SUPPLEMENTARY AGENDA

ORDINARY COUNCIL MEETING

WEDNESDAY, 31 JANUARY 2024

at
9:00

ITEM NO	SUBJECT	PAGE
13.	**NEW ITEMS SUBMITTED BY THE MUNICIPAL MANAGER**	
13.9	RELOCATION INTO NEW OFFICE ACCOMMODATION AT THE KNYSNA MALL - GREY ELEPHANT INVESTMENTS (PTY)	**2**

13.9

C09/01/24 RELOCATION INTO NEW OFFICE ACCOMMODATION AT THE KNYSNA MALL - GREY ELEPHANT INVESTMENTS (PTY) LTD

REPORT FROM THE MUNICIPAL MANAGER

PURPOSE OF THE REPORT

To inform the Knysna Municipal Council of the relocation of some of the departments to the Knysna Mall which is leased from Grey Elephant Investments (Pty) Ltd for office accommodation.

BACKGROUND

The Municipal Council on 28 October 2023 *inter alia* resolved the following:

"***C05/10/23*** ***REQUEST TO ENTER NEW LEASE AGREEMENT WITH GREY ELEPHANT INVESTMENTS (PTY) LTD FOR OFFICE ACCOMMODATION***

RESOLVED BY MAJORITY

[a] That the report and annexures regarding the request to consider entering into a new lease agreement with grey elephant investments (Pty) Ltd for office accommodation, be noted; and

[b] That approval be given to enter into a new lease with Grey Elephant Investments (Pty) Ltd for a period of three years as from 1 January 2024 until 31 December 2026; and

[c] That the Municipal Manager be authorized to approve a yearly deviation for the leasing of the office space for three years.

File Number: 12/1/2/1
Execution: Municipal Manager
Acting Director: Corporate Services"

The Municipal Council further on 12 December 2023 *inter alia* resolved *that a report be submitted to Council on the departments that will move to the new premises and the required square meters for each department*.

Grey Elephant Investments (Pty) Ltd is providing us with 3 250m^2 office rental space with 146 parking bays. This have enabled us to centralize all municipal activities in one leased building.

The office allocation will be as follow:

Department (Directorate)	**Current**	**New**
Income Section (Finance)	Customer Care Building	Knysna Mall
Motor Vehicle Registration (Community Services)	Customer Care Building	Knysna Mall
Licence Registration (Community Services)	Customer Care Building	Knysna Mall
Planning & Development	Old Main Road Building	Knysna Mall
Infrastructure	Old Main Road Building	Knysna Mall
Public Participation Unit (Corporate Services)	Old Main Road Building	Finance Building
Human Resources (Corporate Services)	Concilium Building	Main Building
Garden Route District Municipality (Health)	Concilium Building	Finance Building
Budget Section (Finance)	Finance Building	Knysna Mall
Supply Chain Management (Finance)	Finance Building	Knysna Mall
Creditors Section (Finance)	Finance Building	Knysna Mall
Traffic & Law Enforcement (Community Services)	Main Building	Knysna Mall

The decision was made to group all the Financial Directorate staff, currently split between the leased Customer Care Building and the Finance building in Queen Street to the Knysna Mall. This is to ensure that all the Financial Directorate staff is close to each other for better and quick service to the public.

These changes are made to improve the flow and excel service delivery throughout the whole municipality.

DISCUSSION

Al the Directorates to move into the new office space at the Knysna Mall have been allocated suitable spaces **(see Annexure A)**.

FINANCIAL IMPLICATIONS

The rental payable to Grey Elephant Investments (Pty) Ltd from 1 March 2024 amounts to R 546 000.00 per month.

RELEVANT LEGISLATION

Local Government: Municipal Finance Management Act, 2003 and relevant Regulations.

DELEGATION

N/A

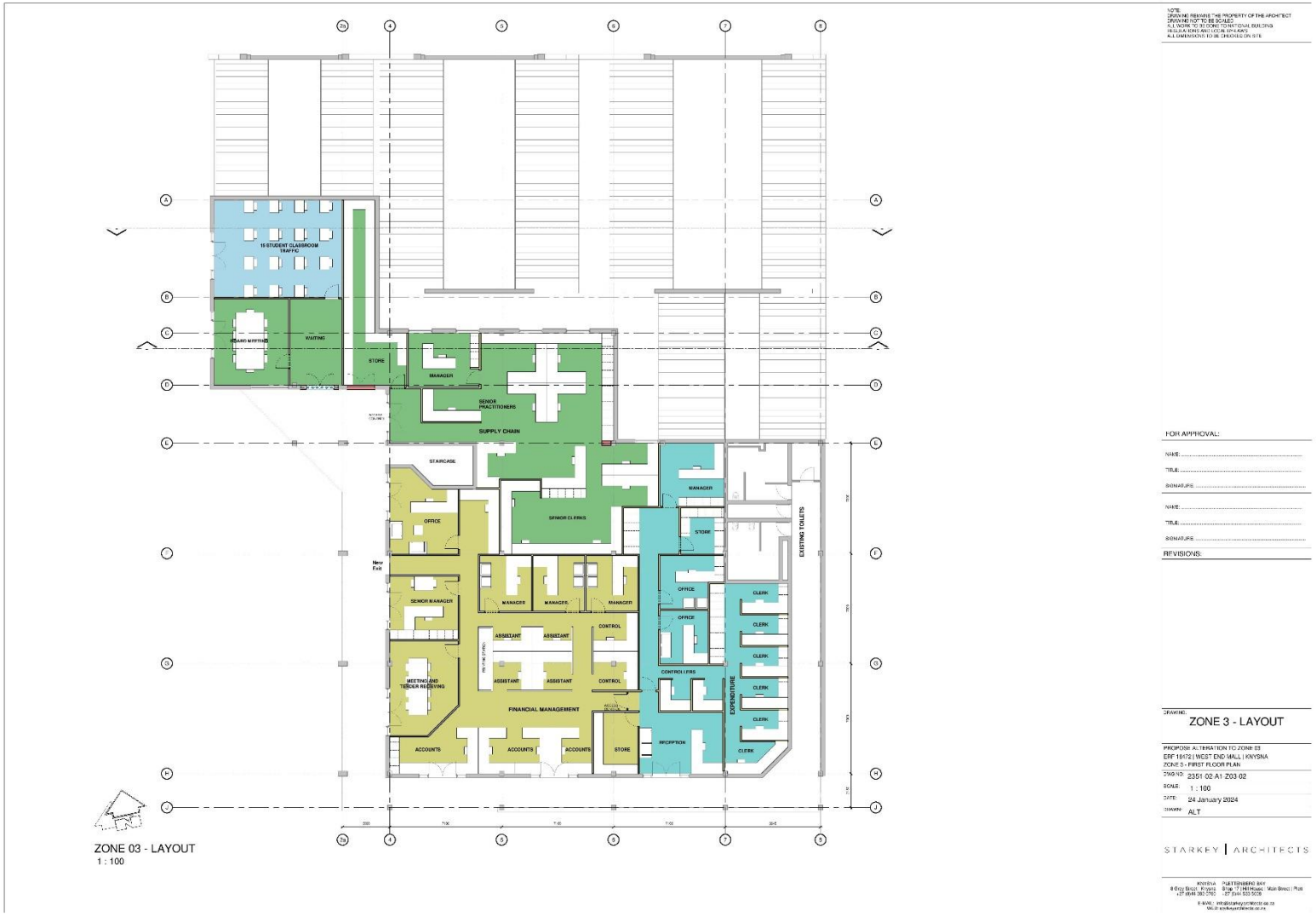
RECOMMENDATION OF THE MUNICIPAL MANAGER

That the report and annexures regarding the movement into the Knysna Mall, be noted.

APPENDIX / ADDENDUM

ANNEXURE A – LAY OUT PLANS AT KNYSNA MALL

FILE NUMBER: 7/1/2/1
EXECUTION: MUNICIPAL MANAGER
DIRECTOR: CORPORATE SERVICES
HEAD: PROPERTIES



NOTE:
DRAWING REMAINS THE PROPERTY OF THE ARCHITECT
DRAWING NOT TO BE SCALED
DRAWING TO BE READ IN CONJUNCTION WITH ALL RELEVANT ENGINEERING AND LOCAL AUTHORITY
ALL DIMENSIONS TO BE CHECKED ON SITE

FOR APPROVAL:

NAME: .....

TITLE: .....

SIGNATURE: .....

NAME: .....

TITLE: .....

SIGNATURE: .....

REVISIONS:

DRAWING:
ZONE 3 - LAYOUT

PROPOSE ALTERATION TO ZONE 03
ERF 18472 | WCST DND MALL | KNYSNA
ZONE 3 - FIRST FLOOR PLAN

DWG NO: 2351-02-A1-Z03-02
SCALE: 1 : 100
DATE: 24 January 2024
DRAWN: ALT

STARKEY | ARCHITECTS

KNYSNA
8 Grey Street, Knysna
+27 (0)44 382 5760

PLETTENBERG BAY
Shop 17 | Mill Plaza | Main Street | Plett
+27 (0)44 533 5039

E-MAIL: info@starkeyarchitects.co.za
WEB: www.starkeyarchitects.co.za

RETAIL LEVEL 2 - LAYOUT (PHASE 3)
1 : 100

SECTION KEY
1 : 500

NOTE:
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DRAWING NOT TO BE SCALED
ALL WORK TO BE DONE TO NATIONAL BUILDING REGULATIONS AND LOCAL BY-LAWS
ALL DIMENSIONS TO BE CHECKED ON SITE

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NAME: .....

TITLE: .....

SIGNATURE: .....

NAME: .....

TITLE: .....

SIGNATURE: .....

REVISIONS:

DRAWING:
R02 - PHASE 3 - LAYOUT

PROPOSED ALTERATION TO OLD MALL
ERF 16472 : WEST END MALL | KNYSNA
FOR CLIENT

DWG NO: 2351-07-A1-05

SCALE: As indicated

DATE: 25 January 2024

DRAWN: ALT

STARKEY | ARCHITECTS

KNYSNA | PLETTENBERG BAY
9 Grey Street, Knysna | Shop 17 - Mill House | Main Street | Plett
+27 (0)44 382 0786 | +27 (0)44 533 5308

E-MAIL: info@starkeyarchitects.co.za
WEB: starkeyarchitects.co.za

RETAIL LEVEL 2 - LAYOUT (PHASE 2)
1 : 100

SECTION KEY
1 : 500

NOTE:
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ALL DIMENSIONS TO BE CHECKED ON SITE

FOR APPROVAL:

NAME:
TITLE:
SIGNATURE:

NAME:
TITLE:
SIGNATURE:

REVISIONS:

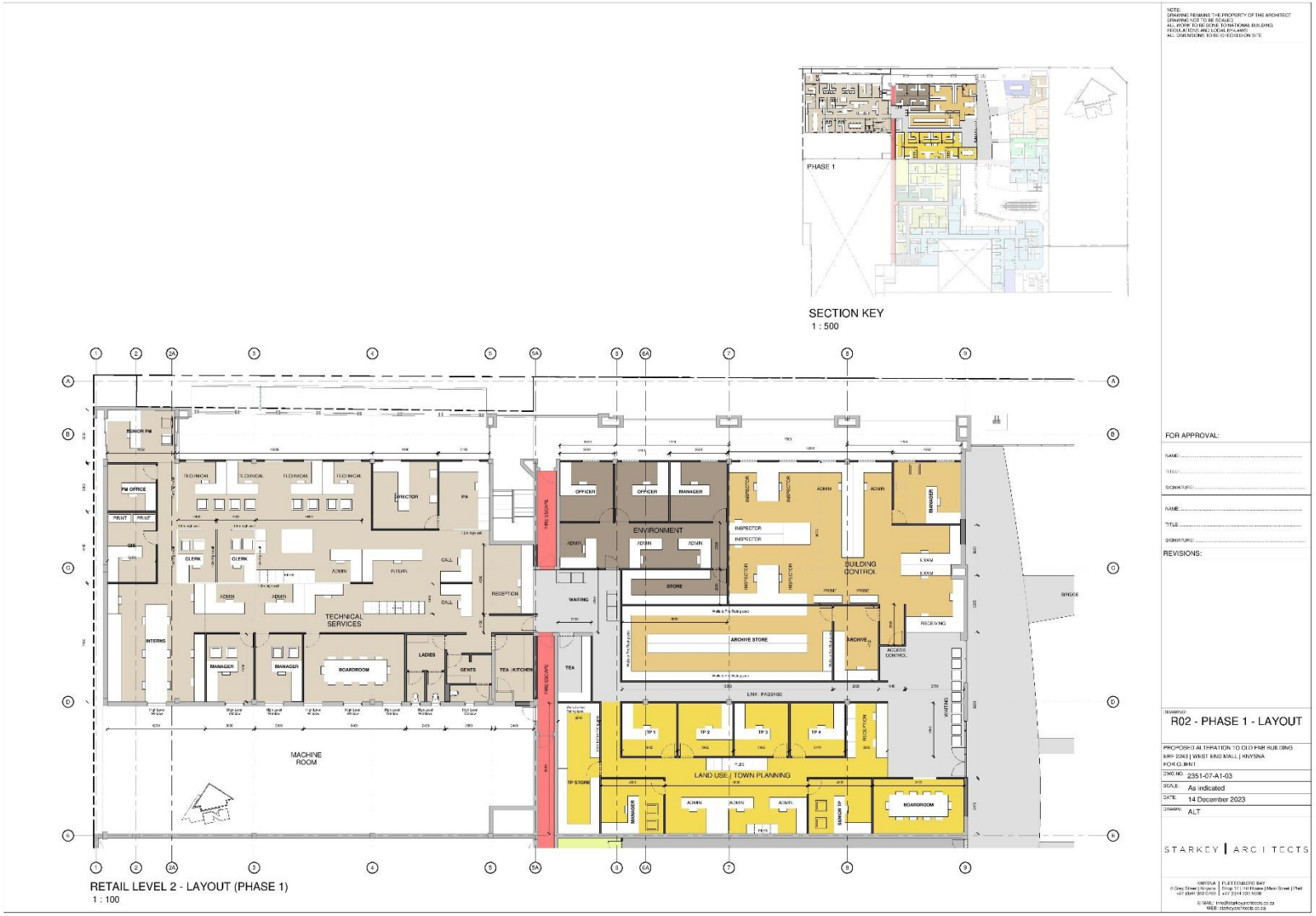
DRAWING:
R02 - PHASE 2 - LAYOUT

PROPOSED ALTERATION TO OLD FNB BUILDING
ERF 2243 | WEST END HALL | KNYSNA
FOR CLIENT

DWG NO.	2351-07-A1-04
SCALE	As indicated
DATE	14 December 2023
DRAWN	ALT

STARKEY | ARCHITECTS

KNYSNA | FLEETENBERG BAY
8 Grey Street | Knysna | Shop 17 | 140 Main Street | Plett
+27 (044) 382 0163 | +27 (044) 533 5038
E-MAIL: info@starkeyarchitects.co.za
WEB: starkeyarchitects.co.za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SECTION KEY
1 : 500
TECHNICAL SERVICES
ENVIRONMENT
BUILDING CONTROL
LAND USE / TOWN PLANNING
MACHINE ROOM
BOARDROOM
RECEPTION
WAITING
STORE
ARCHIVE STORE
LINK PASSAGE
RETAIL LEVEL 2 - LAYOUT (PHASE 1)
1 : 100
FOR APPROVAL:
REVISIONS:
R02 - PHASE 1 - LAYOUT
PROPOSED ALTERATION TO OLD FNB BUILDING
ERF 2243 | WEST END MALL | KNYSNA
FOR CLIENT
DWG NO. 2351-07-A1-03
SCALE As indicated
DATE 14 December 2023
DRAWN ALT
STARKEY | ARCHITECTS

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