• Develop a communication/information/education strategy to help ensure acceptance of 'ownership' of the strategic objectives among members of the public and industry throughout the municipality and to promote co-operative community action.

• Provide a framework to address the municipality's growing problem of waste management in accordance with best prevailing norms, financial capacity and best environmental practice.

• Provide solutions for the three main objectives:
  o The avoidance of waste generation
  o The reduction of waste volumes
  o The safe disposal of waste

2.12.1 Strategic Objectives

2.12.1.1 General

To ensure that Waste Management in the Knysna Municipal Area complies with South African and International environmental standards so that it is beneficial to industrial and agricultural growth and the public's right to a clean and healthy environment.

2.12.1.2 Waste Avoidance

To promote the minimisation of the generation of waste.

2.12.1.3 Waste Reduction

To promote the reduction of all waste so that nothing of neither value, nor anything that can decompose, gets disposed.

2.12.1.4 Waste Disposal

To store, dispose or treat all waste that cannot be avoided nor reduced at licensed facilities with regular operational and environmental monitoring and in accordance with regulatory requirements.

2.12.2 Definitions

WASTE AVOIDANCE is to avoid material entering the waste stream, e.g. when the generator of the material either re-uses it or gives the material to somebody else as product or raw material. Composting at home is regarded as waste avoidance.

WASTE REDUCTION is to reduce the quantity of waste that has been discarded by its generator, e.g. when recyclable materials are recovered at the sidewalk or at a transfer station, materials recovery facility or landfill. Composting of garden waste at a composting facility is regarded as reduction.

WASTE DISPOSAL is defined as the storage, treatment or disposal of waste at licensed facilities.

2.13 ROLE OF KNYNSA MUNICIPALITY

The role of the local authority in waste management is of vital importance. Knysna Municipality needs to provide a safe, robust, and secure system for the management of wastes generated in its administrative area.

It is essential that this system can respond to changes in socio-economic situation, to changing waste composition and quantities, and to alterations in the public's perception of waste management issues. Knysna Municipality must adopt, therefore, a combination of options for handling waste, tailored to meet the needs and prevailing circumstances of its particular administrative area. The combinations utilised will undoubtedly vary over time - reflecting the changing needs of local residents and the environment.

The plans formulated by Knysna Municipality are specific to the area and its resources. They reflect the availability of suitable waste management facilities in the region, as well as local market demand for recovered materials. Special care must be taken to cater for the volatility of markets for recovered materials by ensuring that there are other suitable options to fall back on, if required. It is, therefore, highly desirable to be able to switch between waste management methods - further emphasising the hazards of relying too heavily on a single policy option instead of a combination of policies.
The Integrated Waste Management Plan of Knysna Municipality is a requirement of the Waste Act and this plan will be carried out through the upcoming years. This plan takes into account the Municipality’s legal obligations regarding waste avoidance, recovery, disposal and general management.

The implementation instruments or action plans defined in the following section are laid out in a manner which reflects the waste management hierarchy, putting the emphasis on waste avoidance and minimisation, with specific waste streams looked at in detail.

3. **KNYSNA MUNICIPALITY’S IMPLEMENTATION INSTRUMENTS**

3.1 **IMPLEMENTATION INSTRUMENTS FOR WASTE AVOIDANCE**

Waste Avoidance is the primary focus of the National Waste Management Strategy and as such must be the priority of any Integrated Waste Management Plan. Waste Avoidance is defined as the action that avoids the entry of material into the waste stream, that is, when the generator of the potentially waste material exercises the decision to do something else with that material rather than to put it out for waste collection. The following are typical examples of waste avoidance:

- Composting of the organic/green waste at home,
- Self-delivery of glass/cardboard/newspaper/PET to recycling bins or school recycling projects
- Re-use of empty jars as storage containers at home,
- Reprocessing of pips, peels and seeds to produce tartaric acid and grape seed oil,
- Reclamation of drum containers
- Recovery of wet or spilled grain for animal feed,
- Recovery of fruit and food solid waste component as animal feed,
- Recovery of chemicals from industries
- Recovery of electronic equipment
- Changing raw materials of industrial processes to produce recoverable industrial waste

From the above it is clear that waste avoidance will result not only in less material to be disposed but also in less material to be collected by the waste collection system.

The following are Knysna Municipality’s plans for the promotion of waste avoidance in its area:
<table>
<thead>
<tr>
<th>Action</th>
<th>Implementation</th>
<th>Resources Required</th>
<th>Timescale</th>
</tr>
</thead>
<tbody>
<tr>
<td>Public Awareness and Education</td>
<td>Krynos Municipality will continue to support the Eden District Wise up on Waste campaign which includes a roadshow visiting all the Municipalities of the Eden District. Informative flyers will be distributed and public talks conducted. General advertising on billboards, waste bins and collection vehicles to promote recycling and waste minimisation. Constant exposure of these concepts to the public is very useful to raise awareness. Bıyıwara and other Non-profit organisations operating in the Krynos municipal area, who support waste minimisation should receive continual support.</td>
<td>Krynos Municipality will conduct the roadshow in partnership with the Eden District Municipality. Partnership with other stakeholders like the Department of Education should be explored. Mr. İftaha will liaise with Mr. Helis of the District Municipality. A project co-ordinator can be appointed by Mr. İftaha if he does not handle the process himself. The project co-ordinator will also be responsible to oversee the distribution and content of the flyers that are handed out to the public. A graphic designer may be commissioned to design the awareness advertising posters and billboards.</td>
<td>The public awareness campaign for both the generators of waste as well as the service providers, including training and education of staff and council members should start once the IWMP has been approved by Council. The action however does not have an end date due to the continuous nature thereof.</td>
</tr>
<tr>
<td>Action</td>
<td>Implementation</td>
<td>Resources Required</td>
<td>Timescale</td>
</tr>
<tr>
<td>----------------------------</td>
<td>---------------------------------------------------------------------------------------------------------</td>
<td>---------------------------------------------------------------------------------------------</td>
<td>--------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Quantifying Prevention</td>
<td>Knysna Municipality will assess the possibility of using statistics and other data collected to quantify the success of prevention measures employed within the municipality. This will be done by populating an internal Waste information System, for example an Excel spreadsheet database with relevant data. The Council will co-operate with the Waste Minimisation groups in efforts to quantify waste avoidance through the use of performance indicators and by other means.</td>
<td>A competent Municipal employee will be required to update, interpret and feed the collected data into the database.</td>
<td>The implementation of this action will depend on and follow the implementation of a waste information system.</td>
</tr>
</tbody>
</table>
3.2 IMPLEMENTATION INSTRUMENTS FOR WASTE REDUCTION

Waste Reduction is the secondary focus of the National Waste Management Strategy in that all waste that cannot be avoided, must be reduced. In terms of definition it represents the actions required to, once the generator of waste has made the decision that a material(s) is waste and entered it into the waste stream, remove that material from the waste stream for re-use, recycling, treatment/conversion, composting, etc. and by such action prevent the material from being disposed. Typical examples of waste reduction are as follows:

- Separate collection of source separated materials
- Separate collection of spent oils, solvents, print cartridges, x-ray and photographic developers by recovery contractors,
- Kerbside collection of recyclable material by informal salvagers
- Composting of green wastes at composting facility
- Recovery of recyclable material at Material Recovery Facility (MRF)
- Recovery of recyclable material at waste disposal site

The following are Knysna Municipality’s plans for the reduction of waste within its functional area.

Y:\Projects\K:\Knysna Muni\Draft added comments\Knysna WMP_final draft.docx\knysna
<table>
<thead>
<tr>
<th>Action</th>
<th>Implementation</th>
<th>Resources Required</th>
<th>Timescale</th>
</tr>
</thead>
<tbody>
<tr>
<td>Post Collection Recovery</td>
<td>Knysna Municipality investigate to expand the Knysna recycling centre. This will expand on the efforts by the private recyclers and ensure a further reduction in waste to landfill.</td>
<td>To be determined in the investigation.</td>
<td>2013-2015</td>
</tr>
<tr>
<td>Action</td>
<td>Implementation</td>
<td>Resources Required</td>
<td>Timescale</td>
</tr>
<tr>
<td>----------------------------</td>
<td>--------------------------------------------------------------------------------</td>
<td>-----------------------------------------------------------------------------------</td>
<td>-------------</td>
</tr>
<tr>
<td>Post Collection Composting</td>
<td>Knyxna Municipality will establish a central composting facility.</td>
<td>The license application will require that a consultant and EAP are appointed.</td>
<td>2014-2015</td>
</tr>
<tr>
<td></td>
<td></td>
<td>No new property needs to be acquired as it is envisaged to establish composting at the existing Brenton-on-Sea disposal site.</td>
<td></td>
</tr>
</tbody>
</table>
3.3 IMPLEMENTATION INSTRUMENTS FOR WASTE DISPOSAL

The disposal of waste by landfill is considered to be the least desirable option in the Waste Management Hierarchy. The volume of waste to be disposed is a measurement of the success achieved with waste avoidance and waste reduction.

The following are the Municipality’s plans for the disposal of residual wastes within its functional area:
<table>
<thead>
<tr>
<th>Action</th>
<th>Implementation</th>
<th>Resources Required</th>
<th>Timescale</th>
</tr>
</thead>
<tbody>
<tr>
<td>Engineered Waste Disposal Facilities</td>
<td>The disposal of non-recoverable waste will only be allowed at properly engineered waste disposal sites that are licensed by the relevant statutory authority and that are operated and audited in terms of the relevant permit conditions. All closed and/or unlicensed waste sites are to be rehabilitated.</td>
<td>The identified sites marked for closure will need to be assessed by a consultant to determine the required closure and rehabilitation costs. An EAP will need to be appointed to conduct the license application processes.</td>
<td>This action is already partially being adhered to but implementation requires the continuous establishing of sufficient airspace (capacity) at these waste disposal facilities. The Eden District Municipality has applied for establishing a regional waste disposal facility. This will replace Knysna municipality’s use of the PetroSA site.</td>
</tr>
<tr>
<td>Action</td>
<td>Implementation</td>
<td>Resources Required</td>
<td>Timescale</td>
</tr>
<tr>
<td>------------------------</td>
<td>--------------------------------------------------------------------------------</td>
<td>------------------------------------------------------------------------------------</td>
<td>-----------</td>
</tr>
<tr>
<td>Monitoring of Waste Disposal</td>
<td>All waste destined for disposal and disposal facilities shall be monitored for compliance with permit conditions, volumes received and for environmental impact.</td>
<td>Proper gate control and site operations are required.</td>
<td>Continuous</td>
</tr>
<tr>
<td>Action</td>
<td>Implementation</td>
<td>Resources Required</td>
<td>Timescale</td>
</tr>
<tr>
<td>--------</td>
<td>----------------</td>
<td>-------------------</td>
<td>-----------</td>
</tr>
<tr>
<td>Formalising, Controlling or Eliminating Informal Salvaging</td>
<td>No informal salvaging was observed during the site visits in Knysna Municipality as there are no general waste disposed at the Knysna sites. Since there is no evident problem, it can easily be prevented with the proper security measures. Informal salvaging can be formalised and controlled for example by establishing a material recovery facility on the site where the need justifies such a solution. By doing this, the health and safety risk to the salvagers is addressed and the operations on the landfill will be improved. This is not job creation in essence, but creates a far better work environment and quality of life of these individuals.</td>
<td>None at present.</td>
<td>No immediate action is necessary in Knysna Municipality.</td>
</tr>
</tbody>
</table>
IMPLEMENTATION INSTRUMENTS FOR WASTE MANAGEMENT IN GENERAL

Although the National Waste Management Strategy focuses mainly on waste avoidance, reduction and disposal and as such these three activities form the heart of any Integrated Waste Management Plan, certain other waste management activities need also to be addressed in order to achieve proper waste avoidance, reduction and disposal.

The following are the municipality’s plans for waste management in general:

* The cost to analyse and review the existing tariff structure will be approximately R50,000.00, with the assistance of a waste management consultant. After this first tariff review, the annual review can be done in-house without the assistance of a consultant.

Data Compilation

Knysna Municipality will continue to gather accurate data regarding domestic, commercial and industrial waste generation and collection. The Municipality will endeavour to aggregate the data collected from each town for analysis. The D:EA&DP has indicated that the National Department has developed a tariff system which the Municipality can also make use of.

These procedures will include:
- details of direct and indirect costs;
- number of tons collected;
- number of bin lifts;
- number of properties serviced; and
- number of outdoor staff.

The following performance indicators will then be produced annually:
- average cost per ton collected;
- average cost per employee;
- average cost per property served;
- cost per bin lift;
- tonnage collected per property;
- tonnage collected per employee; and
- number of properties serviced per employee.

This will tie up with the Waste Information System.

**Cleansing**

The Knysna Municipality will ensure the general cleansing of the municipal area.

4. **COST ESTIMATES**

The following table makes provision for the estimated financial requirements related to the implementation items recommended in the Knysna IWMP. Closure and rehabilitation estimates for the Knysna Municipal disposal sites were also indicated if rehabilitation is required within the next 5 years. The current June 2013 estimates are indicated below. An annual assumed escalation rate of 6% can be used to estimate future costs. The closure requirements were based on the classification of the permitted sites and assumed classifications for the unpermitted sites according to Minimum Requirements for Waste Disposal by Landfill, Second Edition 1998 by DWAF.

The Old Place Garden Waste and Sedgefield sites were assumed G/C. The cost estimates are based on the rehabilitation requirements stipulated in the aforementioned document and footprint sizes measured from aerial photos of the total areas that require rehabilitation.

The rehabilitation areas were as follows:
- Old Place Garden Waste and Builder’s Rubble: 8 450m²
- Sedgefield closed disposal facility: 7045m²

Apart from these estimated areas the following assumptions were made:
- Sufficient volumes of topsoil for the required capping layer for each site can be imported from nearby sources and the material itself is free of charge.
- Provision was made for storm water channels around the footprint of the site to separate external storm water from the rehabilitated waste body and to drain the surface run-off from the top of the rehabilitated areas.
- No new fencing is required as all the sites are fenced

If any of the above assumptions are changed or additional rehabilitation requirements are determined during the closure licensing phase, the indicated closure and rehabilitation estimates are subject to change.
<table>
<thead>
<tr>
<th>Landfill</th>
<th>Action</th>
<th>Description</th>
<th>Cost Estimate</th>
<th>Year to start</th>
<th>Estimated Duration</th>
<th>Allocation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Brenton-on-Sea</td>
<td>Conduct External Audits</td>
<td>Annual external audits must be conducted to ensure the site is operated as required and to identify issues that need to be corrected. The estimate includes the appointment of an external auditor, water monitoring and a topo survey per audit.</td>
<td>R 40 000.00</td>
<td>2014</td>
<td>Annual</td>
<td>OPEX</td>
</tr>
<tr>
<td>Old Place</td>
<td>Obtain Closure License</td>
<td>D:EA is assisting municipalities to obtain licenses as required.</td>
<td>Funded by D:EA</td>
<td>TBD</td>
<td>12 months</td>
<td>-</td>
</tr>
<tr>
<td></td>
<td>Rehabilitation</td>
<td>The site must be rehabilitated according to Minimum Requirements and the closure license as part of the closure process. The cost estimate is based on the site footprint and expected rehabilitation requirements.</td>
<td>R1 706 900.00</td>
<td>2016/2017</td>
<td>3 months</td>
<td>CAPEX</td>
</tr>
<tr>
<td></td>
<td>Conduct External Audits</td>
<td>Annual external audits must be conducted to ensure the site is operated as required and to identify issues that need to be corrected. The estimate includes the appointment of an external auditor, water monitoring and a topo survey per audit.</td>
<td>R 40 000.00</td>
<td>2014</td>
<td>Annual</td>
<td>OPEX</td>
</tr>
<tr>
<td>Bedford</td>
<td>Rehabilitation</td>
<td>The site must be rehabilitated according to Minimum Requirements and the closure license as part of the closure process. The cost estimate is based on the site footprint and expected rehabilitation requirements.</td>
<td>R1 868 400.00</td>
<td>2014/2015</td>
<td>3 months</td>
<td>CAPEX</td>
</tr>
<tr>
<td>Knysna Transfer Station</td>
<td>Install a weighbridge</td>
<td>Weighbridge required for accurate waste data compilation. Cost estimate includes installation of the weighbridge as well as a monitoring hut. As per section 2.1.3 of this IWMP and the recommendation by D:EA&amp;DP, a waste characterisation study is to be undertaken to be able to more accurately determine the composition of the waste stream. This is required at this facility where general waste is received and has a weighbridge installed.</td>
<td>R500 000.00</td>
<td>2014</td>
<td>1 month</td>
<td>CAPEX</td>
</tr>
<tr>
<td></td>
<td>Waste Characterisation study</td>
<td></td>
<td>R 26 600.00</td>
<td>2015/2016</td>
<td>12 months</td>
<td>OPEX</td>
</tr>
</tbody>
</table>
- **Type of vehicle**
  - Waste Compactor, Approx. replacement cost based on 15m³ compactor + cab + chassis
  - Tractor, Approx. replacement cost based on Landini Power farm
  - Tipper, Approx. replacement cost based on Tata 10m³ tipper
  - Light Delivery Vehicle, Approx. cost based on Nissan NP300 S4 Cab

| Approximate replacement cost per vehicle | R 1 500 000.00 | R 500 000.00 | R 840 000.00 | R 220 000.00 |

The vehicles recommended in section 2.3 to be replaced should be evaluated to determine the priorities of replacement and if replacement is needed. The above approximate replacement costs can be used as guideline to add to the budget, depending on the outcome of the Municipality’s decision of which vehicles to replace and in which financial year.
5. **KNYSNA MUNICIPALITY’S IMPLEMENTATION SCHEDULE**

The implementation of the above actions towards Integrated Waste Management must be scheduled in such a way that it is realistic, achievable, financially feasible and publically acceptable. The attached schedule provides an indication of the proposed implementation of the above actions.
<table>
<thead>
<tr>
<th>ID</th>
<th>Task Notes</th>
<th>Duration</th>
<th>Start</th>
<th>Finish</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Start of implementation</td>
<td>6 days</td>
<td>2013/09/01</td>
<td>2013/10/01</td>
</tr>
<tr>
<td>2</td>
<td>Public Awareness</td>
<td>360 days</td>
<td>2013/08/01</td>
<td>2014/08/01</td>
</tr>
<tr>
<td>3</td>
<td>Public Education to promote waste reduction</td>
<td>260 wks</td>
<td>2013/03/02</td>
<td>2013/06/24</td>
</tr>
<tr>
<td>4</td>
<td>Public Prevention/Reduction Strategy</td>
<td>260 wks</td>
<td>2013/03/02</td>
<td>2013/06/24</td>
</tr>
<tr>
<td>5</td>
<td>Continue Public Awareness in collaboration with EDM</td>
<td>260 wks</td>
<td>2014/01/01</td>
<td>2014/04/21</td>
</tr>
<tr>
<td>6</td>
<td>Legislation</td>
<td>30 days</td>
<td>2013/11/30</td>
<td>2014/01/01</td>
</tr>
<tr>
<td>7</td>
<td>Publish new Integrated Waste Management Strategy</td>
<td>1360 days</td>
<td>2013/05/01</td>
<td>2016/10/16</td>
</tr>
<tr>
<td>8</td>
<td>Waste Collection and Transport</td>
<td>12 wks</td>
<td>2013/08/02</td>
<td>2013/10/23</td>
</tr>
<tr>
<td>9</td>
<td>Expand source separated collection and waste bin use</td>
<td>260 wks</td>
<td>2013/11/25</td>
<td>2014/11/16</td>
</tr>
<tr>
<td>10</td>
<td>Waste Reduction</td>
<td>260 wks</td>
<td>2016/09/01</td>
<td>2019/09/01</td>
</tr>
<tr>
<td>11</td>
<td>Obtain operational license for the commercial composting facility</td>
<td>52.4 wks</td>
<td>2014/01/01</td>
<td>2015/02/21</td>
</tr>
<tr>
<td>12</td>
<td>Waste Disposal</td>
<td>1360 days</td>
<td>2013/09/01</td>
<td>2016/08/24</td>
</tr>
<tr>
<td>13</td>
<td>Rehabilitation: Old Field Garden Waste Facility</td>
<td>12 wks</td>
<td>2016/04/24</td>
<td>2016/09/22</td>
</tr>
<tr>
<td>15</td>
<td>Weightbridge installation: Keynsham Transfer station</td>
<td>8 wks</td>
<td>2014/05/01</td>
<td>2014/10/25</td>
</tr>
<tr>
<td>16</td>
<td>Waste characterisation study: Keynsham transfer station</td>
<td>52 wks</td>
<td>2015/01/25</td>
<td>2015/08/28</td>
</tr>
<tr>
<td>17</td>
<td>Ensure the Auditing and Monitoring of all Waste Facilities and Services</td>
<td>260 wks</td>
<td>2013/09/01</td>
<td>2016/09/16</td>
</tr>
<tr>
<td>18</td>
<td>Cleaning</td>
<td>1360 days</td>
<td>2013/01/01</td>
<td>2016/11/28</td>
</tr>
<tr>
<td>19</td>
<td>Data Completion: Register all waste management facilities on iWAM</td>
<td>260 wks</td>
<td>2014/01/01</td>
<td>2017/10/28</td>
</tr>
</tbody>
</table>
6. IWMP MONITORING AND REVIEW

For the IWMP to be an effective and relevant tool and guide for integrated waste management in the Knysna Municipality, it will need to be monitored and reviewed. Monitoring relates to the goals and targets set out in the IWMP and whether they are being achieved or pursued. Reviewing relates to the document and the projects themselves which will require regular updates to stay up-to-date, specifically the implementation schedule. The proposed implementation schedule as well as allocated budget may change at any time and these changes, if any, need to be reflected in the reviewed IWMP to avoid confusion.

The following diagram illustrates the initial review cycle when a new IWMP is developed:

![Diagram](image)

The date on which the final IWMP second generation document is approved, must be recorded and will serve as the base date on which further monitoring and review dates are based. This is also the start date of the approved implementation schedule. The following diagram illustrates the review steps that must be followed after the final IWMP is published:

![Diagram](image)

The annual implementation reports will be submitted by the Knysna Municipality and will be compiled by the solid waste manager, Mr Jaftha, or to whom the task is delegated by him. The annual report must contain the approved implementation schedule of the IWMP and the progress thereof of the past year. Based on the progress and possible new budget allocations, the implementation schedule of the IWMP must be updated and included in the annual report. This new implementation schedule must provide for 3 upcoming years from the report date.

The progress of each task on the implementation schedule, if under way according to the schedule for that year, must be summarised and the estimated completion date must be updated. The reasons for the lack of progress or practical difficulties must be stated along with a summarised action plan to adhere to the schedule as close as possible.

The report must further discuss the effectiveness of completed projects. For example, when a new weighbridge has been commissioned, the collected data must be reported on and added to the IPWIS. Also the participation rates of source separation can be monitored along with the public awareness and education campaign. See Annexure 3 for an example of a project review form which can be used to track the success and effectiveness of the waste management projects and added to the annual report.
Wherever issues are reported or identified in the projects, these issues must also be evaluated in terms of the relevant legislation and by-laws. It must be stated if there is relevant legislation applicable to the issue and if so, was it the lack of enforcement, for example, that caused the issue. If no relevant legislation exists, it must be noted to adapt the by-laws accordingly in future revisions.

Below is the proposed review cycle of the IWMP and its projects:
CONCLUSIONS AND RECOMMENDATIONS

7. CONCLUSIONS

The Project Team, with the assistance of Municipal Officials, has undertaken an analysis of the current municipal solid waste management activities within Knysna Municipality.

The analysis has shown that the Knysna Municipality has through the years committed themselves to the delivery of a collection and disposal service for all its residents. In recent years the more sustainable approach with regard to waste minimisation and reduction has been adopted and is to be expanded in the upcoming years.

The chapters of this Integrated Waste Management Plan report describe the way in which the municipality is currently conducting solid waste management and how to strategically move towards a sustainable waste management system whereby the focus will shift to the avoidance and reduction of waste rather than to the disposal thereof. It also lists the strategies of the municipality in terms of waste avoidance, waste reduction and waste disposal.

During the process of the implementation of the municipality’s IWMP, and arising from the public consultation process that is forthcoming, further input and/or corrections to the report may come to light that will then be added as a revision to the report.

The analysis of the current waste management system has shown the following:

- all formal residential erven are receiving a weekly door-to-door waste collection service
- all collected general municipal waste are transported from the transfer station to the licensed PetroSA site
- all green waste are disposed at the Old Place and Brenton-on-Sea sites and builder’s rubble only at the Concordia site (private)
- most healthcare risk wastes are managed by private contractors
- good waste recovery is being done
- no significant waste avoidance is being done
- good public awareness and education is done in the municipality with excellent support from private companies and individuals and Non-profit organisations

With the current waste management system focusing on getting the waste into the waste stream and disposing of it in an acceptable manner, and with the future integrated waste management system focusing on waste avoidance and waste reduction, the municipality requires a set of strategic objectives on how to transform from the current management system to the future management system.

The strategic objectives for integrated waste management in Knysna Municipality can be summarised as follows:

- To ensure that Waste Management in the Knysna Municipal Area complies with South African and International environmental standards so that it is beneficial to industrial and agricultural growth and the public’s right to a clean and healthy environment.
- To reduce all waste so that nothing of value nor anything that can decompose, gets disposed.
- To store, dispose or treat all waste that cannot be avoided or reduced at licensed facilities with regular operational and environmental monitoring and in accordance with regulatory requirements.

For these strategic objectives to be met, a series of implementation instruments (action plans) will need to be implemented. These implementation instruments as well as time framework within which it should be addressed are described in this report but need to be fully detailed at a later stage. The instruments are the following:

- Public Awareness and Education
- Quantifying Prevention
- Post Collection Recovery
- Pre-Collection Composting
- Engineered Waste Disposal Facilities
- Monitoring of Waste Disposal
- Collection Service Review
- Data Compilation

Y:\Project\A189\Knysna Mun\Draft added comments\Knysna IWMP_final draft.docx\jm

499 | Page
Cleansing

The above instruments, through implementation via their action plans, will ensure that waste management in Knysna Municipality focuses on avoidance and reduction rather than collection and disposal, but simultaneously maintaining the practical balance between the various waste management functions.

Since the highest priority for transforming the current management system is undoubtedly depending on public acceptance and ownership, the Public Awareness and Education instrument will receive preference in the implementing framework.

7.2 RECOMMENDATIONS

A comprehensive analysis and assessment of solid waste management in the Knysna Municipal area has been done and key strategies have been determined to aim the municipality towards sustainable and integrated waste management.

It is therefore recommended that the next stage of the process of implementing the Integrated Waste Management Plan be proceeded with, that entails the consultation process with the public and the development of detail action plans and key performance indicators for future monitoring of the municipality’s successes in waste management service delivery.

Public Awareness

The first step in educating the public about waste is to make them aware of any new waste management procedures and facilities available to them.

Another reason to focus on educating the public will cause a greater awareness of waste minimisation. This will reduce waste generation rates which in turn reduce transport volumes and costs. It is important to also provide feedback to the public of the success of their efforts, for example publishing month to month volumes of waste diverted from being landfilled.

To reduce the contamination of recyclables, the current source separation strategy can be expanded. The investment/reward ratio must be of such nature to support the implementation thereof. This may require some further investigation into the results of other areas outside the Municipal boundaries where source separation is currently implemented.

By-laws

The existing by-laws should be revised into an Integrated Waste Management By-law. This by-law should include appropriate penalties, inform and instruct industries to submit Industry Waste Management Plans and industry waste information and quantities. It should also set out the requirement to health risk waste generators to be registered.

Waste Collection and Transport

The current collection service and its composition should be reviewed. Part of the Knysna collection fleet is due for replacement and it must be ensured that the appropriate vehicles are acquired. This can be done by reviewing the function and route of each vehicle. It has been shown that where an appropriate vehicle is used, it can replace several inappropriate vehicles used for the same function.

This possible reduction in fleet size can ultimately reduce labour and transport costs by vast amounts per annum as well as improve efficiency.

Waste reduction

Knysna Municipality plans to establish a composting facility. This ensures the saving of vast amounts of landfill airspace per month as well as reducing the emission of greenhouse gases at the landfill sites.

Another waste reduction operation is the crushing of builder’s rubble. The crushed material can be used for example in road construction as a G7 material.
Waste Disposal

It must be ensured that all waste management facilities are regularly audited as stipulated in each waste permit. Regular audits will ensure that these facilities are operated correctly and efficiently. Ensuring the correct operations will maximise the results of efforts of waste reduction and recovery and therefore the benefits thereof.

The following items must be included in the Knysna Municipality IDP:

- The closure and rehabilitation of the Old Place Garden Waste Facility when an alternative site has been established
- The rehabilitation of the Sedgefield Garden Waste Facility
- The installation of a weighbridge at the Knysna Transfer station
ANNEXURE 1
Project Meeting Minutes
# COMMUNITY SERVICES COMMITTEE MEETING

## AGENDA

### 13 JUNE 2017

<table>
<thead>
<tr>
<th>MEETING VENUE:</th>
<th>MOSSEL BAY, EDEN DISTRICT MUNICIPALITY OFFICES</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAIN SUBJECT:</td>
<td>MEETING NO. 1</td>
</tr>
<tr>
<td>DATE:</td>
<td>29/01/2013</td>
</tr>
</tbody>
</table>

## MINUTES OF MEETING

### NO. 1

<table>
<thead>
<tr>
<th>ITEM</th>
<th>SUBJECT</th>
<th>ACTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.1</td>
<td>ATTENDANCE</td>
<td></td>
</tr>
<tr>
<td>1.1.1</td>
<td>PRESENT</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(REF. CODE)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Johan Compion</td>
<td>JC</td>
</tr>
<tr>
<td></td>
<td>Dean Gilbert</td>
<td>DG</td>
</tr>
<tr>
<td></td>
<td>Giel Goosen</td>
<td>GG</td>
</tr>
<tr>
<td></td>
<td>August Hoon</td>
<td>AH</td>
</tr>
<tr>
<td></td>
<td>Morton Hubbe</td>
<td>MH</td>
</tr>
<tr>
<td></td>
<td>John Jaftha</td>
<td>JJ</td>
</tr>
<tr>
<td></td>
<td>William Meyers</td>
<td>WM</td>
</tr>
<tr>
<td></td>
<td>Jerome Moses</td>
<td>JM</td>
</tr>
<tr>
<td></td>
<td>Jan Palm</td>
<td>JP</td>
</tr>
<tr>
<td></td>
<td>Etienne Thuizen</td>
<td>ET</td>
</tr>
</tbody>
</table>

### 1.1.2 OPENING

Morton Hubbe opened the meeting and welcomed everyone present.

### 1.1.3 APOLOGIES

- Randall Bouver: RB
- Lanese Hesselman: LH

### 1.1.4 MEETING AGENDA

The meeting agenda was accepted without amendments.

MH explained that the purpose of the meeting is to discuss the Revision of the Integrated Waste Management Plan (IWMP) of each Municipality and the road ahead regarding the project.

### 1.2 PROJECT PLANNING

MH requested that the full amount as read by him in the meeting be paid from each Municipality for the project, with the exclusion of Kannaland Municipality who will not form part of the project. He explained that an additional amount was to be paid for advertising costs and an invoice was sent from Eden District Municipality.

JC asked whose responsibility the costs of the public participation process would be regarding advertising and meeting venues.
<table>
<thead>
<tr>
<th>ITEM</th>
<th>SUBJECT</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.2.1</td>
<td>PROJECT SCOPE, SCHEDULE AND OUTCOME</td>
</tr>
<tr>
<td></td>
<td>JP explained that the status quo information must be updated and expanded in the IWMP revisions. To obtain this information WM will send out a questionnaire to each waste manager to inform them of what is required. This is to give each manager time to prepare and gather the information after which WM will schedule a meeting at each office to collect the information. This data will be critical for each IWMP.</td>
</tr>
<tr>
<td></td>
<td>WM</td>
</tr>
<tr>
<td></td>
<td>JP proposed that the steps would be to arrange a follow-up project meeting after all the data has been collected by WM and following that meeting, the draft IWMP reports will be compiled. The draft reports will be presented at a project meeting for comment and necessary changes will be made before it is presented to each council before the drafts go out for public comment. Following the comment phase, any necessary changes will be made to update the draft documents to the final documents.</td>
</tr>
<tr>
<td></td>
<td>JP explained that the main difference between the first and second generation IWMP’s is that the first generation were general strategic frameworks for waste management and the second generation must be action plans which are measurable against performance for the following 3 years.</td>
</tr>
<tr>
<td></td>
<td>The consensus in the meeting was that the revised IWMP’s should provide plans for the next 5 years and not 3. This was accepted by JPCE.</td>
</tr>
<tr>
<td></td>
<td>The project is scheduled to be completed by the end of June 2013.</td>
</tr>
<tr>
<td>1.3</td>
<td>GENERAL</td>
</tr>
<tr>
<td></td>
<td>JJ explained the situation of using the two-bag system and the type of collection vehicles used and whether to go ahead with using wheelie bins.</td>
</tr>
<tr>
<td></td>
<td>JP stated that there is no proof that using wheelie bins instead of plastic bags result in cost savings. The choice of collection methods and appropriate vehicles will be addressed in the IWMP.</td>
</tr>
<tr>
<td>ITEM</td>
<td>SUBJECT</td>
</tr>
<tr>
<td>------</td>
<td>---------</td>
</tr>
<tr>
<td></td>
<td>JM mentioned that the responsibilities of the solid waste department, Oudtshoorn Municipality, are split between Community Services and the Technical Department.</td>
</tr>
<tr>
<td></td>
<td>JP clarified that when the required information and answers to the questionnaire are given and if there is uncertainty as to whether the available information is 100% correct, the manager must still provide the information, as this will be the best current answer.</td>
</tr>
<tr>
<td></td>
<td>AH mentioned that there is a waste calculator developed that Oudtshoorn Municipality can use. He furthermore states that all sites must be equipped with weighbridges within the next 5 years.</td>
</tr>
<tr>
<td></td>
<td>DG requested that a copy of the questionnaire will also be sent to him.</td>
</tr>
<tr>
<td></td>
<td>JP requested that MH be copied in, in all e-mail correspondence regarding this project.</td>
</tr>
<tr>
<td></td>
<td>ET requested that enough time be given to allow for the preparation of the information after the questionnaire is sent out. WM to schedule the meeting with ET last.</td>
</tr>
<tr>
<td></td>
<td>JC asked in what detail the IWMP will provide financial models. JP replied that the IWMP will only state what needs to be done and what the cost of each action will be.</td>
</tr>
<tr>
<td></td>
<td>MH highlighted the following problem areas which must be addressed in the revised plans:</td>
</tr>
<tr>
<td></td>
<td>- Abattoir waste and handling</td>
</tr>
<tr>
<td></td>
<td>- Rural areas and waste collection</td>
</tr>
<tr>
<td></td>
<td>- Remaining airspace and lifetimes of the various landfills in order to address provision</td>
</tr>
<tr>
<td></td>
<td>- WM to meet with MH to discuss the Eden Waste Information System which must be addressed in the plans</td>
</tr>
<tr>
<td></td>
<td>- Waste minimisation and strategies</td>
</tr>
<tr>
<td></td>
<td>- Waste transport, especially with the District site in mind</td>
</tr>
<tr>
<td></td>
<td>- Alternative technologies</td>
</tr>
<tr>
<td></td>
<td>- Spoornet and the issue of transporting waste via railway</td>
</tr>
<tr>
<td></td>
<td>- Education and awareness.</td>
</tr>
<tr>
<td></td>
<td>It is requested that the questionnaires are sent out in English and Afrikaans.</td>
</tr>
<tr>
<td></td>
<td>1.4 The next meeting date will be determined.</td>
</tr>
</tbody>
</table>
ANNEXURE 2
Solid Waste Questionnaire
SOLID WASTE QUESTIONNAIRE FOR EDEN DISTRICT / VASTE AFVAL VRAELYS VIR DIE EDEN DISTRIK

1. Waste fleet details / Vaste afval voertuie details

   Please provide the following details for each vehicle used in the solid waste department / Verskaf asseblief die volgende inligting met betrekking tot die voertuie in diens van die vaste afval departement:

   - Vehicle make, model, manufactured date, capacity and function. / Elke voertuig se fabrieknaam, model, vervaardigingsdatum, kapasiteit en funksie.

   - Collection vehicles collection schedule and loads per day. / Kollekeringsvoertuie se kollekerings skedulie en aantal vragte per dag.

2. Public Awareness / Publieke bewusmaking

   Please provide all information regarding any existing or planned public awareness initiatives for solid waste, waste minimisation, etc. with proof of advertiments. / Verskaf asseblief alle inligting rakende bestaande of beplande publieke bewusmaking inisiatiewe vir vaste afval, afval vermindering, ens. met bewys van advertensies.

3. Solid Waste Data / Vaste Afval Data

   Please provide the following data / Voorsien asb. die volgende data:

   - All known or estimated waste volumes generated for each town or received at the respective disposal sites. Indicate whether the amounts are in m³ or tonnes and how it was measured. / Alle bekende of beraamde vaste afval volumes wat gegeneer word vir elke dorp of wat ontvang word by elke afsonderlike stortingsterrein. Dui aan of dit in m³ of ton is en hoe dit gemee is.

   - All known recyclers, recycling initiatives by the Municipality and volumes of waste recycled. Contact details of the recyclers. / Alle bekende herwinnaars, herwinnings inisiatiewe deur die Munisipaliteit asook die volumes van afval wat herwin word. Kontak besonderhede van die herwinnaars.

   - Collection system details which describes the areas and number of residences in each town that receives a collection service and which do not receive collection. Indicate whether black bags or wheelie bins are used and if source separation is done and if so, how is the source separated waste collected. / Kollekeringsisteem details wat beskryf watter areas en aantal wonings in elke dorp 'n kollekeringsdiens ontvang en watter geen diens ontvang nie. Dui aan of swartsakke of wheelie bins gebruik word en of daar “source separation” is en indien wel, hoe dit gekollekteer word.
4. Complaints Register / Klagtesregister

Please provide the details of how all incoming complaints to the solid waste department are recorded and dealt with, with the names and numbers of the appropriate contact persons. / Verskaf asb. die details van hoe alle klagtes na die vaste afval departement aangeteken en aangespreek word met die betrokke persone se name en kontakbesonderhede.

5. Illegal Dumping / Onwettige Storting

Please provide the procedures that are followed to deal with illegally dumped waste. What is the estimated annual cost of dealing with illegally dumped waste? What are the probable causes of illegal dumping? / Verskaf asb. die prosedure wat gevolg word om onwettig gestorte afval te hanteer. Wat is die beraamde jaarlikse kostes verbonde aan die hantering van onwettig gestorte afval? Wat is die moontlike oorsake van onwettige storting?

6. Solid Waste Sites / Vaste Afval Terreine

- Please provide the location in GPS co-ordinates (if available) of all operational or closed solid waste sites within the Municipal border, whether they are licensed or not. / Verskaf asb. die ligging in GPS koordinate van elke operasionele en geslotte vaste afval terrein binne die Munisipaliteit se grense, indien hulle gelisensieerd is of nie.

- Copies of all waste licenses / Kopieë van al vaste afval lisensies.

- Estimated remaining lifetimes and topographical surveys (if available) of operational sites. / Beraamde leeftyd en topografiese opmetings (as dit beskikbaar is) van elke operasionele terrein.

- List all waste types received at each site (Garden, General, Builder’s rubble, etc.) / Dui aan watter tipies afval ontvang word by die onderskeie terreine (Tuin, Algemeen, Bourommel, ens.)

7. Budget / Begroting

The 3 year budget which details the capital budget as well as the operational budget. (Only for solid waste) / Die 3 jaar begroting wat die kapitaal begroting asook die operasionele begroting detaileer. (Slegs vir vaste afval)

8. Staff / Personeel

The staff organogram of the solid waste department, with the names and responsibilities of each person in a managing position and also the number of staff for all tasks as well as vacant posts. / Die personeel organogram van die vaste afval departement met die name en verantwoordelikhede van elke persoon in ’n bestuursposisie en ook die aantal personeellede vir elke taak asook alle oop poste.
9. By-laws / Verordeninge

The latest solid waste by-laws / Die nuutste vaste afval verordeninge.

10. Population / Bevolking

Please provide the urban population of each town in as much detail as possible. / Verskaf asb. die stedelike bevolking van elke dorp in soveel detail as moontlik.
ANNEXURE 3
Waste Management Project Review Form
KNYSNA MUNICIPALITY IWMP IMPLEMENTATION PROJECT REVIEW FORM

PROJECT NAME AND DESCRIPTION: .................................................................
.............................................................................................................
.............................................................................................................
.............................................................................................................

PROJECT COMMENCEMENT DATE: ...........................................................
PROJECT COMPLETION DATE: .................................................................

RATE PROJECT OVERALL SUCCESS IN TERMS OF INTENDED PURPOSE: 1 2 3 4 5

REASON(S) FOR SCORE: ...........................................................................
.............................................................................................................
.............................................................................................................
.............................................................................................................

IF SCORE = 1-3, LIST THE ACTIONS THAT ARE TO BE TAKEN ALONG WITH TARGET DATES TO IMPROVE SCORE: .............................................................................................................
.............................................................................................................
.............................................................................................................
.............................................................................................................

LIST ALL PUBLIC COMMENTS/COMPLAINTS RECEIVED RE THIS PARTICULAR PROJECT: .............................................................................................................
.............................................................................................................
.............................................................................................................
.............................................................................................................

HAVE THESE BEEN ADDRESSED: .............................................................
.............................................................................................................
.............................................................................................................
ANNEXURE 4
Terms of Reference
Status Quo / baseline study is required in order to collect and assess all relevant information pertaining to Waste Management in the jurisdictional areas. Status Quo information should include, inter alias, the following:

1. Scope of the Plan

The scope of plan must comprise a description of the geographic, environmental and social-economic scope as well as the planning time horizon.

2. Policies and Legislation

The relevant Government Policies and legislation should be identified and the specific requirements established. Analysing existing by-laws of Municipalities pertaining to Waste Management.

3. Demographics

- Appropriate demographic data should be collected (various existing documents as listed above may contain the required socio-economic information required for this section):
  - Base population
  - Existing population distribution
  - Population growth estimates
  - Future population distribution
- The above data should be aligned and compared with existing data as available through documents such as:
  - Integrated Development Plans
  - Census Data

4. Waste Quantities and Characteristics

- Establish current quantities of waste generated, collected, recycled, treated and disposed.
- Determine waste category and characteristics, including information about hazardous, mine, green waste, water treatment sludge and medical waste.
- Mapping of information as far as possible.
- Estimate future waste generation rates, quantities and characteristics.

5. Existing Waste Management Strategies, Systems and Practices

- Establish and describe what waste management strategies, practices and systems are currently in place for which the plan is being developed.
- Describe the waste prevention strategies, systems and practices in place.
- Describe waste minimization strategies, systems and practices.
- Describe the collection and transportation method for each type of waste.

- Determine the economic and financing situation of Waste Management.
- Establish the current costs for each of the existing Waste Management Systems.
- Establish waste charges currently being levied.
- Rationalization of Waste Management.

7. Organizational Structure

Describe the organizational structure that will implement and manage the Integrated Waste Management Plan.

8. Key Stakeholders

A Project Steering Committee, consisting of all relevant stakeholders and a public participation program need to be established and need to be consulted at various stages throughout the duration of the Integrated Waste Management Plan compilation process.

9. Identification and Prioritisation of Needs

- Utilizing the base data and information collected in section 4.1 to 4.8, the needs of the organization / institution should be identified and prioritised.
- Waste prevention and minimization.
- Waste collection and transportation systems.
- Waste recycling and re-use.
- Waste treatment facilities.
- Waste disposal facilities.

10. Summary Situation Analysis

Prepare a summary situation analysis is based on the collected background information.

B. STRATEGIC OBJECTIVES

Once the baseline study information is available for the historical and present Waste Management situation, the waste systems need to be analysed and planning on future management, service delivery
improvements and extension of services of areas currently not serviced (including the setting of priorities, objectives and strategies) is required. Recommendations regarding service delivery improvements must be provided. The System Analysis and Recommendations should focus on aspects such as:

- Waste Prevention Minimisation, Re-use and Recycling.
- Collection and Transport.
- Waste Treatment.
- Waste Disposal, including hazardous, mine, medical waste and water treatment sludge.
- General Strategic Objectives.

C. IMPLEMENTATION PLAN

The Implementation Plan is a Master Plan for Waste Management within the jurisdictional area for a 10 – 15 year period. Policy instruments, partnerships, legislative instruments, economic instruments and a Financial Plan should be established in consultation with the stakeholders.

1. Policy Instruments

The policy environment appropriate to the Integrated Waste Management Plan being developed should be identified and assessed. Where necessary, this should be adapted and amended to support the attainment of the strategic objectives.

2. Partnerships

The development of partnerships as a mechanism for providing the services and facilities required for Integrated Waste Management should be considered.

3. Legislative Instruments and requirements

The introduction of legislative instruments in order to achieve the strategic objectives set for the Integrated Waste Management Plan should be considered and the necessary legal requirements should be adhere to including permits for the different Waste Management sites.

4. Economic Instruments

Appropriate economic instruments should be evaluated and implemented, including:
5. Financial Management

A Financial Plan should be developed for the implementation of the Integrated Waste Management Plan.

6. PLAN OF WORK

All information must be presented in such a way that each of the seven (7) Local Municipalities, i.e. Hessequa, Mossel Bay, George, Knysna, Bitou, Oudtshoorn, Kannaland and Eden District Municipality is able to identify itself with the information. It must be presented per Municipality. After this a separate presentation / document for the District must be developed to indicate a district perspective on Waste Management.

Costing must be shown separately in the proposed tender document for the review of each of the eight municipalities as indicated in this Terms of Reverence.

In all the review of the Integrated Waste Management Plan for each Municipality should not take longer than eight (8) months. However, a "grace" period (to the discretion of the Eden District Municipality) of not more than a month can be allowed for contingencies, comments to the reports and internal logistical processes by various constituencies.

The District Municipality reserve the right to accept the review of only one (1) or two (2) or three (3) or four (4) or five (5) or six (6) or seven (7) or all eight of the Municipalities as cost in the proposed tender.

7. DELIVERABLES

In the entire process of the development of Integrated Waste Management Programmes for each Municipality, two (2) sets of reports per Municipality. Nine (8) Municipalities need to be produced in both English and Afrikaans. (this can be amended subject to the different Municipalities requirements and to the discretion of the Eden District Municipality.

Two (2) presentations at each Municipality.
ANNEXURE 5
Public Comment Advertisement
DRAFT INTEGRATED WASTE MANAGEMENT PLAN (2nd GENERATION)

Notice is hereinafter given in terms of section 21 of the Local Government: Municipal Systems Act, 2000 (Act 32 of 2000) that the Draft Integrated Waste Management Plan (IWMP) Second Generation of the Municipality has been developed.

The local community is invited to submit representations in connection with the Draft Plan to the Municipality by submitting such representations on or before 23 January 2014 to the Municipal Manager (For attention Mr J Jaffha) at the undermentioned address or fax number.

The Council will consider the Draft Plan together with all the comments and representations received. The Draft Plan will be available for perusal during office hours at the offices of the Knysna Municipality in Knysna, in all the public libraries in the Knysna Municipal Area and on the following website: www.kmce.co.za from 19 December 2013.

Persons who cannot write can visit the Knysna Municipality during office hours where such persons will be assisted to transcribe their comments or representations.

L WARING
MUNICIPAL MANAGER

Knysna Municipality
PO Box 21
KNYSNA
6570
Fax number: (044) 302 6554

KONSEP GEINTEGREGERDE VASTE AFVAL BESTUURPLAN (2de GENERASIE)

Kennis geskied hiermee ingevolge artikel 21 van die Wet op Plaaslike Regering: Munisipale Stehels, 2000 (Wet 32 van 2000) dat die Munisipaliteit se Konsep Geintegreerde Vaste Afval Bestuurplan, 2de Generasie saamgestel is.

Die plaaslike gemeenskap word uitgenoem om vertoe met betrekking tot die Konsepplan aan die munisipaliteit voor te leg deur hul vertoe voor of op 23 Januarie 2014 te rig aan die Munisipale Bestuurder (vir aandag Mnr J Jaffha) by onderstaande adres of faksnommer.

Die Raad sal die Konsepplan tesame met alle kommentaar of vertoe wat ontvang is, oorweeg. Die Konsepplan is gedurende kantooreure ter insaamgebring door die kantine van die Knysna Munisipaliteit in Knysna, in alle openbare biblioteke in die Knysna Munisipale gebied en op die volgende webwerf: www.kmce.co.za vanaf 19 Desember 2013.

Persone wat nie kan skryf nie kan gedurende kantooreure by die Knysna Munisipaliteit bezoek albei waar bydies persone gehelp sal word om hul kommentaar of vertoe op skrif te stel.

L WARING
MUNISIPALE BESTUURDER

Knysna Munisipaliteit
Postbus 21
KNYSNA
6570
Faksnommer: (044) 302 6554
C28/06/17  STRATEGIC PLAN ON BUSH CLEARING – IN ALL WARDS
2017/2018 FINANCIAL YEAR

REPORT FROM THE DIRECTOR: COMMUNITY SERVICES

PURPOSE OF THE REPORT

The purpose of the report is to inform the Municipal Council of the Strategic Plan regarding Bush clearing in all Wards.

BACKGROUND

Due to the appointment of Ward based Contractors that will start in the new financial year 2017/2018, a strategic plan can only be submitted after consultation with Ward Councillors. We need to establish what Bush clearing functions will fall under the scope of the Contractor appointed in the ward. We need to identify and prioritize critical areas, and then the areas can be attended to.

A full Strategic plan will be submitted to the Municipal Council in August 2017 at the Community Service Section 80 meeting.

RECOMMENDATION OF THE ACTING MUNICIPAL MANAGER

That the report with regards to the Strategic Plan Bush Clearing in all Wards, be noted.

APPENDIX / ADDENDUM

None.

File Number: 9/1/2/5
Execution: Director: Community Services
Manager: Protection Services
7.29

C29/06/17  BULKY AND E-WASTE REMOVAL IN RESIDENTIAL AREAS

REPORT FROM THE DIRECTOR : COMMUNITY SERVICES [WASTE MANAGEMENT]

PURPOSE OF THE REPORT

Attached as annexure is a copy of the report on Bulky and E-waste received from the Director : Community Services [Waste Management].

RECOMMENDATION OF THE ACTING MUNICIPAL MANAGER

[a] That the report on bulky and e-waste removal (Waste Management) for June 2017, be noted;

[b] That the Disposal of e-waste can be done throughout the year, using the facility at our Waste-by-Trail, Transfer Station;

[c] That every six months a centralized positioned pop-up stalls in the wards be organized to accommodate that specific community’s e-waste;

[d] That Ward Base Tenders (when approved), will also have a big impact on the Bulky Waste issue;

[e] That through the current service provider a plan be implemented for the collection of bulky waste two (2) days per ward every six months which will timeously be communicated to the public.

APPENDIX / ADDENDUM

Report on Bulky and E-waste removal in residential areas.

File Number: 9/1/2/5
Execution: Director : Community Services
Acting Manager : Waste Disposal
REPORT FROM DIRECTOR: <COMMUNITY SERVICES>

PURPOSE OF THE REPORT

To inform Council, how Solid Waste Section address the problem with Bulky- and E-waste within the Knysna Municipality.

BACKGROUND / AGTERGROND / DISCUSSION / BESPREKING

Bulky waste and Electronic waste are a technical term taken from waste management to describe waste types that are too large to be accepted by the regular waste collection, e.g. Mattresses, broken couches, TV’s and Fridges.

The need for the removal / collection of such waste materials originated from residents not knowing where to dispose of such waste and resulting in residential areas looking untidy due to illegal dumping of all sorts of waste.

E-waste and Motor oil, we have acquired 2 containers which are situated at our Waste- by- Rail (Transfer) Facility, located in Auction Mart Avenue. Every 6 month an Open Day is organized and media releases whether print or social are done weeks before the time, to inform the community of Knysna/Sedgefield of how to dispose of the e-waste correctly. The last Open day was held 15 November 2016. (See Annexure 1)

A follow-up open day will occur during the June/July 2017 School Holidays. Centralized positioned Pop-up stalls in the different wards to accommodate that specific community.

The Bulky waste has become problematic in a sense were we don’t have the capacity or equipment to deal with it head on. This services are normally outsource to a contractor who collect and dispose of it at a registered site, which are normally transported to Cape Town or PE. The reasons are there’s no registered facility within the Southern Cape.

Greens Scrap Recycling is already delivering a service to the Knysna Municipality (Transportation and Recycling). Thus, collection and disposal of bulky waste will be organized through them every six month. Collection will take place on 2 days per ward and will be timeously communicated.

FINANCIAL IMPLICATIONS / FINANSIËLE IMPLIKASIES

Total cost estimate around R 650 000,
RELEVANT LEGISLATION / RELEVANTE WETGEWING

National Environmental Management: Waste Amendment Act, No. 26 of 2014

RECOMMENDED

1. That the report for bulky and e-waste [Waste Management] for June 2016 be noted

2. Disposal of e-waste can be done throughout the year, using the facility at our Waste -by -Rail, Transfer Station. Every six months a centralized positioned pop-up stalls in the wards will be organized to accommodate that specific community.

3. The Ward Base Tenders (when approved), will also have a big impact on the Bulky Waste issue.

4. Through the current service provider a plan will be implemented for the collection of bulky waste 2 days per ward every six months and will be timeously communicated to the public. (If the above-mentioned are not approved)
8. Closure

-oo-