KNYSNA LOCAL MUNICIPALITY

Notice is hereby given of a

PLANNING AND DEVELOPMENT COMMITTEE MEETING

which will be held on

Thursday, 10 September 2020
at

14:00

On Microsoft Teams

to consider the following items

MUNICIPAL OFFICES
KNYSNA

DR L SCHEEPERS
ACTING MUNICIPAL MANAGER

AGENDA

Chairperson: Cllr M Skosana
Cllr M Matiwane
Cllr M Naki
Cllr H Stroebel
Cllr C Weideman
# TABLE OF CONTENTS

1. OPENING AND WELCOME ........................................... 3

2. ATTENDANCE: ..................................................... 3
   2.1 MEMBERS: PRESENT ........................................ 3
   2.2 MEMBERS: ABSENT WITH LEAVE ....................... 3
   2.3 MEMBERS: ABSENT WITHOUT LEAVE ................. 3
   2.4 Other Councillors Present ............................. 3
   2.5 Officials Present ........................................ 3
   2.6 Members of the Audit Committee Present .......... 3
   2.7 Members of the Public Present ...................... 3

3. NOTING OF THE PROVISIONS OF CODE OF CONDUCT FOR COUNCILLORS AND DECLARATION OF INTEREST ........ 3

4. PRESENTATION: None ........................................... 3

5. CONFIRMATION OF THE MINUTES ............................ 4
   5.1 MINUTES OF PREVIOUS MEETING: 9 JULY 2020 .... 4

6. MATTERS ARISING FROM THE MINUTES .................... 10

7. MATTERS SUBMITTED BY THE MUNICIPAL MANAGER ....... 11
   7.1 QUARTER 4 2019/2020 PERFORMANCE REPORT – ECONOMIC DEVELOPMENT DEPARTMENT .................................... 11
   7.2 QUARTER 4 2019/2020 PERFORMANCE REPORT BUILDING CONTROL DEPARTMENT ........................................ 16
   7.3 QUARTER 4 2019/2020 PERFORMANCE REPORT – LAND USE MANAGEMENT DIVISION ........................................... 18
   7.4 BUILDING CONTROL DEPARTMENT QUARTER 4 OF 2019/2020 – PROGRESS REPORT ........................................ 22
   7.5 QUARTER 4 2019/2020 PERFORMANCE REPORT –ENVIRONMENTAL MANAGEMENT DEPARTMENT ........................... 26
   7.6 WESGRO PROGRESS REPORT ON TOURISM FUNCTION DELIVERY WITHIN THE GREATER KNYSNA MUNICIPAL AREA ...... 32
   7.7 LAND USE MANAGEMENT DIVISION – JULY REPORT ....... 80
   7.8 LAND USE MANAGEMENT DIVISION – OVERLAY ZONES PROCESS PLAN ..................................................... 84
   7.9 ECONOMIC DEVELOPMENT DEPARTMENT – JULY REPORT ................................................................. 87
   7.10 MONTHLY PERFORMANCE REPORT JULY 2020 ........ 92
   7.11 BONGANI CATCHMENT REHABILITATION PLAN ....... 98
   7.12 LARGE MARINE MAMMAL STRANDING PROTOCOL ...... 205
   7.13 BUILDING CONTROL DIVISION REPORT FOR JULY 2020/2021 ........................................ 220
   7.14 WESGRO PROGRESS REPORT ON TOURISM FUNCTION DELIVERY WITHIN THE GREATER KNYSNA MUNICIPAL AREA ...... 224

8. CLOSURE .................................................................. 278
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
   None
5. MINUTES OF THE PREVIOUS MEETING

5.1 PLANNING AND DEVELOPMENT COMMITTEE MEETING : 9 JULY 2020

RECOMMENDED

That the minutes of the Planning and Development Committee Meeting held on 9 July 2020, be confirmed.
KNYSNA LOCAL MUNICIPALITY

MINUTES

of a meeting of the

PLANNING AND DEVELOPMENT COMMITTEE
MEETING

held in the Council Chamber on

Thursday, 9 July 2020

at

14:00
1. Opening and Welcoming

The Chairperson welcomed Councillors and officials to the first meeting whereafter a roll call was conducted.

Mr B Ngxolwana opened the meeting with a prayer.

2.1 Members Present

Cllr M Skosana  
Cllr M Matiwane  
Cllr M Naki  
Cllr H Stroebel  
Cllr C Weideman

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 T Matika  
Cllr L Tyokolo

2.5 Officials Present

Ms M Boyce  Director: Planning and Development  
Ms P Makoma  Director : Corporate Services  
Mr P Hariparsad  Director : Infrastructure Services  
Mr E Phillips  Director : Community Services  
Mr Memani, M  Director : Financial Services  
Ms P Booth  Manager: Environmental  
Mr P van Niekerk  Manager : LED  
Mr M Musekene  Senior Environmental Officer  
Mr S Mdumbo  Town Planner  
Ms M Chili  Acting Building Control Officer  
Mr F Makuyekwe  Project Coordinator  
Ms S Mekuto  Acting Assistant  
Mr D Nkume  Communications Officer  
Ms J Lakay  Head: Committee and Councillor Support  
Mr Ngxolwana, B  Interpreter
2.6 Members of the Audit Committee Present:
Mr R Barrell

2.7 Members of the Public Present

Meeting was live-streamed on YouTube.

2. 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.

3. PRESENTATION

None

4. MINUTES OF THE PREVIOUS MEETING

4.1 PLANNING AND DEVELOPMENT COMMITTEE MEETING : 20 FEBRUARY 2020

RESOLVED

That the minutes of the Planning and Development Committee meeting held on 20 February 2020, be confirmed.

5. MATTERS ARISING FROM THE MINUTES

It was

UNANIMOUSLY RESOLVED

That a site visit to Heidevallei be arranged by the Planning and Development Directorate.

6. MATTERS SUBMITTED BY THE MUNICIPAL MANAGER

P&D01/07/2020  LAND USE MANAGEMENT DIVISION QUARTER 3 OF 2019/2020 - PERFORMANCE REPORT

UNANIMOUSLY RESOLVED

That the Land Use Management quarterly report for Quarter 3 of 2019/2020 be noted.
UNANIMOUSLY RESOLVED

That the Building Control report for Quarter 3 (January to March) of 2019/2020 be noted.

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

UNANIMOUSLY RESOLVED

That the Building Control progress report for Quarter 4 (April and May) of 2019/2020 be noted.

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

UNANIMOUSLY RESOLVED

That the Environmental Management quarterly report for Quarter 3 of 2019/2020 be noted.

File Number : 9/1/2/13
Execution : Manager : Environmental Management

UNANIMOUSLY RESOLVED

That the Land Use Management quarterly progress report for Quarter 4 (April and May) of 2019/2020 be noted.

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

7. Closure
The Chairperson thanked everybody present for their contribution and the meeting concluded at 14:48.

Approved

Chairperson: Cllr M Skosana

Date

-ooOo-
6. MATTERS ARISING FROM THE MINUTES
7. MATTERS SUBMITTED BY THE ACTING MUNICIPAL MANAGER

7.1

| P&D01/09/2020 | QUARTER 4 2019/2020 PERFORMANCE REPORT – ECONOMIC DEVELOPMENT DEPARTMENT |

REPORT FROM DIRECTOR: PLANNING AND DEVELOPMENT

PURPOSE OF THE REPORT

To report on the budgeted performance of the Economic Development Department for the months of April, May and June 2020, the 4th Quarter of the 2019/2020 financial year.

BACKGROUND

Council approved the Budget and Service Delivery and Budget Implementation Plan (SDBIP) for the Division Economic Development on 30 May 2019.

DISCUSSION

The attached report shows the achievement of the division Economic Development against the departmental SDBIP targets and its expending of the budget in accordance with the performance indicated. Some departmental targets could not be achieved. This is both due to the fact that project budgets needed to be cut in response to the cash flow challenges facing the municipality and that some projects were affected by COVID-19.

It should be noted that the final approved budget did not make provision for the budget request for the performance items relating to the implementation of Tourism Plan and the Economic Development Strategy submitted during the 2019/2020 draft budget process.

BUDGET IMPLICATIONS

N/A

RELEVANT LEGISLATION

N/A

COMMENTS FROM THE MUNICIPAL MANAGER
Noted

COMMENTS FROM CORPORATE SERVICES
Compliance with reporting regulations.

COMMENTS FROM FINANCIAL SERVICES
Report noted

COMMENTS FROM TECHNICAL SERVICES
None
COMMENTS FROM COMMUNITY SERVICES
Noted. No further comments

COMMENTS FROM PLANNING AND DEVELOPMENT
For consideration

COMMENTS FROM INTEGRATED HUMAN SETTLEMENTS
None

COMMENTS FROM LEGAL SERVICES
Recommendations are supported

RECOMMENDATION OF THE ACTING MUNICIPAL MANAGER

That the Economic Development Department Departmental Performance Report for Quarter 4 (April, May & June) of 2019/2020 be noted.

ADDENDUMS


ECONOMIC DEVELOPMENT: DEPARTMENTAL PERFORMANCE FOR APRIL, MAY & JUNE 2020

SERVICE DELIVERY AND BUDGET IMPLEMENTATION PLAN (SDBIP QUARTER 4):

<table>
<thead>
<tr>
<th>SDBIP REF</th>
<th>STRATEGIC OBJECTIVE</th>
<th>KPI DESCRIPTION</th>
<th>UNIT OF MEASUREMENT</th>
<th>ANNUAL TARGET</th>
<th>QUARTERLY ACHIEVED</th>
<th>EXPLANATION</th>
<th>REMEDIAL ACTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>D 10</td>
<td>To create an enabling environment for social and economic development</td>
<td>Expanded Public Works Programme (EPWP)</td>
<td>Number of EPWP opportunities created</td>
<td>1600</td>
<td>400</td>
<td>398 [1460/1600]</td>
<td>Target shortfall due to COVID 19 interruption to EPWP programmes in quarter 3 &amp; 4.</td>
</tr>
<tr>
<td>D 158</td>
<td>To create an enabling environment for social and economic development</td>
<td>SMME Training Programmes and Business Development Initiatives</td>
<td>Implement a minimum of 12 training and capacity building sessions</td>
<td>9</td>
<td>3</td>
<td>Annual Target achieved.</td>
<td>Training has been suspended due to COVID 19. Virtual SMME training will take place in partnership with SEDA in the new financial year.</td>
</tr>
<tr>
<td>D 159</td>
<td>To create an enabling environment for social and economic development</td>
<td>Investment Facilitation</td>
<td>Invest Knysna Brochure</td>
<td>1</td>
<td>0</td>
<td>0 [0/1]</td>
<td>The revised Invest Knysna brochure data was collected. Knysna Municipality does not have the editing software to update the brochure</td>
</tr>
<tr>
<td>D 160</td>
<td>To create an enabling environment for social and economic development</td>
<td>Timber Sector Industry Workshop</td>
<td>Coordination of Timber Industry Workshop</td>
<td>1</td>
<td>0</td>
<td>1 Annual Target Achieved</td>
<td>The workshop took place 12th March 2020 during the Knysna Timber Festival.</td>
</tr>
<tr>
<td>D 167</td>
<td>To create an enabling environment for social and economic development</td>
<td>SMME Web-based Toolkit Development</td>
<td>Development of an SMME toolkit web portal and integrate with Knysna Municipality website.</td>
<td>1</td>
<td>0</td>
<td>1</td>
<td>Annual Target Achieved</td>
</tr>
<tr>
<td>D 168</td>
<td>To create an enabling environment for social and economic development</td>
<td>Business Development &amp; SMME Incubation</td>
<td>Initiate implementation of new SMME Incubator Programme.</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>Annual Target Achieved</td>
</tr>
<tr>
<td>D 169</td>
<td>To create an enabling environment for social and economic development</td>
<td>Niche Manufacturing/ Light industrial growth strategy</td>
<td>Development of a Niche Manufacturing/ Light industrial growth strategy</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>[0/1]</td>
</tr>
<tr>
<td>D 170</td>
<td>To create an enabling environment for social and economic development</td>
<td>Implementation of Economic Development Strategy</td>
<td>Initiate 3 sector support initiatives in line with economic development strategy growth sectors.</td>
<td>3</td>
<td>0</td>
<td>3</td>
<td>[3/3]</td>
</tr>
<tr>
<td>D 171</td>
<td>To create an enabling environment for social and economic development</td>
<td>Implementation of Tourism Development Programme</td>
<td>Initiate First Phase Tourism Development Programme – pilot strategy interventions conducted.</td>
<td>1</td>
<td>0</td>
<td>1</td>
<td>Annual Target Achieved</td>
</tr>
<tr>
<td>#</td>
<td>MSCOA SHORT CODE</td>
<td>PROGRAMME/ PROJECT</td>
<td>BUDGET</td>
<td>ADJUSTED BALANCE</td>
<td>PROGRESS/COMMENT</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>1</td>
<td>9/233-13-22</td>
<td>EPWP Grant</td>
<td>R 1 497 000</td>
<td>R 1 497 000 APRIL: R 74 975 MAX: R 103 391 JUNE: R 102 391</td>
<td>Final budget reconciliation for EPWP wages, not available from budget office at the time of submission. It should be noted that not all job opportunities could be taken up due to COVID-19 business interruption.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>9/241-31-466</td>
<td>South Cape Economic Partnership</td>
<td>R 98 000</td>
<td>R 98 000</td>
<td>SCEP membership has been paid in full from budget allocation as per SCEP-Krystal municipality service level agreement.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>9/233-113-409</td>
<td>SMME Incubation Programme</td>
<td>R 588 000</td>
<td>R 500 000</td>
<td>The adjusted budget was not spent as the recruitment process had to be placed on hold due to COVID-19 business interruption. Provision has been made in the 2020/21 budget for continuation of the programme.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>9/233-113-467</td>
<td>SMME Training Programmes</td>
<td>R 392 000</td>
<td>R 150 000</td>
<td>Training has been suspended due to COVID-19 and as a result adjusted budget was not spent. Provision has been made in the 2020/21 budget for training facilitation.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>9/233-113-464</td>
<td>Informal Trade</td>
<td>R 29 000</td>
<td>R 0 N/A</td>
<td>Budget was adjusted to zero due to cash flow challenges. Provision has been made in the 2020/21 budget for informal trade administration costs.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>9/233-113-462</td>
<td>Industry Sector Support</td>
<td>R 195 000</td>
<td>R 0 N/A</td>
<td>Budget was adjusted to zero due to cash flow challenges. Provision has been made in the 2020/21 budget for high growth sectors support.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>9/233-113-428</td>
<td>Tourism Function (Outsourced)</td>
<td>R 4 312 000 JUNE: R 1 100 000</td>
<td>R 4 312 000</td>
<td>Expenditure on track as per WESGRO-Krystal Municipality SLA payment schedule.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>9/233-113-569</td>
<td>Investment Facilitation</td>
<td>R 29 400</td>
<td>R 0 N/A</td>
<td>Budget was adjusted to zero due to cash flow challenges. Provision has been made in the 2020/21 budget for investment facilitation project expenses.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### 7.2

<table>
<thead>
<tr>
<th>Date</th>
<th>Report Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>P&amp;D02/09/2020</td>
<td>QUARTER 4 2019/2020 PERFORMANCE REPORT</td>
</tr>
<tr>
<td></td>
<td>BUILDING CONTROL DEPARTMENT</td>
</tr>
</tbody>
</table>

### REPORT FROM DIRECTOR: PLANNING AND DEVELOPMENT

#### PURPOSE OF THE REPORT

To report on the budgeted performance of the Building Control Department for the months of April, May and June 2020, the 4th Quarter of the 2019/2020 financial year.

#### BACKGROUND

Council approved the Budget and Service Delivery and Budget Implementation Plan (SDBIP) for Town Planning and Building Control on 30 May 2019.

#### DISCUSSION

One SDBIP target was set for the Building Control Department for the financial year. During the course of the review process, it became apparent that two separate bylaws needed to be developed in order to achieve the aims. The department solicited voluntary industry stakeholder input in an effort to save consultant costs. However, the process was interrupted during the COVID-19 lockdown. The development of the bylaws has been set as a target for the 2020/21 financial year.

#### BUDGET IMPLICATIONS

N/A

#### RELEVANT LEGISLATION

N/A

#### COMMENTS FROM THE MUNICIPAL MANAGER

Noted

#### COMMENTS FROM CORPORATE SERVICES

Report is noted

#### COMMENTS FROM FINANCIAL SERVICES

Report noted

#### COMMENTS FROM TECHNICAL SERVICES

None

#### COMMENTS FROM COMMUNITY SERVICES

Noted. No further comments
COMMENTS FROM PLANNING AND DEVELOPMENT
For Consideration

COMMENTS FROM INTEGRATED HUMAN SETTLEMENTS
None

COMMENTS FROM LEGAL SERVICES
Recommendations are supported

RECOMMENDATION OF THE ACTING MUNICIPAL MANAGER

That the Building Control Departmental Performance Report for Quarter 4 (April, May & June) of 2019/2020 be noted.

ADDENDUMS

A. Building Control Departmental Quarterly Report –Quarter 4 of 2019/2020

File Number: 9/1/2/13
Execution: Manager Town Planning & Building Control
7.3

**P&D03/09/2020 QUARTER 4 2019/2020 PERFORMANCE REPORT – LAND USE MANAGEMENT DIVISION**

**REPORT FROM THE DIRECTOR PLANNING AND DEVELOPMENT**

**PURPOSE OF THE REPORT**

To report on the budgeted performance of the Land Use Management division for the months of April, May and June 2020, the 4th Quarter of the 2019/2020 financial year.

**BACKGROUND**

Council approved the Budget and Service Delivery and Budget Implementation Plan (SDBIP) for the Land Use Management division on 30 May 2019.

**DISCUSSION**

The Land Use Management division had the adoption of the Knysna Municipality Spatial Development Framework (SDF) and the Knysna Municipality Zoning Scheme By-law as key targets for the 2019/2020 financial year. The SDF was adopted in June 2020 as per target date as well as the Zoning Scheme By-law. The Zoning Scheme By-law was further promulgated on 29 June 2020 in terms of P.N. 8258 of 2020.

**FINANCIAL IMPLICATIONS**

N/A

**RELEVANT LEGISLATION**

The following legislation are applicable:

(i) The Spatial Planning and Land Use Management Act, 2013 (Act 16 of 2013)
(ii) The Western Cape Land Use Planning Act, 2014 (Act 3 of 2014)
(iii) The Knysna Municipality By-law on Municipal Land Use Planning (2016)

**COMMENTS FROM THE MUNICIPAL MANAGER**

Noted

**COMMENTS FROM CORPORATE SERVICES**

Report is noted

**COMMENTS FROM FINANCIAL SERVICES**

Report noted

**COMMENTS FROM TECHNICAL SERVICES**

**COMMENTS FROM COMMUNITY SERVICES**

Noted. No further comments

**COMMENTS FROM PLANNING AND DEVELOPMENT**

For Consideration
COMMENTS FROM INTEGRATED HUMAN SETTLEMENTS
None

COMMENTS FROM LEGAL SERVICES
Recommendations are supported

RECOMMENDATION OF THE ACTING MUNICIPAL MANAGER

That the Land Use Management Departmental Performance Report for Quarter 4 (April, May & June) of 2019/2020 be noted.

APPENDIX / ADDENDUM
PD Item Land Use Management Quarterly Report - Addendum A- Q4 Departmental Performance

File Number: 9/1/2/13
Execution: Director Planning & Development
PLANNING AND DEVELOPMENT COMMITTEE MEETING
AGENDA
10 SEPTEMBER 2020

LAND USE MANAGEMENT DIVISION
QUARTER 4 OF 2019/2020 - PROGRESS REPORT

REPORT FROM DIRECTOR: PLANNING AND ECONOMIC DEVELOPMENT

PURPOSE OF THE REPORT

REPORT

SERVICE DELIVERY AND BUDGET IMPLEMENTATION PLAN (SBIPP) (QUARTER 3: JANUARY TO MARCH):

The departmental targets for the 2019/2020 financial year pertain to the finalisation of the Spatial Development Framework (SDF) and the Zoning Scheme. Both of the targets pertain to legislative requirements in terms of the Spatial Planning and Land Use Management Act (Act 16 of 2013).

<table>
<thead>
<tr>
<th>REF</th>
<th>STRATEGIC OBJECTIVE</th>
<th>KPI</th>
<th>UNIT OF MEASUREMENT</th>
<th>ANNUAL TARGET</th>
<th>QUARTER TARGET</th>
<th>ACHIEVED</th>
<th>EXPLANATION</th>
<th>REMEDIAL ACTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>D16</td>
<td>To encourage the involvement of communities in the matters of local government, through the promotion of open channels of communication</td>
<td>Zoning Scheme finalised (TLT4)</td>
<td>Draft of final Zoning Scheme tabled to Council</td>
<td>1</td>
<td>N/A</td>
<td>1</td>
<td>Scheme tabled and adopted on 18 January 2020 and gazetted on 26 June 2020</td>
<td>None Required</td>
</tr>
<tr>
<td>D16</td>
<td>To encourage the involvement of communities in the matters of local government, through the promotion of open channels of communication</td>
<td>Spatial Development Framework (SDF)</td>
<td>The SDF tabled</td>
<td>1</td>
<td>N/A</td>
<td>1</td>
<td>Final SDF tabled and adopted on 11 June 2020</td>
<td>None Required</td>
</tr>
</tbody>
</table>

PROJECT BUDGET (QUARTER 3: JAN TO MAR):

<table>
<thead>
<tr>
<th>SDOA Code</th>
<th>PROGRAMME NAME</th>
<th>BUDGET ALLOCATION</th>
<th>DESCRIPTION OF EXPECTED EXPENDITURE</th>
<th>COST OF ORDER</th>
<th>PROGRESS/COMMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>9/233-144-444</td>
<td>Spatial Development Framework</td>
<td>R 300 000.00</td>
<td>Finalisation Spatial Development Framework</td>
<td>R 269 510.79</td>
<td>Final payment invoice submitted</td>
</tr>
<tr>
<td>9/242-7-905</td>
<td>Zoning Scheme</td>
<td>R 200 000.00</td>
<td>Finalisation of Zoning Scheme</td>
<td>R 194 756.50</td>
<td>Final payment invoice submitted</td>
</tr>
</tbody>
</table>
DECISIONS ON LAND USE APPLICATIONS (QUARTER 4):

<table>
<thead>
<tr>
<th>NO</th>
<th>ERF NO</th>
<th>TYPE</th>
<th>DECISION MAKER</th>
<th>AUTHORIZED OFFICIAL</th>
<th>DECISION DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Erf 90036 Krynja</td>
<td>Amendment of HOA Constitution</td>
<td>Approved</td>
<td></td>
<td>19/5/20</td>
</tr>
<tr>
<td>2</td>
<td>Erf 1500 Krynja</td>
<td>Rezoning &amp; Removal of Restrictions</td>
<td>Approved</td>
<td></td>
<td>19/5/20</td>
</tr>
<tr>
<td>3</td>
<td>Erf 818 Krynja</td>
<td>Departure</td>
<td>Approved</td>
<td></td>
<td>19/5/20</td>
</tr>
<tr>
<td>4</td>
<td>Erf 87, Bendorre</td>
<td>Departure</td>
<td>Approved</td>
<td></td>
<td>19/5/20</td>
</tr>
<tr>
<td>5</td>
<td>Erf 3232, Krynja</td>
<td>Subdivision</td>
<td>Approved</td>
<td></td>
<td>19/5/20</td>
</tr>
<tr>
<td>6</td>
<td>Erf 3619 Sedgefield</td>
<td>Departure</td>
<td>Approved</td>
<td></td>
<td>19/5/20</td>
</tr>
<tr>
<td>7</td>
<td>Erf 18370 Krynja</td>
<td>Amendment of SDP and Departure</td>
<td>Approved</td>
<td></td>
<td>19/5/20</td>
</tr>
<tr>
<td>8</td>
<td>3526 Krynja</td>
<td>Departure &amp; Rezoning</td>
<td>Approved</td>
<td></td>
<td>10/6/2020</td>
</tr>
<tr>
<td>9</td>
<td>4021 Krynja</td>
<td>Design Manual</td>
<td>Approved</td>
<td></td>
<td>10/6/2020</td>
</tr>
<tr>
<td>10</td>
<td>41 Rheemdal</td>
<td>Departure &amp; TUD</td>
<td>Approved</td>
<td></td>
<td>10/6/2020</td>
</tr>
<tr>
<td>11</td>
<td>5110 Krynja</td>
<td>TUD</td>
<td>Approved</td>
<td></td>
<td>10/6/2020</td>
</tr>
<tr>
<td>12</td>
<td>12397 Krynja</td>
<td>Design Manual</td>
<td>Approved</td>
<td></td>
<td>10/6/2020</td>
</tr>
<tr>
<td>13</td>
<td>2974 Krynja</td>
<td>Consent Use</td>
<td>Approved</td>
<td></td>
<td>10/6/2020</td>
</tr>
<tr>
<td>14</td>
<td>2050 &amp; 2051 Krynja</td>
<td>Consolidation</td>
<td>Approved</td>
<td></td>
<td>10/6/2020</td>
</tr>
<tr>
<td>15</td>
<td>3232 Krynja</td>
<td>Subdivision</td>
<td>Approved</td>
<td></td>
<td>10/6/2020</td>
</tr>
<tr>
<td>16</td>
<td>3984 Krynja</td>
<td>Departure &amp; Admin Consent</td>
<td>Approved</td>
<td></td>
<td>10/6/2020</td>
</tr>
<tr>
<td>17</td>
<td>408 Krynja</td>
<td>Rezoning</td>
<td>Approved</td>
<td></td>
<td>30/9/20</td>
</tr>
<tr>
<td>18</td>
<td>1003 Krynja</td>
<td>Departure</td>
<td>Approved</td>
<td></td>
<td>30/9/20</td>
</tr>
<tr>
<td>19</td>
<td>9944 Krynja</td>
<td>Departure</td>
<td>Approved</td>
<td></td>
<td>30/9/20</td>
</tr>
</tbody>
</table>

APPLICATION PROGRESS STATISTICS:

Total Number of Active Applications: 161
Number of Applications Exceeding Process Timeframes: 74
- Overdue Planning Reports: 85
- Overdue Responses from Applicant: 7
- Overdue Comments from Authorities: 2

RECOMMENDATION

That the Land Use Management quarterly progress report for Quarter 4 (April to June) of 2019/2020 be noted.
7.4

P&D04/09/2020 BUILDING CONTROL DEPARTMENT QUARTER 4 OF 2019/2020 – PROGRESS REPORT

REPORT FROM THE DIRECTOR PLANNING AND DEVELOPMENT


REPORT

BUILDING CONTROL SERVICE DELIVERY AND BUDGET IMPLEMENTATION PLAN (SDBIP) (QUARTER 4):

The departmental targets for the 2019/2020 financial year pertains to a review of the Outdoor Advertising Heritage and Aesthetics Bylaw (2013). During the review process, it became apparent that a separate bylaw to address outdoor advertising rules need to be considered, rather than a review of the existing bylaw. This had an impact on the process timeframes. The tabling of the draft review has also been impacted by the COVID-19 interventions.

<table>
<thead>
<tr>
<th>REF</th>
<th>D124</th>
</tr>
</thead>
<tbody>
<tr>
<td>STRATEGIC OBJECTIVE</td>
<td>To structure and manage the municipal administration to ensure efficient service delivery</td>
</tr>
<tr>
<td>KPI</td>
<td>Outdoor Advertising Heritage and Aesthetics Bylaw Review (TL73)</td>
</tr>
<tr>
<td>UNIT OF MEASUREMENT</td>
<td>Draft Review Tabled to Council</td>
</tr>
<tr>
<td>ANNUAL TARGET</td>
<td>1</td>
</tr>
<tr>
<td>QUARTER TARGET</td>
<td>1</td>
</tr>
<tr>
<td>ACHIEVED</td>
<td>0</td>
</tr>
<tr>
<td>EXPLANATION</td>
<td>Process changed from review to redevelopment of bylaws</td>
</tr>
<tr>
<td>REMEDIAL ACTION</td>
<td>None Required</td>
</tr>
</tbody>
</table>

BUILDING PLAN APPROVALS (QUARTER 4) 2019/20:

<table>
<thead>
<tr>
<th>Building Plans Received</th>
<th>April</th>
<th>May</th>
<th>June</th>
<th>Total m²</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Plan</td>
<td>15</td>
<td>13</td>
<td>83</td>
<td>9 915.33</td>
</tr>
<tr>
<td>Plans with Area &lt;= 500 m²</td>
<td>15</td>
<td>13</td>
<td>79</td>
<td>-</td>
</tr>
<tr>
<td>Plans with Area &gt; 500 m²</td>
<td>0</td>
<td>0</td>
<td>4</td>
<td>-</td>
</tr>
<tr>
<td>Resubmission of Plan</td>
<td>0</td>
<td>16</td>
<td>9</td>
<td>192.00</td>
</tr>
<tr>
<td>Plans with Area &lt;= 500 m²</td>
<td>0</td>
<td>16</td>
<td>9</td>
<td>-</td>
</tr>
<tr>
<td>Plans with Area &gt; 500 m²</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>-</td>
</tr>
<tr>
<td>Total</td>
<td>15</td>
<td>29</td>
<td>92</td>
<td>10 107.33</td>
</tr>
</tbody>
</table>

The total revenue from plan fees for the reporting period is R 921 391.14. This amount is based on a calculation for the total square meters. The refundable building deposits are not included in the amount.
The department has developed a Collaborator application for the electronic submission of all building plans. Some local firms participated in the testing phase and training was offered to industry professionals on the municipal database during June 2020. The portal is launched from the municipal website and became operational on 1 July 2020.

**BUILDING PLAN TREND GRAPH**

![Building Plan Trend Graph]

The trend graph depicts the total number of building plan approvals, as derived from the table, below. It does not, however, take into account the different application types, size and whether construction was, indeed commenced. The plan approvals for April and May were lower, due to the fact that pre-approval inspections could not be conducted during April and for most of May.

<table>
<thead>
<tr>
<th>Month</th>
<th>2017</th>
<th>2018</th>
<th>2019</th>
<th>2020</th>
</tr>
</thead>
<tbody>
<tr>
<td>January</td>
<td>37</td>
<td>84</td>
<td>63</td>
<td>36</td>
</tr>
<tr>
<td>February</td>
<td>65</td>
<td>90</td>
<td>82</td>
<td>66</td>
</tr>
<tr>
<td>March</td>
<td>83</td>
<td>71</td>
<td>81</td>
<td>83</td>
</tr>
<tr>
<td>April</td>
<td>63</td>
<td>81</td>
<td>81</td>
<td>15</td>
</tr>
<tr>
<td>May</td>
<td>80</td>
<td>132</td>
<td>72</td>
<td>29</td>
</tr>
<tr>
<td>June</td>
<td>61</td>
<td>108</td>
<td>66</td>
<td>92</td>
</tr>
<tr>
<td>July</td>
<td>80</td>
<td>135</td>
<td>110</td>
<td></td>
</tr>
<tr>
<td>August</td>
<td>93</td>
<td>127</td>
<td>60</td>
<td></td>
</tr>
<tr>
<td>September</td>
<td>94</td>
<td>84</td>
<td>60</td>
<td></td>
</tr>
<tr>
<td>October</td>
<td>118</td>
<td>102</td>
<td>64</td>
<td></td>
</tr>
<tr>
<td>November</td>
<td>83</td>
<td>84</td>
<td>77</td>
<td></td>
</tr>
<tr>
<td>December</td>
<td>58</td>
<td>134</td>
<td>46</td>
<td></td>
</tr>
<tr>
<td>Year Total</td>
<td>915</td>
<td>1232</td>
<td>862</td>
<td>321</td>
</tr>
</tbody>
</table>

**OCCUPATION CERTIFICATES ISSUED (QUARTER 4) 2019/20:**
The figures are obtained from the building plan applications. Estimated cost value of construction as provided by applicant on applications submitted. The total estimated value for rates revenue purposes for the reporting period is **R 79,356,701.00**.

<table>
<thead>
<tr>
<th>Reference Number</th>
<th>Works Description</th>
<th>Existing Area m²</th>
<th>New Area m²</th>
<th>Total Area m²</th>
<th>Zoning</th>
<th>Applicant Estimated Cost (R)</th>
<th>Certificate Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Major Alterations</td>
<td>0.00</td>
<td>370.00</td>
<td>370.00</td>
<td>Single Residential</td>
<td>960000.00</td>
<td>2020-04-07</td>
</tr>
<tr>
<td>2</td>
<td>Major Alterations</td>
<td>0.00</td>
<td>305.00</td>
<td>305.00</td>
<td>Single Residential</td>
<td>3043000.00</td>
<td>2020-04-07</td>
</tr>
<tr>
<td>3</td>
<td>Major Alterations</td>
<td>0.00</td>
<td>305.00</td>
<td>305.00</td>
<td>Single Residential</td>
<td>3050000.00</td>
<td>2020-04-20</td>
</tr>
<tr>
<td>4</td>
<td>Major Alterations</td>
<td>0.00</td>
<td>255.82</td>
<td>255.82</td>
<td>Single Residential</td>
<td>2550000.00</td>
<td>2020-05-28</td>
</tr>
<tr>
<td>5</td>
<td>Major Alterations</td>
<td>161.00</td>
<td>21.60</td>
<td>182.60</td>
<td>Group Housing</td>
<td>10 000</td>
<td>2020-06-04</td>
</tr>
<tr>
<td>6</td>
<td>Major Alterations</td>
<td>0.00</td>
<td>344.00</td>
<td>344.00</td>
<td>Single Residential</td>
<td>2 500 000,</td>
<td>2020-06-04</td>
</tr>
<tr>
<td>7</td>
<td>Major Alterations</td>
<td>0.00</td>
<td>258.36</td>
<td>258.36</td>
<td>Single Residential</td>
<td>1 937 700.</td>
<td>2020-06-04</td>
</tr>
<tr>
<td>8</td>
<td>Minor Alterations</td>
<td>2103.00</td>
<td>0.00</td>
<td>2103.00</td>
<td>Business</td>
<td>26 000 000</td>
<td>2020-06-10</td>
</tr>
<tr>
<td>9</td>
<td>Major Alterations</td>
<td>0.00</td>
<td>251.00</td>
<td>251.00</td>
<td>Resort</td>
<td>2 500 000.</td>
<td>2020-06-10</td>
</tr>
<tr>
<td>10</td>
<td>Major Alterations</td>
<td>0.00</td>
<td>239.25</td>
<td>239.25</td>
<td>Single Residential</td>
<td>2400 000,0</td>
<td>2020-06-10</td>
</tr>
<tr>
<td>11</td>
<td>Other (Fence)</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>Resort</td>
<td>30 000,00</td>
<td>2020-06-11</td>
</tr>
<tr>
<td>12</td>
<td>Major Alterations</td>
<td>267.04</td>
<td>81.48</td>
<td>348.52</td>
<td>Single Residential</td>
<td>100 000,00</td>
<td>2020-06-18</td>
</tr>
<tr>
<td>13</td>
<td>Major Alterations</td>
<td>0.00</td>
<td>396.07</td>
<td>396.07</td>
<td>Resort</td>
<td>3650000,00</td>
<td>2020-06-18</td>
</tr>
<tr>
<td>14</td>
<td>Major Alterations</td>
<td>0.00</td>
<td>226.60</td>
<td>226.60</td>
<td>Single Residential</td>
<td>1 921 000.</td>
<td>2020-06-18</td>
</tr>
<tr>
<td>15</td>
<td>Major Alterations</td>
<td>224.00</td>
<td>0.00</td>
<td>224.00</td>
<td>Single Residential</td>
<td>80 000,00</td>
<td>2020-06-19</td>
</tr>
<tr>
<td>16</td>
<td>Major Alterations</td>
<td>0.00</td>
<td>420.49</td>
<td>420.49</td>
<td>Resort</td>
<td>4200 000.00</td>
<td>2020-06-19</td>
</tr>
<tr>
<td>17</td>
<td>Minor Alterations</td>
<td>170.00</td>
<td>0.00</td>
<td>170.00</td>
<td>Group Housing</td>
<td>276 0000.00</td>
<td>2020-06-25</td>
</tr>
<tr>
<td>18</td>
<td>Major Alterations</td>
<td>235.00</td>
<td>41.50</td>
<td>276.5</td>
<td>Group Housing</td>
<td>2760 000.00</td>
<td>2020-06-26</td>
</tr>
<tr>
<td>19</td>
<td>Major Alterations</td>
<td>0.00</td>
<td>524.00</td>
<td>524.00</td>
<td>Single Residential</td>
<td>5240 000.00</td>
<td>2020-06-26</td>
</tr>
<tr>
<td>20</td>
<td>Major Alterations</td>
<td>0.00</td>
<td>1341.00</td>
<td>1341.00</td>
<td>Group Housing</td>
<td>2760000.00</td>
<td>2020-06-26</td>
</tr>
<tr>
<td>21</td>
<td>Minor Alterations</td>
<td>170.00</td>
<td>0.00</td>
<td>170.00</td>
<td>Group Housing</td>
<td>2760 000.0</td>
<td>2020-06-26</td>
</tr>
<tr>
<td>22</td>
<td>Major Alterations</td>
<td>170.00</td>
<td>0.00</td>
<td>170.00</td>
<td>Group Housing</td>
<td>2 760 000</td>
<td>2020-06-26</td>
</tr>
</tbody>
</table>
COMMENTS FROM THE MUNICIPAL MANAGER
Noted

COMMENTS FROM CORPORATE SERVICES
Report is noted

COMMENTS FROM FINANCIAL SERVICES
Report noted

COMMENTS FROM TECHNICAL SERVICES
None

COMMENTS FROM COMMUNITY SERVICES
Noted. No further comments

COMMENTS FROM PLANNING AND DEVELOPMENT
For Consideration

COMMENTS FROM INTEGRATED HUMAN SETTLEMENTS
None

COMMENTS FROM LEGAL SERVICES
Recommendations are supported

RECOMMENDATION OF THE ACTING MUNICIPAL MANAGER

That the Building Control progress report for Quarter 4 (April and June) of 2019/2020 be noted.

APPENDIX / ADDENDUM

File Number: 9/1/2/13
Execution: Director: Planning & Economic Development
Building Control Officer
7.5

P&D05/09/2020 QUARTER 4 2019/2020 PERFORMANCE REPORT
–ENVIRONMENTAL MANAGEMENT DEPARTMENT

REPORT FROM THE DIRECTOR PLANNING AND DEVELOPMENT

PURPOSE OF THE REPORT

To report on the budgeted performance of the Environmental Management Department for the months of April, May and June 2020, the 4th Quarter of the 2019/2020 financial year.

BACKGROUND

Council approved the Budget and Service Delivery and Budget Implementation Plan (SDBIP) for the Division Economic Development on 30 May 2019.

DISCUSSION

The attached report and addendums illustrate that the division Environmental Management is achieving its targets in relation to the approved SDBIP and that it is expending its budget in accordance with the performance indicated.

BUDGET IMPLICATIONS

N/A

RELEVANT LEGISLATION

N/A

COMMENTS FROM THE MUNICIPAL MANAGER

Noted

COMMENTS FROM CORPORATE SERVICES

Report is noted

COMMENTS FROM FINANCIAL SERVICES

Report noted

COMMENTS FROM TECHNICAL SERVICES

None

COMMENTS FROM COMMUNITY SERVICES

Noted. No further comments

COMMENTS FROM PLANNING AND DEVELOPMENT

For Consideration

COMMENTS FROM INTEGRATED HUMAN SETTLEMENTS

None
COMMENTS FROM LEGAL SERVICES
recommendations are supported

RECOMMENDATION OF THE ACTING MUNICIPAL MANAGER

That the Environmental Management Departmental Performance Report for Quarter 4 (April, May & June) of 2019/2020 be noted.

APPENDIX / ADDENDUM
Environmental Management Quarterly Report - Quarter 4 of 2019/2020

File Number: 9/1/2/13
Execution: Manager Environmental Management
# ENVIRONMENTAL MANAGEMENT DIVISION
## QUARTER 4 OF 2019/2020 - PERFORMANCE REPORT

**REPORT FROM DIRECTOR: PLANNING AND ECONOMIC DEVELOPMENT**

**PURPOSE OF THE REPORT**


**REPORT**

**SERVICE DELIVERY AND BUDGET IMPLEMENTATION PLAN (SDBIP QUARTER 4):**

The departmental targets for the 2019/2020 financial year have been impacted by budget reductions in response to the financial crisis as well as the COVID-19 pandemic lockdown processes.

<table>
<thead>
<tr>
<th>REF</th>
<th>STRATEGIC OBJECTIVE</th>
<th>KPI</th>
<th>UNIT OF MEASUREMENT</th>
<th>ANNUAL TARGET</th>
<th>QUARTER TARGET</th>
<th>ACHIEVED</th>
<th>EXPLANATION</th>
<th>REMEDIAL ACTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Environment through the protection of our natural resources</td>
<td>Programme (TL:45)</td>
<td>Progress of interventions completed</td>
<td>Status</td>
<td>Notes</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>
</tr>
<tr>
<td>D161 To structure and manage municipal administration to ensure efficient service delivery</td>
<td>Environmental Strategy (TL:72)</td>
<td>Draft Strategy Tabled to Council</td>
<td>1</td>
<td>None Required</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>D164 To promote a safe and healthy environment through the protection of our natural resources</td>
<td>Alien Invasive Species clearing on municipal properties</td>
<td>Mapped Areas as per CASIDRA MOA Clarified</td>
<td>100%</td>
<td>None Required</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>D186 To promote a safe and healthy environment through the protection of our natural resources</td>
<td>Bengani Wetland Rehabilitation</td>
<td>Implementation of Bengani Wetland Rehabilitation Programme</td>
<td>1</td>
<td>None Required</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>D244 To create employment opportunities that directly improve environmental functionality i.e. Invasive Plant Management</td>
<td>Biodiversity and Water security</td>
<td>Number of Invasive Plant clearing staff employed to clear municipal property</td>
<td>40</td>
<td>None Required</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
## PROJECT BUDGET (QUARTER 4):

<table>
<thead>
<tr>
<th>SCA Code</th>
<th>Programme Name</th>
<th>Budget Allocation</th>
<th>Itemised Description</th>
<th>Remaining Balance</th>
<th>Close Out Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>9/241-28-45</td>
<td>Invasive Plant Control Programme</td>
<td>R5 360 060</td>
<td>Wages &amp; contracts</td>
<td>R0</td>
<td>Actual expenditure on track as per adjustment budget. All wage commitments met in Q4.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Inventory, PPE and equipment</td>
<td>R0</td>
<td>All PPE, petrol and equipment purchases halted in March due to financial crisis and lockdown.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Vehicle rental</td>
<td>R0</td>
<td>Expenditure on track as per adjustment budget.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Training</td>
<td>R0</td>
<td>All training commitments met.</td>
</tr>
<tr>
<td>9/1079-1073-8901</td>
<td>River Health Programme</td>
<td>R150 000</td>
<td>Skip hire for black bag removal</td>
<td>R0</td>
<td>Not required to date.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Wages, PPE and equipment</td>
<td>R0</td>
<td>Actual expenditure on track with EPWP business plan and all wage commitments met in Q4.</td>
</tr>
<tr>
<td>9/241-28-45</td>
<td>Wetland rehabilitation</td>
<td>R200 000</td>
<td>Phase 2: Bangani river restoration from source to sea</td>
<td>R0</td>
<td>Final report has been submitted. Actual Expenditure on track.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Initiation of restoration programme</td>
<td>R0</td>
<td>Not commenced. Will commence when financial crisis is resolved.</td>
</tr>
<tr>
<td>9/241-18-07</td>
<td>Water Analysis</td>
<td>R860 000</td>
<td>Entropy water &amp; sediment samples to be tested by accredited laboratory</td>
<td>R0</td>
<td>Expense to be shared by SANParks in the next financial year.</td>
</tr>
<tr>
<td>9/241-28-48</td>
<td>Blue Flag / Green Coast programmes</td>
<td>R1 210 000</td>
<td>Rehabilitation of Buffalo Bay embankment</td>
<td>R0</td>
<td>Buffalo Bay rehabilitation BAC completed and tender awarded work to commence in new financial year. Registration for Blue Flag for the 2020/21 season deferred for one season due to Covid19 and financial crisis.</td>
</tr>
<tr>
<td>9/241-27-806</td>
<td>Environmental Education</td>
<td>R88 000</td>
<td>Environmental calendar education projects, programmes &amp; interventions</td>
<td>R0</td>
<td>Nine environmental education interventions completed.</td>
</tr>
</tbody>
</table>

## DECISIONS
OUTENIQUA SENSITIVE COASTAL AREA EXTENSION REGULATIONS (OSCAE) PERMITS QUARTER 4:

<table>
<thead>
<tr>
<th>ERF</th>
<th>DATE</th>
<th>DETAILS</th>
<th>STATUS/OUTCOME</th>
</tr>
</thead>
<tbody>
<tr>
<td>63</td>
<td>06.06.20</td>
<td>Addition to existing dwelling</td>
<td>Permit issued</td>
</tr>
<tr>
<td>182/19</td>
<td>17.06.20</td>
<td>Construction of driveway</td>
<td>Permit issued</td>
</tr>
<tr>
<td>1517</td>
<td>18.06.20</td>
<td>Construction of a fence wall and garage</td>
<td>Permit issued</td>
</tr>
<tr>
<td>7942</td>
<td>10.06.20</td>
<td>New Dwelling</td>
<td>Permit issued</td>
</tr>
<tr>
<td>9803</td>
<td>18.06.20</td>
<td>New Dwelling</td>
<td>Permit issued</td>
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<tr>
<td>12448</td>
<td>30.06.20</td>
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<td>15539</td>
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<tr>
<td>127/128</td>
<td>03.06.20</td>
<td>Addition to existing dwelling</td>
<td>Exemption issued</td>
</tr>
<tr>
<td>89/187</td>
<td>03.06.20</td>
<td>Addition to existing dwelling</td>
<td>Exemption issued</td>
</tr>
</tbody>
</table>

RECOMMENDATION

That the Environmental Management quarterly report for Quarter 4 of 2019/2020 be noted.

ADDENDUMS
7.6

**P&D06/09/2020**  
**WESGRO PROGRESS REPORT ON TOURISM FUNCTION DELIVERY WITHIN THE GREATER KNYSNA MUNICIPAL AREA**

**REPORT FROM THE DIRECTOR PLANNING AND DEVELOPMENT**

**PURPOSE OF THE REPORT**

To submit the WESGRO progress report for the period May 2020 to July 2020 as required by the Service Level Agreement that was entered into on 23 October 2018 between Knysna Municipality and WESGRO, in accordance with Council Resolution C09/08/18 on 13 August 2018.

**BACKGROUND**

In accordance with Clause 7.3 of the service level agreement concluded between WESGRO and Knysna Municipality to carry out functions of Local Tourism on behalf of the municipality on 23rd October 2018, a quarterly report needs to be submitted to the Knysna Council on the progress.

**DISCUSSION**

The report is attached hereto as Annexure A.

**FINANCIAL IMPLICATIONS**

R1.1 million tranche payment for quarter 1 of 2020/2021.

**RELEVANT LEGISLATION**

Constitution of the Republic of South Africa Section 155 (6) (a) and (7) Schedule 4 Part B.

**COMMENTS FROM THE MUNICIPAL MANAGER**
Noted

**COMMENTS FROM CORPORATE SERVICES**
None

**COMMENTS FROM FINANCIAL SERVICES**
None

**COMMENTS FROM TECHNICAL SERVICES**
None

**COMMENTS FROM COMMUNITY SERVICES**
Noted. No further comments

**COMMENTS FROM PLANNING AND DEVELOPMENT**
For Consideration

**COMMENTS FROM INTEGRATED HUMAN SETTLEMENTS**
None
COMMENTS FROM LEGAL SERVICES
Report is required in terms of the SLA concluded between KM and WESGRO

RECOMMENDATION OF THE ACTING MUNICIPAL MANAGER

That the WESGRO report for the period May 2020 to July 2020 as required by the Service Level Agreement, be noted.

APPENDIX / ADDENDUM

Annexure A: WESGRO Progress Report
Annexure B: WESGRO Progress Report Presentation
Annexure C: WESGRO Budget Summary

File Number:
Execution: Director Planning & Development
Manager Economic Development
Knysna Municipality
Section 80 Report
Governance & Economic Development

visit knysna

Visit Knysna - a division of Wesgro

Reporting period:
May to July 2020

Quarterly report submitted to KM Economic Development

Undated 23 July 2020

“You do not build a destination for visitors: you build a destination for yourself. But you build it smartly and sophisticatedly enough so that visitors are attracted to it. It has to work for you. It has to work for your culture.”
Bill Geist, author of Destination Leadership for Boards and a contributor to Fundamentals of Destination Marketing
ADMINISTRATION:
OFFICE:

WESGRO update
At the end of June, Margie Whitehouse, due to a change in personal circumstances caused by the Coronavirus pandemic, left the employ of Wesgro. Labeeqah Schuurman is Acting Marketing Manager until the new appointment.

Municipal Account & Lease:
The new copy of the lease has been signed (again) by Wesgro and submitted now to the Knysna Municipality’s Head: Properties for signatures by the relevant Knysna Municipality officials. ONGOING.

We are still querying the Water & Lights account with the properties department. ONGOING.

COVID-19: Office operations
Visit Knysna aligned to Wesgro’s 3-Tiered response to the COVID-19 pandemic. Details are given further in the report**.

STAKEHOLDERS
Advisory Board
Informal advisory board meetings have been held monthly. However, under the guidance of Acting CEO, Labeeqah Schuurman, she has requested the following process with the board:

- Special Advisory Board Meeting: held 15 July 2020
- Governance meeting to be held with Knysna Municipality’s Economic Development department
- Terms of Engagement: discussion to be held with Advisory Representatives, including deliverables against KMs Service Level Agreement (SLA) with Wesgro
- Workshop to be held with Advisory Representatives

Visit Knysna - Newsletters:
Since the initial lock down, newsletters have been distributed more frequently, relaying communication relevant to the tourism industry stakeholders.
MARKETING STRATEGIES:
Westgro’s 3-tiered response to COVID-19**:
1. Containment
2. Adaptation
3. Recovery

1. CONTAINMENT

OFFICE
- Office closed / staff working remotely
  - Telephone forwarding
  - Email responses continued

MARKETING
- Billboard / Event panels changed: activity promotion / stay home
- Social Media:
  - Bucket list ideas #bucketlist
  - Featuring local
  - Fun facts
  - Nostalgia
  - Website adjusted to support COVID-19: banner / supportbusiness.co.za
- Radio adverts adjusted to lockdown
- Video: stay home

2. ADAPTATION

OFFICE
- Database updates (to port to CRM)
  - Stakeholders, incl local tourist guides
  - Events
  - Trade
  - Media

- Newsletters to stakeholders
  - March: x 9
  - April: x 6
  - May: x 7
  - June: x 5
  - July: x 2 to date

Visit Knysna – Section 80 Report: May - July 2020
REPURPOSED BUDGET

- Presented to KM Director Planning & LED Manager
  - 11 May 2020
- Presented to Advisory Board
  - 12 May 2020
- Agenda item on Knysna Municipality Meetings
  - 28 May 2020 | then deferred to the 4 June 2020 meeting.
  - Presented again on 7 July 2020 to Section 80
    - Possible Summer Campaign to stimulate Industry - to discuss with stakeholders

REPURPOSED BUDGET ITEMS

After regular participation in the KM JOC and situational needs review, we proposed a Strategy 7 to an updated Business Plan:

- Campaign to stimulate economy  (R 400,000.00)
- Recovery: Trade hosting  (R 280,000.00)
- Purchase & supply of face masks - community  (R 150,000.00)
- “One Day” Campaign - virtual tourist guides  (R 170,000.00)
- Identify needs with KAA and GKBC  (R 100,000.00)
- Situation re-evaluation – ongoing, with JOC

WITH WESGRO: Value for Money partnership

- Bi-/Semiweekly engagements with DMO
- Weekly engagement: all units
- Bi-weekly Senior Managers meeting
- Reference to [www.supportbusiness.co.za](http://www.supportbusiness.co.za)
  - Funding applications
  - Essential services travel / quarantine facilities
- Research discussions:
  - Forward planning: Survey questionnaire / free wifi access
- CRM
  - Integrating all databases into system
MARKETING - VISIT KNYSNA

• **STAY HOME Video** – compiled during Lock Down

[Image: A view of a coastal landscape with text: "WE HAVE A PLENTY SHARE OF NATURAL BEAUTY"

- Showcasing natural beauty
- Familiarity and share of voice when people can’t travel
- **Call out to Stakeholders to collaborate on footage** (Greater Knysna community provided content)
- Social media drive

• **One Day Virtual Tours** – local tourist guides: x 12 greater Knysna area

<table>
<thead>
<tr>
<th>Tour Guide</th>
<th>Tour Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Michelle Lencoe</td>
<td>Sedgefield Community tours &amp; refer to paragliding and beaches / Gericks Point (mosaics not included)</td>
</tr>
<tr>
<td>Evelyn Pepler</td>
<td>Close encounter whale watching &amp; marine eco tours</td>
</tr>
<tr>
<td>Nicole Tunner</td>
<td>Featherbed Eco Tour (Featherbed Nature Reserve)</td>
</tr>
<tr>
<td>Helen Persello</td>
<td>Knysna Forest Eco Tours (to mention activities of hiking, biking &amp; Scootours)</td>
</tr>
<tr>
<td>Brother Zeb: Dawie Afrikaner</td>
<td>Rastafarian culture tour</td>
</tr>
<tr>
<td>Jacky Weaver</td>
<td>Sedgefield Mosaic Art Tour</td>
</tr>
<tr>
<td>Andrew Averley</td>
<td>Knysna Photographic Tours: sunrise/sunset photo opportunities, beaches, forests &amp; birdlife</td>
</tr>
<tr>
<td>Penny Mainwaring</td>
<td>Xhosa cultural tour (with Ella, if possible), incl drumming, cuisine, beads &amp; dress</td>
</tr>
<tr>
<td>Anita Best</td>
<td>Knysna Township tour (lookout, shebeen visit, mata, drumbeat &amp; grandmother visit)</td>
</tr>
<tr>
<td>Mandy Stubbs</td>
<td>Knysna: incl Tepas Oysters, bike tour of Leisure Isle, Heads &amp; lookout</td>
</tr>
<tr>
<td>Mark Dixon</td>
<td>Moonlight Meander, Sedgefield: PODCAST</td>
</tr>
<tr>
<td>Ypie Kingma</td>
<td>Greater Knysna tour (long tour)</td>
</tr>
</tbody>
</table>

• **Restaurant Guide**: continuously updated

• **Social Media – ongoing schedule**:  
  • #OneDay in Knysna - #Bucketlist Ideas  
  • Introducing local: person and / or business  
  • Today’s View from greater Knysna (daily post)  
  • #Did You Know – fun facts and stories  
  • Upcoming events

Visit Knysna – Section 80 Report: May - July 2020
3. RECOVERY

OFFICE
• Staff (most) returned to office
• PPE in place
• Sedgefield: info infrastructure upgrade
• Business Desk
  • for local business owners to utilize free of charge for internet access: business interactions

With Wesgro
• Ongoing internal meetings: various & all units
• DMO & Marketing: recovery plan for Western Cape
• Marketing Campaign, including Visit Knysna

INTEGRATED APPROACH TO LOCAL AND PROVINCIAL
DMO MODEL THAT ENSURES VALUE FOR MONEY, INCL:

• Operations:
  • Accessibility to the broader Wesgro team
  • Inclusion in marketing and communications meetings and weekly media meeting for cross-selling and collaboration; e.g. Knysna Oyster Festival press releases
  • Inclusion in tourism destination marketing meetings; e.g. Knysna Virtual Tours

• Governance and accountability:
  • Section 80 compliance i.e. MFMA
  • Stakeholder relations

VISIT KNYSNA – TOURISM ACTIVATIONS IN PROGRESS

• Marketing Highlights:
  • Visit Knysna website, including virtual event options
  • Full CI (corporate identity) roll-out
  • Inclusion in tactical comms: i.e. Madiba Day Content Plan
  • SATSA Fam -- October 2020

• Tourism Marketing COVID-19 support:
  • Cloth masks for distribution to the community
  • One day virtual tours
  • Support to GDBC & KAA
  • Campaign design and implementation to stimulate and rebuild the industry
  • Further identification of support to local business
• **Virtual Knysna Oyster Festival:**
  • Press Releases
  • New Website
  • Event Programme
    • Technical team
    • Events
  • Social Media
    • Influencers
    • Celebrity appearances
  • Promotion
    • Radio adverts
    • Local advertising
    • Social media advertising
  • Sponsors
    • Visit Knysna
    • Wesgro
    • AlgoaFM – media partner
    • KnysnaOn

• **One Day campaign – expanding**
  • Billboards – to be updated
  • One Day in Knysna / Sedgefield / Brenton, Rheenendal / etc

• **New website**: local service provider appointed

• **Selfie Frames** :
  • Submitted to Knysna Municipality Aesthetics Committee

• **Trade relations**
  • Newsletters

• **Route / Niche flyers**
  • Cycling
  • Timber
  • Mosaic
  • Tourist guides / Tour offerings
### Service Level Agreement with Kynsna Municipality

#### AGENDA

**10 SEPTEMBER 2020**

1. **Strategic Framework**
   - **Marketing Strategy**
     - Social Media & Digital Marketing Strategy
     - Retail and e-commerce platform development:
       - chronology:
         1. Research:
            - Case study: Kynsna Experience
            - Social media:
              - Facebook, Instagram, LinkedIn
        2. Development:
           - Scope:
             - Development:
               - Website
               - Social media:
                 - Facebook
                 - Instagram
               - Mobile applications
           - Platforms:
             - Website:
               - Development:
                 - Online store
                 - Booking
               - Mobile applications:
                 - Kynsna Experience
               - App:
                 - UX/UI design
             - Social media:
               - Campaign:
                 - Online store
                 - Mobile applications
             - Mobile applications:
               - Design:
                 - UX/UI design
                 - Development:
               - Launch:
                 - Marketing:
                   - Social media:
                     - Engagement:
                     - Advertising campaigns
                     - Content creation
             - Mobile applications:
               - Design:
                 - UX/UI design
               - Development:
               - Launch:
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                     - Advertising campaigns
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               - Development:
               - Launch:
                 - Marketing:
                   - Social media:
                     - Engagement:
                     - Advertising campaigns
                     - Content creation

2. **Creative Platform**
   - Debut release:
   - 1st quarter:
     - Website:
       - Launch:
         - Kynsna Experience
     - Mobile applications:
       - Launch:
         - UX/UI design
         - Development
     - Social media:
       - Launch:
         - Engagement:
         - Advertising campaigns
         - Content creation
     - Website:
       - Launch:
         - Kynsna Experience
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3. **Marketing Implementation Plan**
   - To promote interest, commitment and partnership to and greater Kynsna area
   - Strategies:
     1. Promote the greater Kynsna area
     2. Improve the attraction (greater Kynsna)
     3. Target market:
       - Travel
     4. Social media & Digital (not all use)
     5. Website:
       - Development:
         - Online store
         - Booking
     6. Mobile applications:
       - Kynsna Experience
     7. App:
       - UX/UI design
     - Budget allocation per 1. Strategies, with J. Nollet:
       1. Event management (J. Nollet)
       2. Digital marketing (J. Nollet)
       3. Social media & Digital (not all use)
     - Additional strategies:
       1. COVID-19 support:
         - Campaign design and implementation to stimulate tourism and support the industry, to be determined with the Kynsna Tourism and Cordova with stakeholders.
         - Social media:
           - Advertising:
             - Content creation
           - Mobile applications:
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               - Social media:
                 - Engagement:
                 - Advertising campaigns
                 - Content creation

4. **Branding Framework**
   - Yaro Kynsna:
     - Launch:
       - Brand identity
       - Website:
         - Design:
           - UX/UI design
         - Development
       - Mobile applications:
         - Design:
           - UX/UI design
           - Development
         - Launch:
           - Marketing:
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Visit Kynsna – Section 80 Report: May - July 2020
# Service Level Agreement with Knysna Municipality

<table>
<thead>
<tr>
<th>No.</th>
<th>Final Document</th>
<th>List of services in SLA</th>
<th>Description of Services in SLA</th>
<th>Status Update</th>
<th>Reproduced due to COVID-19</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Marketing Strategy</td>
<td>Event Marketing Strategy</td>
<td>As per NO.4 Point 4: Promote awareness in order to attract leisure and business tourism stakeholders.</td>
<td>Eventmmc in partnership with Knysna Tourism,Knysna Business Improvement District (BID)</td>
<td>Media funding provided. Social media promotion.</td>
</tr>
<tr>
<td>2</td>
<td>Marketing Strategy</td>
<td>Tourism Trade Strategy</td>
<td>As per NO. 4 Point 2: Develop a detailed and feasible mechanism to ensure that the submissions are made for promotion.</td>
<td>Marketing materials: platforms for promotion.</td>
<td>Media funding provided.</td>
</tr>
<tr>
<td>3</td>
<td>Knysna Municipality EDTA</td>
<td>Quarterly Advisory Engagements</td>
<td>To provide an overview of the services offered by the local authority.</td>
<td>Identifying stakeholders and identifying potential for marketing opportunities.</td>
<td>Media funding provided.</td>
</tr>
<tr>
<td>4</td>
<td>Knysna Municipality EDTA</td>
<td>Quarterly Stakeholder Engagements</td>
<td>Engagement in marketing opportunities.</td>
<td>Collaboration with local tourism stakeholders.</td>
<td>Media funding provided.</td>
</tr>
<tr>
<td>5</td>
<td>Knysna Municipality EDTA</td>
<td>Quarterly Reports to KTM Secretariat</td>
<td>Prepare, monitoring and evaluation report detailing the provision of services which will be comprehensive enough to enable the municipality to review whether the agreement is in compliance with the agreement, with ongoing reviews.</td>
<td>Proposed KPMG report - Business Plan.</td>
<td>Media funding provided.</td>
</tr>
<tr>
<td>6</td>
<td>Knysna Municipality EDTA</td>
<td>Quarterly reports to Local Committee</td>
<td>Supply materials for events and functions.</td>
<td>Expanded content includes all activities, events, programs, meetings, attractions.</td>
<td>Media funding provided.</td>
</tr>
</tbody>
</table>

*Visi Knysna – Sector 50 Report: May - July 2020.*
<table>
<thead>
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</tr>
</thead>
<tbody>
<tr>
<td>11</td>
<td>Marketing Strategy</td>
<td>10.0.5.5.5</td>
<td>Management of printing, application and removal of vehicle graphics</td>
<td>Billboards are not applied sufficiently or effectively due to lack of</td>
<td>EMERGENCY write-off of £5,500, no uplift</td>
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## PLANNING AND DEVELOPMENT COMMITTEE MEETING AGENDA

**10 SEPTEMBER 2020**

### FINANCE:

Service Level Agreement with Kynysa Municipality

**STRATEGIC FRAMEWORK / BUSINESS PLAN: 2019-2029**

Approved in 2019

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**TOTALES**

R 4,020,000.00 - R 3,638,692.48 = R 381,307.52

- Budget minus Actual: R 660,307.52
- ITD Refund: R 80,000.00
- Possible Insurance Refund: R 44,600.00
- Total: R 784,907.52

- Website: R 927,899.00
- Self Frames: R 205,000.00
- Office security gates: R 76,494.09
- Total: R 1,209,493.09

Over spend: 2019/20: R 4,408.06

Under spend: 2018/19: R 221,679.09

Total under spend to be reallocated to Event Marketing for 2020/21: R 227,457.94
Visit Knysna
da division of Wesgro

Strategy vs Budget Report to
Knysna Municipality
Governance & Economic Development
Section 80 meeting
Tuesday, 6 August 2020
Report from May to July 2020

Updated 23 July 2020
Wesgro: 3-Tiered response to COVID-19

- 1) Containment
- 2) Adaptation
- 3) Recover
1. CONTAINMENT
OFFICE

• Office closed / staff working remotely
  • Telephone forwarding
  • Email responses continued

MARKETING

• Billboard / Event panels changed: activity promotion / stay home
• Social Media:
  • Bucket list ideas #bucketlist
  • Featuring local
  • Fun facts
  • Nostalgia
  • Website adjusted to support COVID-19: banner / supportbusiness.co.za
• Radio adverts adjusted to lockdown
• Video: stay home
2. ADAPTATION
OFFICE

• Database updates (to port to CRM)
  • Stakeholders, incl local tourist guides
  • Events
  • Trade
  • Media

• Newsletters to stakeholders
  • March : x 9
  • April : x 6
  • May : x 7
  • June : x 5
  • July : x 2 to date
REPURPOSED BUDGET

• Presented to KM Director Planning & LED Manager
  • 11 May 2020

• Presented to Advisory Board
  • 12 May 2020

• Agenda item on Knysna Municipality Meetings
  • 28 May 2020 | then deferred to the 4 June 2020 meeting.
  • Presented again on 7 July 2020 to Section 80
    • Possible Summer Campaign to stimulate industry: to discuss with stakeholders
REPURPOSED BUDGET ITEMS

After regular participation in the KM JOC and situational needs review, we proposed a Strategy 7 to an updated Business Plan:

- Campaign to stimulate economy (R 400 000.00)
- Recovery: Trade hosting & industry support (R 280 000.00)
- Purchase & supply of face masks - community (R 150 000.00)
- “One Day” Campaign - virtual tourist guides (R 170 000.00)
- Identify needs with KAA and GKBC (R 100 000.00)

- Situation re-evaluation – ongoing, with JOC
WITH WESGRO : Value for Money partnership

- Bi- / Semiweekly engagements with DMO
- Weekly engagement : all units
- Bi-weekly Senior Managers meeting
- Reference to www.supportbusiness.co.za
  - Funding applications
  - Essential services travel / quarantine facilities
- Research discussions :
  - Forward planning : Survey questionnaire / free wifi access
- CRM
  - Integrating all databases into system
WITH WESGRO - cont

- Repatriation programme
  - Knysna Heads photo to the back of all ‘farewell gift packs’

- Presentations – incl zoom virtual background
Cape Cycle Routes: Cross Cape

fifth route: Karoo Crossing route in progress to start at Knysna
WITH WESGRO - cont

Cape Cycle Routes social media platforms
WITH WESGRO - cont

Cape Cycle Routes
For more information on Cape Cycle Routes visit www.capescifronte.co.za

Cape Town
The scenic Cape Cycle route is the perfect way to see the Western Cape. Stretching from Hout Bay to the Garden Route to Stellenbosch in the Cape Winelands, you will be challenged by long, steep climbs and rewarded with fantastic views out to sea.

Day 1: Pebble Beach Bay to Cape Town
Begin your trip in the coastal town of Hout Bay and enjoy dinner at Charlie's restaurant, to get in some much-needed rest before you're on your feet. Your first day of riding will be a good sign of what to expect for the duration of your trip. Steep climbs - a mix of sea and dirt - to start you off, before your legs are given rest on some flat downhill sections. Keep an eye out for the nosotros birds; stop by the indigenous forest, before taking on one last big climb and then arrival down hill to the overnight stay.

Once in Cape Town, make sure you eat out for a treat before heading out to dinner at the Cape Dine, located at the kayhara waterfront.

Day 2: Fish Hoek to Muizenberg
Start your ride with scenic views of the ocean before turning off onto some gentle open track along the coastal road. A mix of small climbs, this section of the route offers a great mix of indigenous forest, dunes, and country roads. Before finishing up in the town of George.

Make sure you book a room at the Sunset Golf Estate. Don't come late in the game; enjoy some drinks at the club house before heading back to La Romance for dinner and an early rest. Start up in the morning with a fabulous buffet breakfast at La Romance before heading back to your site and the track.
WITH WESGRO - cont
WITH WESGRO - cont

Z男神 Competition Itineraries

GARDEN ROUTE & KLEIN KAROO

Day 1 | Knysna

Knysna Heads Adventure
www.oceanoyssey.co.za/tours/knysna-heads-adventure

Lunch at Cruise Café
www.knysnafeatherbed.com

Gin-tasting at Knysna Gin Distillery
www.knysna-gin.com

Dinner experience: Paddle Cruiser Dinner Experience
www.knysnafeatherbed.com/paddle-cruiser.html

Stayover: The Turbine Hotel
www.turbinehotel.co.za

Dinner experience at Zachary's Bistro
https://pecuarihotel.com/restaurants

Day 2 | Knysna

Breakfast Elephant Walk at Knysna Elephant Park
www.knysnafeatherbedpark.co.za/elephant-walks

Lunch: Drydock Restaurant & Terrace
www.drydock.co.za

Stoep tour Knysna Forest
www.oceanoyssey.co.za/knysna-forest

Dinner experience at Zachary's Bistro
www.pecuarihotel.com/restaurants

Stayover: Pecuari Resort Hotel
www.pecuarihotel.com
Stay Home Video during Lock Down

- Showcasing natural beauty
- Familiarity and share of voice when people can’t travel
- Call out to Stakeholders to collaborate on footage (Greater Knysna community provided content)
- Social media drive
MARKETING – cont

• One Day Campaign:
  12 x local Tourist Guides – virtual tours
PLANNING AND DEVELOPMENT COMMITTEE MEETING

AGENDA

10 SEPTEMBER 2020
MARKETING – cont
MARKETING – cont

• Social Media – ongoing schedule:
  • #OneDay in Knysna - #Bucketlist Ideas
  • Introducing local: person and/or business
  • Today’s View from greater Knysna (daily post)
  • #Did You Know – fun facts and stories
  • Upcoming events
MARKETING – cont

- Restaurants guide
  - Level 3: updates
3. RECOVERY
OFFICE

• Staff (most) returned to office
• PPE in place
• Sedgefield : info infrastructure upgrade
• Business Desk
  • for local business owners to utilize free of charge for internet access : business interactions

With Wesgro

• Ongoing internal meetings : various & all units
• DMO & Marketing : recovery plan for Western Cape
• Marketing Campaign, including Visit Knysna
INTEGRATED APPROACH TO LOCAL AND PROVINCIAL DMO MODEL THAT ENSURES VALUE FOR MONEY, INCL:

• Operations:
  - Accessibility to the broader Wesgro team
  - Inclusion in marketing and communications meetings and weekly media meeting for cross-selling and collaboration; e.g. Knysna Oyster Festival press releases
  - Inclusion in tourism destination marketing meetings; e.g. Knysna Virtual Tours

• Governance and accountability:
  - Section 80 compliance i.t.o MFMA
  - Stakeholder relations
VISIT KNYSNA – TOURISM ACTIVATIONS IN PROGRESS

• Marketing Highlights:
  - Visit Knysna website, including virtual event options
  - Full CI (corporate identity) roll-out
  - Inclusion in tactical comms: i.e. Madiba Day Content Plan
  - SATSA Fam – October 2020

• Tourism Marketing COVID-19 support:
  - Cloth masks for distribution to the community
  - One day virtual tours
  - Support to GKBC & KAA
  - Campaign design and implementation to stimulate and rebuild the industry
  - Further identification of support to local business
MARKETING – Visit Knysna

• Virtual Knysna Oyster Festival:
  • Press Releases
  • New Website
  • Event Programme
    • Technical team
    • Events
  • Social Media
    • Influencers
    • Celebrity appearances
  • Promotion
    • Radio adverts
    • Local advertising
    • Social media advertising
  • Sponsors
    • Visit Knysna
    • Wesgro
    • AlgoaFM – media partner
    • KnysnaOn
MARKETING – now and ongoing

- One Day campaign – expanding
  - Billboards – to be updated
  - One Day in Knysna / Sedgefield / Brenton, Rheenendal / etc

- **New website**: local service provider appointed

- **Selfie Frames**:
  - Submitted to Knysna Municipality Aesthetics Committee

- **Trade relations**
  - Newsletters

- **Route / Niche flyers**
  - Cycling
  - Timber
  - Mosaic
  - Tourist guides / Tour offerings
## Service Level Agreement with Kynuna Municipality

### STRATEGIC FRAMEWORK / BUSINESS PLAN - 2019-2029

Approved in 2019

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- **Budget minus Actual**
  - R 660,539.40
- **IT’s Ireland**
  - R 80,000.00
- **Travel/Insurance Reimbursed**
  - R 64,500.00
- **Total**
  - R 754,979.40

### Websites
- R 617,998.99

### Self Printed
- R 226,390.00

### Office security gates
- R 76,944.09

**Total**
- R 858,935.08

**Over spend 2019/20**
- R 4,439,00

**Under spend 2019/20**
- R 291,878.88

**Total under spend to be reallocated to Invest**
- R 287,457.94

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**72 | Page**
### PLANNING AND DEVELOPMENT COMMITTEE MEETING

**AGENDA**

**10 SEPTEMBER 2020**

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**TOTAL:**

R 4 620 000,00 | R 521 648,00 | R 4 098 352,00

**Total under spend to be reallocated to Event Marketing for 2020/21 as well as additional budget amounts:**

R 227 467,94
#SouthAfricaIsTravelReady
#IamTourism

Thank you

Colleen Durant
Visit Knysna: General Manager (WESGRO)
GM@VisitKnysna.co.za
044 382 5510 / 083 786 7559
## PLANNING AND DEVELOPMENT COMMITTEE MEETING

**AGENDA**

10 SEPTEMBER 2020

### 1. Strategic Framework

#### Brand and Marketing Strategy for Destination and International Tourism

- Brand: Kyrenia - destination & international marketing campaigns
- Objectives: create awareness, generate interest, and establish the Kyrenia brand.

**Status/Update:**

- Work on the Kyrenia brand strategy and marketing plan.
- Updated the brand strategy and marketing plan.

**Revised due to COVID-19:**

- New strategies to accommodate virtual events.
- Additional online seminars approved for virtual events.

### 2. Marketing Strategy

- Classic media and social media campaigns for destination marketing.
- Emphasis on digital and social media platforms.

**Tactics:**

- Social media campaigns for destination marketing.
- Videos for Kyrenia tourism.
- Kyrenia travel fair.

**Adv enumeration:**

- Social media campaigns for destination marketing.
- Videos for Kyrenia tourism.
- Kyrenia travel fair.

### 3. Strategic Framework

- Creative Plan
  - Objective: develop a brand identity.
  - Use case: create a brand identity for Kyrenia.

**Tactics:**

- Create a brand identity.
- Develop a brand identity.

**Adv enumeration:**

- Create a brand identity.
- Develop a brand identity.

### 4. Marketing Strategy

- Marketing Implementation Plan
  - Objective: implement and monitor the Marketing Implementation Plan.
  - Strategies:
    - Social media campaigns
    - Online events

**Tactics:**

- Implement and monitor the Marketing Implementation Plan.
- Online events.

**Adv enumeration:**

- Implement and monitor the Marketing Implementation Plan.
- Online events.

### 5. Strategic Framework

- Brand Manual
  - Objective: create a brand manual for Kyrenia.
  - Strategies:
    - Develop a brand identity.
    - Implement the brand identity.

**Tactics:**

- Develop a brand identity.
- Implement the brand identity.

**Adv enumeration:**

- Develop a brand identity.
- Implement the brand identity.
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<td>Description of Services in SLA</td>
<td>Status/Update</td>
<td>Recommendations due to COVID-19</td>
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<tr>
<td>13</td>
<td>Marketing Strategy</td>
<td>Cricket: Team Target - Deliverable</td>
<td>Management of playing, application and removal of event schedule</td>
<td>Deliverables are not robust enough to effectively track the progress of</td>
<td>OSH: Hire R1 to 30/- per week.</td>
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<td>(1) Deliverables (not exceeding)</td>
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<td>(2) Media</td>
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<td>(3) Trade</td>
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<td>(4) Events</td>
<td></td>
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<tr>
<td>14</td>
<td>Strategic Framework</td>
<td>Stakeholder Data Update</td>
<td>Stakeholders: 1) Stakeholders (not exceeding)</td>
<td>Ongoing updates with regular engagement to increase</td>
<td>New website: OSH: Content Management Systems</td>
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<td>2) Media</td>
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<td>3) Trade</td>
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<td>4) Events</td>
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<tr>
<td>15</td>
<td>Marketing Strategy</td>
<td>Visitor Information Centre / Visitor Experience</td>
<td>Office hours information, mail/Sage/Presta (SLA with Fjordline)</td>
<td>More (continued): Prioritise Mail: interest in route information and promotion.</td>
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<td>Research</td>
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<td>16</td>
<td>Kynsna Municipality SLA</td>
<td>Membership</td>
<td>Agreement at last consultation. 17 March 2020: went ahead for tendering</td>
<td>Not yet achieved</td>
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<td></td>
<td>organisation: SLA is present for granting Kynsna and Maritime representation at all stakeholder events, meetings, etc.</td>
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<td></td>
<td>Agreement: Also interested in proposal for Maritime representation</td>
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<td>Office hours in terms of benefit of meetings, stakeholder meetings</td>
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<td>17</td>
<td>Strategic Framework</td>
<td>Trafic Research</td>
<td>Newspaper reader, online reader</td>
<td>Traffic: Branding (DBE annual report)</td>
<td>In conjunction with the Kynsna Municipality further identification of</td>
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<td>Survey</td>
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<td></td>
<td>Content research: Expansion research to include information from market, NAP and more, with NAP update.</td>
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<td>Kynsna Municipality SLA</td>
<td>Cape Towin Air Access Joint Marketing</td>
<td>Need to start discussion with JACSHA (Air Access Team)</td>
<td>Established relationships through JACSHA: opportunity for promotion with stakeholders.</td>
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<tr>
<td>19</td>
<td>Marketing Strategy</td>
<td>Joint Marketing with SAA</td>
<td>In-store, in-flight, opportunities for joint marketing and promotion (e.g. strategies 1, 2, 3, 4, and 5)</td>
<td>Identified opportunities and ideas for market and design (e.g. P1, P2, P3, and P4, and strategies 1, 2, 3, and 5)</td>
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<td>In-store, direct marketing, media hosting, direct marketing</td>
<td>In-store, direct marketing, media hosting, direct marketing</td>
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<td>20</td>
<td>Marketing Strategy</td>
<td>Joint Marketing with Private Sector and Associations</td>
<td>Identified opportunities for joint marketing and promotion (e.g. strategies 1, 2, 3, and 4)</td>
<td>In-store, direct marketing, media hosting, direct marketing</td>
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<td>In-store, direct marketing, media hosting, direct marketing</td>
<td>In-store, direct marketing, media hosting, direct marketing</td>
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<td>21</td>
<td>Kynsna Municipal SLA</td>
<td>Joint Consultancy Services</td>
<td>In-line with Kynsna Municipality, targets and job satisfaction requirements (e.g. expectations)</td>
<td>All operating targets required, financially and efficiently, increased projects, marketing and marketing</td>
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## PLANNING AND DEVELOPMENT COMMITTEE MEETING AGENDA

10 SEPTEMBER 2020

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<th>No.</th>
<th>Deliverables</th>
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<td>Awareness Marketing</td>
<td>R 167,947.55</td>
<td>R 149,331.29</td>
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<td>Attractiveness</td>
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<td>R 245,449.00</td>
<td>R 86,551.00</td>
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<td>Trade &amp; Consumer Partners</td>
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<td>R 608,133.33</td>
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<td>Social Media &amp; Digital</td>
<td>R 155,000.00</td>
<td>R 59,556.00</td>
<td>R 95,444.00</td>
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**TOTALS**

| Budget minus Actual | R 4,200,000.00 | R 3,026,992.00 | R 1,173,008.00
| ITB Refund          | R 80,000.00    |                |                |
| Positive Insurance Refund | R 44,000.00 |                |                |
| **Total**           | R 784,974.02  |                |                |
| Website             | R 507,939.59  |                |                |
| Staff Frames        | R 205,300.00  |                |                |
| Office security gates | R 76,500.00 |                |                |
| **Total**           | R 789,739.09  |                |                |
| **Over spend 2019/20** | R 4,429.06 |                |                |
| **Under spend 2018/19** | R 231,878.00 |                |                |
| Total under spend to be reallocated to Event Marketing for 2020/21 | R 227,457.04 |                |                |
## Repurposed Strategic Framework / Business Plan: 2020 - 2021

### Planning and Development Committee Meeting Agenda

**10 September 2020**

<table>
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<tr>
<th>No.</th>
<th>Deliverables</th>
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<th>Actuals</th>
<th>Difference</th>
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<td>R 358 408,00</td>
<td>R 1 830 492,00</td>
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<td>Operational Costs</td>
<td>R 2 835 900,00</td>
<td>R 28 500,00</td>
<td>R 2 557 400,00</td>
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<td>Awareness Marketing</td>
<td>R 1 865 733,00</td>
<td>R 1 960,00</td>
<td>R 192 500,00</td>
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<td>4</td>
<td>Attractiveness (incl walking/cycle signage)</td>
<td>R 2 859 687,00</td>
<td>R 4 800,00</td>
<td>R 2 859 687,00</td>
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<td>5</td>
<td>Trade &amp; Consumer Partners</td>
<td>R 350 000,00</td>
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<td>Event Marketing (incl KOF 2021)**</td>
<td>R 70 000,00</td>
<td>R 70 000,00</td>
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<td>Business Events Marketing</td>
<td>R 135 000,00</td>
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<tr>
<td>8</td>
<td>Social Media &amp; Digital</td>
<td>R 1 100 000,00</td>
<td>R 100 000,00</td>
<td>R 1 000 000,00</td>
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</table>

|       | Totals                                            | R 4 520 900,00 | R 523 888,00 | R 4 096 332,00 |

Total under spend to be reallocated to Event Marketing for 2020/21 **in addition to budgeted amount.**

R 237 457,94
### REPORT FROM DIRECTOR: PLANNING AND DEVELOPMENT

#### PURPOSE OF THE REPORT

To report on the budgeted performance of the Land Use Management division for July 2020.

#### BACKGROUND

Council approved the Budget and Service Delivery and Budget Implementation Plan (SDBIP) for the Land Use Management division in June 2020.

#### DISCUSSION

The attached report is submitted for consideration.

#### BUDGET IMPLICATIONS

N/A

#### RELEVANT LEGISLATION

The following legislation are applicable:

1. The Spatial Planning and Land Use Management Act, 2013 (Act 16 of 2013)
2. The Western Cape Land Use Planning Act, 2014 (Act 3 of 2014)
3. The Knysna Municipality By-law on Municipal Land Use Planning (2016)

#### COMMENTS FROM THE MUNICIPAL MANAGER

The report is noted.

#### COMMENTS FROM CORPORATE SERVICES

None

#### COMMENTS FROM FINANCIAL SERVICES

Noted

#### COMMENTS FROM TECHNICAL SERVICES

Noted

#### COMMENTS FROM COMMUNITY SERVICES

Noted. No further comments

#### COMMENTS FROM PLANNING AND DEVELOPMENT

For consideration

#### COMMENTS FROM INTEGRATED HUMAN SETTLEMENTS

Noted

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**P&D07/09/2020**

**LAND USE MANAGEMENT DIVISION – JULY REPORT**
COMMENTS FROM LEGAL SERVICES
No Comment

RECOMMENDATION OF THE ACTING MUNICIPAL MANAGER

That the Land Use Management Departmental Performance Report for July 2020 be noted.

ADDENDUMS
Town Planning Quarterly Report – July 2020
LAND USE MANAGEMENT DIVISION
JULY 2020 – REPORT

REPORT FROM DIRECTOR: PLANNING AND ECONOMIC DEVELOPMENT

PURPOSE OF THE REPORT
To report on the departmental performance for July 2020.

REPORT

SERVICE DELIVERY AND BUDGET IMPLEMENTATION PLAN (SDBIP):

<table>
<thead>
<tr>
<th>REF</th>
<th>STRATEGIC OBJECTIVE</th>
<th>KPI</th>
<th>UNIT OF MEASUREMENT</th>
<th>ANNUAL TARGET</th>
<th>QUARTER TARGET</th>
<th>ACHIEVED</th>
<th>COMMENT</th>
<th>REMEDIAL ACTION</th>
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<tr>
<td>D163</td>
<td>To encourage the involvement of communities in the matters of local government, through the promotion of open channels of communication</td>
<td>Zoning Scheme Finalised (TL’74)</td>
<td>Draft of final Zoning Scheme tabled to Council</td>
<td>Not Yet Due</td>
<td>N/A</td>
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<tr>
<td>D166</td>
<td>To encourage the involvement of communities in the matters of local government, through the promotion of open channels of communication</td>
<td>Spatial Development Framework (SDF)</td>
<td>The SDF Tabled</td>
<td>Not Yet Due</td>
<td>N/A</td>
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DECISIONS

DECISIONS ON LAND USE APPLICATIONS JULY 2020:

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<tr>
<th>NO</th>
<th>ERF NO</th>
<th>TYPE</th>
<th>DECISION MAKER</th>
<th>AUTHORISED OFFICIAL</th>
<th>DECISION DATE</th>
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<tr>
<td>1</td>
<td>Erf 9008 Knysna</td>
<td>Amendment of HOA Constitution</td>
<td>Approved</td>
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<td>2</td>
<td>Re/1509 Knysna</td>
<td>Rezoning &amp; Removal of Restrictions</td>
<td>Approved</td>
<td>18/5/20</td>
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<td>3</td>
<td>Erf 818 Knysna</td>
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<td>4</td>
<td>Erf 87, Bovindere</td>
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<td>Erf 3232, Knysna</td>
<td>Subdivision</td>
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<td>Erf 3619 Sedgefield</td>
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<td>18/5/20</td>
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PLANNING AND DEVELOPMENT COMMITTEE MEETING
AGENDA
10 SEPTEMBER 2020

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<td>7</td>
<td>Erf 16370 Krynsa</td>
<td>Amendment of SDP and Departure</td>
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<td>Departure &amp; Rezoning</td>
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<td>4021 Krynsa</td>
<td>Design Manual</td>
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<td>41 Rheemondal</td>
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<td>408 Krynsa</td>
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<td>Departure</td>
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<td>19</td>
<td>5044 Krynsa</td>
<td>Departure</td>
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APPLICATION PROGRESS STATISTICS:
Total Number of Active Applications: 161
Number of Applications Exceeding Process Timeframes: 74
- Oudenbos Planning Reports: 85
- Oudenbos Responses from Applicant: 7
- Oudenbos Comments from Authorities: 2

RECOMMENDATION
That the Land Use Management quarterly progress report for July 2020 be noted.
REPORT FROM DIRECTOR: PLANNING AND DEVELOPMENT

PURPOSE OF THE REPORT

To present the process plan for the development of overlay zones for Hornlee, Smutsville and Rheenendal.

BACKGROUND

During the process for the development of the zoning scheme for Knysna, the department undertook to develop overlay zones for certain areas to allow for the current densification requirements to enable formalized residential densification options.

DISCUSSION

The attached process plan for the development of the overlay zone is submitted for noting.

BUDGET IMPLICATIONS

N/A

RELEVANT LEGISLATION

The following legislation are applicable:

(i) The Spatial Planning and Land Use Management Act, 2013 (Act 16 of 2013)
(ii) The Western Cape Land Use Planning Act, 2014 (Act 3 of 2014)
(iii) The Knysna Municipality By-law on Municipal Land Use Planning (2016)
(iv) The Knysna Municipality Zoning Scheme By-law (2020)

COMMENTS FROM THE MUNICIPAL MANAGER
The report is noted.

COMMENTS FROM CORPORATE SERVICES
None

COMMENTS FROM FINANCIAL SERVICES
Noted

COMMENTS FROM TECHNICAL SERVICES
Noted

COMMENTS FROM COMMUNITY SERVICES
Noted. No further comments
COMMENTS FROM PLANNING AND DEVELOPMENT
For consideration

COMMENTS FROM INTEGRATED HUMAN SETTLEMENTS
Noted

COMMENTS FROM LEGAL SERVICES
No comment

RECOMMENDATION OF THE ACTING MUNICIPAL MANAGER

That the process plan for the development of the overlay zone for Hornlee, Smutsville and Rheenendal be noted.

ADDENDUMS

Process Plan for the Development of the overlay zone for Hornlee, Smutsville and Rheenendal
KNYSNA MUNICIPALITY
PLANNING & ECONOMIC DEVELOPMENT
TOWN PLANNING

The Development of a Draft Overlay Zone for Hornelee, Smutsville, Rheenendal

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(i) The project plan assumes a starting date of 01 September 2020 with an envisaged completion date for April/May 2021.
(ii) The completion date will be dependent on the public participation activities and outcomes of the planning process.
(iii) It is advised that the participation process coincide with the IDP engagements at ward-level in the 3rd quarter of the 2020/21.
(iv) Key stakeholders to be identified in conjunction with Ward Councillors to participate in workshop-style engagements.
(v) The conceptualisation phase will be undertaken with internal municipal departments to explore whether there are any other legal mechanism to achieve the objectives of the Overlay Zone.
(vi) Note that each column represents 2-weeks.
REPORT FROM DIRECTOR: PLANNING AND DEVELOPMENT

PURPOSE OF THE REPORT


BACKGROUND

Council approved the Budget and Service Delivery and Budget Implementation Plan (SDBIP) for the Division Economic Development June 2020.

DISCUSSION

The attached report shows the achievement of the division Economic Development against the departmental SDBIP targets and its expending of the budget in accordance with the performance indicated.

It should be noted that the post of the divisional Manager is currently vacant and that a request for the advertising of the vacancy had been submitted to the Human Resource Department.

BUDGET IMPLICATIONS

N/A

RELEVANT LEGISLATION

N/A

COMMENTS FROM THE MUNICIPAL MANAGER

The report is noted.

COMMENTS FROM CORPORATE SERVICES

The report is supported for discussion by the committee

COMMENTS FROM FINANCIAL SERVICES

Noted

COMMENTS FROM TECHNICAL SERVICES

Noted

COMMENTS FROM COMMUNITY SERVICES

Noted. No further comments

COMMENTS FROM PLANNING AND DEVELOPMENT

For consideration
COMMENTS FROM INTEGRATED HUMAN SETTLEMENTS
Noted

COMMENTS FROM LEGAL SERVICES
No comment

RECOMMENDATION OF THE ACTING MUNICIPAL MANAGER

That the Economic Development Department Departmental Performance Report for July 2020 be noted.

ADDENDUMS

Economic Development Quarterly Report – July 2020
### Economic Development Report – July 2020

#### ECONOMIC DEVELOPMENT: DEPARTMENTAL PERFORMANCE FOR JULY 2020

#### SERVICE DELIVERY AND BUDGET IMPLEMENTATION PLAN:

<table>
<thead>
<tr>
<th>SDIP REF</th>
<th>STRATEGIC OBJECTIVE</th>
<th>KPI</th>
<th>UNIT OF MEASUREMENT</th>
<th>ANNUAL TARGET</th>
<th>QUARTER TARGET</th>
<th>ACHIEVED</th>
<th>COMMENT</th>
<th>REMEDIAL ACTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>D 10</td>
<td>To create an enabling environment for social and economic development</td>
<td>Expanded Public Works Programme (EPWP)</td>
<td>Number of EPWP opportunities created.</td>
<td>2500</td>
<td>625</td>
<td>0</td>
<td>Not Yet Due</td>
<td>N/A</td>
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<tr>
<td>D 158</td>
<td>To create an enabling environment for social and economic development</td>
<td>SMME Training Programmes and Business Development Initiatives</td>
<td>Implement a minimum of 12 training and capacity building sessions.</td>
<td>12</td>
<td>3</td>
<td>0</td>
<td>Not Yet</td>
<td>N/A</td>
</tr>
<tr>
<td>D 159</td>
<td>To create an enabling environment for social and economic development</td>
<td>Investment Facilitation</td>
<td>Invest Knysna Brochure</td>
<td>1</td>
<td>1</td>
<td>0</td>
<td>Not Yet Due</td>
<td>N/A</td>
</tr>
<tr>
<td>D 160</td>
<td>To create an enabling environment for social and economic development</td>
<td>Timber Sector Industry Workshop</td>
<td>Coordination of Timber Industry Workshop</td>
<td>1</td>
<td>1</td>
<td>0</td>
<td>Not Yet Due</td>
<td>N/A</td>
</tr>
<tr>
<td>D 167</td>
<td>To create an enabling environment for social and economic development</td>
<td>SMME Web-based Toolkit</td>
<td>Development of an SMME toolkit</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>Achieved</td>
<td>N/A</td>
</tr>
<tr>
<td></td>
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</tr>
<tr>
<td><strong>168</strong></td>
<td>To create an enabling environment for social and economic development</td>
<td>Development</td>
<td>web portal and integrate with Keyana Municipality website.</td>
<td>1</td>
<td>1</td>
<td>0</td>
<td>Not Yet Due</td>
<td>N/A</td>
</tr>
<tr>
<td><strong>169</strong></td>
<td>To create an enabling environment for social and economic development</td>
<td>Niche Manufacturing/ light industrial growth strategy</td>
<td>Development of a Niche Manufacturing/ light Industrial growth strategy</td>
<td>1</td>
<td>1</td>
<td>0</td>
<td>Not Yet Due</td>
<td>N/A</td>
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<tr>
<td><strong>170</strong></td>
<td>To create an enabling environment for social and economic development</td>
<td>Implementation of Economic Development Strategy</td>
<td>Initiate 3 sector support initiatives in line with economic development strategy growth sectors.</td>
<td>3</td>
<td>1</td>
<td>0</td>
<td>Not Yet Due</td>
<td>N/A</td>
</tr>
<tr>
<td><strong>171</strong></td>
<td>To create an enabling environment for social and economic development</td>
<td>Implementation of Tourism Development Programme</td>
<td>Initiate First Phase Tourism Development Programme – pilot strategy interventions conducted.</td>
<td>1</td>
<td>Not Yet Due</td>
<td>N/A</td>
<td></td>
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</tbody>
</table>
# ECONOMIC DEVELOPMENT DEPARTMENT BUDGET & CASH FLOW REPORT 2019/2020

<table>
<thead>
<tr>
<th>#</th>
<th>MECOA SHORT CODE</th>
<th>PROGRAMME/PROJECT</th>
<th>BUDGET</th>
<th>ADJUSTED BALANCE</th>
<th>PROGRESS/COMMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>9/233-13-22</td>
<td>EPWP Grant</td>
<td>R 1,254,000</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>9/241-31-466</td>
<td>South Cape Economic Partnership</td>
<td>R119,000</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>9/233-113-400</td>
<td>SMME Incubation Programmes</td>
<td>R 200,000</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>9/233-113-407</td>
<td>SMME Training Programmes</td>
<td>R 40,000</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>9/233-113-464</td>
<td>Informal Trade</td>
<td>R 35,000</td>
<td>N/A</td>
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<tr>
<td>6</td>
<td>9/233-113-462</td>
<td>Industry Sector Support</td>
<td>R 250,000</td>
<td>N/A</td>
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<td>7</td>
<td>9/233-113-428</td>
<td>Tourism Function (Outsourced)</td>
<td>R 4,730,000</td>
<td>N/A</td>
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<tr>
<td>8</td>
<td>9/233-113-509</td>
<td>Investment Facilitation</td>
<td>R 400,000</td>
<td>N/A</td>
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</table>
7.10

P&D10/09/2020 MONTHLY PERFORMANCE REPORT JULY 2020

REPORT FROM THE DIRECTOR PLANNING AND DEVELOPMENT

PURPOSE OF THE REPORT

To report on the budgeted performance of the Environmental Management Department for the month of July 2020.

BACKGROUND

Council approved the Budget and Service Delivery and Budget Implementation Plan (SDBIP) for the Division Economic Development in July 2020.

DISCUSSION

The attached report illustrates performance of the division Environmental Management against its targets in relation to the approved SDBIP and its expenditure of the budget in accordance with the performance indicated.

BUDGET IMPLICATIONS

Capital budget: The Bid Specifications Committee Meeting for a new vehicle purchase has been completed and includes one LDV for Environmental Management.

Operational budget: Natural Resource Management teams started work on 9th July for a period of 12 months. River Health contracts expire on 23rd August 2020. Request submitted to HR 5/8/2020 for 23 new names from the unemployed database as follows:

Ward 8 - five
Ward 7 - five
Ward 3 - five
Ward 6 - five
Ward 11 – three

RELEVANT LEGISLATION

N/A

COMMENTS FROM THE MUNICIPAL MANAGER

The report is noted.

COMMENTS FROM CORPORATE SERVICES

The statutory report is supported for discussion by the Committee.

COMMENTS FROM FINANCIAL SERVICES

Report supported
COMMENTS FROM TECHNICAL SERVICES
Noted

COMMENTS FROM COMMUNITY SERVICES
Report to be incorporated in the agenda of the Community Services Section 80 meeting

COMMENTS FROM PLANNING AND DEVELOPMENT
For Consideration

COMMENTS FROM INTEGRATED HUMAN SETTLEMENTS
Noted

COMMENTS FROM LEGAL SERVICES
no comment

RECOMMENDATION OF THE ACTING MUNICIPAL MANAGER

That the Environmental Management Departmental Performance monthly Report 2020/21 be noted.

APPENDIX / ADDENDUM
ENVIRONMENTAL MANAGEMENT DIVISION
MONTHLY PERFORMANCE REPORT – JULY 2020

File Number: 9/1/2/13
Execution: Manager Environmental Management
ENVIRONMENTAL MANAGEMENT DIVISION
MONTHLY PERFORMANCE REPORT – JULY 2020

REPORT FROM DIRECTOR: PLANNING AND ECONOMIC DEVELOPMENT

PURPOSE OF THE REPORT

To report on the monthly progress of the Environmental Management department for July 2020.

REPORT

SERVICE DELIVERY AND BUDGET IMPLEMENTATION PLAN: Budget score codes to be confirmed by Budget office

The departmental targets for the 2020/21 financial year:

<table>
<thead>
<tr>
<th>REF</th>
<th>KPI NAME</th>
<th>UNIT OF MEASUREMENT</th>
<th>ANNUAL TARGET</th>
<th>QUARTER</th>
<th>ACHIEVED</th>
<th>EXPLANATION</th>
<th>REMEDIAL ACTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>D132</td>
<td>Alien Invasive Species clearing on municipal properties in the Greater Knysna Municipal area</td>
<td>Hectares cleared according to Invasive Plant Control Plan</td>
<td>100</td>
<td>25</td>
<td>11.7</td>
<td>There is a legal obligation to clear invasive alien plants from municipal owned land.</td>
<td></td>
</tr>
<tr>
<td>D133</td>
<td>Bongani Wetland rehabilitation</td>
<td>Completion of Phase 3 of the Bongani catchment rehabilitation programme: Environmental authorisations received for implementation of recommended rehabilitation measures</td>
<td>Environmental authorisations acquired</td>
<td>0</td>
<td>0</td>
<td>Due final quarter</td>
<td></td>
</tr>
<tr>
<td>D134</td>
<td>Climate Change Adaptation Plan Phase 1: Risk and Vulnerability Assessment presented to council for approval</td>
<td>Completed Risk and Vulnerability Assessment presented to council for approval</td>
<td>Completed Risk and Vulnerability Assessment</td>
<td>0</td>
<td>0</td>
<td>Due final quarter</td>
<td></td>
</tr>
</tbody>
</table>
PROJECT BUDGET JULY 2020:

CAPITAL BUDGET:
TOTAL: R342 000
R300 000 FOR VEHICLE PURCHASE
R42 000 FOR STORAGE CONTAINER PURCHASE

First bid specification committee meeting for purchase of new vehicles held 13/6/2020.

OPERATIONAL BUDGET:
TOTAL: R2 632 505

Operational budget: Natural Resource Management teams started work on 9th July for a period of 12 months. All tools, PPE and equipment to be purchased on RFQ in August.

River Health contracts expire on 23rd August 2020. Request submitted to HR 5/8/2020 for 23 new names from the unemployed database as follows:

Ward 8 - five
Ward 7 - five
Ward 3 - five
Ward 6 - five
Ward 11 - three

<table>
<thead>
<tr>
<th>SCOR Code</th>
<th>PROGRAMME NAME</th>
<th>BUDGET ALLOCATION</th>
<th>ITEMISED DESCRIPTION</th>
<th>SPENT</th>
<th>PROGRESS</th>
</tr>
</thead>
<tbody>
<tr>
<td>9264-4164-9154</td>
<td>Contracted personnel</td>
<td>R 1674 000</td>
<td>Wages for NRM teams</td>
<td>R162 058</td>
<td>26 contracts signed July 9th, work started immediately.</td>
</tr>
<tr>
<td>9264-4166-9155</td>
<td>PPE, tools and equipment</td>
<td>R300 000</td>
<td>All PPE, tools, equipment, parts and spares required for invasive plant teams</td>
<td>R0</td>
<td></td>
</tr>
<tr>
<td>Item Description</td>
<td>Cost</td>
<td>Remarks</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>----------------------------------------------------------------------------------</td>
<td>---------</td>
<td>---------</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Uniforms for EMD staff</td>
<td>R7000</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Laboratory services for water quality testing at identified sites in the estuary</td>
<td>R20000</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Training</td>
<td>R20000</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Contracted services for environmental authorisations for Bongani</td>
<td>R20000</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Environmental education</td>
<td>R7000</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Transport hire</td>
<td>R10000</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Pollution awareness media campaign for the estuary and rivers</td>
<td>R15000</td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Project Management for the NRM teams</td>
<td>R181,505</td>
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</table>
DECISIONS

OUTENIQUA SENSITIVE COASTAL AREA EXTENSION REGULATIONS (OSCAE) PERMITS JULY 2020.

<table>
<thead>
<tr>
<th>ERF</th>
<th>DATE</th>
<th>DETAILS</th>
<th>STATUS/OUTCOME</th>
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</thead>
<tbody>
<tr>
<td>8382 Knysna</td>
<td>10.07.20</td>
<td>Unauthorised Disturbance of Vegetation</td>
<td>Notice of Non-compliance Issued</td>
</tr>
<tr>
<td>7558 Knysna</td>
<td>16.10.20</td>
<td>Unauthorised Disturbance of Vegetation</td>
<td>Notice of Non-compliance Issued</td>
</tr>
<tr>
<td>3572 Knysna</td>
<td>16.07.20</td>
<td>Unauthorised Disturbance of Vegetation</td>
<td>Notice of Non-compliance Issued</td>
</tr>
<tr>
<td>10950 Knysna</td>
<td>08.07.20</td>
<td>New Cottage</td>
<td>Exemption Issued</td>
</tr>
<tr>
<td>12425</td>
<td>08.07.20</td>
<td>New Dwelling and a Swimming Pool</td>
<td>Permit issued</td>
</tr>
<tr>
<td>168 Brenton</td>
<td>28.07.20</td>
<td>New Dwelling</td>
<td>Permit issued</td>
</tr>
<tr>
<td>622 Brenton</td>
<td>28.07.20</td>
<td>New Dwelling</td>
<td>Permit issued</td>
</tr>
<tr>
<td>1411 Knysna</td>
<td>13.07.20</td>
<td>New Swimming Pool</td>
<td>Permit issued</td>
</tr>
<tr>
<td>12274 Knysna</td>
<td>22.07.20</td>
<td>New Dwelling</td>
<td>Permit issued</td>
</tr>
</tbody>
</table>

RECOMMENDATION

That the Environmental Management Monthly report for July 2020/21 be noted.

ADDENDUMS
7.11

P&D11/09/2020  BONGANI CATCHMENT REHABILITATION PLAN

REPORT FROM THE DIRECTOR PLANNING AND DEVELOPMENT

PURPOSE OF THE REPORT

To present the Bongani Rehabilitation plan as a project identified by Environmental Management as key in addressing the pollution challenges of the Knysna Estuary.

PREVIOUS RESOLUTIONS

MP02/10/18:

[a] That the implementation of the short, medium and long term measures described in the report, be noted; and

[b] That relevant SOP’s be drafted and envisaged projects be identified regarding the Bongani Stream and other catchment areas to address pollution challenges and the same be submitted to the next meeting of the Planning and Development Committee on 5 February 2019.

File Number : 9/1/2/13
Execution : Director : Financial Services  
Director : Planning and Development  
Manager : Environmental Management

BACKGROUND

The Bongani stream is recognized as the single biggest source of pollutants entering the Knysna Estuary. Following a study identifying all the wetlands in the Greater Knysna Municipal area, the Bongani freshwater system and associated wetlands underwent close scrutiny in order to identify site specific interventions that will improve water quality and the health of the Bongani catchment. These interventions are described in the report attached.

DISCUSSION

The rehabilitation recommendaitons include earthworks, concrete weirs, geocell chutes (concrete structures used to slow down flow, prevent further headcuts and trap suspended solids) and concrete sill and pond structures at the mouth of the river near the estuary. These interventions will require environmental authorisation as they trigger listed activities in terms of the National environmental Management Act and budget has been approved for the authorisations in the current financial year.

The recommendations in the report and the implementation thereof will require close co-operation between Tethodical Services (Water and Sewer) and Integrated Human Settlements paticularly with regard to accurate telemetry to improve response times for overflowing sewer lines and planned housing developments at e.g. Heidevallei.
FINANCIAL IMPLICATIONS
The approved budget for environmental authorisation for the Bongani rehabilitation installations is:

R200 000

RELEVANT LEGISLATION
NATIONAL WATER ACT, NO 36 OF 1998
NATIONAL ENVIRONMENTAL MANAGEMENT ACT, NO 107 OF 1998.

COMMENTS FROM THE MUNICIPAL MANAGER
The report is noted.

COMMENTS FROM CORPORATE SERVICES
The recommendations are supported.

COMMENTS FROM FINANCIAL SERVICES
Supported

COMMENTS FROM TECHNICAL SERVICES
Noted

COMMENTS FROM COMMUNITY SERVICES
Noted. No further comments

COMMENTS FROM PLANNING AND DEVELOPMENT
For Consideration

COMMENTS FROM INTEGRATED HUMAN SETTLEMENTS
Noted and supported. The risk of a massive soil slip and the potential risk to the loss of properties justify the need for the allocation of funds in the outer financial years.

COMMENTS FROM LEGAL SERVICES
No comment

RECOMMENDATION OF THE ACTING MUNICIPAL MANAGER

[a] That the report on the rehabilitation of the Bongani catchment be noted;

[b] That provision be made in the 2021/22 financial year for the required budget to proceed with the rehabilitation programme as per the environmental authorisations.

APPENDIX / ADDENDUM
Rehabilitation Plan for Freshwater Ecosystems within the Bongani

File Number: 9/1/2/13
Execution: Manager Environmental Management
### Report Issue
Draft Report

### Consultant Ref Number
GTW/865

### Title
REHABILITATION PLAN FOR FRESHWATER ECOSYSTEMS WITHIN THE BONGANI CATCHMENT, KNYSNA MUNICIPALITY

### Prepared by:

<table>
<thead>
<tr>
<th>Consultant sign-off</th>
<th>Name / Prof. Reg.</th>
<th>Prof. Reg.</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gary de Winnaar</td>
<td>Pr.Sci.Nat - Ecology</td>
<td>29 June 2020</td>
<td></td>
</tr>
<tr>
<td>Donovan Kotze</td>
<td></td>
<td>29 June 2020</td>
<td></td>
</tr>
<tr>
<td>Andrew Hull</td>
<td>Pr.Eng.</td>
<td>29 June 2020</td>
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### Author(s)

| Director            | Dr Mark Graham      | Pr.Sci.Nat - Ecology | 27 May 2020 |

### Prepared for:

### Client sign-off

<table>
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<th>Document Reviewer</th>
<th>Name</th>
<th>Signature</th>
<th>Date</th>
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</thead>
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<tr>
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¹ Project deliverables (including electronic copies) comprise inter alia: reports; maps; assessment and monitoring data; ESRI ArcView shapefiles; and photographs.
Table of Contents

Copyright .............................................................................................................. ii
Indemnity .............................................................................................................. ii
Table of Contents .................................................................................................. 1
List of Figures ....................................................................................................... 3
List of Tables ......................................................................................................... 4
1. INTRODUCTION .............................................................................................. 5
   1.1 Project Description and Background ........................................................... 5
   1.2 Study Area .................................................................................................. 5
   1.3 Background of Freshwater Ecosystems ...................................................... 8
   1.4 Rationale for Rehabilitation of Freshwater Ecosystems ............................. 9
   1.5 Relevant Legislation .................................................................................... 10
   1.5.1 The National Environmental Management Act (NEMA) ....................... 10
   1.5.2 National Water Act (Act No. 36 of 1998) ............................................... 10
   1.5.3 The National Environmental Management: Waste Act ....................... 11
2. METHODS ....................................................................................................... 12
   2.1 Site Visit .................................................................................................... 12
   2.2 Delineation of Freshwater Ecosystems ...................................................... 12
   2.3 Assessment of Wetland Ecosystems .......................................................... 14
   2.3.1 Present Ecological State (PES) ............................................................... 14
   2.3.2 Ecosystem service provision .................................................................. 14
   2.4 Assessment of River Ecosystems ............................................................... 14
   2.4.1 In-situ Water Quality ............................................................................ 15
   2.4.2 Benthic diatoms .................................................................................... 18
   2.4.3 Habitat integrity .................................................................................... 19
   2.5 Prioritisation of Sites for Rehabilitation .................................................. 19
3. ASSESSMENT OF FRESHWATER ECOSYSTEMS ........................................ 21
   3.1 Overview of the Freshwater Habitats ......................................................... 21
   3.2 Present Ecological State (PES) of Wetlands ............................................. 24
   3.3 Provision of Wetland Services ................................................................. 26
   3.4 Present Ecological State (PES) of Rivers .................................................. 31
   3.4.1 Bongani River mainstem ....................................................................... 32
   3.4.2 Bongani River tributary ........................................................................ 36
4. REHABILITATION PLAN AND APPROACH .................................................. 41
   4.1 Prioritisation of Sites for Rehabilitation ................................................... 41
   4.2 Opportunities and Constraints for Rehabilitation of Priority Sites .......... 46
   4.2.1 Very high priority sites ....................................................................... 46
List of Figures

Figure 1-1 Overview of the study area for assessing freshwater ecosystems within the Bongani Catchment for the Knysna ................................................................. 7
Figure 2-1 Overview of river sampling sites within the Bongani Catchment.............................. 17
Figure 3-1 Overview of the estimated extent of river and wetland ecosystems within the Bongani River Catchment, with locations of two surcharging manholes.................. 23
Figure 3-2 Two surcharging manholes as observed in December 2019, namely MH01 (left) and MH02 (right) with locations shown in Figure 3-1. These are a serious concern resulting in extreme pollution to the middle reaches of the Bongani River mainstem, notably MH01 which contributed 45% of the discharge in the river as raw sewerage. ................................................................................. 26
Figure 3-2 Ecosystem supply and demand scores for the 13 wetlands..................................... 28
List of Tables

Table 2-1 River sites sampled within the Bongani Catchment in December 2019 .................. 15
Table 2-2 Diatom SPI and IHI scores used to define river health class boundaries (Taylor, Janse van Vuuren and Pieterse, 2006) and IHI classes (WRC, 2008) ......................... 18
Table 3-1 A summary of key biophysical characteristics of the wetland areas identified within the Bongani Catchment (see Figure 3-1 for locations of these wetland units) .................................................................................................................. 21
Table 3-2 A summary of the Present Ecological State (PES) of wetlands within in the Bongani Catchment, including the Hydrology, Geomorphology, Water Quality and Vegetation components, and assessed on a scale of A (Pristine) to F (Critical) .................................................................................................................. 24
Table 3-3 Results from the in-situ water quality as recorded from the Bongani Catchment river sampling sites in December 2019 (results in red and yellow are presented as the worst and second worst value for each parameter) .................................. 32
Table 3-4 Diatom laboratory analysis results from samples collected in December 2019 at selected sites along the Bongani River mainstem and tributary ............... 32
Table 3-5 River health overview of the Bongani River mainstem based on diatoms and riverine habitat integrity .................................................................................. 33
Table 3-6 River health overview of the Bongani River tributary based on diatoms and riverine habitat integrity .................................................................................. 36
Table 4-1 A summary of key opportunities and constraints for rehabilitation of wetlands within the Bongani Catchment, and their overall priority for rehabilitation ....... 42
1. **INTRODUCTION**

1.1 **Project Description and Background**

The Knysna Estuary is one of South Africa’s most iconic and biodiverse estuaries (van der Merwe, 2019), and is placed first out of South Africa’s 250 estuaries ranked by Turpie et al. (2002) in terms of conservation importance. The estuary also provides important ecosystem services, and is key to the economic well-being of Knysna (Harvey, 2019). However, the estuary, and in particular the Ashmead Channel, is experiencing negative environmental impacts due to elevated nutrient concentrations, which can lead to eutrophic or hypertrophic conditions, with associated toxic algal blooms and loss of biodiversity (Harvey, 2019). Recent water quality sampling and analysis identified by Harvey (2019) identified the Bongani River, in particular, as a significant source of nitrogen and phosphorus concentrations to the Ashmead Channel, which confirms the findings of earlier researchers.

Following a wetland inventory and assessment within a 25km radius of the Knysna and Swartvlei estuaries by GroundTruth (2018), the Knysna Municipality identified the Bongani River and associated wetlands as a rehabilitation priority in order to improve the quality of water entering the Knysna Estuary. GroundTruth was then recently appointed by the Knysna Municipality to identify and assess freshwater ecosystems associated with Bongani River Catchment, as well as to develop a rehabilitation plan to enhance the ecological functioning and processes of the system. Section 1.4 below provides further detail describing the present situation of the estuarine and freshwater systems as further justification for this study.

For the purposes of the assessment, “rehabilitation” is defined broadly as the process of assisting in the recovery of ecosystems (in this case, freshwater systems within the Bongani Catchment) that have become degraded, as well as halting the decline in ecological integrity of ecosystems that are in the process of degrading (SER, 2004; Kotze et al., 2019). In addition, “rehabilitation interventions” refer to the physical outputs (e.g. erosion control weirs) which are intended to achieve rehabilitation objectives of specifically identified freshwater ecosystems.

1.2 **Study Area**

The study area includes all freshwater ecosystems (i.e. rivers and wetlands) that occur within the Bongani Catchment as depicted in Figure 1-1. The Bongani Catchment is a relatively small catchment that covers an area of approximately 650 ha located to the east of the town of Knysna. The Bongani River system that drains the catchment comprises the Bongani River a mainstem, which flows in a westerly direction, and a smaller tributary, which flows in a south-
westerly direction. The Bongani River flows directly into the Knysna Estuary a short distance downstream of the confluence of the mainstem and tributary (Figure 1.1). Nested within the catchment are several wetlands that are either directly associated with the river system, or which are seepage wetlands that drain laterally into the rivers.

The Bongani Catchment makes up a very small portion (approximately 1.5%) of the broader Knysna River Catchment, yet it is possibly the single-most significant driver of water quality deterioration within the Knysna Estuary. Other river systems that also flow into the estuary include the Knysna River, the Gourna River and the Salt River. Collectively, these rivers all make up the Knysna Secondary Catchment, which is approximately 44 000 ha in extent.
Figure 3-1  Overview of the study area for assessing freshwater ecosystems within the Bongani Catchment for the Knysna

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1.3 Background of Freshwater Ecosystems

Within South Africa, freshwater ecosystems are represented as river and inland wetland habitats. They are also highly threatened! At present, 79% of the 135 inland wetland types are either Critically Endangered (61%), Endangered (9%) or Vulnerable (9%), yet they are also severely under-protected. The situation for rivers is similarly perturbing with 64% of the 222 river ecosystem types being either Critically Endangered (43%), Endangered (19%) or Vulnerable (2%). Further to this, South Africa is a semi-arid country, and thus freshwater ecosystems are important features within the landscape as they provide valuable ecosystem services that are directly related to water quantity and quality with direct benefits to the surrounding environment and society. Despite this, wetlands and rivers within South Africa continue to be degraded as a result of human-induced disturbances and activities that negatively impact the health of these ecosystems (Nel and Driver, 2011). Taking into consideration the above-mentioned degradation of wetland and river ecosystems, it is important that best attempts are made to maintain current levels of integrity and ecosystem service delivery, and as much as possible, every effort should be realised to enhance systems’ ability to supply these benefits and services. This realisation is of particular importance for the freshwater ecosystems that drain from the Bongani Catchment and into the Knysna Estuary (see Section 1.4 for further rationale for this study).

In addition to the above, local, provincial and national regulatory bodies, such as the National Departments of Water and Sanitation (DWS), and the Departments of Environmental Affairs and Development Planning in the Western Cape, have adopted legislation, policies and guidelines that regulate the use of freshwater ecosystems to protect and maintain these systems to the benefit of society and the natural environment. However, in order to be regulated, these systems must first be identified, delineated and assessed, even in situations where rehabilitation plans and interventions are being developed and implemented to enhance system functionality and health.
1.4 Rationale for Rehabilitation of Freshwater Ecosystems

Estuaries are the most threatened ecosystem in South Africa, followed by wetlands and rivers – the latter (collectively referred to as freshwater ecosystems) are also the least protected (SANBI, 2019). The Knysna Estuary is the tenth largest estuary out of the 290 estuaries and 42 micro-estuaries that occur in South Africa. It is also only one of three estuaries that support the iconic Knysna Seahorse (*Hippocampus capensis*), which is currently Endangered. Knysna Estuary contains large intertidal salt marsh areas with the most extensive population of the Endangered seagrass *Zostera capensis*. The Knysna Estuary is one of six estuaries in South Africa that has been earmarked for the protection due to its habitat diversity. However, the deterioration in water quality, driven largely by anthropogenic pressures from within the catchment, continues to threaten the viability of these critical estuarine habitats. For example, seagrass habitat has been lost from the Ashmead Channel due to excessive algal blooms – linked to nutrient pollution from the adjacent catchment, as well as the Knysna wastewater treatment works. Furthermore, reeds and sedges that tolerate brackish conditions are also encroaching and expanding within estuaries as systems become nutrient enriched. This is congruent with the lower Bongani Catchment where reeds are choking the channel where it enters the estuary.

Overall, water pollution, overfishing and alien invasive fish are the main pressures that threaten the wellbeing of the Knysna Estuary. The estuary has been assessed to be in a reasonable condition, and is currently in a B/C category in terms of the recent estuarine PES assessments, but should be improved to a B category given its ecological and socio-economic importance. From a national perspective, the Knysna Estuary is considered to be high importance (one of 34 listed as high importance) and high priority (one of 147 listed as high priority). Its threat status is currently Vulnerable.

In an investigation of the pollution contribution of the different catchments supplying the Knysna Estuary, Harvey (2019) identified the Bongani Catchment as one of the most important contributors of pollution. The following key findings from Harvey (2019) summarises the water quality situation within the Bongani River Catchment:

- The Bongani River Catchment was identified as a significant source of elevated nutrients and *E. coli* entering the Knysna Estuary, with nutrient concentrations in the lower Bongani River significantly higher than those measured in the upper headwaters.

---

• It was evident that the main source of nutrient pollution occurs somewhere within the middle section of the Bongani River, which was unexpected as the middle reaches of the river are largely natural, with somewhat intact riparian vegetation.

• The obvious source of elevated E. coli (which would also be a probable source of elevated nutrients) is linked to sewage leaks and manhole overflows, and this appears to a widespread problem associated with urbanised areas within the catchment.

• Elevated nutrients and TSS were also recorded in the effluent from the Knysna Waste Water Treatment Works (WWTW), and it was reported that the WWTWs typically has a very low compliance rate with the licence conditions.

• Stakeholder interviews identified sewage leaks as a major water management concern, and other identified pollutants included litter waste and total suspended solids (TSS).

1.5 Relevant Legislation

1.5.1 The National Environmental Management Act (NEMA)

The National Environmental Management Act (NEMA; Act 107 of 1998) ensures protection to the environment, which includes wetland and aquatic environments. It sets out the fundamental principles that apply to environmental decision making, which are derived from international environmental law and the constitution. It outlines measures that “prevent pollution and ecological degradation, promote conservation, and secure ecologically sustainable development and use of natural resources while promoting justifiable economic and social development”. In effect, NEMA imposes a duty on everyone to prevent any pollution or environmental degradation from taking place, and to minimise or rectify any pollution/degradation that has occurred. In addition, and through the enforcement of NEMA, environmental management inspectors may be designated among officials employed by national, provincial and local government to monitor compliance with national environmental legislation including for example NEMA, and the National Water Act (NWA).

1.5.2 National Water Act (Act No. 36 of 1998)

The National Water Act (NWA; Act No. 36 of 1998) provides the necessary legislation that regulates the management of the use and protection of water resources (i.e. any watercourse, surface water, estuary, or aquifer). The primary aim of the NWA is to ensure

3 According to the NWA, the term watercourse is used to describe: a river or spring; a natural channel in which water flows regularly or intermittently; a wetland, lake or dam into which, or from which, water flows; and any collection of water which the Minister has declared to be a watercourse.
that water resources are used, protected, developed, conserved, managed and controlled in a sustainable and equitable manner while promoting environmental values. Key sections of the NWA include Chapter 3 (i.e. Protection of Water Resources) and Chapter 4 (i.e. Use of Water).

In terms of the protection of water resources, the NWA requires that:

- Water resources are protected from pollution resulting from activities in accordance with Section 19 of the NWA, whereby the person who owns, controls, occupies or uses the land in question is responsible for taking measures to prevent pollution of water resources; and
- Emergency incidents are controlled in accordance with Section 20 of the NWA, whereby the person responsible for an accidental event and the spilling of harmful substances into a water resource is responsible to remedy the situation.

In terms of the use of water, the NWA requires that:

- A Water Use License (WUL) is obtained for all activities as listed under Section 21; and
- The use of water from a water resource be monitored, measured and recorded in accordance with Section 26 of the NWA. Thus, in order to be regulated, systems must first be identified and delineated, then assessed (see Chapter 4).

1.5.3 The National Environmental Management: Waste Act

Any activity associated with the Bongani River Catchment that will generate or handle waste has the potential for pollution and contamination of water resources (i.e. wetland and river ecosystems). The National Environmental Management: Waste Act (Act 59 of 2008; NEMWA) details the “General duty in respect of waste management”. The act includes directives relating to:

- Protection of the environment from waste;
- The handling of hazardous waste; and
- The reduction, re-use and recycling of waste.

For the protection of the environment and human health, NEMWA also legislates the correct storage, collection, transport, treatment, processing and disposal of waste, and the remediation of contaminated land. Regulations under this Act specify the requirements for licensing of activities related to storage, handling and disposal of waste, and applies to municipal authorities and all private and commercial enterprises involved in such activities.
2. METHODS

This section of the report provides an overview of the methods adopted to verify and assess the freshwater ecosystems associated with the Bongani Catchment.

2.1 Site Visit

A site visit was carried out in December 2019 to identify and assess various areas within the Bongani Catchment containing freshwater ecosystems with a particular focus on systems that require rehabilitation.

2.2 Delineation of Freshwater Ecosystems

The objective of the delineation procedure is to identify the boundary between the freshwater ecosystems and adjacent terrestrial areas. The process of freshwater ecosystem delineation identifies the extent of these ecosystems based on the following legal definitions:

- “Wetland means land which is transitional between terrestrial and aquatic systems where the water table is usually at or near the surface, or the land is periodically covered with shallow water, and which land in normal circumstances supports or would support vegetation typically adapted to life in saturated soil.”

- “Riparian habitat includes the physical structure and associated vegetation of the areas associated with a watercourse which are commonly characterized by alluvial soils, and which are inundated or flooded to an extent and with a frequency sufficient to support vegetation of species with a composition and physical structure distinct from those of adjacent land areas.”

Hydrology is considered to be the primary biophysical driver of freshwater ecosystems, but due to its variability, it is not possible to efficiently and accurately delineate these systems based on water levels (Richardson and Vepraskas, 2001). The delineation of freshwater habitat therefore, relies on indirect indicators, such as vegetation, topography and soils.

A regional wetland inventory for the Knysna Municipality was developed by GroundTruth (2018) following a desktop mapping process with limited in-field verification. This wetland inventory formed the basis for this assessment in order to establish wetland presence and extent within the Bongani Catchment. The available wetland coverage was then reviewed.

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As per the National Water Act (Act No. 36 of 1998)

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and amended accordingly based on field verification carried out in December 2019 using the DWAF (2005) guidelines and Kotze et al. (1996), and as far as possible to distinguish between wetland and river ecosystem.

In the absence of long-term hydrological data, direct observation of soil morphology has been widely demonstrated to be a reliable indicator of the long-term hydroperiod of an area (Tiner, 1993), and the natural vegetation growing at a site is also a reliable indicator (Tiner, 1993). Thus, in determining whether the site was wetland or not, the two primary sources of evidence were the morphology of the soil and the vegetation occurring on the site. A supplementary source of information was the hydrogeomorphic setting (DWAF, 2005), which was used in a confirming sense, recognising that landform in itself is a less reliable discriminator of wetland conditions as vegetation and soils. As long-term records were not available for the hydroperiod of the sites, the direct description of hydrology could not be used as an indicator, particularly given the very strongly seasonal nature of the wetlands, and the fact that the wetland determination needed to be undertaken based on a once-off site visit.

The scope of the project and time available for the assessment did not allow for an accurate and thorough determination and mapping of wetland and river ecosystems in the Bongani Catchment. In particular, it is anticipated that some areas in the following situations were missed, namely the systems draining and falling within a larger matrix of non-wetland indigenous forest, and seepage wetlands, especially those that are small in size. In the case of freshwater habitats within the indigenous forest areas, it is anticipated that most of these are likely to be in relatively good condition and with limited needs for rehabilitation. In addition, based on the three seepage areas that were identified and assessed (see Table 3-1), it is also anticipated that the rehabilitation needs of these wetlands would not be substantial.

Each of the identified wetlands were characterised primarily in relation to:

- hydrogeomorphic type as described by Ollis et al. (2013);
- the predominant hydroperiod as described by DWAF (2006) in terms of permanent, seasonal and temporary saturation; and
- the dominant vegetation structure.

These characteristics have an important bearing on wetland functioning, and hence service provision, as well as affecting the particular vulnerabilities of the wetland to degradation. Therefore, these characteristics have relevance to rehabilitation planning.
2.3 Assessment of Wetland Ecosystems

2.3.1 Present Ecological State (PES)

The Present Ecological State (PES) of each individual portion of wetland mapped was rated based on WET-Health (Macfarlane et al. 2009; 2019), which includes a rating of the hydrology, geomorphology, water quality and vegetation components. Given the priority of the overall project on ecosystem services (see below), the PES assessment of these four components was based primarily on best professional judgement rather than on the comprehensive assessment of all indicators given in Macfarlane et al. (2009; 2019). Particular attention was given to impacts on water distribution and retention patterns in the wetland, owing to the relevance that this has to the functional capacity/capability of the wetland for assimilating pollutants.

2.3.2 Ecosystem service provision

Ecosystem service provision was rated using WET-EcoServices (Kotze et al. 2019) which is a method for assessing 16 different ecosystem services commonly supplied by South African wetlands and riparian areas. WET-EcoServices provides a set of indicators (e.g. slope of the wetland) rated on a five-point scale of 0 to 4 that reflect the supply/capability of a wetland for each of the 16 different ecosystem services listed above. A Microsoft Excel™ based spreadsheet tool has been developed to conduct the assessment. For each ecosystem service, indicator scores are combined automatically in an algorithm given in the spreadsheet that has been designed to reflect the relative importance and interactions of the attributes represented by the indicators to arrive at an overall supply score (Kotze 2019). In addition, the demand for the ecosystem service is assessed based on the wetland’s catchment context (e.g. toxicant sources upstream), the number of beneficiaries and their level of dependency, which are also all rated on a five-point scale. Again, an algorithm automatically combines the indicator scores relevant to demand to generate a demand score (Kotze 2019).

Although greater attention was given to the ecosystem services assessment than to the PES assessment, and all of the indicators given in WET-EcoServices (Kotze et al. 2019) were scored for each of the 13 identified wetland areas, there was very limited time available for consultation of key informants with local knowledge on the demand for specific ecosystem services.

2.4 Assessment of River Ecosystems

Focussed sampling of in-situ water quality and diatoms was conducted at nine sites located along the Bongani River mainstem and tributary (see Table 2-1). Assessment of instream and
riparian habitat was not restricted to these sites, but was rather done at a reach level (i.e. upper, middle and lower zones of the Bongani River mainstem and tributary. Figure 2-1 provides an overview of the river sampling sites and reaches.

<table>
<thead>
<tr>
<th>Site no.</th>
<th>Site description</th>
<th>Latitude</th>
<th>Longitude</th>
<th>In-situ WQ</th>
<th>Diatoms</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>Bongani River mainstem (upper) at the pipeline crossing downstream of the indigenous forest</td>
<td>-34.041487</td>
<td>23.092628</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>02</td>
<td>Bongani River mainstem (middle)</td>
<td>-34.041981</td>
<td>23.084443</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>03</td>
<td>Bongani River mainstem (middle) upstream of N2 at the powerlines</td>
<td>-34.041371</td>
<td>23.079610</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>04</td>
<td>Bongani River mainstem (middle) downstream of N2</td>
<td>-34.042088</td>
<td>23.077807</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>05</td>
<td>Bongani River mainstem (lower) upstream of confluence with the tributary</td>
<td>-34.044189</td>
<td>23.072380</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>06</td>
<td>Bongani River tributary (middle) at the water pipeline crossing</td>
<td>-34.038114</td>
<td>23.077244</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>07</td>
<td>Bongani River tributary (lower) downstream of the N2</td>
<td>-34.042105</td>
<td>23.073048</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>08</td>
<td>Bongani River tributary (lower) upstream of confluence with the mainstem</td>
<td>-34.044558</td>
<td>23.072454</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>09</td>
<td>Bongani River mainstem (lower) upstream of Knysna Estuary at the George Rex Road crossing</td>
<td>-34.045928</td>
<td>23.069579</td>
<td>✓</td>
<td></td>
</tr>
</tbody>
</table>

The appropriate selection of tools used (Table 2-1) was informed largely by the available habitat at each site, the flow conditions at the time of sampling, and any other biophysical limitations.

2.4.1 In-situ Water Quality

In accordance with best practice, and to inform the biological assessments, the following water quality determinands (and their units of measurement) were sampled in-situ at all river sampling sites (see Figure 2-1):

- Temperature (°C);
- pH (pH units);
- Electrical conductivity (mS/m);
- Total dissolved solids/salts (mg/L);
- Dissolved oxygen (mg O2/L & % saturation);
- Turbidity (NTU); and
- Water clarity (cm).

The results of the *in-situ* water quality were used to interpret the biological data obtained from the diatom and habitat integrity assessments.
Figure 2.1 Overview of river sampling sites within the Bongani Catchment
2.4.2 Benthic diatoms

Diatoms (algae), which represent primary producers within rivers, have a low dependence on diverse aquatic habitats (de La Rey et al., 2004) compared to other well-known river biological indicators such as the South African Scoring System developed by Dickens and Graham (2002) for assessing river health based on aquatic macro-invertebrates communities. Diatoms respond quickly to alterations in water quality, and can thus provide information with respect to the specific impacts associated with modified water quality. Benthic diatom sampling (Taylor, de La Rey and Van Rensburg, 2005) is used to characterise environmental water quality conditions, which therefore makes it useful for inferring integrated water quality conditions and river health classes. Furthermore, diatoms are quick to sample, occur in almost all freshwater systems and are generally not limited by habitat conditions. Hence the decision to adjust the scope of work to incorporate diatoms in place of aquatic macro-invertebrates, especially given that water quality impact is a significant driver within the Bongani Catchment.

Data from the diatom samples was interpreted according to the Specific Pollution sensitivity Index (SPI, Table 2-2) to assess the “health status” of the river at each of the sites (Table 2-3). The Percentage Pollution Tolerant Values (% PTV) and percentage of deformed cells were also determined for each of the samples. The % PTV is the proportion of diatoms within a sample that tolerate organic pollution, therefore giving a further indication of water quality within a river system, while the percentage of deformed cells gives a good indication of heavy metal and toxicant influences into aquatic ecosystems.

<table>
<thead>
<tr>
<th>Eco-Classification</th>
<th>Description</th>
<th>SPI Score</th>
<th>IHI Score</th>
<th>PES Category</th>
</tr>
</thead>
<tbody>
<tr>
<td>Natural</td>
<td>Unmodified, natural.</td>
<td>&gt;17</td>
<td>90-100</td>
<td>A</td>
</tr>
<tr>
<td>Good</td>
<td>Largely natural with few modifications. A small change from natural habitats and biota may have taken place, but the ecosystem functions are essentially unchanged.</td>
<td>&gt;13</td>
<td>80-89</td>
<td>B</td>
</tr>
<tr>
<td>Fair</td>
<td>Moderately modified. A loss of and change from natural habitats and biota has occurred, but the basic ecosystem functions are still predominantly unchanged.</td>
<td>&gt;9</td>
<td>60-79</td>
<td>C</td>
</tr>
<tr>
<td>Poor</td>
<td>Largely modified. A large loss of natural habitats, biota and basic ecosystem functions has occurred.</td>
<td>&gt;5</td>
<td>40-59</td>
<td>D</td>
</tr>
</tbody>
</table>

Table 2-2 Diatom SPI and IHI scores used to define river health class boundaries (Taylor, Janse van Vuuren and Pieterse, 2009) and IHI classes (WRC, 2008)
### 2.4.3 Habitat integrity

The Index of Habitat Integrity (IHI) methodology developed by Kleynhans et al. (2008) was used to assess the PES of the rivers that flow through the Bongani Catchment based on the current condition of the associated instream and riparian habitats. Habitat integrity of a river refers to “the maintenance of a balanced composition of physicochemical and habitat characteristics on a temporal and spatial scale that are comparable to the characteristics of natural habitats of the region” (Kleynhans et al., 2008). Consequently, the habitat integrity of a river system provides the background for the biotic condition to be understood.

The habitat integrity assessment is divided into instream and riparian components. The intensity and extent of anthropogenic effects/impacts are used to interpret the impact on the integrity of the system components. These impacts are deduced in terms of modification of drivers in the system, particularly hydrology, geomorphology and physicochemical conditions (Kleynhans et al., 2008b). The severity of the impacts on habitat integrity will vary according to the natural characteristics of the river with certain rivers being more sensitive to certain impacts (Kleynhans et al., 2008b). The impacts were then scored based on the impact, and then represented as Present Ecologic State (PES) categories as outlined in Error! Reference source not found.

### 2.5 Prioritisation of Sites for Rehabilitation

The assessed freshwater ecosystems were prioritised in terms of rehabilitation, especially for the enhancement of water quality in the Bongani Catchment. The criteria used for this prioritisation were informed by Rountree et al. (2009) and Awuah (2017), and included considerations of both: (a) opportunities for improving the functional capability of the wetland areas with respect to water quality enhancement; and (b) the constraints imposed by current land-use within and immediately surrounding the wetland areas.
The extent to which the project was able to engage stakeholders was limited given the following: (1) the terms of reference of the project did not include a specific stakeholder engagement component and were focused on pre-defined biophysical assessments; (2) the project had a very short time period for completion and (3) the resources available for the overall project were limited. Nonetheless, valuable inputs were obtained from representatives of the Knysna Municipality, SANParks, and the Knysna Basin Project as well as from two environmental assessment practitioners working in the Knysna area. These perspectives were very useful in informing the assessment of rehabilitation opportunities and constraints and the overall prioritisation.
3. **ASSESSMENT OF FRESHWATER ECOSYSTEMS**

3.1 **Overview of the Freshwater Habitats**

Thirteen wetland areas were identified and broadly mapped (Figure 3-1). In addition, and linking the thirteen wetlands across the Bongani Catchment, there are riverine habitats comprising drainage lines, tributaries and the Bongani River mainstem, that effectively drain the catchment and its wetland roughly in a south-westerly direction into the Knysna Estuary (Figure 3-1).

The identified wetlands encompass a variety of hydrogeomorphic types, hydroperiods and vegetation structure (Table 3-1). The hydrogeomorphic type of most wetlands was channelled valley bottom, and most wetlands were predominantly temporarily to seasonally saturated (Table 3-1). Although some wetland portions were naturally forested, the predominant natural vegetation in the wetlands appeared to be herbaceous, but extensive areas of this vegetation have been lost to invasive alien trees/shrubs.

<table>
<thead>
<tr>
<th>Wetland no.</th>
<th>Wetland name</th>
<th>Hydrogeomorphic type</th>
<th>Predominant hydroperiod</th>
<th>Vegetation structure</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>Kayaletu</td>
<td>Channelled valley bottom</td>
<td>Seasonal saturation</td>
<td>Herbaceous (mainly indigenous sedges and grasses)</td>
</tr>
<tr>
<td>02</td>
<td>Bongani headwaters</td>
<td>Hillslope seeps transitioning into a Channelled valley bottom</td>
<td>Temporary saturation</td>
<td>Herbaceous and shrubs (mainly <em>Psoralea</em> sp.)</td>
</tr>
<tr>
<td>03</td>
<td>Bongani upper</td>
<td>Channelled valley bottom</td>
<td>Seasonal saturation</td>
<td>Herbaceous (mainly indigenous sedges and grasses)</td>
</tr>
<tr>
<td>04</td>
<td>Concordia upper</td>
<td>Unchannelled and Channelled valley bottom portions</td>
<td>Seasonal saturation</td>
<td>Predominantly herbaceous but with Trees (indigenous forest)</td>
</tr>
<tr>
<td>05</td>
<td>Concordia lower</td>
<td>Channelled valley bottom</td>
<td>Seasonal saturation</td>
<td>Predominantly herbaceous and shrubs (<em>Cliffordia odorata</em>), but with portions under indigenous forest</td>
</tr>
<tr>
<td>06</td>
<td>Jood se kamp</td>
<td>Unchannelled valley bottom</td>
<td>Temporary saturation</td>
<td>Trees (indigenous forest)</td>
</tr>
</tbody>
</table>

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<table>
<thead>
<tr>
<th>Wetland no.</th>
<th>Wetland name</th>
<th>Hydrogeomorphic type</th>
<th>Predominant hydroperiod</th>
<th>Vegetation structure</th>
</tr>
</thead>
<tbody>
<tr>
<td>07</td>
<td>Bongani seep 1</td>
<td>Hillslope seep</td>
<td>Temporary saturation</td>
<td>Herbaceous (mainly indigenous grasses and restios)</td>
</tr>
<tr>
<td>08</td>
<td>Bongani seep 2</td>
<td>Hillslope seep</td>
<td>Temporary saturation</td>
<td>Herbaceous and shrubs/trees (mainly alien)</td>
</tr>
<tr>
<td>09</td>
<td>Bongani seep 3</td>
<td>Hillslope seep</td>
<td>Temporary saturation</td>
<td>Herbaceous (mainly indigenous grasses and restios)</td>
</tr>
<tr>
<td>10</td>
<td>Bongani tributary</td>
<td>Channelled valley bottom</td>
<td>Non-wetland &amp; Temporary saturation</td>
<td>Herbaceous (mainly Phragmites australis reeds) and shrubs/trees (mainly alien)</td>
</tr>
<tr>
<td>11</td>
<td>Bongani central</td>
<td>Channelled valley bottom</td>
<td>Non-wetland &amp; Temporary saturation</td>
<td>Shrubs/trees (mainly alien) with herbaceous portions</td>
</tr>
<tr>
<td>12</td>
<td>Bongani lower</td>
<td>Channelled valley bottom</td>
<td>Non-wetland &amp; Temporary saturation</td>
<td>Shrubs/trees (mainly alien) with herbaceous portions</td>
</tr>
<tr>
<td>13</td>
<td>Bongani outlet</td>
<td>Channelled valley bottom</td>
<td>Temporary &amp; Seasonal saturation</td>
<td>Herbaceous (mainly Phragmites australis reeds) and shrubs/trees (mainly alien)</td>
</tr>
</tbody>
</table>
Figure 8.3 Overview of the estimated extent of river and wetland ecosystems within the Kangarli River Catchment, with locations of two seiching
3.2 Present Ecological State (PES) of Wetlands

The wetland areas varied greatly in terms of PES, but the majority (11 of the 13 wetland areas) were at least moderately impacted (i.e. with a PES category of C or lower) (Table 2). Those wetland areas located lower in the catchment generally had lower PES scores than those located higher in the catchment (Table 3-2).

Table 3-2 A summary of the Present Ecological State (PES) of wetlands within in the Bongani Catchment, including the Hydrology, Geomorphology, Water Quality and Vegetation components, and assessed on a scale of A (Pristine) to F (Critical)

<table>
<thead>
<tr>
<th>Wetland no.</th>
<th>Wetland name</th>
<th>Present Ecological State</th>
<th>Additional notes</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Hydro</td>
<td>Geom</td>
</tr>
<tr>
<td>01</td>
<td>Kayalethu</td>
<td>D</td>
<td>C</td>
</tr>
<tr>
<td>02</td>
<td>Bongani headwaters</td>
<td>C</td>
<td>B</td>
</tr>
<tr>
<td>03</td>
<td>Bongani upper</td>
<td>E</td>
<td>C</td>
</tr>
<tr>
<td>04</td>
<td>Concordia upper</td>
<td>C</td>
<td>B</td>
</tr>
<tr>
<td>05</td>
<td>Concordia lower</td>
<td>D</td>
<td>C</td>
</tr>
<tr>
<td>06</td>
<td>Jood se kamp</td>
<td>B</td>
<td>B</td>
</tr>
<tr>
<td>07</td>
<td>Bongani seep 1</td>
<td>B</td>
<td>A</td>
</tr>
<tr>
<td>08</td>
<td>Bongani seep 2</td>
<td>C</td>
<td>B</td>
</tr>
<tr>
<td>09</td>
<td>Bongani seep 3</td>
<td>C</td>
<td>B</td>
</tr>
<tr>
<td>10</td>
<td>Bongani tributary</td>
<td>E</td>
<td>D</td>
</tr>
<tr>
<td>11</td>
<td>Bongani central</td>
<td>D</td>
<td>C</td>
</tr>
<tr>
<td>12</td>
<td>Bongani lower</td>
<td>E</td>
<td>D</td>
</tr>
<tr>
<td>13</td>
<td>Bongani outlet</td>
<td>D</td>
<td>C</td>
</tr>
</tbody>
</table>

1 The Overall PES was determined using a weighted average based on the following ratio 3:2:2:2 for the Hydrology, Geomorphology, Water Quality and Vegetation components respectively, as recommended by MacFarlane et al. (2019).
Across the majority of the wetlands, the key factor impacting upon the hydrology component were onsite modifications to the channel, mainly straightening and enlargement of the channel to increase conveyance of flows and reduce the lateral contact. The main exception to this was the Concordia lower wetland (Wet 05, see Figure 3-1), where the main hydrological impact on the wetland is the impounding effect of a berm at the downstream end of the wetland.

For the geomorphological component, evidence of erosional degradation was limited in the headwater wetlands, and much of the increased erosion was noted along the Bongani River mainstem and tributary, although not severe in its impacts. The main exception to this was the Bongani central wetland (Wet 11, see Figure 3-1), where recent gully erosion was noted. For example, the south-eastern arm of the Bongani central wetland, the 2006 Google Earth image shows no sign of gully erosion, but in the 2010 image, a major gully appears immediately downstream of the N2 road. Increased runoff intensity from the N2 road and recently developed hardened surfaces is suspected to have contributed to the erosion. In the 2011 image, extensive soil conservation measures can be seen in the process of being implemented throughout the length of the gully site, and in the 2016 image the site appears to be stable and vegetated.

From Table 3-2 it can be seen that for the water quality component, the wetlands in the upper catchment and the hillslope seeps are generally impacted to a lesser extent than the valley bottom wetlands, particularly those in the mid and lower catchment. Water quality impacts arise from both non-point sources, particularly in the semi-formal settlements and light industrial area, as well as from point sources. Almost all of the wetland area in the Bongani Catchment lies upstream of the discharge point from the Knysna Waste Water Treatment Works (WWTW), an obvious point source of pollution, which enters the Bongani outlet wetland (i.e. Wet 13) just before it flows into the estuary. Although the Knysna WWTW has had a low compliance rate in terms of licensed effluent conditions, particularly in terms of nitrogen, phosphorus and total suspended solids (Harvey, 2019), and is a direct water quality impact on the Knysna Estuary, it has not affected most of the Bongani Catchment wetlands. The main point sources impacting the wetlands appear to be from surcharging/leaking sewage pipelines, especially in Bongani central wetland. During the December 2019 site visit, two surcharging manholes were observed (Figure 3-1 and Figure 3-2). Using a Transparent Velocity Head Rod (or velocity plank), it was determined that the surcharging manhole contributed around 45% of the flow within Bongani River mainstem immediately downstream.

Key impacts on the vegetation component include historical disturbance (including historical cultivation and excavation of the modified channels) and invasive alien plants (IAPs). The level of invasion is very high in several of the wetlands, particularly those lowest in the catchment.
3.3 Provision of Wetland Services

Although the importance of the respective ecosystem services varied fairly widely across the different wetland areas, regulating services were generally the highest scoring for most of the wetland areas (Figure 1). For water quality-related regulating services (i.e. nitrate assimilation, phosphate assimilation and toxicant and pathogen assimilation) demand was generally high given the upstream pollutant sources and the critically important Knysna Estuary, less than 5 km downstream of all of the wetlands. However, there were a few wetlands such as Seel 1 which had very limited pollution sources. Supply of water quality-related regulating services varied greatly amongst the different wetlands. In several of the wetlands, especially those in the lower catchment, the supply/capability of the wetland was limited owing to the concentration of low flows (e.g. as a result of anthropogenic alterations to the channel).

The demand for sediment trapping and erosion control were generally moderate to high, in part recognising that increased sediment lost from the wetlands (as described in the previous section) will potentially increase sediment loading to the Knysna Estuary, which contributes...
to water pollution, as well as potentially increasing sedimentation of the estuary. In terms of pollution, the elevated total suspended solid concentrations resulting from the increased sediment loads affects water clarity and has detrimental effects on benthic communities (Harvey, 2019). The sediment is also well known to act as a “carrier” for adsorbed phosphorus and a variety of toxicants (Adamus et al., 1987; Pierzynski et al., 2005). Increased sedimentation in the estuary, particularly in the Ashmead Channel portion of the Estuary, potentially alters the sediment dynamics within the Knysna Estuary, with implications for hydrodynamics and of the estuary and the aquatic habitat that it provides (Royal HaskoningDHV, 2017).

The highest scoring of the provisioning services was generally grazing, in particular for the three hillslope seep wetlands for which grazing was the highest scoring of all of the ecosystem services. However, the demand for this grazing, as reflected in the current level of grazing, was scored as low for these three wetlands.

Cultural services scored low for most of the wetland areas. However, as noted in the Methods section, cultural services in particular were scored based on very limited information, and therefore may have been under-scored somewhat.
Figure 3-3  Ecosystem supply and demand scores for the 13 wetlands
Figure 3-2 (continued) Ecosystem supply and demand scores for the 13 wetlands
Figure 3-2 (continued) Ecosystem supply and demand scores for the 13 wetlands
3.4 Present Ecological State (PES) of Rivers

The ecological integrity or Present Ecological State (PES) of rivers that drain the Bongani Catchment was assessed using two tools that were considered appropriate given the spatial scale of the study, as well as the impacts and drivers that are affecting the system. Table 3-3 presents the results of the in-situ water quality recorded from the various river sampling sites. Table 3-4 summarises the diatom results, and the overall health (or PES) of the rivers.

The following points summarise the water quality based in the in-situ parameters measured instream at the various river sites (Figure 2-1):

- Water temperature – the highest water temperature was recorded at the lower site on the Bongani River (i.e. Site 09), followed by the lower site on the Bongani Tributary (i.e. Site 08), indicating thermal pollution (probably from industrial discharges, but also from residential sources) entering the lower reach of the Bongani Tributary;
- pH – the pH was found to be relatively stable at all sites with no detectable alterations;
- Conductivity – the sudden increase in conductivity at Site 05 (i.e. the lower Bongani River mainstem) suggesting pollution from the industrial zone immediately upstream;
- Total dissolved solids (TDS) – strongly correlates with conductivity results, which is the typical relationship for a particular water type – finding/impact is thus congruent with conductivity;
- Dissolved oxygen (DO) – the lowest DO was recorded at Site 02, followed by Site 03, which strongly indicates that the surcharging sewer manhole at the site MH01⁵ (see Figure 3-1), is a critical point source contributing to the water quality deterioration in the system – Site 09 also highlights a potential source of sewerage pollution (from untreated and/or partially treated sources);
- Turbidity – the lowest turbidity was recorded at the lowest site (i.e. Site 09), followed by the highest site (i.e. Site 01) on the Bongani River mainstem, which further indicates pollution entering the Bongani River from the Vigilance Drive drainage line, while the decreased turbidity at the upper site may be more as a result of suspended sediments from the upper reaches; and
- Clarity – largely, and typically congruent with the observed turbidity results.

⁵ Note: The municipality was notified with immediate effect when the surcharging manhole at site MH01 was identified.
Table 3-3  Results from the in-situ water quality as recorded from the Bongani Catchment river sampling sites in December 2019 (results in red and yellow are presented as the worst and second worst value for each parameter)

<table>
<thead>
<tr>
<th>Site no.</th>
<th>Temp. (°C)</th>
<th>pH (pH units)</th>
<th>Cond. (mS/m)</th>
<th>TDS (mg/L)</th>
<th>DO (mg O₂/L)</th>
<th>DO (%)</th>
<th>Turb. (NTU)</th>
<th>Clarity (cm)</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>16.2</td>
<td>7.13</td>
<td>57.2</td>
<td>0.447</td>
<td>107.9</td>
<td>10.8</td>
<td>801</td>
<td>20</td>
</tr>
<tr>
<td>02</td>
<td>16.2</td>
<td>6.83</td>
<td>66.5</td>
<td>0.520</td>
<td>43.9</td>
<td>4.3</td>
<td>29.1</td>
<td>24</td>
</tr>
<tr>
<td>03</td>
<td>17.5</td>
<td>6.55</td>
<td>69.9</td>
<td>0.530</td>
<td>54.3</td>
<td>11.1</td>
<td>22.3</td>
<td>31</td>
</tr>
<tr>
<td>04</td>
<td>17.4</td>
<td>6.79</td>
<td>65.9</td>
<td>0.501</td>
<td>99.0</td>
<td>9.5</td>
<td>27.4</td>
<td>32</td>
</tr>
<tr>
<td>05</td>
<td>17.7</td>
<td>7.20</td>
<td>100.0</td>
<td>0.755</td>
<td>154.5</td>
<td>14.7</td>
<td>31.6</td>
<td>24</td>
</tr>
<tr>
<td>06</td>
<td>16.0</td>
<td>7.04</td>
<td>92.7</td>
<td>0.727</td>
<td>127.5</td>
<td>12.6</td>
<td>28.2</td>
<td>37</td>
</tr>
<tr>
<td>07</td>
<td>16.3</td>
<td>6.99</td>
<td>86.6</td>
<td>0.545</td>
<td>127.5</td>
<td>12.5</td>
<td>33.7</td>
<td>25</td>
</tr>
<tr>
<td>08</td>
<td>19.6</td>
<td>6.84</td>
<td>72.9</td>
<td>0.529</td>
<td>133.0</td>
<td>12.1</td>
<td>27.9</td>
<td>32</td>
</tr>
<tr>
<td>09</td>
<td>20.0</td>
<td>6.92</td>
<td>69.8</td>
<td>0.501</td>
<td>86.9</td>
<td>7.9</td>
<td>60.1</td>
<td>12</td>
</tr>
</tbody>
</table>

In terms of the diatom results, it is clearly evident that almost the entire Bongani River mainstem (Site 01 to Site 05) is largely compromised in terms of water quality, whereas the main tributary that enters the Bongani River mainstem a short distance upstream of the George Rex Drive wetland (also referred to as Bongani Lower wetland – WET 12 in Figure 3-1), is in a more moderate condition (Table 3-4).

Table 3-4  Diatom laboratory analysis results from samples collected in December 2019 at selected sites along the Bongani River mainstem and tributary

<table>
<thead>
<tr>
<th>Site no.</th>
<th>No. of species</th>
<th>SPI</th>
<th>BDI</th>
<th>%PTV</th>
<th>% Deformed cells</th>
<th>PES</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>21</td>
<td>6.8</td>
<td>8.8</td>
<td>51.1</td>
<td>2.25</td>
<td>Poor</td>
</tr>
<tr>
<td>04</td>
<td>7</td>
<td>4.4</td>
<td>5.3</td>
<td>99.0</td>
<td>0.50</td>
<td>Seriously Modified</td>
</tr>
<tr>
<td>05</td>
<td>8</td>
<td>4.6</td>
<td>5.1</td>
<td>98.3</td>
<td>1.25</td>
<td>Seriously Modified</td>
</tr>
<tr>
<td>08</td>
<td>26</td>
<td>10.6</td>
<td>14.9</td>
<td>21.9</td>
<td>6.00</td>
<td>Fair</td>
</tr>
</tbody>
</table>

The following sections provide further detail describing the present health and condition of the rivers that drain the Bongani Catchment.

3.4.1  Bongani River mainstem
The mainstem Bongani River is roughly 4.2 km in length with an elevation drop of approximately 200 meters (5% gradient). Table 3-5 summarises the PES of the mainstem according to the three reaches that were assessed using diatoms (as reliable biological indicator of water quality impacts) and riverine habitat integrity according to the instream and riparian components.
Table 3-5: River health overview of the Bongani River mainstem based on diatoms and riverine habitat integrity

<table>
<thead>
<tr>
<th>River Indicator</th>
<th>PES Category</th>
<th>Upper</th>
<th>Middle</th>
<th>Lower</th>
</tr>
</thead>
<tbody>
<tr>
<td>Diatoms</td>
<td>D</td>
<td>E</td>
<td>E</td>
<td></td>
</tr>
<tr>
<td>IHI (instream)</td>
<td>C</td>
<td>D</td>
<td>E</td>
<td></td>
</tr>
<tr>
<td>IHI (Riparian)</td>
<td>B</td>
<td>C</td>
<td>C/D</td>
<td></td>
</tr>
</tbody>
</table>

The following sections provide details that specifically describe the present health and condition of the upper, middle and lower reaches of the Bongani River mainstem.

**Upper reaches of the Bongani River mainstem**

The upper reaches of the Bongani River (as shown in the image below) extend from the wetlands within Kayalethu, dropping steeply along a 7% gradient, through the indigenous forest, before entering the middle reaches of the Bongani River.

The riparian habitat is largely natural, but affected primarily by impacts from the Kayalethu community located upstream. As a result, the instream habitat is in a more moderate condition due to water quality and stormwater impacts from Kayalethu. Illegal solid waste dumping is a serious problem in the upper sections of the reach. There is also to a low to moderate infestation of alien invasive plants in the extreme lower and upper sections of this reach.
Problematic IAPs include: Bugweed (*Solanum mauritianum*), Green Wattle (*Acacia decurrens*), Grenadilla species (*Passiflora* sp.), Inkberry (*Cestrum* sp.), Lantana (*Lantana camara*), Long-leaved Wattle (*Acacia longifolia*), Maderavine (*Anredera cordifolia*), and Pine (*Pinus* sp.). The river channel in the lower sections of the reach have been stabilised using gabions, but seems to have been well-colonised by the riparian shrub, *Cliffortia odorata*.

The diatom assessment at Site 01 revealed that the water quality of the site is in a poor condition (with a diatom SPI score of 6.8). The diatom community was dominated by the species:

- *Nitzschia frustulum* (20% relative abundance), which indicates increased salinity and osmotic fluctuations, but is also tolerant to high nutrient and organic pollution;
- *Psammothiadium oblongellum* (18% relative abundance), which is moderately tolerant of pollution, favouring circumneutral to slightly alkaline pH waters; and
- *Sellaphora seminulum* (10% relative abundance), which indicates concentrated pollution from industrial organic waste and increased salinity.

**Middle reaches of the Bongani River mainstem**

The middle reach of the Bongani River extends from below the indigenous forest to the N2, and has a relatively gentle gradient of 3%. There are also several seepage wetlands that drain into the broader valley-bottom wetland that extends down the valley line along the Bongani River mainstem.
The riparian habitat is largely modified, and affected by alien vegetation and localised water quality impacts (notably ingress of raw sewerage from surcharging sewer manholes) impacts from the Kayalethu community upstream. The diatom assessment at Site 04 revealed that the water quality of the site is **seriously modified** (with a diatom SPI score of 4.4 – the lowest SPI score of the four sites sampled for diatoms). The diatom community comprised of only seven species, half of which was made up of one species, namely *Sellaphora seminulum*. The dominant indicators species at this site included:

- *Sellaphora seminulum* (49% relative abundance), which indicates concentrated pollution from industrial organic waste and increased salinity;
- *Eolimna minima* (28% relative abundance), which indicates concentrated pollution from industrial organic waste and increased salinity; and
- *Gomphonema parvulum* (17% relative abundance), which indicates concentrated pollution from industrial organic waste; tolerance to extreme organic pollution, and indicates high levels of nutrients and an increase in sediments.

**Lower reaches of the Bongani River mainstem**

The lower reach of the Bongani River passes through the urbanised zone with industry on the left (or southern) bank and residential on the right (or northern) bank. The upper boundary is defined by the N2.

The instream habitat is seriously modified, with the entire length of the channel stabilised using channel armouring, with added impacts caused from water pollution and stormwater (both from upstream and within the reach). and affected by alien vegetation and localised
water quality impacts (notably ingress of raw sewage from surcharging sewer manholes) impacts from the Kayalethu community upstream.

Problematic IAPs include: American Bramble (*Rubus cuneifolius*), Australian Blackwood (*Acacia melanoxylon*), Bugweed (*Solanum mauritianum*), Garden Canna (*Canna indica*), Green Wattle (*Acacia decurrens*), Inkberry (*Cestrum sp.*), Maderavine (*Anredera cordifolia*), Morning Glory (*Ipomoea sp.*), Peanut Butter Cassia (*Senna didymobotrya*), Syringa (*Melia azedarach*) and Wandering Jew (*Tradescantia fluminensis*).

The diatom assessment at Site 05 revealed that the water quality of the site is seriously modified (with a diatom SPI score of 4.6). The diatom community was very similar to Site 04 a short distance upstream where almost 90% of the species composition was made up by the following three species of diatom:

- *Selaphora seminulum* (50% relative abundance), which indicates concentrated pollution from industrial organic waste and increased salinity;
- *Eolima minima* (26% relative abundance), which indicates concentrated pollution from industrial organic waste and increased salinity; and
- *Gomphonema parvulum* (12% relative abundance), which indicates concentrated pollution from industrial organic waste; tolerance to extreme organic pollution, and indicates high levels of nutrients and an increase in sediments.

### 3.4.2 Bongani River tributary

The Bongani River tributary is roughly 2.5 km in length with an elevation drop of approximately 180 meters (7% gradient). Table 3-6 summarises the PES of the tributary according to the three reaches that were assessed using diatoms (as reliable biological indicator of water quality impacts) and riverine habitat integrity according to the instream and riparian components.

**Table 3-6 River health overview of the Bongani River tributary based on diatoms and riverine habitat integrity**

<table>
<thead>
<tr>
<th>River Indicator</th>
<th>PES Category</th>
<th>Upper</th>
<th>Middle</th>
<th>Lower</th>
</tr>
</thead>
<tbody>
<tr>
<td>Diatoms</td>
<td>Not sampled</td>
<td>Not sampled</td>
<td>C</td>
<td></td>
</tr>
<tr>
<td>IHI (Instream)</td>
<td>A/B</td>
<td>C</td>
<td>D</td>
<td></td>
</tr>
<tr>
<td>IHI (Riparian)</td>
<td>B</td>
<td>C/D</td>
<td>E</td>
<td></td>
</tr>
</tbody>
</table>
The following sections provide details that specifically describe the present health and condition of the upper, middle and lower reaches of the Bongani River tributary.

**Upper reaches of the Bongani River tributary**

The upper reaches of the Bongani River tributary is made up of two drainage lines that originate within the indigenous forest situated below Jood se Kamp and Concordia. The southern drainage line drops at 10%, while the northern drainage line drops at 12%. Both drainage lines flow through wetland habitat located immediately upstream of the Old Toll Road that leads to the municipal refuse site.

Although, no riverine assessments were undertaken to establish PES, it is likely that these two river systems are in a near-natural state, with minor impacts received from Jood se Kamp and Concordia.

**Middle reaches of the Bongani River tributary**

The middle reach of the Bongani River tributary extends from the Old Toll Road, through the Upper Old Place residential area to the N2, which marks the lower boundary of the assessment reach. The river system within this reach has a 3% gradient, and is restricted to a narrow band of riparian forest, which is an extension of the more contiguous indigenous forest of the upper reaches.
The assessment of this reach was limited to one site (i.e. Site 06), located at the pipeline crossing, a short distance downstream of the Old Toll Road. This reach is affected by localised stormwater impacts from runoff from the Old Toll Road, as well as from the adjacent residential areas. It is expected that the tributary does not receive significant water quality impacts, especially when inferring from the in-situ water parameters (see Table 3-3) and the diatom sample from downstream at Site 08 (see Table 3-4).

Problematic IAPs include: Australian Blackwood (*Acacia melanoxylon*), Bugweed (*Solanum mauritianum*), Ginger Lily (*Hedychium sp.*), Inkberry (*Cestrum sp.*), Morning Glory (*Ipomeae sp.*), Peanut Butter Cassia (*Senna didymobotrya*), Syringa (*Melia azedarach*) and Wandering Jew (*Tradescantia fluminensis*).

**Lower reaches of the Bongani River tributary**

The lower reach of the Bongani River tributary passes through the Lower Old Place residential area from the N2 to the confluence with the Bongani River mainstem just downstream of Site 5. It follows a relatively gentle gradient of 3%.
The instream habitat integrity is largely modified due to extensive channelisation (i.e. from installation of Amorflex) to stabilise the channel from increased stormwater discharge resulting from the largely urbanised catchment areas (i.e. added flow modification within the system). In addition, the reach is affected by a fair amount of water quality impacts as inferred from the diatoms.

Problematic IAPs include: Australian Blackwood (Acacia melanoxylon), Ginger Lily (Hedychium sp.), Inkberry (Cestrum sp.), Morning Glory (Ipomeae sp.), Syringa (Melia azedarach) and Wandering Jew (Tradescantia fluminensis).

The diatom assessment at Site 08 revealed that the water quality of the site is in a fair condition with a diatom SPI score of 10.6 – the high SPI score recorded from the Bongani Catchment. The diatom community at Site 08 is also the most diverse (26 species), and makes up roughly 65% of the total diatom diversity as observed from the four sampling site. However, 55% of the community structure is made up of one species, namely *Psammothidium oblongellum*. Other dominant species included *Eolimna minima* (10%), *Navicula veneta* (9%) and *Navicula symmetrica* (3%).

- *Psammothidium oblongellum* (55% relative abundance), which is moderately tolerant of pollution, favouring circumneutral to slightly alkaline pH waters;
- *Eolimna minima* (10% relative abundance), which indicates concentrated pollution from industrial organic waste and increased salinity; and
- *Navicula veneta* (9% relative abundance), which indicates increased salinity, and is also tolerant to high nutrient and organic pollution.
4. REHABILITATION PLAN AND APPROACH

4.1 Prioritisation of Sites for Rehabilitation

Rather than planning the rehabilitation of freshwater ecosystem in “a vacuum”, an attempt was made to locate the rehabilitation within a broad integrated approach encompassing five key guiding principles:

- Stakeholder engagement and support is critical in order to address pollution and wetland rehabilitation in a sustainable and integrated manner.
- Foremost, pollution should primarily be dealt with at source, but it is recognized that for a variety of reasons this will not always be completely achieved. Therefore, the pollutant-assimilative capacity of the ecological infrastructure (in particular of wetlands and rivers) in the catchment needs to be sustained/enhanced as part of an integrated approach for dealing with pollution, preferably down the entire length of the Bongani River system where opportunities are available.
- The pollution-buffering capacity of rivers and wetlands should be sustained/enhanced across the catchment, including areas high or central in the catchment to “intercept” pollution sources as soon as possible, as well as areas low in the catchment as “last-resort catch-all” areas. The wetlands located higher in the catchment are potentially able to deal with pollutants as close to the source as possible (Brinson, 1993), whereas wetlands located lower in the catchment are generally better located in terms of intercepting catchment runoff from as a large an area as possible of the catchment (Hansen et al., 2018).
- Rehabilitation interventions should be focused in locations where: (a) upstream pollution risks are relatively high, (b) opportunities for enhancing/securing functional capacity of rivers and wetlands is relatively high, and (c) constraints to achieving the identified functional capacity are not overly restrictive on the rehabilitation.
- While the focus of the prioritisation is in relation to the current pollution sources, site selection also needs to be pre-emptive and consider where the main anticipated new developments (and attendant pollutant risks) are likely to be located.

Most of the available opportunities provisionally identified for physical rehabilitation fall within the 13 individual wetland areas (see Section 3.1). From the assessment of theses wetlands, it was found that the systems varied greatly in terms of both opportunities and constraints for rehabilitation as summarised in Table 4-1.
Table 4-1  A summary of key opportunities and constraints for rehabilitation of wetlands within the Bongani Catchment, and their overall priority for rehabilitation

<table>
<thead>
<tr>
<th>Wetland no.</th>
<th>Wetland name</th>
<th>Opportunities to improve functionality</th>
<th>Rationale</th>
<th>Constraints</th>
<th>Rationale</th>
<th>Overall priority</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>Kayalechu</td>
<td>Intermediate</td>
<td>Moderately high inputs of pollution from catchment.</td>
<td>Very high</td>
<td>Very little natural buffer remains around the wetland, and properties are impinging into the wetland².</td>
<td>Low</td>
</tr>
<tr>
<td>02</td>
<td>Bongani headwaters</td>
<td>Moderately low</td>
<td>Limited pollution inflows from catchment.</td>
<td>Low</td>
<td>Extensive natural buffer around the wetland.</td>
<td>Moderately low</td>
</tr>
<tr>
<td>03</td>
<td>Bongani upper</td>
<td>Moderately low</td>
<td>Moderately high inputs of pollution from catchment.</td>
<td>Very high</td>
<td>Very little natural buffer remains around the wetland, and properties are impinging into the wetland².</td>
<td>Low</td>
</tr>
<tr>
<td>04</td>
<td>Concordia upper</td>
<td>Moderately low</td>
<td>Flows naturally relatively diffuse.</td>
<td>Moderate</td>
<td>Buffer around the wetland is reasonable but is limited in some portions of the wetland.</td>
<td>Low</td>
</tr>
<tr>
<td>05</td>
<td>Concordia lower</td>
<td>High</td>
<td>Moderately high inputs of pollution from catchment, with opportunities to prevent erosional incisions¹.</td>
<td>Low</td>
<td>Located in an indigenous forest with extensive natural buffer surrounding the wetland.</td>
<td>Moderately high</td>
</tr>
<tr>
<td>06</td>
<td>Jord se kamp</td>
<td>Low</td>
<td>Recent incision occurred through fairly recently deposited sediment, and there is a risk of further incision, which will compromise future pollution-buffering capacity.</td>
<td>Low</td>
<td>Located in an indigenous forest with extensive natural buffer surrounding the wetland.</td>
<td>Intermediate</td>
</tr>
<tr>
<td>07</td>
<td>Bongani seep 1</td>
<td>Low</td>
<td>Limited pollution inflows from catchment.</td>
<td>Low</td>
<td>Although currently no constraints from adjacent development, this will change greatly with a</td>
<td>Low</td>
</tr>
</tbody>
</table>

¹ Ground Truth Water, Wetlands and Environmental Engineering

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Page 42
<table>
<thead>
<tr>
<th>Wetland no.</th>
<th>Wetland name</th>
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<th>Rationale</th>
<th>Constraints</th>
<th>Rationale</th>
<th>Overall priority</th>
</tr>
</thead>
<tbody>
<tr>
<td>08</td>
<td>Bongani seep 2</td>
<td>Intermediate</td>
<td>Limited pollution inflows from catchment.</td>
<td>Low</td>
<td>Proposed development (which appears to be at an advanced stage of planning) within which the three seeps fail.</td>
<td>Low</td>
</tr>
<tr>
<td>09</td>
<td>Bongani seep 3</td>
<td>Low</td>
<td>Limited pollution inflows from catchment.</td>
<td>Low</td>
<td></td>
<td>Low</td>
</tr>
<tr>
<td>10</td>
<td>Bongani tributary</td>
<td>Intermediate</td>
<td>High pollution inflows from catchment. Potential exists for spreading low/intermediate flows into the off channel wetland.</td>
<td>High</td>
<td>Opportunities for spreading flows are constrained by channelized stream and infrastructure in close proximity.</td>
<td>Moderately high</td>
</tr>
<tr>
<td>11</td>
<td>Bongani control</td>
<td>High</td>
<td>Very high pollution inflows from catchment. Opportunities exist: (1) to improve ecosystem functionality within the macro-channel (2) to halt continual incision within lateral inflow areas.</td>
<td>Low</td>
<td>Currently there are limited infrastructural developments constraining any rehabilitation designed to enhance and secure ecosystem functionality.</td>
<td>Very High</td>
</tr>
<tr>
<td>12</td>
<td>Bongani lower</td>
<td>High</td>
<td>Very high inputs of pollution from catchment. Opportunities exist within the macro-channel to improve ecosystem functionality.</td>
<td>High</td>
<td>Constraints are high in terms of surrounding developments but less so once the Bongani River has flowed out of the industrial area into a broad area of public open space.</td>
<td>High</td>
</tr>
<tr>
<td>13</td>
<td>Bongani outlet</td>
<td>Moderately high</td>
<td>Very high inputs of pollution from catchment. Opportunities exist: (1) to improve ecosystem functionality within the macro-channel (2) to increase contact of flows with well vegetated lateral areas on the right</td>
<td>Moderate</td>
<td>Constraints are moderate in terms of surrounding developments.</td>
<td>High</td>
</tr>
</tbody>
</table>
PLANNING AND DEVELOPMENT COMMITTEE MEETING

AGENDA

10 SEPTEMBER 2020

1 All of the wetland areas are infested with IAPs (Invasive Alien Plants), and although the level of infestation varies greatly amongst the different sites, IAPs threaten the functionality of all of the wetland sites, as well as along the Bongani River mainstem and tributary. Infestations of IAPs impact negatively on biodiversity as well as leading to be less effective than the indigenous vegetation in controlling erosion, one of the reasons being that they generally support more intense flies which are more damaging to the soil (Chanier et al., 2012). Therefore, control of IAPS represents an opportunity for rehabilitation at all of the sites, and for the purposes of the prioritisation given in the table, this opportunity was considered to be approximately equal across all of the sites.

2 Any rehabilitation which takes place in this wetland, which would be designed to increase wetland functionality by spreading flows, would increase the risks of flooding as well as risks to human health for the households living in the wetland margins and immediately adjacent areas.

3 There is a relatively high risk of erosional incision of the berm at the wetland’s outlet. If this incision occurs it will lead to the release of sediment and the concentration of flows, greatly reducing the functionality of this wetland. This risk of erosional incision could be greatly reduced with a few strategically placed rehabilitation interventions.

4 Although constrained on the left bank by closely-located sports fields, on the right bank is a public open space with no infrastructural developments into which low flows could be directed.
The following key trends emerge from Table 4-1:

- Kayalethu and Bongani upper wetlands are severely constrained in terms of rehabilitation options owing to the dwellings in the wetland margins and immediately adjacent areas.
- Bongani headwater and Concordia upper are less constrained by close residential developments than the abovementioned wetlands. However, the wetlands are already at a reasonably high level of functionality and limited options are apparent for improving functionality.
- Concordia lower and Jedse kamp are minimally constrained, as well as being faced with the risks of erosional degradation and attendant loss of functionality, which could be reduced through minor rehabilitation interventions.
- Bongani seep 1, 2 and 3, although minimally constrained as above, appear to have limited options for improving functionality.
- Bongani central is also minimally constrained as above, as well as having good opportunities to improve/secure functionality through spreading of low/intermediate flows and increasing hydraulic residence (retention) time.
- Bongani tributary and Bongani lower are relatively constrained in terms of surrounding developments, but there are nonetheless opportunities, especially in Bongani lower to improve functionality.
- The primary constraint of the Bongani outlet wetland is the limited flow distance (150 m) before entering the Knysna Estuary, but some opportunity may exist on the right bank for re-directing low flows in order to improve functionality.

Further to the above, the Bongani central wetland area and Bongani seeps 1 to 3 fall within the footprint of a proposed new residential/infrastructural development. As should be the case for new developments throughout the catchment, here there is a need to be cautious that local developments do not compromise the functional capacity of the wetlands in terms of buffering both local sources of pollution as well as upstream sources. It is also very important that the new developments do not increase runoff intensity to these wetlands, which, as described for the eastern tributary area of the Bongani central wetland, has the potential cause severe erosion and the loss of large volumes of sediment from these wetlands. In particular, a reasonable buffer of natural/near-natural vegetation needs to be maintained around all of the wetland and riparian areas within the development footprint. This is a growing concern, especially when considering the existing failures being experienced within the catchment. In addition, sound stormwater management (e.g. design and implementation of SUDS – Sustainable Urban Drainage Systems; see recommendations by GroundTruth, 2018) is required at source to prevent increased runoff intensity.
4.2 Opportunities and Constraints for Rehabilitation of Priority Sites

4.2.1 Very high priority sites

*Bongani central wetland including the Bongani River mainstream:*

This wetland system includes the Bongani River mainstem, which is confined to a narrow (generally <1 m wide) river channel (Plate 9 and 10; see Appendix 3), resulting in flows being very confined and afforded very little opportunity to interact with the adjacent valley floor. The Bongani central wetland area is probably naturally a channelled valley bottom, but the degree of vertical incision and confinement of water flows through the area have probably been increased as a result of anthropogenic factors, including: (1) increased peak discharges as a result of increased hardened surfaces in the catchment; (2) extensive growth of invasive alien trees growing adjacent to the channel; and (3) historical physical disturbances on-site.

In order to encourage some lateral activation of the adjacent valley bottom area, the following are recommended:

- Introduce a few low-level, “hard interventions” in strategic locations where lateral activation is likely to be most readily achieved (an example of one of these areas is shown in Plate 12; see Appendix 3).
- Clear invasive alien trees in the wetland and encourage the growth of indigenous herbaceous vegetation.
- Enhance buffering of lateral water inputs into the area (see Bongani central - lateral inflows below) which will help reduce peak discharges.

In the Bongani central there are two locations where lateral activation of the wetland area is likely to be most readily achieved (with the lower of these shown in Plate 12; see Appendix 3). Following the interventions, low flows would still be channelized, but much more readily spread across the valley floor.

Engineering details for various interventions such as concrete weirs, concrete geocell chutes, and general earthworks and reshaping are recommended for the Bongani central (refer to Interventions GTW866-004a to GTW866-006b in Appendix 1).

*Bongani central (lateral inflows):*

The largest current source of pollution in the Bongani Catchment appears to be from a single surcharging sewage manhole in one of the smaller southern arms of Bongani central wetland area (see Figure 3-1 and Figure 3-2). The discharged sewage from this source flows for approximately 200 m through a well vegetated area of the Central Bongani wetland (Plate 11;
see Appendix 3) before entering the Bongani stream. For this distance, flows are spread out diffusely and shallowly across a front which is up to 50 m wide. This affords these polluted flows a relatively high level of contact with wetland sediment and vegetation in approximately 1.2 ha of wetland, and therefore the wetland is likely to be contributing significantly to a reduction in the pollutant loads (including nutrients, toxicants and pathogens) of the water which ultimately enters the Bongani stream. Nonetheless, based on the general assimilative capacities for wetlands reported by O’Gee (2010) and Land et al. (2016), it is recognized that the high pollutant loads in this major discharge would greatly exceed the assimilative capacity of this relatively small area of wetland. Therefore, although having been significantly reduced, pollutant loads into the Bongani stream from this source would likely still be high.

Before entering the Bongani stream, the diffuse flow referred to above concentrates into a narrow, incised channel, which appears to be advancing into the diffuse flow area through active erosional incision. This erosional incision has been promoted by the sustained high discharge of sewage, and if not addressed then it could potentially continue throughout the 1.2 ha area, and the resulting change from diffuse to confined flows would result in a considerable loss of functional capacity to this strategically very important wetland area.

It is further noted that the 1.2 ha area of wetland referred to above also receives extensive runoff from the N2 road and nearby developments, which is likely to contain pollutants as well as increasing peak discharges, with the latter contributing to increased risk of erosion.

While every effort must be made to prevent surcharging from the sewage reticulation system, it is anticipated that the sewage reticulation system will not be perfect and that surcharges will occur periodically, adding to the pollutant loads from runoff from the N2 road and nearby developments. Even if the level of monitoring for surcharges is greatly increased (which is required as a matter of urgency) periodically there may be surcharge events, which will continue until they are detected and remediated, which would hopefully not be more than after a few days or at most a week. But during the intervening period before the remediation is completed the wetland would provide a very valuable “backstop” buffering. Thus, intervention/s (possibly a weir in the channel downstream of the incision designed to flood back into the incision) are recommended to halt any further erosional incision of the 1.2 ha area.

4.2.2 High priority sites

**Bongani lower:**

The first portion of Bongani lower wetland area is constrained by very close developments as is the case for the Bongani tributary, and the measures recommended above for the Bongani
tributary should be followed. However, the second portion of Bongani lower, is less constrained by developments and there is scope for widening the area of water/vegetation and sediment contact beyond the current width of the macrochannel. It is recommended that this be achieved by the following:

- Enlarging the ponded area immediately upstream of the George Rex bridge, which currently appears to play an important role in trapping sediment.
- A gabion structure is already present on the Bongani stream shortly upstream of the ponded area, and it is recommended that additional structure/s be added further upstream.
- Clearing of invasive alien trees, as recommended above.
- The tributary entering from Vigilance Drive, has been straightened and is relatively confined, and it is recommended that this possibly be reconfigured to make it more sinuous, and possibly also with the addition of a weir structure to promote additional hydraulic retention.
- The current maintenance carried out in the abovementioned ponded area needs to be reviewed to minimise its frequency and ensure that the disturbance caused by the maintenance poses minimal risk of increased sediment supply to the estuary. It is anticipated that the above recommendations, together with several of the recommendations given for some the upstream wetlands which are designed to reduce erosion and promote sediment tapping, will help reduce the frequency with which excavation is required. Even so, periodic excavation is likely to still be required.

A series of five (5) concrete sills and ponds are recommended, as well as general earthworks and reshaping are recommended refer to Interventions GTW866-007 and GTW866-008 in Appendix 1).

**Bongani outlet:**

---

6 The ponded area immediately upstream of the George Rex bridge is periodically excavated to remove the sediment, and from the sequence of Google Earth images for 2009 to 2019 it can be seen that excavation in 2011 is far a distance of approximately 100 m, presumably as part of maintaining “free flow” beneath the bridge. The progressive establishment of vegetation and re-accumulation of sediment in this section of channel are apparent in the images following 2011, and at some time in the future it is anticipated that the aggradation of sediment in the channel will be deemed to have reached a point where the excavation will be required again.
On the right bank is a public open space with no infrastructural developments into which low flows could be directed. This area already has a small depressional wetland area, currently not directly connected with the Bongani stream, and sufficient space exists to create one or two additional depressional areas and then to direct the low flows along a sinuous channel through all of these depressions, greatly increasing the hydraulic retention capacity (and therefore pollution assimilation capacity) of this area. At the same time, the current course of the Bongani stream would still be left open to carry high flows, therefore not resulting in the loss of any flood conveyance capacity. It is important to note that local stakeholders (e.g. the Scouts, who have their venue located next to this area) have not been consulted in terms of the proposed spreading of flows on the right bank, and stakeholder consultation would therefore be required before proceeding with any further planning of this possible enhancement of wetland functionality.

The outflow from the WWTW feeds into the Bongani stream where the stream runs immediately alongside the sports fields, and only 80 m before it enters the estuary very close to what appears to be the mean high tide level. Thus, opportunities for spreading flows and enhancing the assimilative capacity of the Bongani stream with respect to the WWTW inflows are limited.

4.2.3 Moderately high priority sites

**Concordia lower:**

The outlet of Concordia lower wetland area takes place through two focal points in an earthen berm, which is currently having a strong damming effect on the wetland. As indicated in Table 3-2, there is a relatively high risk of erosional incision of at least one of these outflow points, which would lead to the release of sediment and the concentration of flows, substantially reducing the functionality of this wetland. In order to lower the risk of erosional incision, a few strategically placed interventions (possibly drop inlets) are recommended to allow flows to safely pass through this berm.

Engineering details for a concrete geocell chute is recommended (refer to Intervention GTW866-003 in Appendix 1).

**Bongani tributary:**

Owing to the severe constraints imposed by impinging infrastructural developments in the valley floor along the entire margin of the Bongani tributary unit, enhancement of functionality is focused within the existing macro-channel rather than attempting to spread flows more across the valley floor. In this reasonably confined area of the macro-channel
there is nonetheless some scope for increasing hydraulic retention time and promoting greater contact between water flows and sediment and vegetation (and greater heterogeneity of flow patterns). The following key means of achieving this are proposed:

- Clear invasive alien trees, the shading of which has suppressed robust herbaceous vegetation on the margins of the micro-channels. Following this clearing, the planting of indigenous herbaceous plants is recommended, in particular Cyperus textilis.

- Maintenance of existing gabion weir/s in which some of the rocks have been washed out, and for which the flow retention effect could be improved, possibly through also introducing modifications, e.g. with concrete capping.

- Once the maintenance of existing structures has been identified, review the need for introducing further rehabilitation structures

- Consider localized enlargement of the macro-channel

4.2.4 Intermediate priority sites

Jood se kamp:

As indicated in Table 3-2, recent erosional incision occurred through fairly recently-deposited sediment (at the outflow of the wetland) and there is a risk of further incision, although probably occurring to a lesser extent than that which might occur in Concordia lower wetland area. Thus, an intervention is recommended to control flows at the outflow of this wetland area. Engineering details for two concrete geocell chutes are recommended (refer to Intervention GTW866-001 and Intervention GTW866-002 in Appendix 1).
5. REFERENCES


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6. APPENDICES

APPENDIX 1

Proposed Intervention Details Supporting the Rehabilitation Plan
This section provides the details of the proposed interventions associated with the wetland rehabilitation measures mentioned above. The details provided for each of the proposed interventions include the following:

- Intervention type;
- Intervention objectives;
- Co-ordinate locations;
- Dates of when the structure was planned; and
- Intervention drawing numbers.

In addition to the tabulated information, a photograph, estimated bill of quantities and intervention specific notes for each intervention have been provided. The interventions are located in three clusters which are shown in Figures 2-1, 2-2 and 2-3. A summary of the interventions and the coordinates for each is proved in Table 1-1 below:

**Table A-1: Summary of interventions and coordinates**

<table>
<thead>
<tr>
<th>Intervention Number</th>
<th>Type</th>
<th>Longitude</th>
<th>Latitude</th>
</tr>
</thead>
<tbody>
<tr>
<td>GTW866-001</td>
<td>Geocell Chute</td>
<td>23.07833</td>
<td>-34.03667</td>
</tr>
<tr>
<td>GTW866-002</td>
<td>Geocell Chute</td>
<td>23.07825</td>
<td>-34.03719</td>
</tr>
<tr>
<td>GTW866-003</td>
<td>Geocell Chute</td>
<td>23.07878</td>
<td>-34.03753</td>
</tr>
<tr>
<td>GTW866-004a</td>
<td>Concrete Weir</td>
<td>23.092</td>
<td>-34.04158</td>
</tr>
<tr>
<td>GTW866-004b</td>
<td>Concrete Weir</td>
<td>23.09181</td>
<td>-34.04186</td>
</tr>
<tr>
<td>GTW866-004c</td>
<td>Earthworks/Reshaping</td>
<td>23.09188</td>
<td>-34.04172</td>
</tr>
<tr>
<td>GTW866-005</td>
<td>Geocell Chute</td>
<td>23.08702</td>
<td>-34.04301</td>
</tr>
<tr>
<td>GTW866-006a</td>
<td>Concrete Weir</td>
<td>23.08447</td>
<td>-34.04198</td>
</tr>
<tr>
<td>GTW866-006b</td>
<td>Earthworks/Reshaping</td>
<td>23.08457</td>
<td>-34.04215</td>
</tr>
<tr>
<td>GTW866-007</td>
<td>Concrete Sills and Ponds</td>
<td>23.07056</td>
<td>-34.04538</td>
</tr>
<tr>
<td>GTW866-008</td>
<td>Excavated Depression</td>
<td>23.06892</td>
<td>-34.04593</td>
</tr>
</tbody>
</table>

It should be noted that all designs presented in this document are conceptual in nature and need to be verified at the time of construction by a suitably qualified environmental engineer in order to ensure that each intervention appropriately meets the initial objectives of the rehabilitation plan as site conditions are likely to change between the time of planning and implementation.
Appendix 1: Proposed Intervention Details

This section provides the details of the proposed interventions associated with the wetland rehabilitation measures mentioned above. The details provided for each of the proposed interventions include the following:

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- Co-ordinate locations;
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<tr>
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<td>Earthworks/Reshaping</td>
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<tr>
<td>GTW866-007</td>
<td>Concrete Sills and Ponds</td>
<td>23.07056</td>
<td>-34.04538</td>
</tr>
<tr>
<td>GTW866-008</td>
<td>Excavated Depression</td>
<td>23.06892</td>
<td>-34.04593</td>
</tr>
</tbody>
</table>

It should be noted that all designs presented in this document are conceptual in nature and need to be verified at the time of construction by a suitably qualified environmental engineer in order to ensure that each intervention appropriately meets the initial objectives of the rehabilitation plan as site conditions are likely to change between the time of planning and implementation.
Figure 2-1: Intervention Cluster 1

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Figure 2.2: Intervention Cluster 2

© GroundTruth Water, Wetlands and Environmental Engineering
Figure 2.3: Intervention Cluster 3
1.1 Intervention GTW866-001

<table>
<thead>
<tr>
<th>Intervention Type</th>
<th>Concrete Geocell Chute</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rehabilitation Objective</td>
<td>Safeguard the upstream wetland area by stabilising the downstream head cut, allowing flows to re-enter the channel without further incision</td>
</tr>
<tr>
<td>Wetland Name</td>
<td>Joodse Kamp</td>
</tr>
<tr>
<td>Longitude</td>
<td>23.07833° E</td>
</tr>
<tr>
<td>Latitude</td>
<td>-34.03657° S</td>
</tr>
<tr>
<td>Designed By</td>
<td>Andrew Hull</td>
</tr>
<tr>
<td>Date</td>
<td>June 2020</td>
</tr>
<tr>
<td>Design Drawings</td>
<td>GTW866-001-00</td>
</tr>
</tbody>
</table>

Figure 2-4: Location of the proposed geocell chute

1.1.1 Intervention GTW866-001 Bill of Quantities

<table>
<thead>
<tr>
<th>REF</th>
<th>DESCRIPTION</th>
<th>UNIT</th>
<th>QTY</th>
</tr>
</thead>
<tbody>
<tr>
<td>GTW866-001.1</td>
<td>General earthworks and sloping for installation of chute</td>
<td>m³</td>
<td>10.00</td>
</tr>
<tr>
<td>GTW866-001.2</td>
<td>Restricted excavations for anchor beam</td>
<td>m³</td>
<td>1.50</td>
</tr>
<tr>
<td>GTW866-001.3</td>
<td>Compacted backfill for earthen berms beneath geocells</td>
<td>m³</td>
<td>0.40</td>
</tr>
<tr>
<td>GTW866-001.4</td>
<td>Bidim A5 or similar approved geofabric for geocell-soil interfaces</td>
<td>m³</td>
<td>20.00</td>
</tr>
<tr>
<td>GTW866-001.5</td>
<td>100mm thick 25MPa Concrete Filled Geocells</td>
<td>m³</td>
<td>20.00</td>
</tr>
<tr>
<td>GTW866-001.6</td>
<td>25MPa Concrete to anchor beam</td>
<td>m³</td>
<td>1.20</td>
</tr>
</tbody>
</table>
1.1.2 Intervention GTW866-001 Construction Notes

The following construction notes apply to the proposed geocell concrete chute intervention:

- The structure is to be set out by a suitably qualified environmental engineer. The site is to be assessed and the appropriateness of the intervention dimensions is to be confirmed in case the site has changed since the date of planning.
- All sloped surfaces are to be at slopes of 1V:4H unless stated otherwise;
- Care shall be taken when filling the concrete geocells in order to avoid overfilling. Each cell shall not be filled beyond 3mm from the top of the cell;
- The contractor shall peg down and install the geocells as recommended by the manufacturer;
- The base of the excavation is to be well compacted and any unsuitable material removed and replaced with select fill (GS) material prior to construction. All soil interfaces with the intervention must be lined with needle-punched non-woven geofabric such as Bidim AS or equivalent product;
- All backfill material should be moistened and compacted in 100mm layers to ensure that adequate compaction is achieved;
- Exposed concrete surfaces should be kept moist for at least 7 days after construction to allow for curing.
1.2 Intervention GTW866-002

<table>
<thead>
<tr>
<th>Intervention Type</th>
<th>Concrete Geocell Chute</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rehabilitation Objective</td>
<td>Safeguard the upstream wetland area by stabilising the downstream head cut, allowing flows to re-enter the channel without further incision</td>
</tr>
<tr>
<td>Wetland Name</td>
<td>Joodse Kamp</td>
</tr>
<tr>
<td>Longitude</td>
<td>23.07825° E</td>
</tr>
<tr>
<td>Latitude</td>
<td>-34.03719° S</td>
</tr>
<tr>
<td>Designed By</td>
<td>Andrew Hull</td>
</tr>
<tr>
<td>Date</td>
<td>June 2020</td>
</tr>
<tr>
<td>Design Drawings</td>
<td>GTW866-002-00</td>
</tr>
</tbody>
</table>

![Location of the proposed geocell chute](image)

1.2.1 Intervention GTW866-002 Bill of Quantities

<table>
<thead>
<tr>
<th>REF</th>
<th>DESCRIPTION</th>
<th>UNIT</th>
<th>QTY</th>
</tr>
</thead>
<tbody>
<tr>
<td>GTW866-002.1</td>
<td>General earthworks and sloping for installation of chute</td>
<td>m³</td>
<td>20.00</td>
</tr>
<tr>
<td>GTW866-002.2</td>
<td>Restricted excavations for anchor beam</td>
<td>m³</td>
<td>2.00</td>
</tr>
<tr>
<td>GTW866-002.3</td>
<td>Compacted backfill for earthen berms beneath geocells</td>
<td>m³</td>
<td>0.40</td>
</tr>
<tr>
<td>GTW866-002.4</td>
<td>Bidim A5 or similar approved geofabric for geocell-soil interfaces</td>
<td>m²</td>
<td>40</td>
</tr>
<tr>
<td>GTW866-002.5</td>
<td>100mm thick 25MPa Concrete Filled Geocells</td>
<td>m³</td>
<td>40</td>
</tr>
<tr>
<td>GTW866-002.6</td>
<td>25MPa Concrete to anchor beam</td>
<td>m³</td>
<td>1.65</td>
</tr>
</tbody>
</table>
1.2.2 Intervention GTW866-002 Construction Notes

The following construction notes apply to the proposed geocell concrete chute intervention:

- The structure is to be set out by a suitably qualified environmental engineer. The site is to be assessed and the appropriateness of the intervention dimensions is to be confirmed in case the site has changed since the date of planning;
- All sloped surfaces are to be at slopes of 1V:4H unless stated otherwise;
- Care shall be taken when filling the concrete geocells in order to avoid overfilling. Each cell shall not be filled beyond 3mm from the top of the cell;
- The contractor shall peg down and install the geocells as recommended by the manufacturer;
- The base of the excavation is to be well compacted and any unsuitable material removed and replaced with select fill (G5) material prior to construction. All soil interfaces with the intervention must be lined with needle-punched non-woven geofabric such as Bdim A5 or equivalent product;
- All backfill material should be moistened and compacted in 100mm layers to ensure that adequate compaction is achieved;
- Exposed concrete surfaces should be kept moist for at least 7 days after construction to allow for curing.
1.3 Intervention GTW866-003

<table>
<thead>
<tr>
<th>Intervention Type</th>
<th>Concrete Geocell Chute</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rehabilitation Objective</td>
<td>Safeguard the upstream wetland area by stabilising the downstream head cut, allowing flows to re-enter the channel without further incision</td>
</tr>
<tr>
<td>Wetland Name</td>
<td>Concordia Lower</td>
</tr>
<tr>
<td>Longitude</td>
<td>23.07878° E</td>
</tr>
<tr>
<td>Latitude</td>
<td>-34.03753° S</td>
</tr>
<tr>
<td>Designed By</td>
<td>Andrew Hull</td>
</tr>
<tr>
<td>Date</td>
<td>June 2020</td>
</tr>
<tr>
<td>Design Drawings</td>
<td>GTW866-003-00</td>
</tr>
</tbody>
</table>

![Figure 2-6: Location of the proposed geocell chute](image)

1.3.1 Intervention GTW866-003 Bill of Quantities

<table>
<thead>
<tr>
<th>REF</th>
<th>DESCRIPTION</th>
<th>UNIT</th>
<th>QTY</th>
</tr>
</thead>
<tbody>
<tr>
<td>GTW866-003.1</td>
<td>General earthworks and sloping for installation of chute</td>
<td>m³</td>
<td>9.00</td>
</tr>
<tr>
<td>GTW866-003.2</td>
<td>Restricted excavations for anchor beam</td>
<td>m³</td>
<td>1.30</td>
</tr>
<tr>
<td>GTW866-003.3</td>
<td>Compacted backfill for earthen berms beneath geocells</td>
<td>m³</td>
<td>0.40</td>
</tr>
<tr>
<td>GTW866-003.4</td>
<td>Bitim A5 or similar approved geofabric for geocell-soil interfaces</td>
<td>m³</td>
<td>24.00</td>
</tr>
<tr>
<td>GTW866-003.5</td>
<td>100mm thick 25MPa Concrete Filled Geocells</td>
<td>m³</td>
<td>24.00</td>
</tr>
<tr>
<td>GTW866-003.6</td>
<td>25MPa Concrete to anchor beam</td>
<td>m³</td>
<td>1.30</td>
</tr>
</tbody>
</table>
1.3.2 Intervention GTW365-003 Construction Notes

The following construction notes apply to the proposed geocell concrete chute intervention:

- The structure is to be set out by a suitably qualified environmental engineer. The site is to be assessed and the appropriateness of the intervention dimensions is to be confirmed in case the site has changed since the date of planning.
- All sloped surfaces are to be at slopes of 1V:4H unless stated otherwise.
- Care shall be taken when filling the concrete geocells in order to avoid overfilling. Each cell shall not be filled beyond 3mm from the top of the cell.
- The contractor shall peg down and install the geocells as recommended by the manufacturer.
- The base of the excavation is to be well compacted and any unsuitable material removed and replaced with select fill (GS) material prior to construction. All soil interfaces with the intervention must be lined with needle-punched non-woven geofabric such as Ilciim A5 or equivalent product.
- All backfill material should be moistened and compacted in 100mm layers to ensure that adequate compaction is achieved.
- Exposed concrete surfaces should be kept moist for at least 7 days after construction to allow for curing.
1.4 Intervention GTW866-004a

<table>
<thead>
<tr>
<th>Intervention Type</th>
<th>Concrete Weir</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rehabilitation Objective</td>
<td>Divert a portion of base-flows into the adjacent levelled area in order to create an enhanced polishing wetland</td>
</tr>
<tr>
<td>Wetland Name</td>
<td>Bongani Central</td>
</tr>
<tr>
<td>Longitude</td>
<td>23.09200° E</td>
</tr>
<tr>
<td>Latitude</td>
<td>-34.04158° S</td>
</tr>
<tr>
<td>Designed By</td>
<td>Andrew Hull</td>
</tr>
<tr>
<td>Date</td>
<td>June 2020</td>
</tr>
<tr>
<td>Design Drawings</td>
<td>GTW866-004a-00</td>
</tr>
</tbody>
</table>

![Image of a concrete weir]

Figure 2-7: Location of the proposed concrete weir

1.4.1 Intervention GTW866-004a Bill of Quantities

<table>
<thead>
<tr>
<th>REF</th>
<th>DESCRIPTION</th>
<th>UNIT</th>
<th>QTY</th>
</tr>
</thead>
<tbody>
<tr>
<td>GTW866-004a.1</td>
<td>General earthworks and sloping for installation of weir</td>
<td>m³</td>
<td>15.00</td>
</tr>
<tr>
<td>GTW866-004a.2</td>
<td>Restricted excavations for key walls</td>
<td>m³</td>
<td>3.00</td>
</tr>
<tr>
<td>GTW866-004a.4</td>
<td>25MPa Concrete for weir</td>
<td>m³</td>
<td>7.00</td>
</tr>
<tr>
<td>GTW866-004a.5</td>
<td>Reinforcing Mesh Reference 395</td>
<td>m²</td>
<td>7.00</td>
</tr>
<tr>
<td>GTW866-004a.6</td>
<td>Reinforcing Mesh Reference 617</td>
<td>m³</td>
<td>25.00</td>
</tr>
</tbody>
</table>
1.4.2 Intervention GTW866-004a Construction Notes

The following construction notes apply to the proposed buttress weir intervention:

- The structure is to be set out by a suitably qualified environmental engineer. The site is to be assessed and the appropriateness of the intervention dimensions is to be confirmed in case the site has changed since the date of planning;
- The heel of the structure and foundations of interventions are to be laid on firm material to ensure that tunnelling under the structure through soils does not occur;
- The base of the excavation is to be compacted to ensure that the apron slab is well supported over its entire length. Photographs should be taken of the foundation conditions and sent to the engineer prior to commencement of construction;
- Excess soil material from the excavation should be placed at the ends of the key walls to form berms to divert water into the structure;
- All backfill material should be moistened and compacted in 150mm layers to ensure that adequate compaction is achieved;
- Formwork should be left for at least 48 hours before being stripped; and
- Exposed concrete surfaces should be kept moist for at least 7 days after construction to allow for curing.
1.5 Intervention GTW866-004b

<table>
<thead>
<tr>
<th>Intervention Type</th>
<th>Concrete Weir</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rehabilitation Objective</td>
<td>Create a stable re-entry point for flows from the upstream created wetland area and flows from the main channel</td>
</tr>
<tr>
<td>Wetland Name</td>
<td>Bongani Central</td>
</tr>
<tr>
<td>Longitude</td>
<td>23.09181° E</td>
</tr>
<tr>
<td>Latitude</td>
<td>-34.04186° S</td>
</tr>
<tr>
<td>Designed By</td>
<td>Andrew Hull</td>
</tr>
<tr>
<td>Date</td>
<td>June 2020</td>
</tr>
<tr>
<td>Design Drawings</td>
<td>GTW866-004b-00</td>
</tr>
</tbody>
</table>

![Image of the proposed concrete weir](image)

Figure 2.8 Location of the proposed concrete weir

1.5.1 Intervention GTW866-004b Bill of Quantities

<table>
<thead>
<tr>
<th>REF</th>
<th>DESCRIPTION</th>
<th>UNIT</th>
<th>QTY</th>
</tr>
</thead>
<tbody>
<tr>
<td>GTW866-004b.1</td>
<td>General earthworks and sloping for installation of weir</td>
<td>m³</td>
<td>70.00</td>
</tr>
<tr>
<td>GTW866-004b.2</td>
<td>Restricted excavations for key walls</td>
<td>m³</td>
<td>22.00</td>
</tr>
<tr>
<td>GTW866-004b.4</td>
<td>25MPa Concrete for weir</td>
<td>m³</td>
<td>61.00</td>
</tr>
<tr>
<td>GTW866-004b.5</td>
<td>Reinforcing Mesh Reference 943</td>
<td>m³</td>
<td>95.00</td>
</tr>
<tr>
<td>GTW866-004b.6</td>
<td>Reinforcing Mesh Reference 817</td>
<td>m³</td>
<td>100.00</td>
</tr>
</tbody>
</table>
1.5.2 Intervention GTW866-004b Construction Notes

The following construction notes apply to the proposed buttress weir intervention:

- The structure is to be set out by a suitably qualified environmental engineer. The site is to be assessed and the appropriateness of the intervention dimensions is to be confirmed in case the site has changed since the date of planning;
- The heel of the structure and foundations of interventions are to be laid on firm material to ensure that tunnelling under the structure through soils does not occur;
- The base of the excavation is to be compacted to ensure that the apron slab is well supported over its entire length. Photographs should be taken of the foundation conditions and sent to the engineer prior to commencement of construction;
- Excess soil material from the excavation should be placed at the ends of the key walls to form berms to divert water into the structure;
- All backfill material should be moistened and compacted in 150mm layers to ensure that adequate compaction is achieved;
- Formwork should be left for at least 48 hours before being stripped; and
- Exposed concrete surfaces should be kept moist for at least 7 days after construction to allow for curing.
1.6 Intervention GTW866-004c

<table>
<thead>
<tr>
<th>Intervention Type</th>
<th>Earthworks and reshaping</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rehabilitation Objective</td>
<td>Levelling and reshaping of an area adjacent to the stream in order to create a flood-out zone for an enhanced polishing wetland</td>
</tr>
<tr>
<td>Wetland Name</td>
<td>Bongani Central</td>
</tr>
<tr>
<td>Longitude</td>
<td>23° 09′ 18.8″ E</td>
</tr>
<tr>
<td>Latitude</td>
<td>-34° 04′ 17.2″ S</td>
</tr>
<tr>
<td>Designed By</td>
<td>Andrew Hull</td>
</tr>
<tr>
<td>Date</td>
<td>June 2020</td>
</tr>
<tr>
<td>Design Drawings</td>
<td>GTW866-004c-00</td>
</tr>
</tbody>
</table>

![Image of proposed enhanced polishing wetland](image)

**Figure 2-9: Location of the proposed enhanced polishing wetland**

1.6.1 *Intervention GTW866-004c Bill of Quantities*

<table>
<thead>
<tr>
<th>REF</th>
<th>DESCRIPTION</th>
<th>UNIT</th>
<th>QTY</th>
</tr>
</thead>
<tbody>
<tr>
<td>GTW866-004c.1</td>
<td>General earthworks and sloping for flood out area</td>
<td>m³</td>
<td>350</td>
</tr>
<tr>
<td>GTW866-004c.2</td>
<td>Revegetation by transplanting selected wetland species and seeding with an approved grass seed mix</td>
<td>m²</td>
<td>700</td>
</tr>
<tr>
<td>GTW866-004c.3</td>
<td>Erosion control logs placed where necessary</td>
<td>m²</td>
<td>100</td>
</tr>
</tbody>
</table>
1.6.2 Intervention GTW366-004c Construction Notes

The following construction notes apply to the proposed sloping and stabilisation intervention:

- The intervention is to be set out by a suitably qualified environmental engineer. The site is to be assessed and the appropriateness of the intervention dimensions is to be confirmed in case the site has changed since the date of planning;
- The levels for the flood out area are to correspond with the downstream weir spillway level in order to achieve maximum flood-out;
- The top 150 mm of top soil is to be removed with vegetation and stockpiled in a designated area for reuse later;
- Sloping of banks must be carried out by cutting material from the top half of the bank at a 1:3 (V:V) slope (where possible) and filling the bottom half to create a cut to fill balance;
- The cut and fill surfaces must be well compacted;
- Once the fill material is compacted and sloping is completed, top soil can be returned from the top soil stock pile and spread over the surface;
- Revegetation is to be undertaken by spreading of indigenous grass seed should be undertaken over the sloped surface. The surface shall then be raked and watered to promote vegetation growth;
- Erosion control logs are to be placed in lines on contour at 1m centres on the sloped face. Erosion control logs are to be secured with wooden stakes placed at a minimum of 1 m centres; and
- Erosion control blankets are to be placed on the sloped face and secured with wooden stakes placed at a minimum of 1 m centres.
PLANNING AND DEVELOPMENT COMMITTEE MEETING
AGENDA
10 SEPTEMBER 2020

LAYOUT SHOWING CONCRETE WEIRS AND RE-SHAPING

EXISTING EARTHEN BERM

INTERVENTION DRAIN

FLOW

INTERVENTION DRAIN

EXISTING EARTHEN BERM

FLOW

EXISTING EARTHEN BERM

FLOW

EXISTING EARTHEN BERM

FLOW

INTERVENTION DRAIN

FLOW

INTERVENTION DRAIN

FLOW

INTERVENTION DRAIN
1.7 Intervention GTW866-005

<table>
<thead>
<tr>
<th>Intervention Type</th>
<th>Concrete Geocell Chute</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rehabilitation Objective</td>
<td>Safeguard the upstream wetland area by stabilising the downstream head cut, allowing flows to re-enter the channel without further incision</td>
</tr>
<tr>
<td>Wetland Name</td>
<td>Bongani Central</td>
</tr>
<tr>
<td>Longitude</td>
<td>23.08702° E</td>
</tr>
<tr>
<td>Latitude</td>
<td>-34.04301° S</td>
</tr>
<tr>
<td>Designed By</td>
<td>Andrew Hull</td>
</tr>
<tr>
<td>Date</td>
<td>June 2020</td>
</tr>
<tr>
<td>Design Drawings</td>
<td>GTW866-005-00</td>
</tr>
</tbody>
</table>

Figure 2-10: Location of the proposed geocell chute
1.7.1 Intervention GTW866-005 Bill of Quantities

<table>
<thead>
<tr>
<th>REF</th>
<th>DESCRIPTION</th>
<th>UNIT</th>
<th>QTY</th>
</tr>
</thead>
<tbody>
<tr>
<td>GTW866-005.1</td>
<td>General earthworks and sloping for installation of chute</td>
<td>m³</td>
<td>20</td>
</tr>
<tr>
<td>GTW866-005.2</td>
<td>Restricted excavations for anchor beam</td>
<td>m³</td>
<td>1.70</td>
</tr>
<tr>
<td>GTW866-005.3</td>
<td>Compacted backfill for earthen berms beneath geocells</td>
<td>m³</td>
<td>0.40</td>
</tr>
<tr>
<td>GTW866-005.4</td>
<td>Bldim A5 or similar approved geofabric for geocell-soil interfaces</td>
<td>m²</td>
<td>40.00</td>
</tr>
<tr>
<td>GTW866-005.5</td>
<td>100mm thick 25MPa Concrete Filled Geocells</td>
<td>m³</td>
<td>40.00</td>
</tr>
<tr>
<td>GTW866-005.6</td>
<td>25MPa Concrete to anchor beam</td>
<td>m³</td>
<td>1.70</td>
</tr>
</tbody>
</table>

1.7.2 Intervention GTW866-005 Construction Notes

The following construction notes apply to the proposed geocell concrete chute intervention:

- The structure is to be set out by a suitably qualified environmental engineer. The site is to be assessed and the appropriateness of the intervention dimensions is to be confirmed in case the site has changed since the date of planning;
- It should be noted that there may be a need to include an additional structure between interventions 005 and 006 at the point of re-entry of the channel on which 005 is located. This should be assessed at the time of setting out and included if necessary;
- All sloped surfaces are to be at slopes of 1V:4H unless stated otherwise;
- Care shall be taken when filling the concrete geocells in order to avoid overfilling. Each cell shall not be filled beyond 3mm from the top of the cell;
- The contractor shall peg down and install the geocells as recommended by the manufacturer;
- The base of the excavation is to be well compacted and any unsuitable material removed and replaced with select fill (GG) material prior to construction. All soil interfaces with the intervention must be lined with needle-punched non-woven geofabric such as Bldim A5 or equivalent product;
- All backfill material should be moistened and compacted in 100mm layers to ensure that adequate compaction is achieved;
- Exposed concrete surfaces should be kept moist for at least 7 days after construction to allow for curing.
- It should be noted that there may be a need to include an additional structure between interventions 005 and 006 at the point of re-entry of the channel on which 005 is located. This should be assessed at the time of setting out and included if necessary.
1.8 Intervention GTW866-006a

<table>
<thead>
<tr>
<th>Intervention Type</th>
<th>Concrete Weir</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rehabilitation Objective</td>
<td>Raise the level of flows in the channel in order to wet an upstream levelled area with the objective of creating an enhanced polishing wetland. The structure shall also create a “water cushion” to allow lateral flows to safely re-enter the channel without create further erosion.</td>
</tr>
<tr>
<td>Wetland Name</td>
<td>Bongani Central</td>
</tr>
<tr>
<td>Longitude</td>
<td>23.08447° E</td>
</tr>
<tr>
<td>Latitude</td>
<td>-34.04198° S</td>
</tr>
<tr>
<td>Designed By</td>
<td>Andrew Hull</td>
</tr>
<tr>
<td>Date</td>
<td>June 2020</td>
</tr>
<tr>
<td>Design Drawings</td>
<td>GTW866-006a-00</td>
</tr>
</tbody>
</table>

![Image of the proposed concrete weir]

Figure 2-11: Location of the proposed concrete weir

1.8.1 Intervention GTW866-006a Bill of Quantities

<table>
<thead>
<tr>
<th>REF</th>
<th>DESCRIPTION</th>
<th>UNIT</th>
<th>QTY</th>
</tr>
</thead>
<tbody>
<tr>
<td>GTW866-006a.1</td>
<td>General earthworks and sloping for installation of weir</td>
<td>m³</td>
<td>20.00</td>
</tr>
<tr>
<td>GTW866-006a.2</td>
<td>Restricted excavations for key walls</td>
<td>m³</td>
<td>8.00</td>
</tr>
<tr>
<td>GTW866-006a.4</td>
<td>25MPa Concrete for weir</td>
<td>m³</td>
<td>15.00</td>
</tr>
<tr>
<td>GTW866-006a.5</td>
<td>Reinforcing Mesh Reference 395</td>
<td>m³</td>
<td>36.00</td>
</tr>
<tr>
<td>GTW866-006a.6</td>
<td>Reinforcing Mesh Reference 817</td>
<td>m³</td>
<td>31.00</td>
</tr>
</tbody>
</table>

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1.8.2 Intervention GTW866-006a Construction Notes

The following construction notes apply to the proposed buttress weir intervention:

- The structure is to be set out by a suitably qualified environmental engineer. The site is to be assessed and the appropriateness of the intervention dimensions is to be confirmed in case the site has changed since the date of planning;
- It should be noted that there may be a need to include an additional structure between interventions 005 and 006 at the point of re-entry of the channel on which 005 is located. This should be assessed at the time of setting out and included if necessary;
- The heel of the structure and foundations of interventions are to be laid on firm material to ensure that tunnelling under the structure through soils does not occur;
- The base of the excavation is to be compacted to ensure that the apron slab is well supported over its entire length. Photographs should be taken of the foundation conditions and sent to the engineer prior to commencement of construction;
- Excess soil material from the excavation should be placed at the ends of the key walls to form berms to divert water into the structure;
- All backfill material should be moistened and compacted in 150mm layers to ensure that adequate compaction is achieved;
- Formwork should be left for at least 48 hours before being stripped; and
- Exposed concrete surfaces should be kept moist for at least 7 days after construction to allow for curing.
1.9 Intervention GTW866-006b

<table>
<thead>
<tr>
<th>Intervention Type</th>
<th>Earthworks and reshaping</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rehabilitation Objective</td>
<td>Levelling and reshaping of an area adjacent to the stream in order to create a flood-out zone for an enhanced polishing wetland</td>
</tr>
<tr>
<td>Wetland Name</td>
<td>Bongani Central</td>
</tr>
<tr>
<td>Longitude</td>
<td>23.08457° E</td>
</tr>
<tr>
<td>Latitude</td>
<td>-34.04215° S</td>
</tr>
<tr>
<td>Designed By</td>
<td>Andrew Hull</td>
</tr>
<tr>
<td>Date</td>
<td>June 2020</td>
</tr>
<tr>
<td>Design Drawings</td>
<td>GTW866-006b-00</td>
</tr>
</tbody>
</table>

Figure 2-12: Location of the proposed enhanced polishing wetland

1.9.1 Intervention GTW866-006b Bill of Quantities

<table>
<thead>
<tr>
<th>REF</th>
<th>DESCRIPTION</th>
<th>UNIT</th>
<th>QTY</th>
</tr>
</thead>
<tbody>
<tr>
<td>GTW866-006b.1</td>
<td>General earthworks and sloping for flood out area</td>
<td>m³</td>
<td>400</td>
</tr>
<tr>
<td>GTW866-006b.2</td>
<td>Revegetation by transplanting selected wetland species and seeding with an approved grass seed mix</td>
<td>m²</td>
<td>800</td>
</tr>
<tr>
<td>GTW866-006b.3</td>
<td>Erosion control logs placed where necessary</td>
<td>m³</td>
<td>200</td>
</tr>
</tbody>
</table>
1.9.2 **Intervention GTW866-006b Construction Notes**

The following construction notes apply to the proposed sloping and stabilisation intervention:

- The intervention is to be set out by a suitably qualified environmental engineer. The site is to be assessed and the appropriateness of the intervention dimensions is to be confirmed in case the site has changed since the date of planning;
- The levels for the flood out area are to correspond with the downstream weir spillway level in order to achieve maximum flood-out;
- The top 150 mm of top soil is to be removed with vegetation and stockpiled in a designated area for reuse later;
- Sloping of banks must be carried out by cutting material from the top half of the bank at a 1:3 (V:H) slope (where possible) and filling the bottom half to create a cut to fill balance;
- The cut and fill surfaces must be well compacted;
- Once the fill material is compacted and sloping is completed, top soil can be returned from the top soil stock pile and spread over the surface;
- Revegetation is to be undertaken by spreading of indigenous grass seed should be undertaken over the sloped surface. The surface shall then be raked and watered to promote vegetation growth;
- Erosion control logs are to be placed in lines on contour at 1 m centres on the sloped face. Erosion control logs are to be secured with wooden stakes placed at a minimum of 1 m centres; and
- Erosion control blankets are to be placed on the sloped face and secured with wooden stakes placed at a minimum of 1 m centres.
1.10 Intervention GTW866-007

<table>
<thead>
<tr>
<th>Intervention Type</th>
<th>Series of five (5) concrete sills and ponds</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rehabilitation Objective</td>
<td>Create a series of ponds within the main channel that can enhance ecosystem services to water quality and stormwater attenuation while avoiding exacerbation of flooding risk to surrounding area</td>
</tr>
<tr>
<td>Wetland Name</td>
<td>Bongani Lower</td>
</tr>
<tr>
<td>Longitude</td>
<td>23.07056° E</td>
</tr>
<tr>
<td>Latitude</td>
<td>-34.04538° S</td>
</tr>
<tr>
<td>Designed By</td>
<td>Andrew Hull</td>
</tr>
<tr>
<td>Date</td>
<td>June 2020</td>
</tr>
<tr>
<td>Design Drawings</td>
<td>GTW866-007-00</td>
</tr>
</tbody>
</table>

![Image of concrete sills and ponding area](image)

Figure 2.13: Location of concrete sills and ponding area

1.10.1 Intervention GTW866-007 Bill of Quantities

<table>
<thead>
<tr>
<th>REF</th>
<th>DESCRIPTION</th>
<th>UNIT</th>
<th>QTY</th>
</tr>
</thead>
<tbody>
<tr>
<td>GTW866-007.1</td>
<td>General earthworks and sloping for installation sills and ponds</td>
<td>m³</td>
<td>220.00</td>
</tr>
<tr>
<td>GTW866-007.2</td>
<td>Restricted excavations for key walls</td>
<td>m³</td>
<td>40.00</td>
</tr>
<tr>
<td>GTW866-007.4</td>
<td>25MPa Concrete for sills</td>
<td>m³</td>
<td>36.00</td>
</tr>
<tr>
<td>GTW866-007.5</td>
<td>Reinforcing Mesh Reference 395</td>
<td>m²</td>
<td>120.00</td>
</tr>
<tr>
<td>GTW866-007.6</td>
<td>2000x1000x300 reno mattresses downstream of sills</td>
<td>units</td>
<td>45.00</td>
</tr>
</tbody>
</table>

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Page 23
1.10.2 Intervention GTW866-007 Construction Notes

The following construction notes apply to the proposed buttress weir intervention:

- The structures are to be set out by a suitably qualified environmental engineer. The site is to be assessed and the appropriateness of the intervention dimensions are to be confirmed in case the site has changed since the date of planning;
- Each sill is set out in order to ensure that the overflowing water falls onto a water cushion created by the downstream sill in a “head to toe” manner;
- The excavation and subsequent dredging of each pond in future is to be done to alternating sills in order to ensure that the entire reach is not denuded of vegetation at one time, but rather split over multiple maintenance periods;
- The foundations of interventions are to be laid on firm material to ensure that tunnelling under the structures does not occur;
- The base of the excavation is to be compacted to ensure that the reno mattresses are well supported over their entire length;
- Bidim A5 or similar approved product is to be placed between all soil to reno mattress interfaces;
- All backfill material should be moistened and compacted in 150mm layers to ensure that adequate compaction is achieved;
- Formwork should be left for at least 48 hours before being stripped; and
- Exposed concrete surfaces should be kept moist for at least 7 days after construction to allow for curing.
1.11. Intervention GTW866-008

<table>
<thead>
<tr>
<th><strong>Intervention Type</strong></th>
<th>Earthworks and reshaping</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Rehabilitation Objective</strong></td>
<td>Excavation of depressions and installation of a pipeline from an upstream intervention in order to create an enhanced polishing wetland</td>
</tr>
<tr>
<td><strong>Wetland Name</strong></td>
<td>Bongani Lower</td>
</tr>
<tr>
<td><strong>Longitude</strong></td>
<td>-34.04593° E</td>
</tr>
<tr>
<td><strong>Latitude</strong></td>
<td>23.06892° S</td>
</tr>
<tr>
<td><strong>Designed By</strong></td>
<td>Andrew Hull</td>
</tr>
<tr>
<td><strong>Date</strong></td>
<td>June 2020</td>
</tr>
<tr>
<td><strong>Design Drawings</strong></td>
<td>GTW866-008-00</td>
</tr>
</tbody>
</table>

Figure 2-14: Location of the proposed enhanced polishing wetland

1.11.1 Intervention GTW866-008 Bill of Quantities

<table>
<thead>
<tr>
<th>REF</th>
<th>DESCRIPTION</th>
<th>UNIT</th>
<th>QTY</th>
</tr>
</thead>
<tbody>
<tr>
<td>GTW866-008.1</td>
<td>General earthworks and excavation for depressions</td>
<td>m³</td>
<td>500</td>
</tr>
<tr>
<td>GTW866-008.2</td>
<td>Revegetation by transplanting selected wetland species and seeding with an approved grass seed mix</td>
<td>m²</td>
<td>1000</td>
</tr>
<tr>
<td>GTW866-008.3</td>
<td>Erosion control logs placed where necessary</td>
<td>m²</td>
<td>200</td>
</tr>
<tr>
<td>GTW866-008.5</td>
<td>200mmØ PVC pipeline from intervention 007c</td>
<td>m</td>
<td>285</td>
</tr>
</tbody>
</table>
1.11.2 Intervention GTW866-008 Construction Notes

The following construction notes apply to the proposed sloping and stabilisation intervention:

- The intervention is to be set out by a suitably qualified environmental engineer. The site is to be assessed and the appropriateness of the intervention dimensions is to be confirmed in case the site has changed since the date of planning;
- The levels for the flood out area are to correspond with the upstream sill level in order to achieve a fall with the pipeline to the proposed depressions;
- The top 150 mm of top soil is to be removed with vegetation and stockpiled in a designated area for reuse later;
- Sloping of banks must be carried out by cutting material from the top half of the bank at a 1:3 (V:H) slope (where possible) and filling the bottom half to create a cut to fill balance;
- The cut and fill surfaces must be well compacted;
- Once the fill material is compacted and sloping is completed, top soil can be returned from the top soil stock pile and spread over the surface;
- Revegetation is to be undertaken by spreading of indigenous grass seed should be undertaken over the sloped surface. The surface shall then be raked and watered to promote vegetation growth;
- Erosion control logs are to be placed in lines on contour at 1m centres on the sloped face. Erosion control logs are to be secured with wooden stakes placed at a minimum of 1 m centres; and
- Erosion control blankets are to be placed on the sloped face and secured with wooden stakes placed at a minimum of 1 m centres.
APPENDIX 2

Benthic Diatom Laboratory Results
APPENDIX 2A: List of diatom taxa and their relative abundance as recorded from respective river sites within the Bongani Catchment

<table>
<thead>
<tr>
<th>Taxon</th>
<th>Site</th>
<th>Site</th>
<th>Site</th>
<th>Site</th>
</tr>
</thead>
<tbody>
<tr>
<td>Abnormal diatom valve or sum of deformities</td>
<td>2</td>
<td>9</td>
<td>5</td>
<td>25</td>
</tr>
<tr>
<td>Achnanthes coarctata (Brébisson) Grunow</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Achnanthis euphorium (Lange-Bertalot) Lange-Bertalot</td>
<td></td>
<td></td>
<td></td>
<td>10</td>
</tr>
<tr>
<td>Achnanthis exigua (Grunow) Czarnecki</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Achnanthis minutissimum (Kützing) Czarnecki</td>
<td></td>
<td></td>
<td></td>
<td>9</td>
</tr>
<tr>
<td>Achnanthis saprophilum (Kobayasi &amp; Mayama) Round &amp; Bukhtiyarova</td>
<td></td>
<td></td>
<td></td>
<td>1</td>
</tr>
<tr>
<td>Amphora exigua Gregory</td>
<td></td>
<td></td>
<td></td>
<td>1</td>
</tr>
<tr>
<td>Amphora montana Krasske</td>
<td>8</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cymbella tumida (Brébisson) Van Heurck</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Eunotia minima (Grunow) Lange-Bertalot</td>
<td>102</td>
<td>9</td>
<td>103</td>
<td>39</td>
</tr>
<tr>
<td>Eunotia subminuca (Mangini) Moser, Lange-Bertalot &amp; Metzeltin</td>
<td>5</td>
<td>8</td>
<td>26</td>
<td></td>
</tr>
<tr>
<td>Eugenia incisa Gregory</td>
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<td></td>
<td></td>
<td>1</td>
</tr>
<tr>
<td>Gomphonema parvulum (Kützing) Kützing</td>
<td>66</td>
<td>34</td>
<td>46</td>
<td>12</td>
</tr>
<tr>
<td>Gomphonema pseudoplae (Lange-Bertalot)</td>
<td></td>
<td></td>
<td></td>
<td>1</td>
</tr>
<tr>
<td>Luticola species (aff. mutica)</td>
<td></td>
<td></td>
<td></td>
<td>1</td>
</tr>
<tr>
<td>Mayemaea atornus var. permitis (Hustedt) Lange-Bertalot</td>
<td>9</td>
<td>4</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Neovacuca cryptosphaera Kützing</td>
<td></td>
<td></td>
<td></td>
<td>1</td>
</tr>
<tr>
<td>Neovacuca gregaria Donken</td>
<td>16</td>
<td></td>
<td>8</td>
<td></td>
</tr>
<tr>
<td>Neovacuca jausdorfi Germsln</td>
<td></td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Neovacuca longispheara Hustedt</td>
<td></td>
<td></td>
<td></td>
<td>2</td>
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<tr>
<td>Neovacuca rosetata Kützing</td>
<td>4</td>
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<td></td>
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<tr>
<td>Neovacuca Schroeteri Meister</td>
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<tr>
<td>Neovacuca small species</td>
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<td>Neovacuca symmetrica Patrick</td>
<td>14</td>
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<tr>
<td>Neovacuca veneta Kützing</td>
<td>1</td>
<td>51</td>
<td>10</td>
<td>34</td>
</tr>
<tr>
<td>Nitzschia amphibia Grunow</td>
<td></td>
<td></td>
<td></td>
<td>4</td>
</tr>
<tr>
<td>Nitzschia aurariae Cholnoky</td>
<td></td>
<td></td>
<td></td>
<td>2</td>
</tr>
<tr>
<td>Nitzschia deserta (Hustedt)</td>
<td></td>
<td></td>
<td></td>
<td>1</td>
</tr>
<tr>
<td>Nitzschia frustulosa (Kützing) Grunow</td>
<td>80</td>
<td>1</td>
<td>8</td>
<td></td>
</tr>
<tr>
<td>Nitzschia linearis (Agrafiti) W.M.Smith</td>
<td></td>
<td></td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>Nitzschia polia (Kützing) W.Smith</td>
<td>29</td>
<td>10</td>
<td>10</td>
<td>8</td>
</tr>
<tr>
<td>Nitzschia sp.</td>
<td></td>
<td></td>
<td></td>
<td>5</td>
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<tr>
<td>Planulato giba Ehrenberg</td>
<td></td>
<td></td>
<td></td>
<td>1</td>
</tr>
<tr>
<td>Planulato lunulata var. linealis Krammer</td>
<td></td>
<td></td>
<td></td>
<td>1</td>
</tr>
<tr>
<td>Planulato fractus (Lange-Bertalot) Lange-Bertalot</td>
<td>84</td>
<td></td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Psammothidium oblongellum (Oestrip) Van de Vijver</td>
<td>73</td>
<td></td>
<td>221</td>
<td></td>
</tr>
<tr>
<td>Selaphora pupula (Kützing) Mereschkowley</td>
<td>2</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Selaphora seminulum (Grunow) D.G. Mann</td>
<td>196</td>
<td>40</td>
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<td>Surirella ovata Brébisson</td>
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<tr>
<td>Trisiliconella debilis Arnott</td>
<td></td>
<td></td>
<td></td>
<td>2</td>
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</table>
APPENDIX 3

Photographic Plates
Plate 1: Bongani headwaters wetland showing the indigenous Psoralea shrubs in the foreground and extensive natural buffer adjacent to the wetland in the background.

Plate 2: Bongani upper wetland, showing buildings which have impinged into the wetland.
Plate 3: The widest portion of Kayalethu wetland which has been developed into a children’s playpark, but still retaining semi-natural vegetation in the lowest-lying areas carrying the low flows down the system.

Plate 4: Bongani seep 1 showing the predominance of indigenous grass.
Plate 5: The Upper Concordia wetland

Plate 6: The Lower Concordia wetland, showing the predominance of Cliftoria odorata, together with bulrush (Typha capensis).
Plate 7: The Jood se kamp wetland with tall overstory indigenous trees and an understory dominated by ferns

Plate 8: A portion of the Bongani tributary wetland, showing a dominance of *Phragmites australis* in the foreground and residential buildings close to the wetland boundary in the background
Plate 9: A typical area of the Bongani central wetland, where the channel of the Bongani stream is >1.5 m deep and there is a predominance of invasive alien plants.

Plate 10: An area of the Bongani central wetland, where the channel is less than 1 m deep and the banks dominated by Cliftonia odorata.
Plate 11: The Bongani central wetland where a major source of discharging sewage is flowing diffusely across a wide front through a densely vegetated area before reaching the Bongani.

Plate 12: The Bongani central wetland where the Bongani stream is relatively shallow (<1 m deep) and valley floor relatively broad.
Plate 13: An area of the Bongani lower wetland, where with a predominance of invasive alien trees/shrubs.

Plate 14: An area of the Bongani lower wetland, where with a predominance of the invasive alien grass Napier fodder.
Plate 15: A section of the Bongani stream which has been excavated and held with stone-filled gabion baskets on the right bank.

Plate 16: The George Rex road crossing which lies between the Bongani lower wetland and Bongani outlet wetland.
7.12

P&D12/09/2020 LARGE MARINE MAMMAL STRANDING PROTOCOL

REPORT FROM THE DIRECTOR PLANNING AND DEVELOPMENT

PURPOSE OF THE REPORT
To present the “Large Marine Mammal Stranding protocol” to council for approval.

PREVIOUS RESOLUTIONS
None

BACKGROUND
At least 3 large marine mammals have washed ashore on municipal beaches within the last 3 years. In the absence of a stranding protocol the mammals have been dealt with on an ad-hoc basis.

DISCUSSION
This document serves to streamline the process in a number of different scenarios: live mammals; dead and decomposing carcasses; small, medium and large mammals etc. The document provides specific guidelines based on national best practice and identifies all the relevant role players.

FINANCIAL IMPLICATIONS
Ad hoc financial implications based on the nature of the stranding e.g the removal of a carcass, will incur transport costs whereas the burial of a carcass will require the use of machinery which may have to be leased etc..

RELEVANT LEGISLATION
MARINE LIVING RESOURCES ACT, NO 18 OF 1998.

COMMENTS FROM THE MUNICIPAL MANAGER
The report is noted.

COMMENTS FROM CORPORATE SERVICES
None

COMMENTS FROM FINANCIAL SERVICES
Noted

COMMENTS FROM TECHNICAL SERVICES
Noted

COMMENTS FROM COMMUNITY SERVICES
Report to be incorporated in the agenda of the Community Services Section 80 meeting
COMMENTS FROM PLANNING AND DEVELOPMENT
For Consideration

COMMENTS FROM INTEGRATED HUMAN SETTLEMENTS
Support the recommendation

COMMENTS FROM LEGAL SERVICES
No comment

RECOMMENDATION OF THE ACTING MUNICIPAL MANAGER

That the Large Marine Animal Stranding protocol, be approved.

APPENDIX / ADDENDUM
DRAFT Large Marine Animal Stranding Protocol

File Number : 9/1/2/13
Execution : Manager : Environmental Management
 SECTION A. GENERAL PRINCIPLES

1. Introduction

Although a relatively rare occurrence, the Greater Knysna Area - with over 40 km of coastline - does experience strandings of large marine animals. These events require a collective, coordinated and organised response by various authorities and agencies for effective:

- Rescue attempts for live animals
- Public control and management
- Volunteer control and management
- Environmental protection (Department Environmental Management)
- Carcass removal and disposal (Departments Technical Services and Solid Waste)

This strategy defines the coordinated response by Municipal line functions to these events, details roles and responsibilities for each line function, organises decision making processes and defines how the KM’s policy fits within the broader national Stranding strategy.

2. Definition of Stranding Categories

This strategy and protocol addresses the following large marine animals:

- Whales
- Dolphins
- Large sharks
- Seals

Within these stranding categories the strategy and protocol will address the following categories:

1. Category 1: Live whale, dolphin or whale shark stranding
2. Category 2: Injured or sick seals or seal pups
3. Category 3: Large shark species, live or dead
4. Category 4: Whale, dolphin or shark carcass

3. Municipality Line Functions

This strategy will be binding on the following Municipal line functions:
• Environmental Management Department
• Disaster Risk Management (DRM)
• Solid Waste Management
• Roads and Public Works
• Water and Sanitation
• Communications
• Law Enforcement Agencies, consisting of:
  o Law Enforcement
  o Traffic Services

4. Integration with National Policy and Framework

The Department of Environmental Affairs’ (DEA) Marine and Coastal Management Department is in the process of developing a National Stranding Policy and Framework. The Municipality’s strategy and protocol will be integrated with the national policy with national standards and approaches as stated in each of the Stranding Categories (SECTION B).

5. Partners

This strategy and protocol recognises that for each of the stranding categories a number of other organisations, authorities and groups will play vital roles within stranding rescue efforts. These include, but not limited to:

• DEA Oceans and Coasts
• The National Sea Rescue Institute (NSRI)
• Garden Route National Park (GRNP)
• CapeNature
• Knysna Animal Welfare Society (KAWS)
• South African National Defence Force, via Joint Tactical HQ, Western Cape
• South African Police Service (SAPS)
• Various NGOs and NPOs
• Civil Society Groups

The role of these organisations, authorities and groups will be governed by the national policy and framework, but are included within the Municipality’s strategy and protocol where relevant and appropriate within each Stranding Category.

6. The Public

This policy and protocol outlines a public education and awareness programme that should be implemented in conjunction with the policy. In addition, this policy and protocol must be widely communicated to citizens of the Greater Knysna Area as part of that public education and awareness programme.

7. Stranding Policy Principles

The Knysna Municipality in developing the stranding protocol does so with the following policy principles:
- Cooperative governance with other authorities to ensure effective, coordinated and organised responses to live stranding events
- Optimise the possibility of successful rescues in live stranding events through a well informed and organised approach
- Providing support services to expert decision makers in the case of live stranding events
- Minimal suffering and trauma to live animals
- An overarching principle of supporting, endorsing and facilitating humane choices.
- Minimising trauma and stress on the general public
- Environmental considerations of the broader area will be considered within each stranding event
- Effective, efficient and appropriate removal of all carcasses within an environmental framework
- The effective, appropriate and legally compliant disposal of all carcasses

8. Governance

The Knysna Municipality will apply the following governance principles in all stranding events to ensure optimum opportunity for successful rescue and/or disposal, while minimising risk of injury to person or persons:

- The Municipality retains the rights to close affected beaches to public access.
- Municipal law enforcement agencies will have the authority to prevent public access to the affected area and affected animals and where needed may remove general public and unauthorised individuals from the area.
- The Municipality will ensure ongoing communication through the media in this regard.
- Local law enforcement officials retain the right to arrest individuals who refuse to cooperate within the closed area.

SECTION B. PROTOCOL FOR EACH STRANDING CATEGORY

1. Category 1: Live whale, dolphin or whale shark stranding

A Category 1 stranding occurs when either a single animal or group of animals are found stranded alive. Category 1 strandings can be further separate into Category 1a and Category 1b, detailed below.

1.1. Primary Call Centre

All live stranding events must be communicated to the Municipal Disaster Risk Management (DRM) Office of the Municipality. Details of the municipal emergency numbers will be advertised at all beaches as the first point of contact for any marine animal strandings. The DRM Office will notify the relevant disaster operations authority and/or coordinate a municipal operations response team if the municipality is the relevant response authority.

Should a call be received by the Local SAPS, SAPS staff will notify the Disaster Risk Management Office and if possible, transfer the call.
The call operator who receives the call must request specific details, including:

- Number and estimated size of animals
- Confirmation on whether the animal(s) are alive or dead
- Accurate location of the animals – description of closest significant landmark

On notification of a live stranding the following protocol will be put in effect by the DRM Disaster Operations Centre (DOC).

1.2. Communication to line functions

On notification of a live stranding, instructions will be given to the caller by the DRM Office call operator on what actions to take, and which actions to avoid. Once instructions have been given, the following line functions will be notified immediately and placed on standby:

- Environmental Management Department (EMD)
- Disaster Risk Management Centre (DRM)
- Solid Waste Management,
- Public Works Department
- Communications

Municipal Law Enforcement Agencies (LEAs), consisting of:

- Law Enforcement
- Traffic Services

1.3. Primary decision

On receiving information of a live stranding DEA Oceans and Coasts will be contacted by the DOC. Details of the stranding will be communicated to the designated DEA Oceans and Coasts officials. Initial information that will be provided to DEA Oceans and Coasts will include:

- Estimated number of animals involved in the stranding
- Type of animal – description including size, weight, colour
- Exact location of stranding

Based on this information, DEA Oceans and Coasts will determine whether it is a category 1a or 1b stranding. In the case of DEA Oceans and Coasts being contacted before the Knysna Municipality, the designated official(s) at DEA Oceans and Coasts will need to ensure that the Municipal DRM Office is informed, and the above information supplied.

1.4. Category 1a: Single, small animal stranding

A Category 1a stranding occurs when a single, small animal is found stranded alive. Small animals under consideration here include dolphins and juveniles of small whale species. A small/local response team is required.

1.4.1. Response Team
The small local response team will consist of Environmental Management Department, SANParks, KAWS and Solid Waste Management officials and local law enforcement. All other line functions/staff will stand down.

1.4.2. Procedure

On notification of a Category 1a stranding, the DOC will instruct local area law enforcement officials to proceed directly to the location, verify the call, and secure the site. On arrival, local law enforcement officials will:

- Communicate directly with members of the small response team
  - Current status
  - Exact location of the animal
  - Whether the animal has been attended to and by whom
  - Access points to the animal
- Administer the recovery position to the animal, (if not yet done), ensure airways are clear and keep the animal wet, in accordance with the Whale Stranding Sign 10 Key Points.
- Prevent unauthorised individuals or the public gaining access to the animal
- Await arrival of the response team

If the rescue attempt is unsuccessful, Solid Waste Management will respond in accordance with Stranding Category 4.

1.5. Category 1b: Multiple small animals, single or multiple large animals stranding

A Category 1b stranding occurs when multiple small animals, a single large animal, or multiple large animals are found stranded alive. Small animals under consideration here include dolphins, whilst large animals include all whale species as well as whale sharks. A full response team is required.

1.5.1. Response Team

The full response team will consist of officials from the following line functions:

- Environmental Management Department (EMD)
- South African National Parks (SANParks)
- Disaster Risk Management (DRM)
- Solid Waste Management
- Technical Services
- Communications
- Law Enforcement Agencies, consisting of:
  - Local Law Enforcement
  - Traffic Services

Designated officials from each line function will proceed directly to the stranding location.

On notification of a mass live stranding, the Public Works Department must as a priority dispatch front end loaders and other required plant and equipment to the scene.
1.5.2. Access Control prior to arrival of response team

On notification of a Category 1b stranding, the Department of Environmental Management will dispatch local Law enforcement and Traffic Services officials to the location. On arrival the following shall take place:

- A senior law enforcement official will take control of the site until the SOCC (Site Operation Command Centre) is established.
- Beach will be closed to the public
- Public will be notified that the beach has been closed to public access
- Entire area to be secured and an enforcement official stationed at all access points, where the geography of the beach allows this
- A clear area around the animals is to be demarcated using emergency tape
- No unauthorised people will be allowed into the demarcated area.
- While waiting for the arrival of the response team, law enforcement officials will ensure that all animals (as far as possible) are placed in the recovery position (informed by the national policy).
- To achieve this, individual members of the public may be asked to assist (informed by the national policy).

1.5.3. Establishment of a SOCC (Site Operations Command Centre) at the location

- On arrival at the location a central point will be established to form a SOCC
- One senior member from each line function will form part of the SOCC
- Environmental Management Department will coordinate the SOCC
- The SOCC will take overall command and management of the entire site and the situation SOCC members will provide instruction from the SOCC to their officials within their own line functions and responsibilities
- Other organisations may be represented on the SOCC as per the national policy, as required (e.g. NSRI, SA Navy, SAPS).

1.5.4. Responsibilities of the SOCC

Municipal line functions will be responsible for the following areas and actions from the SOCC.

EMD officials will:

- determine environmentally appropriate access points for vehicles and equipment
- identify environmentally sensitive areas to be kept free of people, vehicles and equipment
- assist SANParks with animal management

SAPS will coordinate overall security management of the site
- Local Law Enforcement will be responsible for crowd management and control.
• Traffic Services will manage roads, parking areas, access points and emergency vehicles
• Disaster Risk Management officials will coordinate the SOCC, equipment, reinforcements, supplies (incl. food) and media, and will supply a media liaison to the SOCC.

• The SOCC to work out of this central space and act as a central coordination point.
• Everyone involved in the stranding emergency will wear a vest identifying them as part of the team, and SOCC decision makers will wear separate coloured vests identifying them as such.
• Any individual without a vest will be removed from the rescue and cordon area.
• Public Works (Infrastructure Services) will provide the required plants and when needed.
• Solid Waste will coordinate carcass removal as per Stranding Category 4 in the event that the rescue is unsuccessful.

1.5.5. Crowd Management and Control

• The SOCC will nominate a single official from the Public Participation Department to co-ordinate regular communication updates to the public
• Only this official will communicate to the public beyond standard crowd control needs.
• All members of the public will be managed in a cordial and informative manner.
• The area around the animals will be strictly controlled and kept free of unauthorised people.
• All environmentally sensitive areas will be kept free of the public at all times.
• Unleashed dogs that are found to be in the area will be considered stray and will be impounded.

Where volunteers are asked to assist, this will be done by the Public Participation Department, in accordance with a public participation policy and a Municipal or SANParks official will be allocated to each volunteer group.

1.5.6. Traffic Management

• Traffic services will close all roads leading directly to the area.
• All roads leading to the area will be kept free of cars to allow heavy equipment and emergency vehicles access. Only official vehicles, and personal vehicles used by
• Municipal officials responding in their official capacity, will be allowed access.
• Heavy Vehicle routes: it is important for communication lines to be open with each driver and for traffic control to actively communicate with the drivers to ensure the shortest and quickest travel route followed

1.5.7. Second Holding Area

• On direction by the SOCC, Law Enforcement and Traffic Services are to cordon off a “holding area” that will be free of all public vehicles
• This area may be used where live whales can be cared for until they can all be loaded onto a single or multiple flatbed vehicles and all transported to the release or vessel area in a single convoy.

1.5.8. Emergency Medical Services

• Law Enforcement will ensure that emergency medical services are on site and on standby in the event of injury

1.5.9. Media Liaison

• A member of the SOCC will be nominated to liaise with the media
• The communication officer will provide regular and informative updates to the media
• A general media request will be made through the Communications Department to all social media platforms requesting people not to go to the site and informing the public of road closures

1.5.10. Volunteer control and management

Public volunteers must be replaced with NSRI or other formal recognised volunteer agencies earlier and as soon as possible to ensure that the rescue area is limited to only those individuals from formal organisations participating in the stranding rescue.

1.5.11. Animal handling

Coordinated through the SOCC

1.5.12. Euthanasia decision

Any decision to euthanize animals will be made:

In consultation with the SOCC. If consensus is not reached, the final decision will rest with DEA Oceans and Coasts.

Once a decision to euthanize animals has been made:

• SAPS and law enforcement will ensure that no members of the public are in the vicinity.
• If required, members of the public will be removed.

1.5.13. Carcass Removal
Carcass removal will be carried out in accordance with the protocol as defined in Stranding Category 4. Where possible, carcasses must be covered on the back of Solid Waste vehicles out of sight from the public and especially young children.

1.5.14. Site rehabilitation

- On completion of successful rescue or carcass removal, the SOCC City members will define site rehabilitation needs.
- Site rehabilitation will include the removal of all waste, rehabilitation of impacted dune systems, repair of damaged infrastructure and trampled vegetation.

Site rehabilitation, including the provision of budget or staff required to rehabilitate, will be the joint responsibility of the relevant departments that are identified.

2. Category 2: Injured or sick seals or seal pups

2.1. Response Team

The response team will consist of (a) local law enforcement official(s), EMD official(s), and KAWS official(s).

2.2. Procedure

On notification of Category 2 stranding, the DOC will:

- Dispatch a local law enforcement officer to the location and immediately inform Environmental Management officials, who will contact the Knysna Animal Welfare Society (KAWS) and co-ordinate the rescue.
- Animal to be removed to an appropriate collection point, where the KAWS will take over.
- Log and record the information.

On arrival at the location, the law enforcement official will:

- Keep the public away from the animal at all times.
- Remain on site until members of the Environmental Management Department or KAWS arrive.

3. Category 3: Large shark species, live or dead

Although a very rare occurrence, occasionally live sharks or shark carcasses will be found on the beach. Although sharks cannot live for more than a few minutes out of water, many sharks are formally protected species, and thus SANParks will co-ordinate the response.

3.1. Response Team

The response team will consist of local law enforcement official(s), and SANParks official(s).

3.2. Procedure

On notification of a Category 3 stranding, Environmental Management Department will:
Dispach a local law enforcement officer to the site.
Inform SANParks.

On arrival, the law enforcement officer will:
- Keep the public away from the animal at all times.
- Remain on site until members of SANParks arrive.
- The animal and the site will be handed over to SANParks on arrival.

In the event that DEA Oceans and Coasts does not want the shark carcass for research purposes, DEM will contact Solid Waste Management for removal of the carcass to an appropriate disposal site in accordance with Stranding Category 4.

4. **Category 4: Whale, dolphin, or shark carcass**

A Category 4 stranding occurs when the carcass of any of the above large marine animals is found on the beach.

4.1. **Response Team**

The response team will consist of, local area law enforcement official(s), EMD official(s), and Solid Waste Management official(s).

4.2. **Procedure**

On receiving a report of a whale, dolphin, or whale shark carcass the following line functions will be notified:
- EMD
- Solid Waste Management
- Local law enforcement

On notification, officials from EMD and Solid Waste will proceed directly to the site. Once on site, EMD and Solid Waste will convene and jointly undertake the following:
- Inform DEA Oceans and Coasts and assess whether they want to collect carcass or any tissue samples etc. prior to disposal.
- Collectively decide on the most effective method of removal/disposal, considering:
  - Ease of access
  - Environmental impact
  - Site rehabilitation
  - Cost effectiveness
- Determine whether additional law enforcement assistance is needed for area control and traffic control, and if so, contact the Law Enforcement Department to coordinate this.
- Carcasses will be disposed of in accordance with existing Solid Waste Management procedures.
- Seal carcasses will be removed in accordance with existing Solid Waste Management procedures.
• Successful removal and disposal of the animal will only be considered completed once the location has been rehabilitated and returned to its original state.

5. Record Keeping and Policy Monitoring

A record will be kept for all categories of strandings listed in this policy and protocol. All information will be collated, kept as records and maintained as part of the Municipality’s Coastal Monitoring Programme. The responsibility for record keeping and policy monitoring will be the Municipality’s Environmental Office.

For each event the following information will be recorded:

• Date, time and place
• Species, number of animals
• Cause of stranding (where known)
• Outcome of event
• Effectiveness of response

Section C. Public Awareness and Communication

1. Introduction

A public awareness and communication initiative should be undertaken as a joint initiative between the Environmental Management, Disaster Management, Communications and Public Participation Departments. This initiative should:

• Inform the public of the Municipality’s protocol.

There is also a need to clearly and effectively communicate with the public in the event of a marine mammal stranding in order to ensure the safety and wellbeing of both the public and the animals, as the public is often the first responders. As the response differs based on the type of stranding which has occurred, it is necessary for communication to be based around the appropriate actions to be taken in each of the four scenarios below.

Communication should include the following: designated signage on marine animal strandings and/or additional information added to existing signage; a pamphlet and website giving details on the species which frequently occur on the Municipality’s coast, how to determine the appropriate action to take and which actions to avoid, and which agencies to phone.

2. Category 1: Live whale, dolphin and whale shark strandings

Communication should include the following: Signage indicating the Municipal Emergency number to phone in the case of a live animal stranding. Reference to the Municipal website for details on what actions are appropriate for the public to take, and a list of actions to avoid, including supportive care that can be offered before first responders arrive, safety precautions, and the importance of not attempting to move or return the animal to the water.

3. Category 2: Injured or sick seals or seal pups
Communication should include the following: Signage indicating the DRM Centre as the Municipal Emergency number to phone in the case of a live animal stranding. Reference to the Municipal Pamphlet and website for detailing details on what actions are appropriate for the public to take, and a list of actions to avoid, as well as information on how to determine whether seals are sick and in need of treatment, and when it is normal for seals to be on the beach.

4. **Category 3: Large shark species, alive or dead**

Signage indicating the DRM Centre as the Municipal Emergency number to phone in the case of a live animal stranding. Reference to the Municipal Pamphlet and website for detailing details on what actions are appropriate for the public to take, and a list of actions to avoid.

5. **Category 4: Whale, dolphin, or shark carcass**

Communication should include the following: Signage indicating the DRM Centre as the Municipal Emergency number to phone in the case of a live animal stranding. Reference to the Municipal Pamphlet and website for detailing details on what actions to take in this case, and the need to avoid contact and interference with carcass.
Schedule A

Marine Animal Stranding Contact List:

<table>
<thead>
<tr>
<th>Line Function</th>
<th>Contact Person</th>
<th>Contact Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Disaster Risk Management</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Environmental Management</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Communications</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Solid Waste Management</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Public Works</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Public Participation</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Traffic Services</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Law Enforcement</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Schedule B

CARCASS DISPOSAL REPORT

<table>
<thead>
<tr>
<th>Name:</th>
<th>Job Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>E-mail:</td>
<td>Telephone:</td>
</tr>
<tr>
<td>Stranding Date:</td>
<td>Site/Beach:</td>
</tr>
<tr>
<td>Species:</td>
<td>Size (Length in Meters)</td>
</tr>
</tbody>
</table>

DISPOSAL METHOD

<table>
<thead>
<tr>
<th>Hands Off</th>
<th>Burial on Site</th>
<th>Towed Out to Sea</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Burning</td>
<td>Detonation</td>
<td>Removed to Disposal Site</td>
<td></td>
</tr>
</tbody>
</table>

Time Taken (Days and/or Hours):

List resources used:

________________________________________________________________________

________________________________________________________________________

Indicate any issues that posed a challenge to disposal (Include physical obstructions such as beach access, rocks, etc. as well as operational issues such as resources):

________________________________________________________________________

________________________________________________________________________

Indicate any additional information that will be useful in the event of a similar incident occurring in the future:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________
7.13

REPORT FROM THE DIRECTOR PLANNING AND DEVELOPMENT


REPORT

BUILDING CONTROL SERVICE DELIVERY AND BUDGET IMPLEMENTATION PLAN (SDBIP):

The departmental targets for the 2020/2021 financial year pertains to a review of the Outdoor Advertising Heritage and Aesthetics Bylaw (2013). During the review process, it became apparent that a separate bylaw to address outdoor advertising rules need to be considered, rather than a review of the existing bylaw. This had an impact on the process timeframes. The tabling of the draft review has also been impacted by the COVID-19 interventions.

<table>
<thead>
<tr>
<th>REF</th>
<th>D124</th>
</tr>
</thead>
<tbody>
<tr>
<td>STRATEGIC OBJECTIVE</td>
<td>To structure and manage the municipal administration to ensure efficient service delivery</td>
</tr>
<tr>
<td>KPI</td>
<td>Outdoor Advertising Heritage and Aesthetics Bylaw Review (TL73)</td>
</tr>
<tr>
<td>UNIT OF MEASUREMENT</td>
<td>Draft Review Tabled to Council</td>
</tr>
<tr>
<td>ANNUAL TARGET</td>
<td>1</td>
</tr>
<tr>
<td>QUARTER TARGET</td>
<td>1</td>
</tr>
<tr>
<td>ACHIEVED</td>
<td>0</td>
</tr>
<tr>
<td>EXPLANATION</td>
<td>Process changed from review to redevelopment of bylaws</td>
</tr>
<tr>
<td>REMEDIAL ACTION</td>
<td>None Required</td>
</tr>
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</table>

BUILDING PLAN APPROVALS (MONTHLY – JULY) 2020/2021:

<table>
<thead>
<tr>
<th>Building Plans Received</th>
<th>July 2020</th>
<th>Total m2</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Plan</td>
<td>100</td>
<td>10,131.87</td>
</tr>
<tr>
<td>Plans with Area &lt;= 500 m2</td>
<td>97</td>
<td></td>
</tr>
<tr>
<td>Plans with Area &gt; 500 m2</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Resubmission of Rejected Plan</td>
<td>8</td>
<td></td>
</tr>
<tr>
<td>Plans with Area &lt;= 500 m2</td>
<td>8</td>
<td></td>
</tr>
<tr>
<td>Plans with Area &gt; 500 m2</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td>108</td>
<td>10,131.87</td>
</tr>
</tbody>
</table>
The total revenue from plan fees for the reporting period is R 407 849.46. This amount is based on a calculation for the total square meters. The refundable building deposits are not included in the amount.

The department has developed a Collaborator application for the electronic submission of all building plans. Some local firms participated in the testing phase and training was offered to industry professionals on the municipal database during June 2020. The portal is launched from the municipal website and became operational on 1 July 2020.

**BUILDING PLAN TREND GRAPH**

The trend graph depicts the total number of building plan approvals, as derived from the table, below. It does not, however, take into account the different application types, size and whether construction was, indeed commenced. The plan approvals and inspections for July 2020 has increased due to the lifting of the lockdown levels, which will have a positive effect on the building environment.

<table>
<thead>
<tr>
<th>Month Name</th>
<th>2017</th>
<th>2018</th>
<th>2019</th>
<th>2020</th>
<th>Grand Total</th>
</tr>
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<tbody>
<tr>
<td>January</td>
<td>37</td>
<td>84</td>
<td>63</td>
<td>36</td>
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<tr>
<td>February</td>
<td>65</td>
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<td>March</td>
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<td>April</td>
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<td>May</td>
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<td>June</td>
<td>61</td>
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<tr>
<td>July</td>
<td>80</td>
<td>135</td>
<td>110</td>
<td>108</td>
<td>433</td>
</tr>
<tr>
<td>August</td>
<td>93</td>
<td>127</td>
<td>60</td>
<td>60</td>
<td>280</td>
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<tr>
<td>September</td>
<td>94</td>
<td>84</td>
<td>60</td>
<td></td>
<td>238</td>
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<tr>
<td>October</td>
<td>118</td>
<td>102</td>
<td>64</td>
<td></td>
<td>284</td>
</tr>
<tr>
<td>November</td>
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<td>76</td>
<td></td>
<td>243</td>
</tr>
<tr>
<td>December</td>
<td>58</td>
<td>134</td>
<td>46</td>
<td></td>
<td>238</td>
</tr>
</tbody>
</table>
### OCCUPATION CERTIFICATES ISSUED (MONTHLY – JULY) 2020/2021:

The figures are obtained from the building plan applications. Estimated cost value of construction as provided by applicant on applications submitted. The total estimated value for rates revenue purposes for the reporting period is **R 40,910,411.45**.

<table>
<thead>
<tr>
<th>Reference Number</th>
<th>Work Description</th>
<th>Existing Area Square Meters</th>
<th>New Area Square Meters</th>
<th>Total Area Square Meters</th>
<th>Property Description</th>
<th>Zoning</th>
<th>Applicant Estimated Cost</th>
<th>Certificate Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>867162</td>
<td>Major Alterations</td>
<td>0.00</td>
<td>99.50</td>
<td>99.50</td>
<td>Dwelling</td>
<td>Single Residential</td>
<td>R 40,910,411.45</td>
<td>2020-07-06</td>
</tr>
<tr>
<td>867186</td>
<td>Other</td>
<td>486.15</td>
<td>11.61</td>
<td>497.76</td>
<td>Dwelling</td>
<td>Single Residential</td>
<td>4 861 500.00</td>
<td>2020-07-07</td>
</tr>
<tr>
<td>867271</td>
<td>Major Alterations</td>
<td>171.00</td>
<td>40.00</td>
<td>211.00</td>
<td>Dwelling</td>
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<td>1110</td>
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<td>191.20</td>
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<td>Dwelling</td>
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<td>0.00</td>
<td>276.00</td>
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<td>R 44 000,00</td>
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<td>Dwelling</td>
<td>Single Residential</td>
<td>2550 000</td>
<td>2020-07-28</td>
</tr>
</tbody>
</table>
COMMENTS FROM THE MUNICIPAL MANAGER
The report is noted.

COMMENTS FROM CORPORATE SERVICES
The statutory monthly report is noted for discussion by the Committee

COMMENTS FROM FINANCIAL SERVICES
Noted

COMMENTS FROM TECHNICAL SERVICES
None

COMMENTS FROM COMMUNITY SERVICES
Noted. No further comments

COMMENTS FROM PLANNING AND DEVELOPMENT
For Consideration

COMMENTS FROM INTEGRATED HUMAN SETTLEMENTS
Noted

COMMENTS FROM LEGAL SERVICES
No comment

RECOMMENDATION OF THE ACTING MUNICIPAL MANAGER

That the Building Control Report for July 2020 be noted.

APPENDIX / ADDENDUM

File Number: 9/1/2/13
Execution: Director: Planning & Economic Development
Building Control Officer
7.14

| P&D14/09/2020 | WESGRO PROGRESS REPORT ON TOURISM FUNCTION DELIVERY WITHIN THE GREATER KNYSNA MUNICIPAL AREA |

REPORT FROM THE DIRECTOR PLANNING AND DEVELOPMENT

PURPOSE OF THE REPORT

To submit the WESGRO progress report for the period August 2020 as required by the Service Level Agreement that was entered into on 23 October 2018 between Knysna Municipality and WESGRO, in accordance with Council Resolution C09/08/18 on 13 August 2018.

BACKGROUND

In accordance with Clause 7.3 of the service level agreement concluded between WESGRO and Knysna Municipality to carry out functions of Local Tourism on behalf of the municipality on 23rd October 2018, a quarterly report needs to be submitted to the Knysna Council on the progress.

DISCUSSION

The report is attached hereto as Annexure A.

FINANCIAL IMPLICATIONS

R1.1 million tranche payment for quarter 1 of 2020/2021.

RELEVANT LEGISLATION

Constitution of the Republic of South Africa Section 155 (6) (a) and (7) Schedule 4 Part B.

COMMENTS FROM THE MUNICIPAL MANAGER

Noted

COMMENTS FROM CORPORATE SERVICES

None

COMMENTS FROM FINANCIAL SERVICES

None

COMMENTS FROM TECHNICAL SERVICES

None

COMMENTS FROM COMMUNITY SERVICES

Noted

COMMENTS FROM PLANNING AND DEVELOPMENT

For Consideration
COMMENTS FROM INTEGRATED HUMAN SETTLEMENTS
None

COMMENTS FROM LEGAL SERVICES
None

RECOMMENDATION OF THE ACTING MUNICIPAL MANAGER

That the WESGRO report for the period August 2020 as required by the Service Level Agreement, be noted.

APPENDIX / ADDENDUM

Annexure A: WESGRO Progress Report
Annexure B: WESGRO Progress Report Presentation
Annexure C: Virtual Oyster Festival Report

File Number: Execution: Director Planning & Development
VIRTUAL KNYSNA OYSTER FESTIVAL
27 JUNE – 04 JULY 2020

STATS and SPONSORSHIP REPORT
EVENT FEEDBACK
Virtual Knysna Oyster Festival

• 40x Virtual Events | 22x Streams
• Event Streaming Platforms:
  • Facebook - facebook.com/KnysnaOysterFestival/
  • YouTube - youtube.com/KnysnaOysterFestival
  • Website - www.knysnaoysterfestival.co.za
• All streamed live to the above platforms for stream sessions
Main Events

Virtual Knysna Cycle Tour
- Total Participants Zwift: 170
  - Male – 90%
  - Female – 10%
- Total Participants Strava: 200

Knysna Forest Virtual Race
- Total Participants: 1268
  - Male – 40%
  - Female – 60%
- Top Locations:
  - 1. EP – 60%
  - 2. WP – 30%
  - 3. Gauteng - 8%
  - 4. International – 10%
  - 5. Other – 1%
Statistics / Insights

Main Event Platforms:
Facebook, YouTube, Website
Facebook (25 June – 04 July)

<table>
<thead>
<tr>
<th>Facebook Posts</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Reach:</td>
<td>615 014</td>
</tr>
<tr>
<td>Organic</td>
<td>354 197</td>
</tr>
<tr>
<td>Paid</td>
<td>260 817</td>
</tr>
<tr>
<td>Engagements:</td>
<td>6 835</td>
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<tr>
<td>Reactions</td>
<td>5 083</td>
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<tr>
<td>Comments</td>
<td>563</td>
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<tr>
<td>Shares</td>
<td>744</td>
</tr>
<tr>
<td>Other</td>
<td>445</td>
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</table>

<table>
<thead>
<tr>
<th>Virtual Event Streams</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Views:</td>
<td>4300</td>
</tr>
<tr>
<td>Live Views</td>
<td>2500</td>
</tr>
<tr>
<td>Video Views</td>
<td>1800</td>
</tr>
<tr>
<td>Engagements:</td>
<td>2900</td>
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<tr>
<td>Main Event Views:</td>
<td></td>
</tr>
<tr>
<td>Cycle Tour MTB</td>
<td>405</td>
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<tr>
<td>Cycle Tour Road</td>
<td>337</td>
</tr>
<tr>
<td>Forest Run Route</td>
<td>196</td>
</tr>
<tr>
<td>Forest Run Draw</td>
<td>280</td>
</tr>
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</table>
**YouTube & Website**

(25 June – 04 July)

<table>
<thead>
<tr>
<th></th>
<th><strong>YouTube</strong></th>
<th></th>
<th><strong>Website</strong></th>
<th></th>
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</thead>
<tbody>
<tr>
<td>Total Views</td>
<td>1800</td>
<td></td>
<td>3852</td>
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</tr>
<tr>
<td>Unique Viewers</td>
<td>820</td>
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<td></td>
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</tr>
<tr>
<td>Avg View Time</td>
<td>10 mins</td>
<td></td>
<td></td>
<td>190 sec</td>
</tr>
<tr>
<td>Main Event Views</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cycle Tour MTB</td>
<td>-353</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Cycle Tour Road</td>
<td>-279</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Forest Run Route</td>
<td>-225</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Forest Run Draw</td>
<td>-65</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### Channel analytics

**Overview**
- Impressions: 4.3K (↑ 10.3%)
- Impressions click-through rate: 10.3% (↑ 10.3%)
- Views: 1.8K (↑ 10.3%)
- Unique viewers: 820 (↑ 10.3%

**Advanced Mode**
- Custom

---

**Reach**
- Reach: 293.0 (↑ 100%)

**Engagement**
- Average view duration: 10.01

**Audience**
- Unique viewers: 820 (↑ 100%)
- Average views per viewer: 2.1
- Subscribers: +47 (↑ 100%)

---

**Virtual Knysna Oyster Festival**

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Statistics / Insights

Brandseye (media monitoring platform)
Brandseye
(Facebook & Twitter)
Brandseye (cont.)
Artworks / Adverts
Action Ads
(local printed publication)

Virtual Knysna Oyster Festival
27 June - 04 July 2020
www.knysnaoysterfestival.co.za

The best days of winter just got better!

2x ¼ page ads & 1x full page programme
Email Banner:

Events will be live-streamed 27 June - 04 July 2020

Facebook: @Knysna Oyster Festival
YouTube: Knysna Oyster Festival

For more details www.KnysnaOysterFestival.co.za

Visit Knysna, VKOF, Main Event Newsletters
Event Panels

6x Panels under 3x Knysna & Sedgefield Billboards
Event / Video Stream launch pages

Virtual Knysna Oyster Festival
Saturday, 27 June 2020

Morning Session (Livestream)
09h00 - Virtual Knysna Cycle Tour
MTB ZWIFT Style Ride

Facebook and YouTube

2x Cover images for each event / live stream
1x banner with logos on each event / live stream
Event / Video Stream bottom wrapping for all feeds

Facebook and YouTube
Varied depending on the content

2x Cover images for each event / live stream
1x banner with logos on each event / live stream
Algoa FM Ad on Main Events
Visit Knysna

a division of Wesgro

Strategy, Implementation & Financial Report to
Knysna Municipality
Governance & Economic Development
Section 80 meeting

Thursday, 10 September 2020
(Reporting period from 23 July – 28 August 2020)

Updated 28 August 2020
WESGRO: 3-Tiered strategic response to COVID-19

• 1) Containment
• 2) Adaptation
• 3) Now in Recovery....
3. RECOVERY
Domestic Tourism
VISIT KNYSNA - Office

- Staff returned to office
- Sedgefield: info infrastructure upgrade – almost complete
- Business Desk: ongoing
  - for local business owners to utilize free of charge for internet access: business interactions

With Knysna Municipality

- Meeting: Wesgro CEO, Acting CMO & KM Mayor, Acting MM, Cllr
- Lease agreement: signed and filed
- Office W&L account: still querying
- Need to work collectively, with community, towards destination management to create an environment for tourism to thrive.
WITH WESGRO: Value for Money partnership

- Weekly engagements with DMO
  - Full support from and access to Acting CMO and Marketing Manager
  - Access to design & communications teams (incl press releases)
  - Through Marketing Manager, access to implementing Marketing Agency
- Domestic campaign: sub-campaign for Visit Knysna
  - Value add to Knysna, targeted media through provincial promotions
- Weekly engagement: all units & all staff
- Bi-weekly Senior Managers meeting
- Research discussions: forward planning: Survey
- Customer Relations Management (CRM) system:
  - Visit Knysna is fully integrated into the Wesgro system
WITH WESGRO - cont

Wesgro CEO's presentation to industry webinar

Cape Cycle Routes: Karoo Crossing, starts in Knysna
VISIT KNYSNA – Marketing

• Virtual Knysna Oyster Festival : post-event report
  - Post-2020 report received : see separate document
    • 40 Events / 22 Streams
    • Radio advertising: expanded value (sponsored) R258 200 / spend R 80 000
    • Reach value on “Brandseye” monitored Social Media R327 676
    • Sponsors:
      • Wesgro (promotion)
      • KnysnaOn (data)
      • AlgcaFM (media – radio)
  - Proposed dates for hybrid event next year : 2 – 11 July 2021
VISIT KNYSNA – Marketing

• Activations in Progress:
  - Corporate Identity & Creative document: consolidated and updated compilation underway
  - Interactive Street Art (ex-Selfie Frames conversation):
    - as per KM Destination Management Plan: discussions underway with Knysna Art Society for proposals
  - Masks with Meaning for community distribution: on order
  - Visit Knysna website: development underway
VISIT KNYSNA - Marketing cont

- Virtual tours - additional x 7 tours committed (12 complete).
VISIT KNYSNA - Marketing cont

- Billboards: quarterly / seasonal update

![Billboard Images]
VISIT KNYSNA – Marketing cont.

- Social Media – ongoing schedule:
  - We’re Open #OneDay in Knysna - #Bucketlist Ideas
  - Introducing local: person and/or business
  - #Did You Know – fun facts and stories
  - Upcoming events & promotions
VISIT KNYSNA – Marketing cont

- Restaurants guide: Level 2 updates

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<thead>
<tr>
<th>Restaurants open for sit-downs/takeaways In the greater Knysna area</th>
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</thead>
<tbody>
<tr>
<td><strong>Lagoon</strong></td>
</tr>
<tr>
<td>Against the Grain Bistro</td>
</tr>
<tr>
<td>Attico Restaurant, The</td>
</tr>
<tr>
<td>Bangula Broselarc Restaurant</td>
</tr>
<tr>
<td>Cafe Uccello</td>
</tr>
<tr>
<td>Daily Grind Coffee Shop, The</td>
</tr>
<tr>
<td>Divor tires Coffee &amp; Boulangerie</td>
</tr>
<tr>
<td>Earls</td>
</tr>
<tr>
<td>Fishbourne Coffee Shop, The</td>
</tr>
<tr>
<td>La Pastore On-the-Go</td>
</tr>
<tr>
<td>Loeries</td>
</tr>
<tr>
<td>Mossmereen Hooikooi Drive</td>
</tr>
<tr>
<td>Non aerial Restaurant</td>
</tr>
<tr>
<td>At Kean’s Fish &amp; Chips</td>
</tr>
</tbody>
</table>
VISIT KNYSNA – Marketing cont.

• Planning during August:
  - Tourism Month (September) activations
    - Photo Competition: 24 – 27 September 2020
    - Jerusalema Dance Challenge (x 2 promotional activations)
      - Promotion through DEDAT
  - Cape Cycle Routes: Karoo Crossing – launch in September
  - Wesgro / SATSA trade fam trip, scheduled for October
VISIT KNYSNA – Marketing cont.

• “We’re Open” domestic sub-campaign - digital
  - September to January, including summer season
  - Rebuild industry by gaining share of travel
  - Target audience:
    - Gauteng, Eastern Cape & Western Cape
    - High-earners, families and digital nomads (ie work remotely)
  - Included
    - 1:30 minute video
    - Social media campaign
    - Press Releases
    - Trade toolkit
VISIT KNYSNA – Implementation per KM SLA

<table>
<thead>
<tr>
<th>Item</th>
<th>Final Document</th>
<th>Description of Services in SLA</th>
<th>Status Update</th>
<th>Impact of COVID 19</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Strategic Framework</td>
<td>Brand and Marketing Strategy for Domestic and International Tourism</td>
<td>Drafted for Knysna with domestic &amp; international marketing campaigns to attract tourists.</td>
<td>Marketing campaign for domestic tourism.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Marketing Strategy</td>
<td>Social Media and Digital Marketing Strategy</td>
<td>Developed and deployed a digital and social media strategy for greater Knysna area into a single platform, ensuring consistent brand message and visual identity.</td>
<td>View website for development underway.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Strategic Framework</td>
<td>Creative Platform</td>
<td>What makes us stand out? The platform upon which the tourism marketing will be developed is &quot;simple pleasures. big adventures. nature in the greater Knysna area.&quot;</td>
<td>Sarver photo competition.</td>
</tr>
</tbody>
</table>

*Note: Further details and updates can be found in the SLA document.*
## VISIT KNYSNA – Implementation cont.

<table>
<thead>
<tr>
<th>No.</th>
<th>Final Goal</th>
<th>List of services in SLA</th>
<th>Description of Services in SLA</th>
<th>Status Update</th>
<th>Impact of COVID-19</th>
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<tbody>
<tr>
<td>4</td>
<td>Marketing Strategy</td>
<td>Marketing Implementation Plan</td>
<td>To improve interest, consideration and preference in greater Knysna area</td>
<td>From 1st meeting 2nd quarter’s Marketing Campaign launch. “Visit Kniysna” is the main brand campaign.</td>
<td>Strategic project, support of Covid-19 support.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Strategic Framework</td>
<td>Brand Manual</td>
<td>As per No 1: Brand Manual manual</td>
<td>The brand identity of Knysna is based on a guide, based on existing, developed material, has been finalized and the logo design, marketing, and social media are under development.</td>
<td>Strategic project, support of Covid-19 support.</td>
</tr>
<tr>
<td>6</td>
<td>Marketing Strategy</td>
<td>Event Marketing Strategy</td>
<td>As per No 4, Point 4: Promote awareness in order to attract to experience the 4 events and greater Knysna area</td>
<td>Event panels of billboards, with the “Visit Kniysna” messaging supplied and completed for this quarter. Radio campaigns: Eastern &amp; Western Cape – William and other domestic sub-campaign. Social media promotion: Digital set messaging with “Visit Kniysna” messaging.</td>
<td>Strategic project, support of Covid-19 support.</td>
</tr>
</tbody>
</table>

*Knysna Oyster Festival 2020 event virtual: Request is submitted to Knysna Municipal and included in Sections 10 review for 10 September.*

*The upcoming digital campaign will focus on destination awareness, which will ultimately support when events can take place again.*
### VISIT KNYSNA – Implementation cont.

<table>
<thead>
<tr>
<th>No.</th>
<th>Final Document</th>
<th>List of services in SLA</th>
<th>Description of Services in SLA</th>
<th>Status Update</th>
<th>Impact of COVID-19</th>
</tr>
</thead>
<tbody>
<tr>
<td>7</td>
<td>Marketing Strategy</td>
<td>Tourism Trade Strategy</td>
<td>As per No 4 Point 3: Develop trusting and effective partnerships with industry to create marketing opportunities</td>
<td>Stakeholder engagement: Exhibitions &amp; platforms for promotion. Trade hosting: upscaling, with workshop, SATSA hosting in October. Collaboration with Garden Route &amp; Klein Karoo stakeholders and LTDA.</td>
<td>Identify opportunities and utilise for product and package promotions. Kolo Blue free &amp; special promotions. Focus on domestic market. Included in “high season” campaign.</td>
</tr>
<tr>
<td>8</td>
<td>Kesena – Municipality SLA</td>
<td>Quarterly Steering Committee (ex-Advisory) Engagement</td>
<td>Currently establishing a “Terms of Reference” with the Kesena Municipality. Draft presented to Advisory and approved.</td>
<td>31/03-03-03</td>
<td>2021-03-03</td>
</tr>
<tr>
<td>9</td>
<td>Kesena – Municipality SLA</td>
<td>Quarterly Stakeholder Engagements:</td>
<td>Engagements, Newsletters &amp; Press releases.</td>
<td>31/03-03-03</td>
<td>2021-03-03</td>
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## VISIT KNYSNA – Implementation cont.

<table>
<thead>
<tr>
<th>No.</th>
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<td>10</td>
<td>Knysna Municipality SLA</td>
<td>Quarterly Reports to RHM-Department</td>
<td>Prepare, monitoring, and evaluation report detailing the provision of services which will be comprehensive enough to enable the municipality to assess whether Vango’s is in compliance in agreements, provision of services and ongoing performance.</td>
<td>- 2019-06-06: for Nov-Dec 2018</td>
<td>Proposed Repurposed Business Plan &amp; Budget, relating to COVID-19 support to local industry, submitted for 2020-21 council meeting, but deferred. Presented to councillors on 2020-07-15.</td>
</tr>
</tbody>
</table>

VISIT KNYSNA – Implementation cont.

<table>
<thead>
<tr>
<th>No.</th>
<th>Final Document</th>
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<th>Impact of COVID-19</th>
</tr>
</thead>
<tbody>
<tr>
<td>12</td>
<td>Knysna Municipality SLA</td>
<td>Tourism Ambassador Training, SKAL</td>
<td>No programme. Course once only presented post-fines</td>
<td>To be decided</td>
<td>To be decided</td>
</tr>
<tr>
<td>13</td>
<td>Marketing Strategy</td>
<td>Event Tourism Signage - Billboards</td>
<td>Management of painting, application and removal of event signages (as per No 6). From 1 March 2020, DDBWC will fix the billboards @ R 3000 p.m. and use Billboards will be updated quarterly, based on the theme for the upcoming quarter. Per No 5, 5 night 5 wellness / activities. Per YKM Destination Management Plan – with Art Society, working on Interactive Street Art.</td>
<td>To be decided</td>
<td>To be decided</td>
</tr>
<tr>
<td>14</td>
<td>Strategic Framework</td>
<td>Stakeholder Data Update</td>
<td>Databases: 1) Stakeholders (incl newsletter) 2) Media 3) Trade 4) Events</td>
<td>Ongoing updates, with regular engagement to industry. In May, CRM (Customer Relationship Management) system included development, implementation and currently training almost live. New website will have CMS (Content Management System) incorporated.</td>
<td>To be decided</td>
</tr>
<tr>
<td>15</td>
<td>Marketing Strategy</td>
<td>Visitor Information Centre / Visitor Experience</td>
<td>Office hours information, and Sedgefield SLA with Fynbosch Research.</td>
<td>Ongoing updates and reports as required. Note: external online information and promotion. After hours: maps to lighthouses and website listing. Stakeholders are encouraged to collect information maps for their parks / clients / tourists</td>
<td>To be decided</td>
</tr>
</tbody>
</table>
## VISIT KNYSNA – Implementation cont.

<table>
<thead>
<tr>
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</thead>
<tbody>
<tr>
<td>16</td>
<td>Knysna Municipality SLA</td>
<td>Membership</td>
<td>Agreed at first stakeholders’ meeting on 15 March 2019 - we will not be “member organisation”. SLA is promoting the greater Knysna area, therefore representative of all stakeholders, with no exclusions.</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>17</td>
<td>Strategic Framework</td>
<td>Tourism Research</td>
<td>Measure and manage online sentiment, including tracking visitor needs, expectations and sentiment</td>
<td>Tourism Sentiment Index (TSI) annual report received, Continuous research: Scheduled meeting with Wesgro to expand research options, to then roll out to broader Western Cape for more accurate statistics.</td>
<td>Wesgro’s research unit has played a pivotal role in the supply and update of data collected and disseminated. The DMO continues to lobby for international travel.</td>
</tr>
<tr>
<td>18</td>
<td>Knysna Municipality SLA</td>
<td>Cape Town Air Access Joint Marketing</td>
<td>With Wesgro, promotional opportunities with airlines. The “wine open” campaign included specials with TravelStart, Expedia &amp; TripAdvisor.</td>
<td>Established relations through Wesgro; opportunity to promote, with stakeholders lobbied for re-opening of George Airport at Level 3.</td>
<td></td>
</tr>
<tr>
<td>19</td>
<td>Marketing Strategy</td>
<td>Joint Marketing with SAT</td>
<td>Identify, with Wesgro, opportunities for joint marketing and promotion (especially Strategies 1, 3, 4 and 18)</td>
<td>Product requested to package (days 24 hrs), discount, etc. promotion as per No. 7. Recover &amp; re-discover Golf promotion opportunity shared to Golf Clubs.</td>
<td>Online promotion opportunities from SAT shared to stakeholders.</td>
</tr>
</tbody>
</table>
**VISIT KNYSNA – Implementation cont.**

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<tbody>
<tr>
<td>20</td>
<td>Marketing Strategy</td>
<td>Joint Marketing with Private Sector and Associations</td>
<td>Identify, create opportunities for joint marketing and promotion (especially Strategies 1, 2, 4 and 5). &quot;We’re open&quot; campaign for promotions &amp; social, including Kids Go Free. Includes videos, digital and trade promotion.</td>
<td>Tourism North photo competition: 24-27 Sept. with Wesgro &amp; SA Tourism. Trade fare trip in October.</td>
<td>Permanently shift adverting constructs, continued to promote the destination. &quot;We’re open&quot; campaign will promote destination into the Summer Season and stimulate the economy.</td>
</tr>
<tr>
<td>25</td>
<td>Knysna Municipal SLA</td>
<td>Admin and Compliance reporting</td>
<td>In line with Knysna Municipal, Wesgro and stakeholder requirements (and expectations).</td>
<td>All reporting done as required, timely and efficiently. Need to improve stakeholder communication from RM on update is a challenge. Need to improve the enabling environment for businesses to thrive. Destination Management Office.</td>
<td>Improved relations.</td>
</tr>
</tbody>
</table>
VISIT KNYSNA – Financials

Service Level Agreement with Knysna Municipality

<table>
<thead>
<tr>
<th>No</th>
<th>Deliverables</th>
<th>Budget</th>
<th>Actuals</th>
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<tbody>
<tr>
<td>1</td>
<td>Once off expenditure</td>
<td>R 2 187 900.00</td>
<td>R 667 328.40</td>
<td>R 1 520 571.60</td>
</tr>
<tr>
<td>2</td>
<td>Operational Costs</td>
<td>R 240 000.00</td>
<td>R 52 538.86</td>
<td>R 187 461.14</td>
</tr>
<tr>
<td>3</td>
<td>Awareness Marketing</td>
<td>R 116 500.00</td>
<td>R 1 897.50</td>
<td>R 114 602.50</td>
</tr>
<tr>
<td>4</td>
<td>Attractiveness (incl walking/cycle signage)</td>
<td>R 100 000.00</td>
<td>R 4 000.00</td>
<td>R 175 200.00</td>
</tr>
<tr>
<td>5</td>
<td>Trade &amp; Consumer Partners</td>
<td>R 555 000.00</td>
<td>R 1 995.00</td>
<td>R 593 005.00</td>
</tr>
<tr>
<td>6</td>
<td>Event Marketing (incl towards KOF 2021 **)</td>
<td>R 30 000.00</td>
<td>-</td>
<td>R 30 000.00</td>
</tr>
<tr>
<td>7</td>
<td>Business Events Marketing</td>
<td>R 1 020 000.00</td>
<td>R 581 600.00</td>
<td>R 438 400.00</td>
</tr>
<tr>
<td>8</td>
<td>Social &amp; Digital Media - incl Domestic Campaign</td>
<td>R 340 000.00</td>
<td>R 318 499.00</td>
<td>R 21 501.00</td>
</tr>
<tr>
<td>9</td>
<td>Project - COVID-19 industry support, incl campaign</td>
<td>R 90 498.94</td>
<td>-</td>
<td>R 90 498.94</td>
</tr>
</tbody>
</table>

**TOTALS**

R 4 769 400.00 | R 1 628 658.76 | R 3 080 741.24

Total under spend to be reallocated to Event Marketing for 2020/21 ** in addition to budgeted amount.
#SouthAfricasTravelReady
#IamTourism
#WeAreOpen

Thank you

Colleen Durant
Visit Knysna : General Manager (WESGRO)
GM@VisitKnysna.co.za
044 382 5510 / 063 786 7559
Knysna Municipality
Section 80 Report
Governance & Economic Development

Visit Knysna - a division of Wesgro

Reporting period: August 2020
Report submitted to KM Economic Development

Destination Management:
“You do not build a destination for visitors: you build a destination for yourself. But you build it smartly and sophisticatedly enough so that visitors are attracted to it. It has to work for you. It has to work for your culture.”
Bill Geist, author of Destination Leadership for Boards and a contributor to Fundamentals of Destination Marketing.
ADMINISTRATION:

OFFICE:

COVID-19: Office operations

Fully operational: 40 Main Road.

Municipal Account & Lease:

Signed by Wesgro & Knysna Municipality: filed.

STAKEHOLDERS

Knysna Municipality

We all need to work collectively towards providing the enabling environment for tourism to thrive.

Advisory / Steering Committee

- Weekly update and forward planning meetings with KM Director – Planning, LED Manager, Wesgro’s Acting CMO and Visit Knysna GM.
- Special meetings hosted with Advisory Committee to establish Terms of Reference: to be approved by Knysna Municipality.

Visit Knysna - Newsletters:

Regular updates (newsletters and press releases) shared to stakeholder database:

WESGRO:

16 July 2020: Meeting between Knysna Municipality and WESGRO.

- KM: Executive Mayor, Portfolio Councillor & Acting MM, Director – Planning, LED Manager

Wesgro CEO, Tim Harris, introduced 3 agenda items to the meeting:

1. Update on Wesgro structure:
   - Margie Whitehouse exited Wesgro and June and Labeesah Schuurman (introduced) now Acting CMO until new appointment is made.

2. Governance and accountability:
   - Visit Knysna under Wesgro is a good “value for money” proposition for the Knysna Municipality, with extended promotion and “piggy back” opportunities (as per examples in presentation shared): see below
   - Messaging alignment between province and town(s).

3. COVID-19 impact on province, Knysna and tourism: 3 tiers of response include containment, adaptation and now into recovery.

Acting CMO and Visit Knysna GM presented on the processes of point 2 and 3 above. Incorporated into the report below.
WITH WESGRO : Value for Money partnership

- Weekly engagements with DMO
  - Full support from and access to Acting CMO and Marketing Manager
  - Access to design & communications teams (incl press releases)
  - Through Marketing Manager, access to implementing Marketing Agency
- Domestic campaign : sub-campaign for Visit Knysna
  - Value add to Knysna, targeted media through provincial promotions
- Weekly engagement : all units & all staff
- Bi-weekly Senior Managers meeting
- Research discussions : forward planning : Survey
- Customer Relations Management (CRM) system :
  - Visit Knysna is fully integrated into the Wesgro system

MARKETING - VISIT KNYSNA

- Virtual Knysna Oyster Festival : post-event report
  - Post-2020 report received : see separate document
  - 40 Events / 22 Streams
  - Radio advertising: expanded value (sponsored) R258 200 / spend R 80 000
  - Reach value on "Brandseye" monitored Social Media. R327 676
  - Sponsors:
    - Wesgro (promotion)
    - KnysnaOn (data)
    - AloofFM (media – radio)
  - Proposed dates for hybrid event next year : 2 – 11 July 2021

- Activations in Progress:
  - Corporate Identity & Creative document : consolidated and updated compilation underway
  - Interactive Street Art (ex-Selfie Frames conversation):
  - as per KM Destination Management Plan : discussions underway with Knysna Art Society for proposals
  - Masks with Meaning for community distribution : on order
  - Visit Knysna website : development underway

Visit Knysna – Section 80 Report : August 2020
- Virtual tours - additional x 7 tours committed (12 complete).

- Billboards: quarterly / seasonal update
  - Rejuvenate, reconnect, rediscover.... Sedgefield welcomes you.
  - Work, live, play in natural splendour... Knysna welcomes you.
  - Revitalise, restore, explore... welcome to greater Knysna.

- Social Media – ongoing schedule:
  - We’re Open #OneDay in Knysna - #Bucketlist Ideas
  - Introducing local: person and / or business
  - #Did You Know – fun facts and stories
  - Upcoming events & promotions
- Restaurants guide : Level 2 updates

![Restaurant open list]

• Planning during August :
  - Tourism Month (September) activations
    - Photo Competition : 24 – 27 September
    - Jerusalem Dance Challenge (x 2 promotional activations)
      - Promotion through DEDAT
  - Cape Cycle Routes : Karoo Crossing – launch in September
  - Wesgro / SATSA trade fam trip, scheduled for October

• “We’re Open” domestic sub-campaign - digital
  - September to January, including summer season
  - Rebuild industry by gaining share of travel
  - Target audience :
    - Gauteng, Eastern Cape & Western Cape
    - High-earners, families and digital nomads (ie work remotely)
  - Included
    - 1:30 minute video
    - Social media campaign
    - Press Releases
    - Trade toolkit
### IMPLEMENTATION - As per Service Level Agreement (SLA)

<table>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>Strategic Framework</td>
<td>Brand and Marketing Strategy for Domestic and International Tourists</td>
<td>Brand Kenyas: domestic &amp; international marketing campaigns to attract tourists.</td>
<td>Updated the Strategic Framework; marketing strategy submitted to Council in May.</td>
<td>From Vneesg’s 3rd strategy, now in recovery.</td>
</tr>
<tr>
<td>2</td>
<td>Marketing Strategy</td>
<td>Social Media and Digital Marketing Strategy</td>
<td>Social Media: development underway - 3 months. To link to social media platforms for greater exposure and reach.</td>
<td>Updated the Strategic Framework; marketing strategy submitted to Council in May.</td>
<td>1. Domestic Campaign (Level 2) - dom into 2. International Campaign</td>
</tr>
<tr>
<td>3</td>
<td>Strategic Framework</td>
<td>Creativity Platform</td>
<td>What makes us stand out? The platform upon which the marketing will be developed: “simple pleasures, big adventures, naturally, or the perfect Kenyan deal.”</td>
<td>1. Shifting corporate brand identity, fonts, partners, template and sub-branding into application, digital assets, our corporate identity (FFE, print, signature, there, folio design, pull-up banners, tent cards, “simple pleasures, natural adventures.”)</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Marketing Strategy</td>
<td>Marketing Implementation Plan</td>
<td>To improve interest, consideration and preference to visit Greater Kenyas area.</td>
<td>From No 1: Vneesg’s Western Cape’s Marketing Campaign launched “we’re open” in line with the above. Visit Kenyas to new parallel sub-campaign: the campaign messaging will be informed by and aligned to the provincial domestic campaign.</td>
<td></td>
</tr>
</tbody>
</table>

**Updated as of 2020-04-28**

*Visit Kenya – Section 80 Report : August 2020*
## PLANNING AND DEVELOPMENT COMMITTEE MEETING

### AGENDA

**10 SEPTEMBER 2020**

<table>
<thead>
<tr>
<th>No.</th>
<th>First Document</th>
<th>Description of Services in IRA</th>
<th>Status Update</th>
<th>Impact of COVID 19</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Strategy Framework</td>
<td>Brand Manual</td>
<td>As per No. 1: Brand Strategy manual</td>
<td>The brand identity &amp; CI guide, based on existing developed material, has been finalised in the Wayne design studio for updating, with completion anticipated by end of December.</td>
</tr>
<tr>
<td>2</td>
<td>Marketing Strategy</td>
<td>Event Marketing Strategy</td>
<td>As per No. 4, Point 4: Promote awareness in order to attract to experience local events and greater Kransna area</td>
<td>Event paraphernalia: Billboards with the “we are open” messaging supplied and installed in the queue. Radio campaigns: Eastern &amp; Western Cape: Will be part of the domestic sales campaign Social media promotion: Digital assets created with “We are open” messaging.</td>
</tr>
<tr>
<td>3</td>
<td>Marketing Strategy</td>
<td>Tourism Trade Strategy</td>
<td>As per No. 4, Point 3: Develop trading and effective partnerships with industry to create marketing opportunities.</td>
<td>Stakeholder engagement, E-commerce platforms for promotion, Trade showing, events, etc. SATSA hosting in October: Collaboration with Golden Route &amp; Klein Rums and stakeholders and ETCs.</td>
</tr>
<tr>
<td>4</td>
<td>Kransna Municipality</td>
<td>Quarterly Steering Committee (ex-Officer) Engagement</td>
<td>Currently establishing a “Terms of Reference” with the Kransna Municipality. Engagement in industry and awareness. Steering Committee meetings will be bi-monthly, going forward.</td>
<td>Potential dates for 2020/21: t.u.d.</td>
</tr>
</tbody>
</table>

Visit Kransna – Section 80 Report: August 2020

Page 7 of 10
<table>
<thead>
<tr>
<th>No</th>
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<tbody>
<tr>
<td>12</td>
<td>Kynzi Municipality</td>
<td>Kynzi Ambassadors Training (9th)</td>
<td>No programme – course was only presented and tests</td>
<td>2020-03-10: August report submitted.</td>
<td>Processed.</td>
</tr>
</tbody>
</table>
**PLANNING AND DEVELOPMENT COMMITTEE MEETING**

**AGENDA**

**10 SEPTEMBER 2020**

<table>
<thead>
<tr>
<th>No.</th>
<th>Final Document</th>
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</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Marketing Strategy</td>
<td>Visitor Information Centre / Visitor Experience</td>
<td>Office hours, information, incl. social media, and market research.</td>
<td>Maps &amp; information are continually updated and reprinted as required. Notes and messages are incorporated.</td>
<td>No significant impact.</td>
</tr>
<tr>
<td>2</td>
<td>Kyrenia Municipality</td>
<td>Membership</td>
<td>Agreed at the stakeholders' meeting on 13 March 2019 - we will not be forming a separate organisation. ILA promotes the Kyrenia area, the representative of the stakeholders, with no exclusions.</td>
<td>No change.</td>
<td>No significant impact.</td>
</tr>
<tr>
<td>3</td>
<td>Strategic Framework</td>
<td>Tourism Research</td>
<td>Measure and manage online sentiment, including tracking, under the guidelines for collection and dissemination.</td>
<td>Tourism Sentiment Index (TSI) annual report received. Continuous research - scheduled meeting with Tourism to expand marketing opportunities.</td>
<td>No significant impact.</td>
</tr>
<tr>
<td>4</td>
<td>Kyrenia Municipality</td>
<td>CDP Site for Kyrenia Joint Marketing</td>
<td>With Wangoi, promotional opportunities available. The &quot;seven steps&quot; campaign includes special events for local businesses.</td>
<td>Written for the world's top destination. For more information, please visit the Wangoi website.</td>
<td>No significant impact.</td>
</tr>
<tr>
<td>5</td>
<td>Marketing Strategy</td>
<td>Joint Marketing with SAT</td>
<td>Identify, with Wangoi, opportunities for joint marketing and promotion.</td>
<td>Product promoted by package (stay + 3 days, etc); promotion in press, etc.</td>
<td>No significant impact.</td>
</tr>
<tr>
<td>6</td>
<td>Marketing Strategy</td>
<td>Joint marketing with Private Sector and Associations</td>
<td>Create opportunities for joint marketing and promotion.</td>
<td>&quot;Welcome&quot; campaign for promotion &amp; special, including Kids Stay Free. Includes online, digital, and brochure promotion.</td>
<td>No significant impact.</td>
</tr>
<tr>
<td>7</td>
<td>Kyrenia Municipality</td>
<td>Adhoc and Special events</td>
<td>Work with Kyrenia Municipality, Tourism and stakeholders to plan events.</td>
<td>All meetings have been disrupted, so events are cancelled.</td>
<td>No significant impact.</td>
</tr>
</tbody>
</table>
### VISIT KNYSNA - Financials:

**Service Level Agreement with Knysna Municipality**

**REPURPOSED STRATEGIC FRAMEWORK / BUSINESS PLAN: 2020 - 2021**

<table>
<thead>
<tr>
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<th>Budget</th>
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<th>Difference</th>
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<td>1</td>
<td>Once off expenditure</td>
<td>R 2,187,900.00</td>
<td>R 667,328.40</td>
<td>R 1,520,571.60</td>
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<td>2</td>
<td>Operational Costs</td>
<td>R 240,000.00</td>
<td>R 52,538.86</td>
<td>R 187,461.14</td>
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<td>3</td>
<td>Awareness Marketing</td>
<td>R 115,500.00</td>
<td>R 1,197.50</td>
<td>R 114,302.50</td>
</tr>
<tr>
<td>4</td>
<td>Attractiveness (incl walking/cycle signage)</td>
<td>R 180,000.00</td>
<td>R 4,800.00</td>
<td>R 175,200.00</td>
</tr>
<tr>
<td>5</td>
<td>Trade &amp; Consumer Partners</td>
<td>R 595,000.00</td>
<td>R 1,995.00</td>
<td>R 593,005.00</td>
</tr>
<tr>
<td>6</td>
<td>Event Marketing (incl towards KOF 2021)**</td>
<td>R 30,000.00</td>
<td>-</td>
<td>R 30,000.00</td>
</tr>
<tr>
<td>7</td>
<td>Business Events Marketing</td>
<td>R 1,020,000.00</td>
<td>R 581,600.00</td>
<td>R 438,400.00</td>
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<tr>
<td>8</td>
<td>Social &amp; Digital Media - incl Domestic Campaign</td>
<td>R 340,000.00</td>
<td>R 318,499.00</td>
<td>R 21,501.00</td>
</tr>
<tr>
<td>9</td>
<td>Project: COVID-19 industry support, incl campaign</td>
<td>R 4,765,400.00</td>
<td>R 1,626,658.76</td>
<td>R 3,090,741.24</td>
</tr>
</tbody>
</table>

**Totals**

|            | R 4,765,400.00 | R 1,626,658.76 | R 3,090,741.24 |

Total under spend to be reallocated to Event Marketing for 2020/21 **in addition to budgeted amount.**

R 96,458.94 updated 2020-08-27
8. CLOSURE

-oOo-