

SPECIAL COUNCIL MEETING
AGENDA
8 NOVEMBER 2024



Clyde Street
Knysna
6570

Clydestraat
Knysna
6570

iClyde
eKnysna
6570

PO Box 21
Knysna
6570

Posbus 21
Knysna
6570

Posbus 21
Knysna
6570

Tel: +27 44 302 6300
Fax: +27 44 302 6333

Tel: +27 44 302 6300
Faks: +27 44 302 6333

Umnxeba: +27 44 302 6300
Ifeksi: +27 44 302 6333

Notice is hereby given, in terms of Section 19(b) of the Local Government: Municipal Systems Act, 32 of 2000 as amended, that a **SPECIAL MEETING** of the **MUNICIPAL COUNCIL** of Knysna Municipality will be held in the Council Chambers on **FRIDAY, 8 NOVEMBER 2024 at 9:00** to consider the business set forth in the attached agenda.

Kennis geskied hiermee as gevolg van Artikel 19(b) van die Plaaslike Regering : Munisipale Stelsels Wet, 32 van 2000, dat 'n **SPESIALE VERGADERING** van die **MUNISIPALE RAAD** van Knysna Munisipaliteit in die Munisipale Raadsaal op **VRYDAG, 8 NOVEMBER 2024 om 9:00** gehou sal word ten einde sake soos uiteengesit in die aangehegte agenda te oorweeg.

Ibhunga lika**MASIPALA** waseKnysna lazisa ngomthetho okwisoloty 19(b) wenkqubo mgaqo olawula oMasipala, 32 of 2000, njengoko utshintshiwe, **NGENTLANGANISO EKHETHEKILEYO** ye**BHUNGA** lika**MASIPALA** waseKnysna eyakubanjelwa **NGOLWESIHLANU, NGOMHLA WE 8 EYENKANGA 2024** ngentsimbi ye **09:00** umba iyakuba lushishino oluchazwe kwi-agenda.

CLLR MD SKOSANA

The Speaker

Die Speaker

Usomlomo

PHAAHLE SIMON MALEPENG

Acting Municipal Manager

Waarnemende Munisipale Bestuurder

Bambela Mphathi kaMasipala

Date : 6 November 2024

SPECIAL COUNCIL MEETING
AGENDA
8 NOVEMBER 2024

TABLE OF CONTENTS

1.	OPENING AND WELCOMING	3
2.	SILENT PRAYER	3
3.	ATTENDANCE OF MEMBERS	3
3.1	COUNCILLORS PRESENT	3
3.2	COUNCILLORS ABSENT WITH LEAVE	3
3.3	COUNCILLORS ABSENT WITHOUT LEAVE	3
4.	NOTING OF THE PROVISIONS OF CODE OF CONDUCT FOR COUNCILLORS	3
5.	DISCLOSURE OF INTEREST	3
6.	NEW MATTERS SUBMITTED BY THE ACTING MUNICIPAL MANAGER	
6.1	ECONOMIC DEVELOPMENT NARYSEC KNYSNA SKILLS TRAINING PROJECT FUNDING PROPOSAL	4
6.2	APPOINTMENT OF ACTING DIRECTOR COMMUNITY SERVICES	18
6.3	APPOINTMENT OF ACTING DIRECTOR INFRASTRUCTURE	20
7.	IN COMMITTEE ITEMS (SEE SEPARATE AGENDA)	22
8.	ADJOURNMENT	22

A G E N D A

1. **OPENING AND WELCOMING**
2. **SILENT PRAYER**
3. **ATTENDANCE OF MEMBERS**
 - 3.1 **COUNCILLORS PRESENT**
 - 3.2 **COUNCILLORS WITH LEAVE**
 - 3.3 **COUNCILLORS WITHOUT LEAVE**
4. **NOTING THE PROVISIONS OF SCHEDULE 1 (CODE OF CONDUCT FOR COUNCILLORS) OF THE LOCAL GOVERNMENT MUNICIPAL SYSTEMS ACT, 2000**
5. **DISCLOSURE OF INTERESTS BY COUNCILLORS**

6. NEW MATTERS SUBMITTED BY THE ACTING MUNICIPAL MANAGER

6.1

SC01/11/24 ECONOMIC DEVELOPMENT NARYSEC KNYSNA SKILLS TRAINING PROJECT FUNDING PROPOSAL

REPORT FROM ACTING DIRECTOR: PLANNING AND DEVELOPMENT

PURPOSE OF THE REPORT

To request approval from council for the Knysna Municipality's participation in the National Rural Youth Service Corps (NARYSEC) Program which is coordinated by the Department of Agriculture, Land Reform and Rural Development.

PREVIOUS RESOLUTION

None

BACKGROUND

The Knysna Municipality through the Department of Planning and Development submitted a funding proposal to the Department of Agriculture, Land Reform and Rural Development for a Youth Development program under the NARYSEC program which seeks to capacitate the youth between the ages of 18-35 with skills in various areas to increase employability. The program seeks to:

- I. Bridge the gap between the unemployed and employed,
- II. Capacitate unemployed individuals with adequate skills in order to increase their employability,
- III. Respond to the skills, gap as requirement by the job market,
- IV. Contributes to innovation and diversification of skills required by the job market.

Project participants will be recruited in line with the Department's recruitment and selection strategy and policies for the programme. The beneficiaries will be selected in alignment with the requirements set in the Skills Sponsorship Program to include (but not limited to):

- V. those outside employments who have lost hope of finding employment,
- VI. those leaving school who still have the hope
- VII. those who never had the opportunity of tertiary education, and
- VIII. unemployed college graduates.

The following is a breakdown of training areas that have been identified for the youth in the greater Knysna Municipal area and these were identified in line with the current economic challenges within the greater Knysna:

No	Training Programme	Focus Area
1	Law Enforcement	Peace Officers; By Law Enforcers.
2	Traffic Officers	Point Duty Officers
3	Fire Fighters	Fire & Rescue Operations
4	Entrepreneurship	New Venture Creation
5	Agri- Culture	Mixed Farming; Small Plant Operators
6	Work Readiness Skills Programme	Prepare Oneself for Employment
7	Waste Management & Recycling	Handle and Dispose of Waste; Self Employed Recycling Material Collector
8	Renewable Energy	Design a stand-alone Renewable Energy System; Renewable Energy Workshop Assistant
9	Carpentry	Construction Carpentry; Install Carpentry Finishing Components ; Eco Furniture
10	Information Communication Technology	Cyber Security Defender; Data Analytics; Computer Programming; Software Development
11	Event Management	Event Management

FINANCIAL IMPLICATIONS

None, as the programme will be fully funded by the Department of Agriculture, Land Reform and Rural Development.

RELEVANT LEGISLATION

1. LED Strategy

RECOMMENDATION OF THE ACTING MUNICIPAL MANAGER

That the council approves the proposed funding proposal and the implementation of thereof by the Department of Agriculture, Land Reform and Rural Development within the greater Knysna.

ADDENDUMS

Annexure "A" NARYSEC Knysna Skills Training Project Funding Proposal.



APPLICATION FOR NARYSEC PROJECT FUNDING

PROJECT NAME:	NARYSEC PROJECT FUNDING
NAME OF APPLICANT:	KNYSNA MUNICIPALITY
DATE OF APPLICATION:	APRIL 2024

Table of Contents

Table of Acronym's in Context	3
DETAILS OF APPLICANT	4
1. BACKGROUND	5
2. DEMOGRAPHICS	6
3. TRAINING PROGRAMME OVERVIEW	7
4. TRAINING OBJECTIVES.....	8
5. PROJECT DELIVERY AND BENEFICIATION.....	8
6. BREAKDOWN OF PROGRAMMES APPLYING FOR.....	9
7. RECRUITMENT OF BENEFICIARIES	10
8. IMPACT ON BENEFICIARIES	10
9. IMPACT ON COMMUNITY	10
10. RISKS AND CONSTRAINTS.....	11
11. DECLARATION OF AUTHORISED PERSON	11

Table of Acronym's in Context

Acronym	Worded
IGR	Inter-Governmental Relations
VAT	Value Added Tax
SDL	Skills Development Levy
NARYSEC	National Rural Youth Service Corps
LED	Local Economic Development
SSP	Sector Skills Plan
ERRP	Economic Reconstruction and Recovery Plan
DHET's	Department of Higher Education and Training
ERRSS	Economic Reconstruction, and Recovery Skills Strategy
WCP(G4J)	Western Cape Provincial Growth for Jobs
SME's	Small Micro Enterprises
EDS	Economic Development Strategy

DETAILS OF APPLICANT

Full Legal Name:	Knysna Local Municipality
Trading Name:	Knysna Local Municipality
Nature of business activities:	Local Economic Development, Basic Service Delivery and Inter-Governmental Relations (IGR) Coordination
Entity type:	Local Government
Entity registration Number:	N/A – Local Government WCO48
Income Tax Number:	N/A Local Government
Tax clearance Number:	122473266X – PAYE, 4B191B493H VAT
SDL Number:	L350706505
VAT Registration number (where applicable):	4360193876
Physical Address:	05 Clyde Street Knysna 6570
Postal Address:	P O Box 21 Knysna 6570
Name of Contact Person:	Lungiswa Goya
Designation:	Manager Economic Development
Telephone Number:	044-302 6366
Cell phone number:	060 919 2683 073 840 3902
Fax Number:	N/A
Email Address:	lgoya@knysna.gov.za
Website:	www.knysna.gov.za

1. BACKGROUND

The applicant is Knysna Municipality, a local municipality in the Southern Cape with urban, peri-urban, rural, township and informal communities carrying a mandate for the local economic development of the precinct for sustainable livelihoods of its people and the protection of its natural resources.

The 2023 Socio-Economic Profile: Knysna Municipality denotes that The job growth observed in 2022 led to a 1.0 percentage point reduction in the unemployment rate, bringing it down to 24.3 per cent, which is slightly below the Western Cape unemployment rate of 24.5 per cent in line with the Western Cape Province's Growth for Jobs Strategy.

Given the significance of the trade, tourism, and general government sectors, there is an increasing demand for semi-skilled and skilled workers in these industries. This underscores the importance of targeted skills development initiatives to address the labour market's evolving needs and promote economic resilience, which contributes to the diversification of other local economic indicators.

The wage distribution data of Knysna indicates high levels income inequality and the disparities within the socio economic landscape within Knysna. In Knysna, 33.2 per cent of workers fall into the [R 3200 - R 6400] income range, and 22.2 per cent are in the [R 6400 - R 12800] bracket. However, there are no workers in the highest income brackets, such as [R 819200 - R 1638400]. Compared to other municipalities in the Garden Route, Knysna has a relatively higher concentration of workers in the 3200 - 6400 income range. This data highlights the income disparities and distribution within Knysna, showcasing the concentration of workers in the middle income brackets and the absence of extremely high income earners in the region. These income distribution patterns have socio economic implications for the area, including factors like living standards, affordability, and access to goods and service.

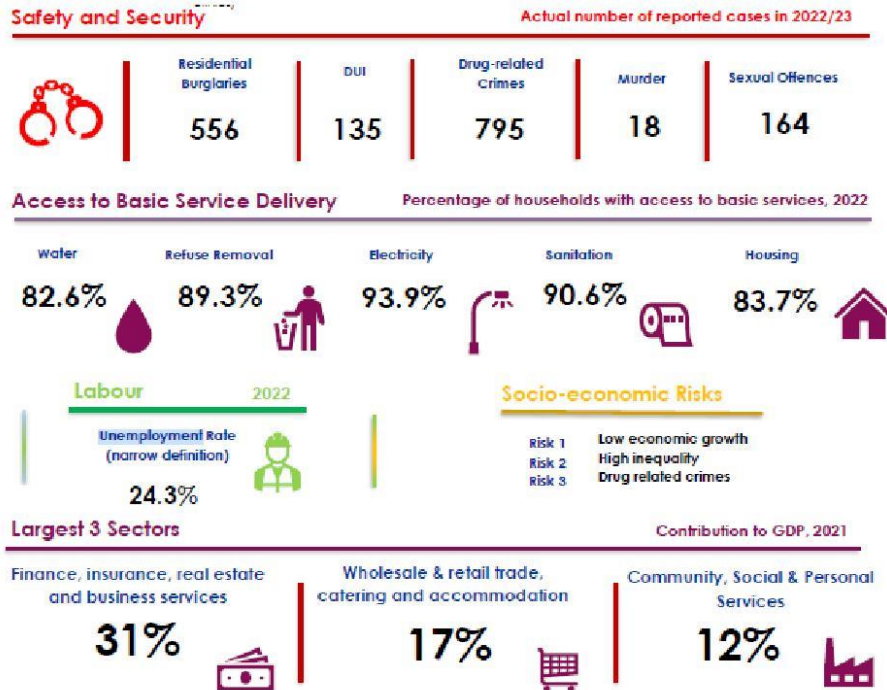
The Knysna Municipality is located in the Garden Route District of the Western Cape – a region high on the must-see list of most visitors to South Africa. The 300km stretch of coastline from Mossel Bay in the West to Storms River in the east Gets its name from the area's ecologically diverse range of topography, terrain, vegetation and wildlife. Culturally diverse, the Garden Route is the historical home of the Cape-Coloured, Khoi-san and Afrikaner, and Afrikaans remains the first language of many of the permanent residents (although English is understood and well-spoken by all). Woodcutter clans, fishermen, artists, have all settled along the Garden Route and many of the country's finest painters, crafters, chefs and entrepreneurs have been inspired to set up their studios and businesses here. In the towns, classic car and antique merchants line the streets.



3.1 Population Estimates, 2022; Actual households, 2022



3.2 Safety and Security Estimates, 2022; Actual households, 2022



3. TRAINING PROGRAMME OVERVIEW

To use the Local Economic Development (LED) platform to enjoin the efforts of the NARYSEC to roll out the Sector Skills Plan (SSP) for the Department of Agriculture, land reform and rural development. The purpose of the SSP is on addressing occupations that are critical to promoting the recovery and reconstruction of South Africa's economy in line with the Government's Economic Reconstruction and Recovery Plan (ERRP) and DHET's Economic Reconstruction, and Recovery Skills Strategy (ERRSS) and Western Cape Province Growth for Jobs (WCPG4J). The SSP's strong focus on supporting Small Micro Enterprises (SMEs), the informal sector and people working in precarious conditions is in alignment with Knysna Municipality (KM)'s LED focus guide that promotes economic growth, facilitates job creation, enhance skills for critical industries in order to increase employability and addresses poverty and unemployment within the area.

The Knysna Municipality Economic Development Strategy (2019) "interrogated available economic information in an integrated and coordinated manner so as to identify opportunities that can broaden the economic base of the greater Knysna municipal area." These opportunities were then packaged into an implementation framework, which sets

out guidelines as to how existing economic potential can be utilised to generate positive spin-offs for the local economy. Furthermore, the EDS is also aimed at ensuring that the Knysna Local Municipality can efficiently and effectively facilitate the creation of an appropriate enabling environment, conducive to economic development and investment. The opportunity provided by this SSP will give Knysna Municipality the possibility of meeting the objectives set out in its Economic Development Strategy.

4. TRAINING OBJECTIVES

To create a learning platform for the following principles:

1. To bridge the gap between the unemployed and employed.
2. To capacitate unemployed individuals with adequate skills in order to increase their employability.
3. To respond to the skills gap as requirement by the job market.
4. To implement a training programme that speaks to the municipal wide economic development challenges.
5. This training also speaks to innovation and diversification of skills required by the job market.
6. To incorporate a job readiness component in the training programme that prepares the unemployed youth for the job market.
7. Recreating a sustainable training programme that is sector specific and speaks to the need of the economy.

5. PROJECT DELIVERY AND BENEFICIATION

The project seeks to benefit unemployed within the ages 18 – 35 across the greater Knysna. Participants will be recruited in line with the department's recruitment and selection strategy and policies for the programme. The beneficiaries will be selected in alignment with the requirements set in the SSP to include (but not limited to):

1. those outside employments who have lost hope of finding employment,
2. those leaving school who still have the hope
3. those who never had the opportunity of tertiary education, and
4. unemployed college graduates.

Following are the areas where respective beneficiaries will be recruited from:

Region	Description and character of region
Specialized coastal centres	Small urban centres with a special function (largely tourism, recreation and retirement related) as well as a role in terms of servicing the surrounding areas and containing a mix of

8

SPECIAL COUNCIL MEETING
AGENDA
8 NOVEMBER 2024

	economic activities and services. These are areas such as Smutsville, Sedgfield and Buffalo Bay.
Rural Nodes	Meeting the local convenience needs with basic social facilities for their own population and the surrounding rural communities, namely Rheenendal and Karatara.
Farmsteads	Small residential clusters without commercial or business uses with varying population sizes, such as Ruigtevlei, Bergvallei; Bibby's Hoek; Kraaibosch; Noetzie; Springfield; Middelerf; Brackenhill; Farleigh; Goudveld; Windheuwels; Vrystaat; Swaneberg.

6. BREAKDOWN OF PROGRAMMES APPLYING FOR: IN ORDER OF PRIORITY

	Training Programme	Focus Area	Target No of Youth
1	Traffic Officers	Course for Traffic and Examiner for Driving Licence; Firearm Training; Crowd & Riot Control; Self Defence; Tactical Training; Point Duty Officers	25
2	Law Enforcement	Peace Officers; By Law Enforcers; Firearm Training; Crowd & Riot Control	20
3	Fire Fighters	Fire fighter Level 1 & 2; Hazmat Awareness; Hazmat Operational; Fire & Rescue Operations; Fire Safety package which will include social media and drone pilot training	30
4	Artisan	Plumbing Apprenticeship Electrical Apprenticeship Mechanical Apprenticeship	16 20 10
5	Waste Management & Recycling	Handle and Dispose of Waste; Self Employed Recycling Material Collector	15
6	Work Readiness Skills Programme	Prepare Oneself for Employment	All
7	Information Communication Technology	Cyber Security Defender; Data Analytics; Computer Programming; Software Development	20
8	Carpentry	Construction Carpentry; Install Carpentry Finishing Components ; Eco Furniture	20

9

9	Event Management	Event Management	10
10	Arts & Culture	Performing Arts (music, dance, theatre, performance, arts etc.); Makers (crafts, décor, jewellery); Visual Arts; Fashion; Digital Content Production (film & video, photography, graphic design etc.)	15
11	Boat Builder and Repairers		15

7. RECRUITMENT OF BENEFICIARIES

For all employment and Youth Development related opportunities the Knysna Municipality uses an existing database for recruitment and selection of participants. Through this process participants are identified and recruited via the database on areas of interest per opportunity. However, for this programme specifically the Knysna Municipality requests that the NARYSEC recruitment process is followed to ensure that the recruited youth is the representation of all the youth in all wards and outlying areas of the Greater Knysna. It is therefore crucial that the Department of Rural Development and Land Reforms facilitate the recruitment process as the custodian of the policy that guides the NARYSEC Youth Development Program. The Knysna Municipality will support the process with all the necessary logistical arrangements.

8. IMPACT ON BENEFICIARIES

1. Beneficiaries will acquire skills for employment
2. Participants will learn how to start their own enterprises
3. The program will also contribute to the Provincial Growth for Jobs Strategy, which puts emphasis on skills development to improve employability.

9. IMPACT ON COMMUNITY

In the context of economic development, the level of education within a particular area determines and enables:

1. Improved Household incomes
2. Improved Labour productivity
3. Increased skills base and employability
4. Reduced unemployment rates
5. Reduced crime rates
6. Improve quality of life
7. Contribute to Gross Domestic Product (GDP)

The interplay between population growth and education also determines the long-term sustainable development of a community as people enter employment they increase income, when income increases the demand for more education services as well as the demand for other goods in turn increases entrepreneurship.

Furthermore, the training will also contribute to the growth of the key industries in Knysna that contribute meaningfully to the local economy as the specific industry skills will be sourced locally which will in turn improve and create employment opportunities.

10. RISKS AND CONSTRAINTS

1. Learners and participants not finishing the programme as other opportunities come up;
2. Participant frustration from acquiring skills but not having the necessary capital to start enterprise.
3. Post training placement of learners and participants.

11. DECLARATION OF AUTHORISED PERSON

I, the undersigned

Hereby acknowledge that:

1. the information provided in this application is factually correct in all material aspects;
2. I am duly authorised by the governing body/board/members to submit this application on behalf of Knysna Municipality,

Name:	Phaahle Simon Malepeng
Designation:	Acting Municipal Manager
Date:	
Place:	Knysna
Signature:	

6.2

SC02/11/24 APPOINTMENT OF ACTING DIRECTOR COMMUNITY SERVICES

REPORT FROM THE ACTING MUNICIPAL MANAGER

PURPOSE OF THE REPORT

To recommend to Council on the appointment of an Acting Director Community Services.

BACKGROUND

Due to the current vacancy of the Director Community Services, Council needs to appoint an Acting Director Community Services.

Council at its meeting held on 9 September 2024 appointed Mr Ivan van Wyk as Acting Director Community Services for a period of one month. The Acting Municipal Manager has following the termination of the aforementioned period, appointed Mr Van Wyk to act for another 10 days as per the Council Resolution. The aforementioned period came to an end Council needs to appointment an Acting Director Community Services for the period up and until the vacancy is filled. Interviews for the position has been held and the filling is anticipated following the outcome of the assessments.

The minimum requirements for an Acting Director Community Services is as follows:

Requirements:

- At least a Degree in Social Sciences/Public Administration/Law; or equivalent at NQF Level 8 with a minimum of 120 credits.
- Minimum of seven (7) years' work related experience at a senior and middle management levels of which at least 2 years must be at senior management level; and
- Good knowledge and understanding of relevant policy and legislation;
- Good knowledge and understanding of institutional governance systems and performance management;
- Understanding of council operations and delegation of powers, as well as –
 - Health service management
 - Cemetery management
 - Public Safety; and
 - Parks and recreation management
- Registration with the South African Council for Social Service Professionals (SACSSP), or similar recognized relevant professional body, will be an added advantage.
- Good knowledge of supply chain management regulations and the Preferential Procurement Policy Framework Act, 2000 (Act No 5 of 2000)
- The required core competencies as stipulated in Annexures A and B of the Regulations on Appointment and Conditions of Employment of Senior Managers Government Notice 21 in Government Gazette 37245 dated 17 January 2014

- Compliance with the National Treasury Regulations on the Required Minimum Competency Level in Unit Standards is a recommendation. In terms of the exemption from Regulations 15 and 18 of Government Gazette 29967 officials not compliant will be granted 18 months from date of employment to comply with the aforesaid regulations.
- Good facilitation and communication skills in at least two of the three official languages of the Western Cape
- Valid driver's license and NO criminal record.

FINANCIAL IMPLICATIONS

MTREF 2024\2025

The position is budgeted for in terms of the MTREF. Upper Limits in terms of Total Remuneration Packages payable to Municipal Managers and Managers directly accountable to Municipal Managers for a Category 3 Municipality.

RELEVANT LEGISLATION

Municipal systems Act 32 of 2000

Regulations on the Appointment of and Conditions of Senior Managers, January 2014

Government Gazette on the Upper Limits of Total Remuneration Packages payable to Municipal Managers and Managers directly accountable to Municipal Managers

RECOMMENDATION OF THE ACTING MUNICIPAL MANAGER

- [a] That the report regarding the appointment of an Acting Director Community Services be noted;
- [b] That _____ be appointed as Acting Director Community Services, for a period of three (3) months or until the vacancy is filled, whichever comes first.

6.3

SC03/11/24 APPOINTMENT OF ACTING DIRECTOR INFRASTRUCTURE

REPORT FROM THE ACTING MUNICIPAL MANAGER

PURPOSE OF THE REPORT

To recommend to Council on the appointment of an Acting Director Infrastructure Services.

BACKGROUND

Due to the current vacancy of the Director Infrastructure Services, Council needs to appoint an Acting Director Infrastructure Services.

Council at its meeting held on 9 September 2024 appointed Mr Shawn Maree as Acting Director Infrastructure for a period of one month. The Acting Municipal Manager has following the termination of the aforementioned period, appointed Mr Maree to act for another 10 days as per the Council Resolution. The aforementioned period came to an end Council needs to appointment an Acting Director Infrastructure for the period up and until the vacancy is filled. Interviews for the position has been held and the filling is anticipated following the outcome of the assessments.

The minimum requirements for an Acting Director Infrastructure Services is as follows:

Requirements:

- At least a Post Graduate Degree or qualification in Engineering or equivalent registered on the National Qualifications Framework at NQF Level 8 with a minimum of 120 credits.
- Minimum of 7 Years work related experience at a senior and middle management level, of which at least 2 years must be at senior management level, preferably in the Local Government sector
- Good Knowledge and understanding of relevant policy and legislation
- Good Knowledge and understanding of institutional governance systems and performance management
- Must have extensive knowledge of the public office environment
- Must be able to formulate engineering master planning, project management and implementation
- Certificate of competency as required in terms of the General Machinery Regulations, 1988, will be an added advantage
- Registration with a recognized relevant engineering professional body
- Compliance with the National Treasury Regulations on the Required Minimum Competency Level in Unit Standards is a recommendation. In terms of the exemption from Regulations 15 and 18 of Government Gazette 29967 officials not compliant will be granted 18 months from date of employment to comply with the aforesaid regulations.
- The required core competencies as stipulated in Annexures A and B of the Regulations on Appointment and Conditions of Employment of Senior Managers Government Notice 21 in Government Gazette 37245 dated 17 January 2014 is a recommendation.

- Good facilitation and communication skills in at least two of the three official languages of the Western Cape
- Valid driver's license and **NO** criminal record.

FINANCIAL IMPLICATIONS

MTREF 2024\2025

The position is budgeted for in terms of the MTREF. Upper Limits in terms of Total Remuneration Packages payable to Municipal Managers and Managers directly accountable to Municipal Managers for a Category 3 Municipality.

RELEVANT LEGISLATION

Municipal systems Act 32 of 2000

Regulations on the Appointment of and Conditions of Senior Managers, January 2014

Government Gazette on the Upper Limits of Total Remuneration Packages payable to Municipal Managers and Managers directly accountable to Municipal Managers

RECOMMENDATION FROM THE ACTING MUNICIPAL MANAGER

- [a] That the report regarding the appointment of an Acting Director Infrastructure Services be noted;
- [b] That _____ be appointed as Acting Director Infrastructure Services, for a period of three (3) months or until the vacancy is filled, whichever comes first.

- 7. IN COMMITTEE ITEMS (SEE SEPARATE AGENDA)
- 8. ADJOURNMENT

-oOo-