KNYSNA LOCAL MUNICIPALITY

Notice is hereby given of a
PLANNING AND INTEGRATED HUMAN SETTLEMENTS COMMITTEE MEETING

which will be held on

Tuesday, 8 August 2017
at

09:00

in the Council Chamber
to consider the following items.

MUNICIPAL OFFICES

KNYSNA

K CHETTY

MUNICIPAL MANAGER

AGENDA

Chairperson: Cllr S Arends
Members: Cllr SI Kwinana
         Cllr DMC Pofadder
         Cllr MV Molosi
         Cllr MD Skosana
         Cllr V Waxa
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AGENDA

1. OPENING AND WELCOMING
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3. ATTENDANCE OF MEMBERS
   3.1 MEMBERS PRESENT
   3.2 MEMBERS WITH LEAVE
   3.3 MEMBERS WITHOUT LEAVE
   3.4 OTHER COUNCILLORS PRESENT
   3.5 OFFICIALS PRESENT
   3.6 MEMBERS OF THE AUDIT COMMITTEE PRESENT
   3.7 MEMBERS OF THE PUBLIC PRESENT
5. DISCLOSURE OF INTERESTS BY COUNCILLORS
6. MINUTES OF THE PREVIOUS MEETING

6.1 PLANNING AND INTEGRATED HUMAN SETTLEMENTS COMMITTEE MEETING: 6 JUNE 2017

That the minutes of the Planning and Integrated Human Settlements Committee meeting held on 6 June 2017, be approved.
KNYSNA LOCAL MUNICIPALITY

MINUTES

of a meeting of the

PLANNING AND INTEGRATED HUMAN SETTLEMENTS COMMITTEE

held in the Council Chamber on

Tuesday, 6 June 2017

at

09:05
1. Opening and Welcoming

At 09:05 the Chairperson welcomed Councillors, officials, Audit Committee members and the members of the public to the meeting.

2. Prayer

The Chairperson, Cllr S Arends opened the meeting with a prayer.

3. Attendance of Members :

3.1 Councillors Present

Cllr S Arends Chairperson
Cllr SI Kwinana,
Cllr DMC Pofadder
Cllr MV Molosi
Cllr MD Skosana
Cllr V Waxa

3.2 Councillors Absent with leave

None

3.3 Councillors Absent without leave

None

3.4. Other Councillors Present

Cllr G Wolmarans
Cllr E Bouw-Spies
Cllr C Weideman
Cllr M Willemse
Cllr M Gombo
Cllr P Myers
Cllr W Salaze
Cllr L Tyokolo
Cllr A Tsengwa
Cllr M Naki
Cllr M Matiwane
Cllr E Van Aswegen
Cllr C Croutz

3.5 Officials Present

Mr M Rhode Director: Technical Services
Mr D Adonis Director: Community Services
Ms M Boyce Director: Planning and Development
3.6. Members of the Audit Committee Present:

Mr R Barrell  Chairperson
Mr R Thorpe
Mr E Prins

3.7. Members of the Public Present

As per attendance register

4. NOTING THE PROVISIONS OF SCHEDULE 1 (CODE OF CONDUCT FOR COUNCILORS) OF THE LOCAL GOVERNMENT MUNICIPAL SYSTEM ACT, 2000

RESOLVED

That the Code of Conduct for Councillors be noted.

5. DISCLOSURE OF INTERESTS BY COUNCILLORS AND OFFICIALS

RESOLVED

No members of the Committee or other Councillors or officials disclosed any interest on any item on the Agenda.

6. MINUTES OF THE PREVIOUS MEETING

6.1 PLANNING AND INTEGRATED HUMAN SETTLEMENTS COMMITTEE MEETING: 8 FEBRUARY 2017

RESOLVED

That the minutes of the Planning and Integrated Human Settlements Committee meeting held on 5 April 2017, be approved with the following amendments:

That on page 8, item P01/04/17 the word “presentation” be amended to “item”; and

That on page 9 and page 8, item P03/04/17 [c] and item P04/04/17 [c] the word “road closure” be corrected to include “public open space”.

7 | P a g e
7. **MATTERS ARISING FROM THE MINUTES**

None

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

**P01/06/17 KNYSNA ESTUARY WATER QUALITY CONCERNS AND POTENTIAL SOLUTIONS PRESENTATION**

UNANIMOUSLY RECOMMENDED

[a] That the content of the presentation of the major water pollution sources of the Knysna Estuary, be noted;

[b] That the proposed catchment – wide hydrological model approach to remedy the pollution rate of the Knysna Estuary, be supported.

[c] That the funding to the value of R125 6000.00 be made available from the 2017/2018 budget in support of the project.

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

**P02/06/17 INFORMATION ON MUNICIPAL HEALTH AND ENVIRONMENTAL SERVICES: MARCH AND APRIL 2017 REPORTS**

UNANIMOUSLY RESOLVED

[a] That the information on Municipal Health and Environmental Services from Eden District Municipality for March and April 2017, be noted;

[b] That non-compliance notices be issued for all non-compliance findings and that relevant officials keep record of all such notices issued to the Municipality and such records be included in this reports in future;

[c] That the Legal Services Department investigate whether fines may be issued in terms of the Municipal by-laws.

File Number: 9/1/2/9
Execution: Director: Planning and Development
P03/06/17 MONTHLY REPORTS FOR DEPARTMENTS: ENVIRONMENTAL MANAGEMENT, TOWN PLANNING AND INTEGRATED HUMAN SETTLEMENTS

UNANIMOUSLY RESOLVED

That the monthly reports for the sections of the Directorate: Planning and Development, Environmental Management, Town Planning and Integrated Human Settlements for March and April 2017, be noted.

File Reference: 9/1/2/9
Execution: Director: Planning and Development
Managers: EM, TP & BC and IHS

P04/06/17 DETAILED CAPITAL BUDGET REPORT FOR THE 2016/2017 FINANCIAL YEAR AS AT 25 MAY 2017

UNANIMOUSLY RESOLVED

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.

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

9. Closure

The Chairperson thanked everybody present for their contribution and the meeting adjourned at 12:56.

Approved

Chairperson: Cllr S Arends
Date

-ooOo-
7. MATTERS ARISING FROM THE MINUTES

P02/06/17 INFORMATION ON MUNICIPAL HEALTH AND ENVIRONMENTAL SERVICES: MARCH AND APRIL 2017 REPORTS

UNANIMOUSLY RESOLVED

[a] That the information on Municipal Health and Environmental Services from Eden District Municipality for March and April 2017, be noted;

[b] That non-compliance notices be issued for all non-compliance findings and that relevant officials keep record of all such notices issued to the Municipality and such records be included in this report in future;

[c] That the Legal Services Department investigate whether fines may be issued in terms of the Municipal by-laws.

File Number: 9/1/2/9
Execution: Director: Planning and Development
MATTERS SUBMITTED BY THE MUNICIPAL MANAGER

8.1

P01/08/17 PRESENTATION ON FINDINGS OF THE HORNLEE DENSIFICATION PILOT PROJECT

REPORT FROM THE DIRECTOR: PLANNING AND DEVELOPMENT

PURPOSE OF THE REPORT

To note the presentation on the Hornlee Densification Pilot Project.

BACKGROUND

Knysna Municipality appointed JSA Architects & Urban Planners to render their professional services on a conceptual design on the Hornlee Densification Pilot Project. The aim of the project is to maximise human settlement development via interventions within the existing urban fabric of Hornlee.

DISCUSSION

A survey was conducted to identify and categorise the prevailing dwelling unit typologies, erf sizes and shapes, the topography and their localities within Hornlee. A socio-economic analysis was also undertaken to determine the prevailing income levels among the residents. As a result of the survey work and in order to respond to the various characteristic conditions in Hornlee, different densification options and concepts have been established as outlined in the presentation.

FINANCIAL IMPLICATIONS

N/A

RECOMMENDATION OF THE MUNICIPAL MANAGER

That the presentation on the Hornlee Densification Pilot Project be noted.

APPENDIX / ADDENDUM

ATTACHED

File Reference: 9/1/2/9
Execution: Director: Planning and Development
CONCEPTUAL DESIGN OF HORNLEE
DENSIFICATION AND BACKYARD UP
GRADE PILOT PROJECT

Draft Consolidated Report
October 2016
Status Quo & Challenges

- The entire area of Hornlee is characterised by steep slopes
- Surrounded by mountainous ridges
  - Steep slopes are the major contributor to construction cost along with
  - expansive clays, requiring bulk earthwork
- Variety of formal house/site conditions
- Requires a high degree of individual adaptation.
- Nature of existing formal structure and foundation design
- Costs associated with different designs
- Practicality of construction method
- Material and labour costs
Required Approach

- requires different response
- materials and methods utilised
- Innovative precedent exists in surrounding settlements
- Provide clues to alternative responses and upgrade solutions.

Precedent

“Concordia”

- Variety in materials
- Variety in adaptations
- Variety in accommodation
- Responding to site specifics
Methodology

- The prevailing erf layout, slope and main dwelling shape and location on site have been categorised as distinct typologies.
- These are Typology 1 through 6 for the sake of further analysis and design conceptualisation.
- As such they are representative of the various prevailing residential site conditions.
- The distribution and number of these typical conditions as they occur in Hornlee are mapped accordingly.
- Each individual residential erf is categorised and enumerated in accordance to its own unique site conditions.
- Each of these Typologies may require different design responses for providing backyard housing solutions.
- It is proposed that the range of development options that “fit” each of the typologies be developed.
- These could range from a single erf through to an entire street block that create developable “precincts”.
- The identified typical erf-unit “typologies” are tabled below showing the number and % of occurrence.
Actual Backyard Structures

Legend
- Contour
- 1m Contour Lines
- Study Area
- Identified Actual Backyard Structures
- Rock Structures

100m 0 200 300 400m
Prevailing Erf/Unit Conditions

**CONDITION 01**
- Slopes towards street edge
- Structure situated in middle of site
- Structure faces street
- Structure position roughly in middle of site
- Structure position varies in distance from road

**CONDITION 02**
- Slopes laterally across site
- Structure situated in middle of site
- Structure does not always face the street
- Structure position roughly in middle of site
- Structure position varies in distance from road

**CONDITION 03**
- Slopes towards street edge
- Structure situated on edge of site
- Structure faces street
- Structure position roughly in middle of site
- Structure position varies in distance from road
- Structure is a semi-detached house

**CONDITION 04**
- Slopes around corner
- Structure situated all over site
- Structure does not always face the street
- Structure position varies across site
- Structure position varies in distance from road
PLANNING AND INTEGRATED HUMAN SETTLEMENTS COMMITTEE MEETING

AGENDA
8 AUGUST 2017

CONDITION 05
- Slopes towards street edge
- Structure situated in middle of site
- Structure faces street
- Structure position varies across site
- Structure on pan handle site
- Access road to site through other property

CONDITION 06
- Open Site
- No structures on site
- Dense foliage across most sites
- Further exploration of development on site needed

CONDITION 07
- Very steep slope on site
- Slope exceeds gradient
- Structure positioned towards front of site
- Structure faces street
- Site does not promote development opportunities
### Prevailing Erf/Unit Categories – Condition 1 - 7

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<th>Erf-Unit Condition</th>
<th>Number of Erven</th>
<th>% of Total</th>
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</table>
Site Conditions 1 – 7 and their distribution

Development Clusters

Legend
- HORNLIEE - Study Area

Conditions
- Condition 01
- Condition 02
- Condition 03
- Condition 04
- Condition 05
- Condition 06
- Condition 07
Analysis

• Each of the above conditions offer unique opportunities, challenges and constraints.
• the relationship of the erf firstly to the fronting access road,
• the direction and severity of the slope,
• the position of the main dwelling in relation to the side boundaries
• the distance of the main dwelling off the street front boundary.

• The individual erven are generally be clustered into groups along the road layout and residential blocks.
• The next step of the analysis would be to validate the desktop study on the actual sites.
• Specific representative erven will be identified and the actual site conditions will be confirmed.
• These measurements will serve to validate or adjust the findings, prior to further development of design proposals.
Site Condition Types A – D

TYPE A
- Single residential unit with possible backyard informal structures.
- Detached main structure.
- Structure allows for adequate front/rear/side construction opportunities.

TYPE B
- Single residential unit with possible backyard informal structures.
- Detached main structure.
- Structure can allow for adequate front/rear/side construction opportunities.
- Structure covers length of site.

TYPE C
- Single residential unit with possible backyard informal structures.
- Semi-detached main structure.
- Structure allows for adequate front/rear/side construction opportunities.

TYPE D
- Single residential unit with NO opportunity for formalised backyard structures.
- Existing structure developed across large portion of site.
- Little to no opportunity of backynder wet-core construction.
### Site Condition Types A

**TYPE A**

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#### TYPE C

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Site Condition Types D

TYPE D

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Site Condition Types A – D and their distribution

Legend

- HORNLEEE -Study Area

Types

- A
- B
- C
- D
## Prevailing Erf/Unit Categories – Types A - D

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2012
PLANNING AND INTEGRATED HUMAN SETTLEMENTS COMMITTEE MEETING

AGENDA

8 AUGUST 2017

CUT & FILL

- Approximately 1/3 of site (site dependent)
- Retaining wall (rear/sides boundaries, dependant on site)

FIRE WALL

- Fire wall (To comply with SANS regulations)
- Places on boundary wall (Rear/side boundary dependant on structure placement location)
- Length and Height to be structure dependent (Determined by individual owners unit requirement)

PLATFORM

- Platform (Concrete or timber with foundations)
- Size related to site (Single unit size vs. multiple units on site)
- Material dependant on slope gradient (Site specific to needs of backyarder + materials, timber vs. brick vs. block vs. board)

WET-CORE

- Bathroom and Kitchen Unit
- Solid block/brick (Material to be hard wear and site appropriate)
- Services accessible (structure to form core for further growth and construction on site)
WET-CORE

- Construction of wet-core creates a solid, hygienic core for residences to expand upon in their own way to best suit their particular site/spatial needs. A platform can be included in the construction to lift potential construction up above wet ground conditions.

CUT & FILL

- Steep slopes may require cut & fill construction to grade sites. This method may be costly and may not be applicable on steeper sites. A retaining wall will be constructed on boundaries to prevent soil collapses from neighbouring sites.

SITE

- Site owners will need to have complete buy in to the concept of formalising existing backyard dwellers. Adequate space must exist on the site to provide housing.

ADJACENT SINGLE STOREY (x2)

- Understanding the implications of multiple single storey dwellings placed on the boundaries highlights the spatial requirements of each site as well as the very site specific requirements to be understood. Owners understand their needs and what may be best for their sites.

SINGLE STOREY (x2)

- Multiple single storey formalised dwellings can be accommodated on the site if positioned on the perimeter of the site. Access will be provided through the side on one site with services accommodated.

SINGLE STOREY

- Formalised expansion of the wet-core and platform creation. Orientated to the boundary of site with adjoining retain – fire wall construction.
ADJACENT DOUBLE STOREY (x2)
- Cluster arrangements of units limits infrastructural costs with providing maximum conservation of space.

DOUBLE STOREY (x2)
- Multiple double storey homes can be arranged on one boundary wall of spaces as sufficient is adequate.

DOUBLE STOREY
- A single double storey unit provides adequate space for a family home on sites with small developable areas.

ADJACENT DOUBLE STOREY (x2)
- Making sure that there is adequate movement space between units is important when considering arrangements.

DOUBLE STOREY (x2)
- Position of double storey units on a site depends on the site specific conditions as well as the users mobility limitations.

DOUBLE STOREY
- The concept of developing upwards should be encouraged even if the development is not of a formal nature.
Condition 1, Type A: Erf 5216
Condition 1, Type A: Erf 5216
Urban Connectivity
Possible evolution & outcomes.....
Densification options: Subdivide and/or Sectionalise

Typical erf dimensions:
15.5 m x 30.0 m = 465 m²

Condition 1, Type A: Erf 5216
Way Forward

- The proposed design process will consider each identified typology above
- and investigate the individual and collective (cluster) opportunities as they occur.
- A range of upgrading solutions will be developed that respond to each condition.
- find the best fit around addressing a hierarchy of needs for dignified and healthy living for the current backyarders.
- This would likely include a typical sketch design of a basic complete dwelling unit
- and composite buildings, clustering units in more complex buildings forms.
- The proposed completed basic dwelling unit must also respond to need to develop:
  - the product incrementally,
  - utilising a range of materials suited to the climatic and topographical realities of the region and the site.
8.2

P02/08/17 MONTHLY REPORTS FOR DEPARTMENTS: ENVIRONMENTAL MANAGEMENT, TOWN PLANNING AND INTEGRATED HUMAN SETTLEMENTS

REPORT FROM THE DIRECTOR: PLANNING AND DEVELOPMENT

PURPOSE OF THE REPORT

To inform the Committee of the operational activities of the Planning and Development Directorate as indicated herein.

RECOMMENDATION OF THE ACTING MUNICIPAL MANAGER

That the monthly reports for the sections of the Directorate: Planning and Development, Environmental Management, Town Planning and Integrated Human Settlements for May and June 2017, be noted.

APPENDIX / ADDENDUM

EMD Monthly Report
TP&BCO Monthly Report
IHS Monthly Report;

File Reference: 9/1/2/9
Execution: Director: Planning and Development
Managers: EMD, TP & BCO and IHS
1. Performance Standard

<table>
<thead>
<tr>
<th>KPI [R]</th>
<th>Performance Standard</th>
<th>Target</th>
<th>Progress/ Comments/ Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Allocate Building Plan Applications</td>
<td>Ensure that all building plan applications are allocated within 5 working days</td>
<td></td>
<td>100%</td>
</tr>
<tr>
<td>Allocate Land Use Applications</td>
<td>Ensure that all land use applications are allocated within 10 working days</td>
<td></td>
<td>100%</td>
</tr>
<tr>
<td>Approval of Building Plans within 30 days for plans &lt; 500 m² and within 60 days for plans &gt; 500m²</td>
<td>% building plan applications processed within prescribed time frames</td>
<td></td>
<td>100%</td>
</tr>
<tr>
<td>Ensure an effective and efficient building control service by addressing illegal building activity within 5 working days</td>
<td>% site inspections and action taken within 5 workings days after identification and/ or reporting</td>
<td></td>
<td>100%</td>
</tr>
<tr>
<td>Occupational certification finalized within 30 days after all building and land use requirements are met to satisfaction</td>
<td>% of certification completed within 30 days</td>
<td></td>
<td>100%</td>
</tr>
<tr>
<td>Zoning certificate issued within 10 days</td>
<td>% of zoning certificates issued within 10 days</td>
<td></td>
<td>90%</td>
</tr>
<tr>
<td>Processing of Land Use Applications within 90 days after receipt of all outstanding information</td>
<td>% of applications processed within prescribed time frames.</td>
<td></td>
<td>80%</td>
</tr>
</tbody>
</table>

2. LAND USE APPLICATIONS
2.1 Applications RECEIVED between 01-05-2017 and 31-05-2017

<table>
<thead>
<tr>
<th>LUPO</th>
<th>SPLUMA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total</td>
<td>Total</td>
</tr>
<tr>
<td>Delegated</td>
<td>Delegated to authorized official</td>
</tr>
<tr>
<td>Non-delegated</td>
<td>Non-delegated</td>
</tr>
</tbody>
</table>

Applications RECEIVED between 01-06-2017 and 30-06-2017

<table>
<thead>
<tr>
<th>LUPO</th>
<th>SPLUMA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total</td>
<td>Total</td>
</tr>
<tr>
<td>Delegated</td>
<td>Delegated to authorized official</td>
</tr>
<tr>
<td>Non-delegated</td>
<td>Non-delegated</td>
</tr>
</tbody>
</table>

2.2 Town Planning applications finalized between 01-05-2017 to 31-05-2017.

<table>
<thead>
<tr>
<th>Application Type</th>
<th>Number of Appl. Approved</th>
<th>Number of Appl. Rejected</th>
<th>Total Appl. Finalised</th>
</tr>
</thead>
<tbody>
<tr>
<td>Consent Use</td>
<td>3</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>Sub-Division;Consolidations</td>
<td>1</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>Consolidations;Approval of subdivision plan</td>
<td>1</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>Departure</td>
<td>5</td>
<td>0</td>
<td>5</td>
</tr>
<tr>
<td>Temporary Use Departure</td>
<td>2</td>
<td>0</td>
<td>2</td>
</tr>
<tr>
<td>Design Manual</td>
<td>2</td>
<td>0</td>
<td>2</td>
</tr>
<tr>
<td>Amendment of Conditions of Approval</td>
<td>1</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>Departure;Removal of Restrictions</td>
<td>1</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>TOTAL</td>
<td>16</td>
<td>0</td>
<td>16</td>
</tr>
</tbody>
</table>


<table>
<thead>
<tr>
<th>Application Type</th>
<th>Number of Appl. Approved</th>
<th>Number of Appl. Rejected</th>
<th>Total Appl. Finalised</th>
</tr>
</thead>
<tbody>
<tr>
<td>Temporary Use Departure</td>
<td>1</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>Departure</td>
<td>10</td>
<td>0</td>
<td>10</td>
</tr>
<tr>
<td>Removal of Restrictions;Sub-Division</td>
<td>1</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>Consent Use;Removal of Restrictions</td>
<td>1</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>Consent Use</td>
<td>1</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>Departure;Removal of Restrictions</td>
<td>2</td>
<td>0</td>
<td>2</td>
</tr>
<tr>
<td>TOTAL</td>
<td>16</td>
<td>0</td>
<td>16</td>
</tr>
</tbody>
</table>
2.3 Zoning certificate register for between 1-05-2017 to 31-05-2017

<table>
<thead>
<tr>
<th>ERF NUMBER</th>
<th>DATE OF PAYMENT</th>
<th>DATE OF ISSUE</th>
<th>RESPONSIBLE TOWN PLANNER</th>
</tr>
</thead>
<tbody>
<tr>
<td>Erf 518, Knysna</td>
<td>04/05/2017</td>
<td>05/05/2017</td>
<td>Zinhle Thwala</td>
</tr>
<tr>
<td>Erf 7550, Knysna</td>
<td>15/05/2017</td>
<td>16/05/2017</td>
<td>Zinhle Thwala</td>
</tr>
<tr>
<td>Erf 3550, Knysna</td>
<td>15/05/2017</td>
<td>16/05/2017</td>
<td>Zinhle Thwala</td>
</tr>
<tr>
<td>Erf 5149, Knysna</td>
<td>31/05/2017</td>
<td>01/06/2017</td>
<td>Zinhle Thwala</td>
</tr>
</tbody>
</table>

Zoning certificate register for between 1-06-2017 to 30-06-2017

<table>
<thead>
<tr>
<th>ERF NUMBER</th>
<th>DATE OF PAYMENT</th>
<th>DATE OF ISSUE</th>
<th>RESPONSIBLE TOWN PLANNER</th>
</tr>
</thead>
<tbody>
<tr>
<td>Erf 13005, Knysna</td>
<td>15/06/2017</td>
<td>05/07/2017</td>
<td>Zinhle Thwala</td>
</tr>
</tbody>
</table>

2.4 Land use period from receipt to allocation 01-05-2017 to 31-05-2017

<p>| | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
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<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Average days</td>
<td>6</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Minimum period</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Maximum period</td>
<td>14</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Applications Received</td>
<td>15</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Land use period from receipt to allocation 01-06-2017 to 30-06-2017

<p>| | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Average days</td>
<td>7</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Minimum period</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Maximum period</td>
<td>15</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Applications Received</td>
<td>7</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

2.5 Land use processing period

From : 01 May 2017 To : 31 May 2017

<table>
<thead>
<tr>
<th>Statistics:</th>
<th>Minimum days</th>
<th>Maximum days</th>
<th>Average days</th>
<th>Number &gt; 180 days</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>38</td>
<td>195</td>
<td>127.33</td>
<td>0</td>
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</tbody>
</table>

From : 01 June 2017 To : 30 June 2017

<table>
<thead>
<tr>
<th>Statistics:</th>
<th>Minimum days</th>
<th>Maximum days</th>
<th>Average days</th>
<th>Number &gt; 180 days</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>63</td>
<td>195</td>
<td>127.93</td>
<td>0</td>
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</tbody>
</table>
3. BUILDING PLAN APPLICATIONS

3.1 Statistics of Building Plans Received

From: 01 May 2017 To: 31 May 2017 Total: 83

<table>
<thead>
<tr>
<th>Building Plans Received</th>
<th>May 2017</th>
<th>Cost of building work</th>
<th>Total m²</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Plan</td>
<td>81</td>
<td>28,062.98</td>
<td></td>
</tr>
<tr>
<td>Plans with Area &lt;= 500 m²</td>
<td>73</td>
<td>22,507,839.30</td>
<td></td>
</tr>
<tr>
<td>Plans with Area &gt; 500 m²</td>
<td>8</td>
<td>15,415,880.00</td>
<td></td>
</tr>
<tr>
<td>Resubmission of Rejected Plan</td>
<td>2</td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td>Plans with Area &lt;= 500 m²</td>
<td>2</td>
<td>780,000.00</td>
<td></td>
</tr>
<tr>
<td>Plans with Area &gt; 500 m²</td>
<td>0</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>83</strong></td>
<td></td>
<td><strong>28,062.98</strong></td>
</tr>
</tbody>
</table>

From: 01 June 2017 To: 30 June 2017 Total: 72

<table>
<thead>
<tr>
<th>Building Plans Received</th>
<th>June 2017</th>
<th>Cost of building work</th>
<th>Total m²</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Plan</td>
<td>71</td>
<td>14,734.89</td>
<td></td>
</tr>
<tr>
<td>Plans with Area &lt;= 500 m²</td>
<td>69</td>
<td>64,635,740.00</td>
<td></td>
</tr>
<tr>
<td>Plans with Area &gt; 500 m²</td>
<td>2</td>
<td>1,300,000.00</td>
<td></td>
</tr>
<tr>
<td>Resubmission of Rejected Plan</td>
<td>1</td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td>Plans with Area &lt;= 500 m²</td>
<td>1</td>
<td>65,000.00</td>
<td></td>
</tr>
<tr>
<td>Plans with Area &gt; 500 m²</td>
<td>0</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>72</strong></td>
<td></td>
<td><strong>14,734.89</strong></td>
</tr>
</tbody>
</table>

3.2 Processing period from plan acceptance to finalization

From: 01 May 2017 To: 31 May 2017

<table>
<thead>
<tr>
<th>Statistics:</th>
<th>Minimum days</th>
<th>Maximum days</th>
<th>Average days</th>
<th>Number &gt; 60 days</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>2</td>
<td>46</td>
<td>20.33</td>
<td>0</td>
</tr>
</tbody>
</table>

From: 01 June 2017 To: 30 June 2017

<table>
<thead>
<tr>
<th>Statistics:</th>
<th>Minimum days</th>
<th>Maximum days</th>
<th>Average days</th>
<th>Number &gt; 60 days</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>0</td>
<td>51</td>
<td>21.63</td>
<td>0</td>
</tr>
</tbody>
</table>
3.3 Trend analysis of plans received

Trend Analysis - Total building plans received

Trend Analysis - Total building plans received
### STRATEGIC FOCUS AREA

**COMPLIANCE**

<table>
<thead>
<tr>
<th>INITIATIVES:</th>
<th>KEY DELIVERABLES (SDBIP)</th>
</tr>
</thead>
</table>
| 2. Environmental Management Programmes (EMP) & Maintenance Management Programmes (MMP) | - Environmental Authorisation granted for MMP.  
- EA acceptance letter sent to DEADP. |
- Discussion with Legal Services. |

#### INITIATIVE MONTHLY PROGRESS

1. **OSCAE Permits:** Nine (9) permits were issued in terms of the regulations under Section 21(1) of the Environmental Conservation Act, 1989 (Act 72 of 1989) regarding identified activities concerning the Outeniqua Sensitive Coastal Area Extension (OSCAE):
   - Erf 9 Brenton on Sea
   - Erf 238 Brenton on Sea
   - Erf 239 Brenton on Sea
   - Erf 249 Belvidere Park
   - Erf 855 Brenton on Sea
   - Erf 3736 Sedgefield
   - Erf 3790 Sedgefield
   - Erf 3792 Sedgefield
   - Erf 8367 Knysna

2. **Maintenance Management Plan (MMP) for remedial work to prevent further settlement of the low-lift pump sump and retaining wall at Gouna River Pumpstation.**
   - MMP was amended to address concerns raised by DEADP. Final version was sent for comment in February 2017. Environmental Authorization granted on 04 April 2017. An acceptance letter was sent to DEADP within the 14 day timeframe.

   The final Fisherman’s Walk Maintenance Management Plan (MMP) was compiled in November 2015 for the proper maintenance of the Fisherman’s Walk on municipal owned property in accordance with legislation. Meetings with relevant authorities (SANParks, CapeNature, DAFF, DEADP & DEA) and the public were carried out.

   Compliance with Environmental Management Programmes on municipal properties will be considered for inclusion in the Public Amenities By-Law in the
3. A Professional Environmental Consultant was appointed in February for the compilation of a Rehabilitation Plan for activities conducted at Riverwood Primary in response to a pre-compliance notice issued by DEA on 6 September 2016. The final report covering the environmental assessment and recommendations of the Riverwood channels was received on 08 May from the Consultant and sent to DEA on 28 May.

☐ Rehabilitation Report Received.
☐ Rehabilitation Report sent to DEA for review.

4. **Alien Invasive Species Control Plan** must be compiled for municipal properties in accordance with NEMBA Legislation. Plans were due in September 2016, the deadline was moved to October 2017. A letter requesting a 2 year extension must be sent to SALGA detailing motivation and challenges. This will allow appropriate time to complete the Alien Invasive Species Control Plan for municipal properties. Correspondence with SALGA regarding letter of extension. Template for letter was received, letter is being drafted. R200 000 has been budgeted for the 2017/2018 financial year for professional fees in order to compile the document.

☐ Draft extension letter.

5. Commenting on Building Plans & Land use Applications

☐ Collaborator Items.

6. Commenting on Environmental Impact Assessment (EIA) and Basic Assessment Report (BAR) processes.

☐ None this month.

---

### TIMELINE GANNT CHART

**Proposed Start Date:** July 2016  
**Proposed End Date:** June 2017  
**Progress Indicator:**

<table>
<thead>
<tr>
<th>July</th>
<th>Aug</th>
<th>Sept</th>
<th>Oct</th>
<th>Nov</th>
<th>Dec</th>
<th>Jan</th>
<th>Feb</th>
<th>March</th>
<th>April</th>
<th>May</th>
<th>June</th>
</tr>
</thead>
<tbody>
<tr>
<td>2016/2017</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**RISKS & ISSUES**

- At risk of being non-compliant in terms of NEMBA for not having an AIS Control Plan in place by October 2017.

**NEXT ACTIONS**

- Draft a letter of extension to be sent to SALGA.

**SUPPORTING DOCUMENTATION SUBMITTED:**

- N/A
### STRATEGIC FOCUS AREA
#### ESTUARY POLLUTION MANAGEMENT

<table>
<thead>
<tr>
<th>INITIATIVES:</th>
<th>4. Mitigation Measures</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>5. Monitoring WWTW Final Effluent</td>
</tr>
<tr>
<td></td>
<td>6. Clean Up Initiatives</td>
</tr>
</tbody>
</table>

#### INITIATIVE MONTHLY PROGRESS

1. **Recreational Water Sampling** for *E. coli* were taken at 14 points in the estuary by Eden District Municipal Health Section on 18 May. The standard for recreational use is 500 cfu/100ml (cfu = Colony Forming Units).

   *Non-compliant samples*

<table>
<thead>
<tr>
<th>Sample Points</th>
<th>Readings (cfu/100ml)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>March</td>
</tr>
<tr>
<td>Ashmead channel</td>
<td>7 000*</td>
</tr>
<tr>
<td>Belvidere</td>
<td>17</td>
</tr>
<tr>
<td>Bigai stream</td>
<td>17</td>
</tr>
<tr>
<td>Bollard Bay</td>
<td>2</td>
</tr>
<tr>
<td>Bongani River</td>
<td>600*</td>
</tr>
<tr>
<td>Costa Sarda</td>
<td>10</td>
</tr>
<tr>
<td>Crabs Creek</td>
<td>4</td>
</tr>
<tr>
<td>Green Hole</td>
<td>75</td>
</tr>
<tr>
<td>KADA culvert</td>
<td>150</td>
</tr>
<tr>
<td>Long Street culvert</td>
<td>220</td>
</tr>
<tr>
<td>The Heads</td>
<td>3</td>
</tr>
<tr>
<td>The Point</td>
<td>2</td>
</tr>
<tr>
<td>Train station</td>
<td>270</td>
</tr>
<tr>
<td>Salt River</td>
<td>0</td>
</tr>
<tr>
<td>Queen Street culvert</td>
<td>37</td>
</tr>
</tbody>
</table>

The sample points that were non-compliant for May included:
- Train Station culvert – 5 900
- Ashmead channel – 2 600

The results show that Ashmead Channel is consistently non-compliant for the last 3 months. Overall, water sampling shows improved readings for majority of the sample points. The low readings for *E. coli* may be due to very low rainfall and runoff into stormwater. High *E. coli* levels may be caused by incidents of sewer overflows or other sources of pollution discharged into culverts.

2. **Meetings for the Estuary Pollution Control Committee** were held on 17 May, 23 May and 30 May.
   Main points of discussion included the monthly water sample results, updates on the WWTW, Storm water, current projects and reported incidents as per the distributed minutes of the meeting.

- 3 meetings held for the Estuary Pollution Control Committee in the month of May.
- Site inspection with Council Planning & IHS committee

---

pg. 3
Site inspection with Council Planning & IHS committee members scheduled took place on 08 May with the Estuary Pollution Control Committee to investigate pollution issues in the Bongani catchment and other catchment areas.

3. **Pollution incidents** were reported for a sewer pipe leak from the line between Concordia and the garden refuse site. A construction truck was stopped from dumping in the Salt River area.

4. **Mitigation measures** include responding to reported incidents by Environmental Management and Technical Services Departments; ongoing monitoring of water quality and reporting to the Estuary Pollution Control Committee and other Forums; cleaning of stormwater culverts by Technical Services; chlorinating problem culverts during holiday seasons to reduce E.coli levels.

5. **Monitoring WWTW Final Effluent** indicated that the final effluent complied with the chemical limit of the General Limit, except for conductivity, ammonia nitrogen, total suspended solids and chemical oxygen demand. The ammonia level is high at 40.3 mg/l, which is above the special limit (<1 mg/l.) and general limit (<6 mg/l) as per the discharge license for the WWTW. Both Faecal coliforms and E.coli are >2419 cfu/100ml. This is over the General (1000 cfu/100ml) and Special Limit (1 cfu/100ml) as per the discharge license for the WWTW.

The chemical oxygen demand is high at 79.9 mg/l. The special limit for COD is 30 mg/l and general limit is 75 mg/l.

The Technical Services Department is putting measures in place to improve these results. A new sludge press will be installed in June and operational in July.

6. **Clean-Up Initiatives** include the River Health Programmes undertaken once a week in Nekkies, Khayalethu and Bongani communities through the EPWP Programme.

- **1 water sampling result for the Knysna WWTW for the month of May.**
- **Four (4) clean-up days in May through the River Health Programme.**

### TIMELINE GANTT CHART

**Proposed Start Date:** July 2016

**Proposed End Date:** June 2017

<table>
<thead>
<tr>
<th>2016/2017</th>
<th>July</th>
<th>Aug</th>
<th>Sept</th>
<th>Oct</th>
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<th>March</th>
<th>April</th>
<th>May</th>
<th>June</th>
</tr>
</thead>
<tbody>
<tr>
<td>RISKS &amp; ISSUES</td>
<td><img src="image1" alt="Not enough information on the dynamics of the estuary and its catchments in order to determine long term solutions to pollution issues." /></td>
<td><img src="image2" alt="Final effluent of WWTW is not reaching special standards." /></td>
<td></td>
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</tr>
<tr>
<td>NEXT ACTIONS</td>
<td><img src="image3" alt="Un undertake hydrological modelling of the catchment system that can direct long term solutions that are realistic to implement. R300 000.00 has been budgeted for in the draft budget for 2017/2018 financial year under Estuary Pollution Management." /></td>
<td><img src="image4" alt="Assist Technical Services with a way forward. Investigate solutions for improving final effluent" /></td>
<td></td>
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</tr>
</tbody>
</table>
## STRATEGIC FOCUS AREA
### ESTUARY POLLUTION MANAGEMENT

**Quality.**

**SUPPORTING DOCUMENTATION SUBMITTED:**

a) N/A

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## STRATEGIC FOCUS AREA
### ENVIRONMENTAL EDUCATION & AWARENESS

#### INITIATIVES:

1. Special Environmental Days
2. Environmental Education & Awareness Campaigns
3. Internships
4. Workshops & Courses
5. Skills Development
6. Forums & Conservancies

#### INITIATIVE MONTHLY PROGRESS

| Initiative | Progress
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1. A Special Environmental Day was held on 22 May for International Day for Biological Diversity with Rheenendal Primary at Brenton on Sea Blue Flag Beach. There was a beach clean-up, scavenger hunt and talks on Blue Beaches and recycling.</td>
<td>1 Special Environmental Day held this month.</td>
</tr>
<tr>
<td>2. SANParks Honorary Rangers and Knysna Basin Project are assisting with Environmental awareness raising and monitoring of the River Health Programme.</td>
<td>Initiate awareness campaigns around environmental matters.</td>
</tr>
<tr>
<td>3. Internships.</td>
<td>No internships this month.</td>
</tr>
<tr>
<td>5. The WESSA Blue Flag Beach Stewards are job shadowing in the EMD for the month that the beaches are out of season. Four stewards shadow for 2 days each during the week as part of the skills development programme.</td>
<td>Skills development for 4 local matriculants in the month of May.</td>
</tr>
<tr>
<td>6. The Knysna Environmental Forum was attended on 18 May.</td>
<td>Attended one forum meeting in May.</td>
</tr>
</tbody>
</table>

#### TIMELINE GANTT CHART

| Proposed Start Date: July 2016 | Progress Indicator: [Green] |
| Proposed End Date: June 2017 |

<table>
<thead>
<tr>
<th>2016/2017</th>
<th>July</th>
<th>Aug</th>
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<th>April</th>
<th>May</th>
<th>June</th>
</tr>
</thead>
</table>

#### RISKS & ISSUES

- Lack of capacity in the EMD for initiating effective environmental day event, education and awareness campaigns.

#### NEXT ACTIONS

- Employ graduate students to undertake an internship over a period of 6 to 12 months in the new financial year.

**SUPPORTING DOCUMENTATION SUBMITTED:**

b) INTERNATIONAL DAY FOR BIOLOGICAL DIVERSITY Report

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### STRATEGIC FOCUS AREA

#### PROJECTS

<table>
<thead>
<tr>
<th>INITIATIVES:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. EPWP Projects</td>
</tr>
<tr>
<td>2. Blue Flag Beaches</td>
</tr>
<tr>
<td>3. Boardwalk along George Rex Drive &amp; Armstrong Avenue</td>
</tr>
<tr>
<td>4. Seawalls</td>
</tr>
<tr>
<td>5. Dune Rehabilitation &amp; Management</td>
</tr>
</tbody>
</table>

#### INITIATIVE MONTHLY PROGRESS

1. A total of 32 EPWP work opportunities were created through the River Health Programme in March. Local women are appointed as general workers through the EPWP Programme, to clean river catchments of solid waste in Nekkies, Khayalethu and Bongani communities from 02 February to 30 July 2017. SANParks Honorary Rangers and Knysna Basin Project are assisting with awareness raising and monitoring of the Programme. Additional funds have been sourced from EPWP for expanding the River Health Programme to Concordia and Hornlee to create 30 additional work opportunities from August 2017.

   - Two Blue Flag Beaches.
   - Applications for new Blue Flag season submitted.
   - 1 Beach Management Committee Meeting

2. Blue Flag Beaches include Buffalo Bay and Brenton on Sea beaches for the 2016/2017 Season. Application has been submitted to WESSA for renewal of Blue Flag status for Buffalo Bay and Brenton on Sea beaches.

   - A Beach Management Committee has been established and convened its first meeting on 10 May 2017 to discuss operational matters.
   - A meeting was held on 21 April with Buffalo Bay residents, CapeNature and various municipal departments to discuss a Maintenance & Rehabilitation Plan for restoration of the Buffalo Bay beach grassed area and foredune to comply with Blue Flag requirements.

   - Environmental Authorization received.

3. The BAR for the Boardwalk along George Rex Drive & Armstrong Avenue received a positive Record of Decision (ROD) on 30 April 2015. The Environmental Authorisation is valid for three (3) years from the date of authorization. If no activities are undertaken before 30 April 2018 the authorization will lapse and a new application must be made in order for the activity to be undertaken.

   - An extension of validity of the authorisation can be applied for at least 6 months before the lapping date - before the end of October 2017. The Application for Amendment of Environmental Authorisation process is straightforward and does not requiring further public participation.

   - No further progress this month.

4. Sea Walls meeting was held on 13 April 2017 with Corporate Services, Technical Services and Environmental Management. The meeting addressed

   - A total of 32 work opportunities were created in May.
## STRATEGIC FOCUS AREA

### PROJECTS

- Issues with ownership, responsibilities and Basic Assessment Report.

5. Compilation of a rehabilitation plan for the Dune Rehabilitation Project in Sedgefield by a specialist was budgeted for R200 000 in the 2017/2018 draft budget.

### TIMELINE Gantt CHART

**Proposed Start Date:** July 2016

**Proposed End Date:** June 2017

<table>
<thead>
<tr>
<th>2016/2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>July</td>
</tr>
</tbody>
</table>

### RISKS & ISSUES

- Non-compliance with Buffalo Bay Beach regarding Blue Flag criteria for dune rehabilitation and informal access.
- At risk of BAR for the construction of the Boardwalk along George Rex Drive & Armstrong Avenue laping.
- The proposed boardwalk design was not in line with the Environmental Authorization.

### NEXT ACTIONS

- Draft Budget for 2017/2018 financial year includes Blue Flag beach rehabilitation programmes.
- Draft letter requesting extension to be sent to DEA before October 2017.
- A meeting is being arranged with the municipality, Rotary and SANParks to discuss the design of the boardwalk.

### SUPPORTING DOCUMENTATION SUBMITTED:

- N/A
<table>
<thead>
<tr>
<th>STRATEGIC FOCUS AREA</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMPLIANCE</td>
</tr>
<tr>
<td>INITIATIVES:</td>
</tr>
<tr>
<td>1. Outeniqua Sensitive Coastal Area Extension Regulation (OSCAE) Permits</td>
</tr>
<tr>
<td>2. Environmental Management Programmes (EMP) &amp; Maintenance Management Programmes (MMP)</td>
</tr>
<tr>
<td>3. Compliance with Legislation</td>
</tr>
<tr>
<td>4. Alien Invasive Species (AIS) Control Management Plan</td>
</tr>
<tr>
<td>5. Commenting on Building Plans &amp; Land use Applications</td>
</tr>
<tr>
<td>6. Commenting on Environmental Impact Assessment (EIA) and Basic Assessment Report (BAR) processes.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>INITIATIVE MONTHLY PROGRESS</th>
<th>KEY DELIVERABLES (SDBIP)</th>
</tr>
</thead>
</table>
| 1. **OSCAE Permits:** Three (3) permits were issued in terms of the regulations under Section 21(1) of the Environmental Conservation Act, 1989 (Act 72 of 1989) regarding identified activities concerning the Outeniqua Sensitive Coastal Area Extension (OSCAE):  
  - Ef 216 Brenton  
  - Ef 332 Knysna  
  - Ef 4431 Sedgefield | A total of 3 OSCAE permits issued in June 2017. |
| 2. **Maintenance Management Plan (MMP)** for remedial work to prevent further settlement of the low-lift pump sump and retaining wall at Gouna River Pumpstation. MMP was amended to address concerns raised by DEADP. Final version was sent for comment in February 2017. Environmental Authorization granted on 04 April 2017. An acceptance letter was sent to DEADP within the 14 day timeframe. A letter of commencement was sent to DEADP and works commenced on 12 June. |  
  - Environmental Authorisation granted for MMP.  
  - EA acceptance letter sent to DEADP.  
  - Letter of Commencement sent  
  - Commencement of work  
  - Compile Maintenance Management Plan (MMP).  
  - Discussion with Legal Services.  
  - A broader policy or bylaw will be drafted so that all similar sites can be dealt with in the same manner. The policy will be presented at the next meeting of the committee. |
| 3. A Professional Environmental Consultant was appoint in February for the compilation of a Rehabilitation Plan for activities conducted at Riverwood Primary in |  
  - Rehabilitation Report Received.  
  - Rehabilitation Report sent to DEA for review. |
response to a pre-compliance notice issued by DEA on 6 September 2016. The final report covering the environmental assessment and recommendations of the Riverwood channels was received on 08 May from the Consultant and sent to DEA on 28 May.

A pre-directive was issued by DEADP on 13 June for the Bloemfontein Housing Development. This was regarding pollution and degradation to the environment at the Temporary Relocation Housing Areas. The area is within the Outeniqua Sensitive Coastal Area Extention (OSCAE). All works have been halted at this area until Rehabilitation and Maintenance Plan is complied. A response to the pre-directive was sent on 23 June. An independent Environmental Consultant will be appointed to compile the Rehabilitation and Maintenance Plan.

4. **Alien Invasive Species Control Plan** must be complied for municipal properties in accordance with NEMBA Legislation. Plans were due in September 2016, the deadline was moved to October 2017. A letter requesting a 2 year extension must be sent to SALGA detailing motivation and challenges. This will allow appropriate time to complete the Alien Invasive Species Control Plan for municipal properties. Correspondence with SALGA regarding letter of extension. Template for letter was received, letter is being drafted. R200 000 has been budgeted for the 2017/2018 financial year for professional fees in order to compile the document.

5. **Commenting on Building Plans & Land use Applications**

6. **Commenting on Environmental Impact Assessment (EIA) and Basic Assessment Report (BAR) processes.**

**TIMELINE GANTT CHART**

<table>
<thead>
<tr>
<th>Proposed Start Date: July 2016</th>
<th>Proposed End Date: June 2017</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>2016/2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>July</td>
</tr>
</tbody>
</table>

**RISKS & ISSUES**

- At risk of being non-compliant in terms of NEMBA for not having an AIS Control Plan in place by October 2017.

**NEXT ACTIONS**

- Draft a letter of extension to be sent to SALGA.

**SUPPORTING DOCUMENTATION SUBMITTED:**

- N/A
### STRATEGIC FOCUS AREA

**ESTUARY POLLUTION MANAGEMENT**

<table>
<thead>
<tr>
<th>Initiative</th>
<th>Monthly Progress</th>
<th>Key Deliverables (SDBIP)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Recreational Water Sampling for E.coli</td>
<td>were taken at 14 points in the estuary by Eden District Municipal Health Section on 13 June. The standard for recreational use is 500 cfu/100ml (cfu = Colony Forming Units).</td>
<td>A total of 14 water samples were taken in June</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Sample Points</th>
<th>Readings (cfu/100ml)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>April</td>
</tr>
<tr>
<td>Ashmead channel</td>
<td>3,000*</td>
</tr>
<tr>
<td>Belvidere</td>
<td>450</td>
</tr>
<tr>
<td>Bigai stream</td>
<td>1,000*</td>
</tr>
<tr>
<td>Bollard Bay</td>
<td>4</td>
</tr>
<tr>
<td>Bongani River</td>
<td>1,700*</td>
</tr>
<tr>
<td>Costa Sarda</td>
<td>-</td>
</tr>
<tr>
<td>Crabs Creek</td>
<td>12</td>
</tr>
<tr>
<td>Green Hole</td>
<td>400</td>
</tr>
<tr>
<td>KADA culvert</td>
<td>350</td>
</tr>
<tr>
<td>Long Street culvert</td>
<td>800*</td>
</tr>
<tr>
<td>The Heads</td>
<td>0</td>
</tr>
<tr>
<td>The Point</td>
<td>5</td>
</tr>
<tr>
<td>Train station</td>
<td>500</td>
</tr>
<tr>
<td>Salt River</td>
<td>30</td>
</tr>
<tr>
<td>Queen Street culvert</td>
<td>11,500*</td>
</tr>
</tbody>
</table>

The sample points that were non-compliant for June included:
- KADA culvert – 4,200
- Long Street culvert – 960

The Ashmead Channel has been consistently non-compliant. However, the results show a very low reading for June. Overall, water sampling shows improved readings for majority of the sample points. The low
### STRATEGIC FOCUS AREA

#### ESTUARY POLLUTION MANAGEMENT

readings for E.coli may be due to very low rainfall and runoff into stormwater. High E.coli levels may be caused by incidents of sewer overflows or other sources of pollution discharged into culverts.

2. **Meetings for the Estuary Pollution Control Committee** were held on 7 June, 20 June and 27 June. Main points of discussion included the monthly water sample results, updates on the WWTW, Storm water, current projects and reported incidents as per the distributed minutes of the meeting.

3. **Pollution incidents** were reported for the Khayaletu pump station overflowing.

4. **Mitigation measures** include responding to reported incidents by Environmental Management and Technical Services Departments; ongoing monitoring of water quality and reporting to the Estuary Pollution Control Committee and other Forums; cleaning of stormwater culverts by Technical Services; chlorinating problem culverts during holiday seasons to reduce E.coli levels.

The Dutch government agency PUM was contacted to obtain professional advice on water quality and management issues for Knysna Municipality. Free of charge. PUM selected a professional to assist over a 2-week period and provide feedback on solutions and mitigation measures. Mr. Jan van de Kolk arrived on 4 June and undertook various site inspections. The mission was cut short by the fires on 7 June. The mission will commence again in August.

5. **Monitoring WWTW Final Effluent** indicated that the final effluent complied with the chemical limits of the General Limit, except for pH, conductivity, ammonia nitrogen chemical oxygen demand.

The ammonia level is high at 40.8 mg/L, which is above the special limit (<2 mg/L) and general limit (<6 mg/L) as per the discharge license for the WWTW.

Both Faecal coliforms and E.coli are <5 cfu/100ml. This is under the General (1000 cfu/100ml), but slightly over the Special Limit (<1 cfu/100ml) as per the discharge license for the WWTW.

The chemical oxygen demand is high at 62.2 mg/L. The special limit for COD is 30 mg/l and general limit is 75 mg/l.

The Technical Services Department is putting measures in place to improve these results. A new sludge press will be installed in June and operational in July.

6. **Clean-Up Initiatives** include the River Health Programmes undertaken once a week in Nekkies, Khayaletu and Bongani communities through the EPWP Programme.

#### TIMELINE GANTT CHART

- **Proposed Start Date:** July 2016
- **Proposed End Date:** June 2017

![Timeline Gantt Chart](image)

- **Progress Indicator:**

  - [ ] 3 meetings held for the Estuary Pollution Control Committee in the month of June.
  - [x] 1 incident reported at the Estuary Pollution Committee.
  - [x] PUM mission initiated.
  - [ ] 1 water sampling result for the Knysna WWTW for the month of May.
  - [ ] Four (4) clean-up days in May through the River Health Programme.
STRATEGIC FOCUS AREA

ESTUARY POLLUTION MANAGEMENT

<table>
<thead>
<tr>
<th>July</th>
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</table>

RISKS & ISSUES

⇒ Not enough information on the dynamics of the estuary and its catchments in order to determine long term solutions to pollution issues.
⇒ Final effluent of WWTW is not reaching special standards.

NEXT ACTIONS

⇒ Undertake hydrological modelling of the catchment system that can direct long term solutions that are realistic to implement. R300 000.00 has been budgeted for in the draft budget for 2017/2018 financial year under Estuary Pollution Management.
⇒ Assist Technical Services with a way forward. Investigate solutions for improving final effluent quality.

SUPPORTING DOCUMENTATION SUBMITTED:

a) N/A

STRATEGIC FOCUS AREA

ENVIRONMENTAL EDUCATION & AWARENESS

INITIATIVES:

1. Special Environmental Days
2. Environmental Education & Awareness Campaigns
3. Internships
4. Workshops & Courses
5. Skills Development
6. Forums & Conservancies

INITIATIVE MONTHLY PROGRESS

1. Special Environmental Day...
2. SANParks Honorary Rangers and Knysna Basin Project are assisting with Environmental awareness raising and monitoring of the River Health Programme.
3. Internship for a student from Cape Peninsula University of Technology in Cape Town. As part of the National Diploma of Environmental Management each student is required to complete a compulsory 6-month internship from 01 July 2017 till 31 December 2017.
4. The Alien Invasive workshop held at Hedges Nursery was attended on 2 June.
5. The WESSA Blue Flag Beach Stewards are job shadowing in the EMD for the month that the beaches are out of season. Four stewards shadow for 2 days each during the week as part of the skills development programme.
6. The Pledge Nature Reserve Committee meeting was attended on 22 June.

KEY DELIVERABLES (SDBIP)

- No Special Environmental Day held this month.
- Initiate awareness campaigns around environmental matters.
- No internships this month.
- 1 workshops attended this month.
- Skills development for 4 local matriculants in the month of May.
- Attended one (1) forum meeting in June.

TIMELINE GANTT CHART

Proposed Start Date: July 2016
Proposed End Date: June 2017

2016/2017

<table>
<thead>
<tr>
<th>July</th>
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</table>

RISKS & ISSUES

NEXT ACTIONS

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### STRATEGIC FOCUS AREA
**ENVIRONMENTAL EDUCATION & AWARENESS**

| Lack of capacity in the EMD for initiating effective environmental day event, education and awareness campaigns. | Employ graduate students to undertake an internship over a period of 6 to 12 months in the new financial year. |

**SUPPORTING DOCUMENTATION SUBMITTED:**

b) INTERNATIONAL DAY FOR BIOLOGICAL DIVERSITY - Report

### STRATEGIC FOCUS AREA
**PROJECTS**

| INITIATIVES: |
| 1. EPWP Projects |
| 2. Blue Flag Beaches |
| 3. Boardwalk along George Rex Drive & Armstrong Avenue |
| 4. Seawalls |
| 5. Dune Rehabilitation & Management |

| INITIATIVE MONTHLY PROGRESS |
| 1. A total of 32 EPWP work opportunities were created through the River Health Programme in March. Local women are appointed as general workers through the EPWP Programme, to clean river catchments of solid waste in Nekkies, Khayalethu and Bongani communities from 02 February to 30 July 2017. SANParks Honorary Rangers and Knysna Basin Project are assisting with awareness raising and monitoring of the Programme. Additional funds have been sourced from EPWP for expanding the River Health Programme to Concordia and Homelands to create 30 additional work opportunities from August 2017. |

| KEY DELIVERABLES (SDBIP) |
| 2. Blue Flag Beaches include Buffalo Bay and Brenton on Sea beaches for the 2016/2017 Season. Application has been submitted to WESSA for renewal of Blue Flag status for Buffalo Bay and Brenton on Sea beaches. A Beach Management Committee has been established and convened its first meeting on 10 May 2017 to discuss operational matters. A meeting was held on 21 April with Buffalo Bay residents, CapeNature and various municipal departments to discuss a Maintenance & Rehabilitation Plan for restoration of the Buffalo Bay beach grassed area and foredune to comply with Blue Flag requirements. |
| 3. The BAR for the Boardwalk along George Rex Drive & Armstrong Avenue received a positive Record of Decision (Rod) on 30 April 2015. The Environmental Authorisation is valid for three (3) years from the date of authorization. If no activities are undertaken before 30 April 2018 the authorization will lapse and a new application must be made in order for the activity to be |
| 4. A total of 32 work opportunities were created in June. |
| Two Blue Flag Beaches. Applications for new Blue Flag season submitted. 1 Beach Management Committee Meeting |
| Environmental Authorization received. |

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undertaken.
An extension of validity of the authorisation can be
applied for at least 6 months before the lapsing date -
before the end of October 2017. The Application for
Amendment of Environmental Authorisation process is
straightforward and does not requiring further public
participation.

4. Sea Walls meeting was held on 13 April 2017 with
Corporate Services, Technical Services and
Environmental Management. The meeting addressed
issues with ownership, responsibilities and Basic
Assessment Report.
☑ No further progress this month.

5. Compilation of a rehabilitation plan for the Dune
Rehabilitation Project in Sedgefield by a specialist was
budgeted for R300 000 in the 2017/2018 draft budget.
☑ Budgeted for a Dune Rehabilitation Plan.

TIMELINE GANNT CHART
Proposed Start Date: July 2016
Proposed End Date: June 2017

<table>
<thead>
<tr>
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<th>May</th>
<th>June</th>
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</thead>
</table>

RISKS & ISSUES
▷ Non-compliance with Buffalo Bay Beach regarding Blue
Flag criteria for dune rehabilitation and informal
access.
▷ At risk of BAR for the construction of the Boardwalk
along George Rex Drive & Armstrong Avenue lapsing.
▷ The proposed boardwalk design was not in line with
the Environmental Authorization.

NEXT ACTIONS
▷ Draft Budget for 2017/2018 financial year includes Blue
Flag beach rehabilitation programmes.
▷ Draft letter requesting extension to be sent to DEA
before October 2017.
▷ A meeting is being arranged with the municipality,
Rotary and SANParks to discuss the design of the
boardwalk.

SUPPORTING DOCUMENTATION SUBMITTED:

a) N/A
1. SDBIP INDICATORS

<table>
<thead>
<tr>
<th>KPI [R]</th>
<th>Performance Standard</th>
<th>Comment/ Progress/ Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Services to sites in areas earmarked for projects: Dam Se Bos Oupad; Hlalani; Happy Valley and Ethembeni</td>
<td>Erven serviced with bulk services</td>
<td>880 erven out of 1100 already serviced, 220 services will be advertised on new tenders.</td>
</tr>
<tr>
<td>Construction of subsidized housing units in Nekkies; Dam Se Bos; Oupad and Concordia</td>
<td>Housing units constructed</td>
<td>84 out of 165 houses were handed over, 81 houses are being constructed on different milestones</td>
</tr>
<tr>
<td>Monthly reporting on EPWP targets to the EPWP Administrator</td>
<td>EPWP Jobs reported to the EPWP Administrator</td>
<td>80 workers have been appointed every month.</td>
</tr>
<tr>
<td>Human Settlement Plan</td>
<td>Number of opportunities provided</td>
<td>In progress</td>
</tr>
<tr>
<td>Services to sites in areas earmarked for projects: Hornlee BNG &amp; Affordable Housing</td>
<td>Erven serviced with bulk services</td>
<td>Provision of 312 services commenced in February 2017 and was put on hold due to finalization of appointment of project team.</td>
</tr>
</tbody>
</table>

2. CURRENT HUMAN SETTLEMENTS PROJECTS

2.1 Provision of 165 Top Structures in Oupad, Dam Se Bos, Nekkies, Concordia
2.2 Provision of 275 slabs in Xoiveni, White Location(Flenters), Ethembeni, Happy Valley, Oupad, Dam se Bos, Nekkies, Concordia, Hlalani, Redevelopment of White Location

<table>
<thead>
<tr>
<th>Area</th>
<th>Ward</th>
<th>Sites/Top Structures</th>
<th>Previous Status</th>
<th>Current Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bloemfontein</td>
<td>4</td>
<td>150 sites</td>
<td>115 sites serviced</td>
<td>150 sites serviced, project is 100% complete, contractor is finalizing snags</td>
</tr>
<tr>
<td>Xolweni</td>
<td>4</td>
<td>220 sites</td>
<td>84 sites serviced, project is 65% complete</td>
<td>136 services and platforms is still in progress.</td>
</tr>
<tr>
<td>Ethembeni</td>
<td>4</td>
<td>200 sites</td>
<td>200 sites serviced, project is 100% complete</td>
<td>200 sites serviced, project is 100% complete</td>
</tr>
<tr>
<td>Hlatani</td>
<td>3</td>
<td>165 sites</td>
<td>87 sites serviced, project is 65% complete</td>
<td>87 sites serviced, project is 65% complete, remaining sites will be serviced in the new financial year 16/19</td>
</tr>
<tr>
<td>Happy Valley</td>
<td>4</td>
<td>120 sites</td>
<td>120 sites serviced, project is 100% complete</td>
<td>120 sites serviced, project is 100% complete</td>
</tr>
<tr>
<td>Vision Top Structure (16/17)</td>
<td>3&amp;8</td>
<td>194</td>
<td>Completed 214 top structures</td>
<td>Completed 214 top structures</td>
</tr>
<tr>
<td>Horniee sewer</td>
<td>6&amp;11</td>
<td>150 toilets</td>
<td>100% complete</td>
<td>100% complete</td>
</tr>
<tr>
<td>Vision Top Structure (16/17)</td>
<td>3,7&amp;8</td>
<td>165</td>
<td>57 houses complete and handed over</td>
<td>84 houses complete and handed over, 142 top structures are</td>
</tr>
<tr>
<td>Location</td>
<td>Phase</td>
<td>Sites</td>
<td>Description</td>
<td></td>
</tr>
<tr>
<td>-------------------</td>
<td>-------</td>
<td>---------</td>
<td>---------------------------------------------------------------------------------------------------------------------------------------------</td>
<td></td>
</tr>
<tr>
<td>Rheenendal</td>
<td>5</td>
<td>322 sites</td>
<td>Tranche payment 1.1 (planning fees) has been approved for 2017/18, packaging of implementation plan with province is in progress. Team of professionals will be sourced from the Provincial Database</td>
<td></td>
</tr>
<tr>
<td>Sedgefield UISP</td>
<td>1</td>
<td></td>
<td>Tranche payment 1.1 (planning fees) has been approved for 2017/18, packaging of application for provision of interim basic services is in progress</td>
<td></td>
</tr>
<tr>
<td>Electrification of Edameni</td>
<td>7</td>
<td>25</td>
<td>Project application for provision of interim basic services is in progress, electrification project is complete</td>
<td></td>
</tr>
<tr>
<td>Electrification Skool Gaaitjie</td>
<td>1</td>
<td>80</td>
<td>Project will be completed on 11/8/17</td>
<td></td>
</tr>
<tr>
<td>White location</td>
<td>4</td>
<td></td>
<td>Provision of basic services and formal</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Civil Contractor on site as from 3/7/17</td>
<td></td>
</tr>
</tbody>
</table>
4. STATUS ON 275 SLABS/TOP STRUCTURES 2016/17

<table>
<thead>
<tr>
<th>AREA</th>
<th>SLABS</th>
<th>PLATFORMS, SLABS &amp; TOP STRUCTURES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hlalani</td>
<td>40</td>
<td>38 slabs cast</td>
</tr>
<tr>
<td>Happy Rest</td>
<td>40</td>
<td>40 slabs completed</td>
</tr>
<tr>
<td>Ethembeni</td>
<td>70</td>
<td>72 slabs completed</td>
</tr>
<tr>
<td>Bloemfontein</td>
<td>75</td>
<td>Still awaiting for approval of slab/top structure application</td>
</tr>
<tr>
<td>Xolweni</td>
<td>50</td>
<td>30 slabs to be cast</td>
</tr>
<tr>
<td>Vision Slabs</td>
<td>50</td>
<td>7 slabs cast in Dam se Bos North, 2 in Dam se Bos South, 6 in Concordia East, 20 in Concordia West, 4 in Concordia South, 1 in Bongani, 3 in Kanonkop</td>
</tr>
<tr>
<td>Flenters</td>
<td>25</td>
<td>11 slabs cast</td>
</tr>
</tbody>
</table>

MAWETHU PENXA
INTEGRATED HUMAN SETTLEMENTS
28 July 2017
8.3

FG03/08/17  DETAILED CAPITAL BUDGET REPORT FOR THE 2016/2017 FINANCIAL YEAR AS AT 30 JUNE 2017

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

<table>
<thead>
<tr>
<th>DIRECTORATE</th>
<th>Original Approved Budget</th>
<th>Adjusted Budget</th>
<th>YTD Actual</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>3 982 211.00</td>
<td>4 503 708.00</td>
<td>51%</td>
</tr>
<tr>
<td>Corporate</td>
<td>7 050 000.00</td>
<td>50 000.00</td>
<td>292 603.00</td>
<td>-180 266.00</td>
<td>585%</td>
</tr>
<tr>
<td>Finance</td>
<td>1 402 000.00</td>
<td>2 092 001.00</td>
<td>1 532 826.00</td>
<td>1 504 346.00</td>
<td>73%</td>
</tr>
<tr>
<td>Planning &amp; Development</td>
<td>57 353 000.00</td>
<td>49 000 000.00</td>
<td>44 168 998.00</td>
<td>9 190 469.00</td>
<td>90%</td>
</tr>
<tr>
<td>Community</td>
<td>22 832 500.00</td>
<td>17 713 750.00</td>
<td>10 345 489.00</td>
<td>11 634 983.00</td>
<td>58%</td>
</tr>
<tr>
<td>Electrical</td>
<td>20 155 000.00</td>
<td>8 769 001.00</td>
<td>9 312 155.00</td>
<td>3 822 653.00</td>
<td>106%</td>
</tr>
</tbody>
</table>
**Capital budget YTD progress per directorate as at 30 June 2017**

**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 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>Details</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Item 1</td>
<td>Description 1</td>
<td>Value 1</td>
</tr>
<tr>
<td>Item 2</td>
<td>Description 2</td>
<td>Value 2</td>
</tr>
<tr>
<td>Item 3</td>
<td>Description 3</td>
<td>Value 3</td>
</tr>
<tr>
<td>...</td>
<td>...</td>
<td>...</td>
</tr>
</tbody>
</table>

**Total** | | **Total Value** |
8.4

P04/08/17

APPOINTMENT OF INTERNAL MEMBER ON KNYSNA MUNICIPAL PLANNING TRIBUNAL

REPORT FROM DIRECTOR PLANNING AND DEVELOPMENT

PURPOSE OF THE REPORT

The purpose of the report is to appoint an internal member on the Knysna Municipal Planning Tribunal (KMPT) for the Greater Knysna Municipal Area as per Section 71(1)(a) of Knysna Municipality Municipal Land Use Planning By-Law (2016).

BACKGROUND

The Knysna Council established the Knysna Municipal Planning Tribunal at a Special Council Meeting held on 30 June 2016, per Resolution SC07/06/16. In accordance with section 71(1)(a) of the Knysna Municipality’s Land Use Planning By-Law (2016) the following members in the service of the municipality were appointed to the Tribunal:

- Carl Mattheus,
- Eben Phillips,
- Marlene Boyce, and
- Zinhle Twala

Subsequent to this, Mr Carl Mattheus, tendered his withdrawal from the KMPT, leaving an internal vacancy in the composition of the KMPT. The filling of this vacancy by a person in the service of the municipality is, therefore, necessary.

DISCUSSION

Section 71(1) of the Municipal Land Use Planning By-Law states the following requirements:

“A Tribunal established in terms of Sub-Section 70(1)(a) must be appointed by Council and must consist of the following members who have knowledge and experience in any of the disciplines relating to spatial planning, land use management, land development or the law related thereto, be representative of a broad range of experience and expertise and as far as possible of the demographics of the Western Cape.” The requirements of this provision has rendered it difficult to identify a member of staff to fill the current vacancy.

Ms. Pamela Booth commenced her employ as the Manager: Environmental Management on 12 June 2017. She is deemed to be a person in the employ of the municipality who satisfies the criteria for appointment. Her qualifications, knowledge and experience satisfies this criteria, as environmental management is one of the disciplines relating to spatial planning.
FINANCIAL IMPLICATIONS
None

RELEVANT LEGISLATION

- Spatial Planning and Land Use Management Act, 2013 (Act 16 of 2013)

RECOMMENDATIONS OF THE MUNICIPAL MANAGER

[a] That the contents of the report with regard to the appointment of internal member on Knysna Municipal Planning Tribunal, be noted;

[b] That Council appoints Ms. Pamela Booth as a member of the Knysna Municipal Planning Tribunal in terms of Section 71(1)(a) of Knysna Municipality Municipal Land Use Planning By-Law (2016).

File Reference: 9/1/2/9
Execution: Director: Planning and Development
P05/08/17 REPORT ON ACTIVITIES OF THE KNYSNA MUNICIPAL PLANNING TRIBUNAL

REPORT FROM THE DIRECTOR PLANNING AND DEVELOPMENT

PURPOSE OF REPORT

The purpose of the report is to inform Council of the meetings of the Knysna Municipal Planning Tribunal (KMPT) for the period March 2017 to June 2017.

BACKGROUND

Since the establishment of the Knysna Municipal Planning Tribunal on 30 June 2016, the Tribunal has had three meetings. Meetings of the tribunal were held on the following dates:

- 28 March 2017
- 25 April 2017
- 31 May 2017

The first agenda was presented tribunal for consideration in March 2017. No agendas were produced after May 2017.

DISCUSSION

Decisions:

The following decisions were taken:

<table>
<thead>
<tr>
<th>ERF</th>
<th>APPLICATION</th>
<th>DATE</th>
<th>OUTCOME</th>
</tr>
</thead>
<tbody>
<tr>
<td>578 Brenton</td>
<td>Building Line Relaxation</td>
<td>28 March 2017</td>
<td>Refused</td>
</tr>
<tr>
<td>1236 Knysna</td>
<td>Rezoning (Single Residential to Business)</td>
<td>25 April 2017</td>
<td>Approved</td>
</tr>
<tr>
<td>1626 Sedgefield</td>
<td>Road Closure, Subdivision, Rezoning and Consolidation of remainder of Erf 1626</td>
<td>31 May 2017</td>
<td>Approved</td>
</tr>
<tr>
<td>16605 Estuary Heights</td>
<td>Amendment of Approved Subdivision Plan (Including a General Plan)</td>
<td>31 May 2017</td>
<td>Approved</td>
</tr>
<tr>
<td>240 Karatara</td>
<td>Rezoning (Undetermined to Agricultural)</td>
<td>31 May 2017</td>
<td>Approved</td>
</tr>
<tr>
<td>609 Knysna</td>
<td>Rezoning (Single Residential to Business)</td>
<td>31 May 2017</td>
<td>Approved</td>
</tr>
<tr>
<td>295 Sedgefield</td>
<td>Rezoning (Single Residential to Business)</td>
<td>31 May 2017</td>
<td>Approved</td>
</tr>
</tbody>
</table>
Matters Still Under Consideration:

The following matters have been postponed for additional information:

<table>
<thead>
<tr>
<th>ERF</th>
<th>APPLICATION</th>
<th>REASON FOR POSTPONEMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>56 Knysna</td>
<td>Proposed Removal of Approval Conditions</td>
<td>Further reports and comments requested.</td>
</tr>
<tr>
<td>4015 Knysna</td>
<td>Temporary Use Departure and Consent Use</td>
<td>Further documentation requested.</td>
</tr>
</tbody>
</table>

It must be noted that since no agendas have been formulated after 31 May 2017, the matters still under consideration cannot be concluded. The reasons for the non-formulation of agendas is that the previous acting municipal manager had endorsed a request by the Council Committee Services Section that they cease to perform this function. This action was in breach of the duties of the Municipal Manager in terms of section 77(1) of the Knysna Municipality Municipal Land Use Planning By-Law (2016) to “appoint or designate an employee as the administrator and other staff for the tribunal as contemplated in section 70(1)(a)”.

FINANCIAL IMPLICATIONS

None.

RELEVANT LEGISLATION

- Spatial Planning and Land Use Management Act, 2013 (Act 16 of 2013)

RECOMMENDATION OF THE MUNICIPAL MANAGER

That the content of the report of the chairperson of the Knysna Municipal Planning Tribunal be noted.

ANNEXURES

A. Minutes of Meeting held on 28 March 2017
B. Minutes of Meeting held on 25 April 2017

Please Note: No minutes for the meeting held on 31 May 2017 were produced or considered for approval, as no meeting was held

File Reference: 9/1/2/9
Execution: Director: Planning and Development
KNYSNA LOCAL MUNICIPALITY

MINUTES

of a meeting of the

KNYSNA MUNICIPAL PLANNING TRIBUNAL COMMITTEE

held in the Council Chamber on

Tuesday, 25 April 2017
at
09:30

In Attendance
M Boyce (Chairperson)
G Benjamin
S Campbell
L Gerioke
D Lambrechts
E Phillips
Z Thwala
1. Opening and Welcoming

At 09:30 the Chairperson welcomed members of the Committee, Councillors, officials, and the members of the public to the meeting.

2. Attendance of Members:

2.1 Members Present

All members present.

2.2 Members Absent with leave

None

2.3 Members Absent without leave

None

2.4 Councillors Present

Cllr S Arends
Cllr P Myers

2.5 Officials Present

Ms L Bailey
Ms J Lakay
Ms C Prinsloo
Mr S Mqhele
Mr S Mthembu

2.6 Members of the Audit Committee Present:

Mr Ray Barrell

2.7 Members of the Public Present

As per attendance register

3. ITEMS REFERRED BACK FROM THE PREVIOUS KNYSNA MUNICIPAL PLANNING TRIBUNAL MEETING.

KMPT01/04/17   ERF 295, SEDGFIELD

Ms Z Twala recused herself as a member of the Tribunal for the subject application.

UNANIMOUSLY RESOLVED

That the matter be postponed for the Municipal Planner to request the applicant to submit a new Site Development Plan and to coordinate a site visit with Municipal Roads Department & Applicant in order to obtain
formal comment from the Municipal Roads Department by the next meeting.

**KMPT02/03/17 ERF 56, KNYSNA**

Ms Z Twala rejoined the meeting as a member of the Tribunal.

**UNANIMOUSLY RESOLVED**

[a] That the report be postponed in order for the Municipal Planner to arrange for the submission of the following:

I. An engineer’s report from the applicant regarding the stabilisation of the embankment upon which the subject fence is situated.

II. An endorsement of the report referred to in (a), above from the municipal roads engineer.

III. An endorsement of the report referred to in (a), above from the Municipal Environmental Management Department regarding the vegetative stabilisation of the embankment.

IV. Approval from the Aesthetics Committee regarding the draft plans for the fence.

**KMPT03/03/17 ERF 1236, KNYSNA**

**UNANIMOUSLY RESOLVED**

[a] That approval be granted in terms of section 60(a) of the Knysna Municipal Land Use Planning Bylaw, 2016 in respect of the application brought in terms of section 15(2)(a) for rezoning of Erf 1236, Knysna from “Single Residential Zone” to “Business Zone” as described in the Knysna Zoning Scheme Regulations (1992).

[b] That in terms of Section 66 of the Knysna Municipal Land Use Planning Bylaw, 2016, the following general conditions be imposed:

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

II. Normal building plan approvals in terms of the National Building Regulations and Building Standards Act 1977 (Act 103 of 1977) for the permanent structure shall be obtained prior to the development of the permanent office space;
III. The property owner shall take responsibility for ensuring compliance with all conditions of approval.

IV. This approval shall lapse in the event of the applicant not complying with any of the conditions imposed by Council.

[c] That in terms of Section 66 of the Knysna Municipal Land Use Planning Bylaw, 2016, the following specific conditions be imposed:

I. The approval is granted for a motor dealership and qualified under the definition of a shop, and excludes any servicing of vehicles and any mechanical work on the premises (E.g. Services Station or Service Trade);

II. That the development of the site is limited to the site development plan 1236SDPrev1 submitted with this application;

III. That a signage plan be submitted to the aesthetics committee for approval.

4. ITEMS REFERRED BY THE KNYSNA MUNICIPAL COUNCIL FOR THE KNYSNA MUNICIPAL PLANNING TRIBUNAL TO CONSIDER AS AN ADVISORY COMMITTEE AS ENVISAGED IN TERMS OF SECTION 17(4) OF THE MUNICIPAL SYSTEM ACT.

KMPT04/04/17 PROVISION OF AN ADVISORY SERVICE TO COUNCIL IN RESPECT OF LAND USE APPLICATIONS RELATING TO ERF 5084 AND PORTION 52 OF FARM WESTFORD NO. 191 KNYSNA

UNANIMOUSLY RESOLVED

[a] The Knysna Municipal Planning Tribunal unanimously agreed that items referred to the Tribunal in a capacity as envisaged in terms of section 17(4) of the Municipal Systems Act, 2000 (Act 32 of 2000) be submitted and recorded under a separate meeting agenda. The meeting of the Knysna Municipal Planning Tribunal was ended.

6 Closure: 12:30
The Chairperson thanked everybody present for their contribution and the meeting concluded at 12:30.

Approved

Chairperson: Ms M Boyce

Date: 2017-05-16
KNYSNA LOCAL MUNICIPALITY

MINUTES

of a meeting of the

KNYSNA MUNICIPAL PLANNING TRIBUNAL COMMITTEE

held in the Council Chamber on

Tuesday, 28 March 2017

at

09:00

In Attendance

M Boyce (Chairperson)
G Benjamin
S Campbell
L Gericke
D Lambrechts
E Phillips
Z Thwala
1. Opening and Welcoming

At 09:00 the Chairperson welcomed members of the Committee, Councillors, officials, and the members of the public to the meeting.

2. Attendance of Members:

2.1 Members Present
All members present.

2.2 Members Absent with leave
None

2.3 Members Absent without leave
None

2.4 Councillors Present
Cllr S Arends
Cllr P Myers

2.5 Officials Present
Mr R Parry
Ms L Bailey
Mr C Mattheus
Ms J Lakay
Ms C Prinsloo
Mr S Maree
Mr S Mqhele
Mr S Mthembu

2.6 Members of the Audit Committee Present:
Mr Ray Barrell

2.7 Members of the Public Present
As per attendance register

3. NEW ITEMS

**KMPT01/03/17**  **ERF 295, SEDGFIELD**

**UNANIMOUSLY RESOLVED**

That the matter with regard to proposed rezoning of Erf 295, Knysna be referred to the next Knysna Municipal Planning Tribunal meeting to be held on 28 April 2017 for further consideration.

**KMPT02/03/17**  **ERF 578, BRENTON**
At this point in the meeting Ms Z Twala recused herself as a member of the Tribunal in order to address any questions by the members of the Tribunal.

UNANIMOUSLY RESOLVED

That the application brought in terms of Section 60 of the Knysna Municipality By-law on Municipal Land Use Planning (2016) for the relaxation of street building line from 4.0m to 0.0m and lateral building line from 2.0m to 0.0m in order to accommodate the proposed carport as indicated on plan drawn by SCIEPPAN, drawing number 16/102/011, dated May 2016, in terms of Section 15(2)(b), be refused.

KMPT03/03/17  ERF 56, KNYSNA

Ms Z Twala once again joined the meeting as a member of the Tribunal.

UNANIMOUSLY RESOLVED

[a] That the matter with regard to the proposed removal of condition of approval in order to allow the position of the existing fence on Erf 56, Knysna as indicated on drawing no HK 364-00-A0, be referred to the next Knysna Municipal Planning Tribunal meeting to be held on 28 April 2017 in order for the relevant engineer to submit a comprehensive report on the stabilization of the embankment;

[b] That the Aesthetics Committee be requested to comment on the proposed fence on Erf 56, Knysna.

A break was held from 10:10 to 10:29.

KMPT04/03/17  ERF 1236, KNYSNA

UNANIMOUSLY RESOLVED

That the matter with regard to the proposed rezoning of Erf 1236, Knysna be referred to the next Knysna Municipal Planning Tribunal Meeting to be held on 29 April 2017.

4. Closure

The Chairperson thanked everybody present for their contribution and the meeting concluded at 13:03

Approved

........................................... ...........................................
Chairperson: Ms M Boyce  Date

-00-
8.6

REPORT FROM DIRECTOR TECHNICAL SERVICES

PURPOSE OF THE REPORT
To present the terms of reference for infrastructure working group

BACKGROUND
The recent fires in the Knysna area caught all of us by surprise. Technical Services immediately established a task team to assess the damage and embarked on a program to restore essential services to the communities. It is now time to consolidate these efforts and concentrate on the rebuild of Knysna’s engineering infrastructure.

DISCUSSION
A working group was established with the attached terms of reference (Annexure A)

FINANCIAL IMPLICATIONS
N/A

RELEVANT LEGISLATION
N/A

RECOMMENDATION OF THE MUNICIPAL MANAGER
That Council consider the Proposed Terms of reference for the Infrastructure Working Group.

APPENDIX / ADDENDUM
Annexure A

File Reference: 9/1/2/9
Execution: Director: Planning and Development
Annexure A
Disaster Rebuild Project
Infrastructure Working Group

TERMS OF REFERENCE

PURPOSE/SCOPE
- To make an assessment of the damage caused by the fire,
- To ensure that communities are safe from exposed and damaged infrastructure,
- To restore services to communities as quickly as possible,
- To call on service providers for assistance as required,
- To investigate opportunities to rebuild with modern infrastructure,
- To anticipate future implications of immediate damage,
- To determine timelines for complete restoration of system,
- To document key learnings,
- Provide regular feedback to MAYCO/DIRECTORS forum.

STAKEHOLDERS
- Knysna Director Technical Services as Chairperson,
- Knysna Technical Services Managers,
- Knysna Portfolio Councillor for Technical Services,
- Knysna Municipality Housing Manager,
- Eden Municipality,
- Provincial Government of the Western Cape,
- Other TS staff as required,
- Infrastructure related Service providers
- Secretariat

FREQUENCY OF MEETINGS
- Initially meetings will take place daily at 15:00, then twice a week, then weekly, then twice monthly,
- Meetings duration will be 90 minutes to a maximum of 120 minutes,
- It must be acknowledged that meetings could be called at other times at short notice as a result of requirements from the municipal leadership

KEY DELIVERABLES
- Provide regular update reports to Municipal Manager,
- Determine cost estimates of damages,
- Propose future budgets
- Develop timelines for repairs,
- Draft a detailed report at conclusion of work

FINANCIAL RESOURCES
- The group won’t require any financial resources for its meetings,
- Work to restore infrastructure will be done out of current budget.
• Future budgetary requirements will follow the budget process.
• The Chairperson will keep the CFO up to speed on any significant expenditure to be incurred.

TERM OF OFFICE
• The term of the group will end when the scope and deliverables had been achieved.
8.7

| P07/08/17 | TERMS OF REFERENCE FOR THE ECONOMIC AND SPATIAL DISASTER RECOVERY WORKING GROUP |

REPORT FROM DIRECTOR PLANNING AND DEVELOPMENT

PURPOSE OF THE REPORT

The purpose of this report is to table the terms of reference for the Economic and Spatial Disaster Recovery Working Group to Council for Approval.

BACKGROUND

The Greater Knysna Municipal Area was affected by a fire that spread as a result of a concomitant extreme weather event on 6 June 2017. At an Emergency Council Meeting held on 9 December 2017, Council resolved on the “Declaration of a Local State of Disaster” for the Knysna Municipal Area [Item EC01/06/17].

Following this declaration, this working group was established to develop a strategy for the recovery of the economy, biodiversity and the built environment. This terms of reference will inform the adjustment budget of the municipality in order to improve the livelihoods of the various communities in the Knysna Municipal Area that have been affected by the disaster.

FINANCIAL IMPLICATIONS

Undetermined

RELEVANT LEGISLATION

N/A

RECOMMENDATION OF THE MUNICIPAL MANAGER

[a] That Council note the contents of the item on terms of reference for the Economic and Spatial Disaster Recovery Working Group;

[b] That Council approves the terms of reference for the Economic and Spatial Disaster Recovery Working Group.

APPENDIX / ADDENDUM

TERMS OF REFERENCE FOR THE ECONOMIC AND SPATIAL DISASTER RECOVERY WORKING GROUP

File Reference: 9/1/2/9
Execution: Director: Planning and Development
TERMS OF REFERENCE

For

............... Working Group

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1. PREAMBLE

1.1 Introduction
The purpose of this document is to establish internal arrangements, rules and procedures for

1.2 Background and Rationale
The Greater Knysna Municipal Area was affected by a fire that spread as a result of a concomitant extreme weather event on 6 June 2017. At an Emergency Council Meeting held on 9 December 2017, Council resolved on the “Declaration of a Local State of Disaster” for the Knysna Municipal Area [Item EC01/06/17]. Following this declaration, this working group was established to develop a strategy for the recovery of the economy, biodiversity and the built environment. This terms of reference will inform the adjustment budget of the municipality in order to improve the livelihoods of the various communities in the Knysna Municipal Area that have been affected by the disaster.

1.3 Confidentiality
This document is intended for the use of the Knysna Municipality.

1.4 Related documentation
The documents listed below have a bearing on this Terms of Reference Document:
- Integrated Development Plan – Knysna Municipality 2017-2022
- Draft Tourism Destination Plan
- Knysna Municipality By-Law on Municipal Land Use Planning (2016)

2. SUMMATIVE INFORMATION
The working group consists of four work streams, namely:

1. Built Environment – Hennie Smit (Town Planning & Building Control)
2. Natural Environment – Pam Booth (Environmental Management)
3. Economic Resilience & Livelihoods – Ilse van Schalkwyk (Economic Development)
4. Impact Assessments & Forecasting – Sonja Neethling (Data & Information)
3. GOALS AND OBJECTIVES

3.1 Goal
To enable a recovered and thriving economy through economic, environmental and spatial planning interventions.

3.2 Objectives
2. Managing the enhancement of the agricultural, scenic and recreational landscapes (including nature reserves and indigenous forests) to affect biodiversity restoration.
3. Implementing strategies to mitigate the negative economic impact on the tourism, agricultural, and service sectors and to promote increased investment in the construction, services, and manufacturing sectors and the knowledge economy.
4. Developing an integrated approach in which data will be collected and analysed to best inform recovery strategies for all working groups.

4. PROPOSED METHODOLOGY

4.1 Situational Analysis
To determine impact of fire on pre-disaster situation.

4.2 Developing Action Plans
To provide a framework for implementation of recovery strategies.

5. SCOPE OF WORK

5.1 WORK STREAM 1: BUILT ENVIRONMENT
This work stream is focussing on facilitating the rebuilding of the town in line with the spatial strategy: “Developing Smart Growth Settlements” established in the Spatial Development Framework (2017). This entails the developing of “Complete Communities” where residential, commercial and social experiences are balanced.
**Action Plan:**

1) To assess the extent of the built environment damage/loss.
2) To facilitate accelerated approvals to ensure legal compliance through, waiver of municipal tariffs and fees for affected property owners to enable the rapid re-establishment of homes and businesses.
3) To optimise the land use potential of affected settlements through exploring and harnessing the potential for densification and mixed land uses.

**Resource Needs:**

1) Increased Staff Capacity (Fire Official, Civil & Electrical Engineers, Heritage Specialist, Town Planning Technician, Building Inspectors, Clerical Staff)
2) Equipment (A0 Printer/Scanner, Laptops, IT)
3) Financial: Vehicular Travelling Costs

**5.2 WORK STREAM 2: NATURAL ENVIRONMENT**

The environment is the key resource for tourism and many economic sectors. This work stream is focusing on the impact of the restoration and enhancement of the agricultural, scenic and recreational landscapes (including nature reserves and indigenous forests) to affect biodiversity restoration. The way that this is done, is informed by the "Knysna Municipal Open Space System" (KMOSS) approach that was adopted in the Spatial Development Framework (2017) to promote the healthy functioning of ecological systems.

**Action Plan:**

1) **Clean-up:** Using reliable fire scar mapping & drone technology to identify priority areas where eradication is required, processing and manufacturing bio-char and installing bio-filters for all streams flowing into the estuary. Initial Clean-up and follow up has a job creation potential of 450 full time jobs over 2 years.

2) **Restoration:** Selected sites must be re-vegetated with mature trees. Existing wetlands need to be restored and artificial wetlands need to be created. Training community growers to grow drought and fire resistant species for re-vegetation. This has the potential to develop 10 entrepreneurs.

3) **Mitigation:** Prevent re-infestation of alien vegetation in burnt areas. Install SuDS (sustainable urban drainage systems) in areas that pose a threat to the lagoon after the fire.
Resource Needs:
1) Equipment (Bio-char kilns, bio-filters, chain saws, transport)
2) Human Resources (Project Managers, Restoration Specialist)
3) Financial (Worker Salaries & Project Operating Costs)

5.3 WORK STREAM 3: ECONOMIC RESILIENCE & LIVELIHOODS

This work stream is focusing on building economic recovery and livelihood resilience in line with the spatial strategy: “Developing Smart Growth Settlements” in the Spatial Development Framework (2017), which requires complete communities where there is vibrant economic participation.

Action Plan:

1) Tourism Destination Plan: The Tourism Destination Plan requires rapid re-appraisal.
2) Dis-Investment: A strategy needs to be developed to curb business and retirement investment withdrawal, through incentives.
3) Business Retention & Expansion Strategy: We will need to accelerate the Broadband Smart Town Programme and extend the Urban renewal programme beyond the CBD.

Resource Needs:

1) Human Resources (Marketing Agency, Professional Resource Team: Development Economists, Spatial & Urban Planners, Legal Professional, Engineer)
2) Office Space

5.4 WORK STREAM 4: IMPACT ASSESSMENT & FORECASTING

This work stream is focusing on designing an integrated approach in which data will be collected and analysed to best inform the various working groups in line with the spatial strategy: “A Connected Town” in the Spatial Development Framework (2017), which includes all aspects of access between communities and opportunities.

Action Plan:
1) **Information Needs**: The department is establishing the information needs of all the work groups.

2) **Data Collection Tools**: The department is developing appropriate tools such as surveys to collect data.

3) **Data Analysis**: The department is analysing and presenting the collected data to the work groups to inform their planning.

**Resource Needs:**

1) Equipment (Electronic data collection devices are required for field workers)

2) Human Resources (Field Workers)

**6. COSTING SCHEDULE**

Budget and costing to be determined.
9. Closure

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