KNYSNA LOCAL MUNICIPALITY

Notice is hereby given of a

FINANCE AND GOVERNANCE COMMITTEE MEETING

(FINANCIAL SERVICES ITEMS)

Which will be held on

WEDNESDAY, 04 MARCH 2026

at

09:00

In the Council Chamber

To consider the following items

MUNICIPAL OFFICES	DR. RICHARD MARTIN
KNYSNA	**ACTING MUNICIPAL MANAGER**

A G E N D A

Chairperson:	Cllr K Andrews
Members:	Cllr B Charlie
	Cllr M Khumelwana
	Cllr N Louw
	Cllr S Campbell
	Cllr S Sabbagh
	Cllr L Tyokolo

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A G E N D A

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 the Provisions of Schedule 1 (Code of Conduct for Councillors) of the Local Government Municipal Systems Act, 32 of 2000 and Code for Ethical Leadership as adopted by Council

4. Presentation

   4.1 None

5. MINUTES OF THE PREVIOUS MEETING

5.1 FINANCE AND GOVERNANCE COMMITTEE MEETING: WEDNESDAY, 12 NOVEMBER 2025

RECOMMENDED

That the minutes of the meeting held on Wednesday, 12 November 2025, be adopted as a true reflection of the proceedings.

KNYSNA LOCAL MUNICIPALITY

MINUTES

of a meeting of the

FINANCE AND GOVERNANCE COMMITTEE MEETING

(FINANCE ITEMS)

in the Council Chamber

Wednesday, 12 November 2025

at

09:00

1. Opening and Welcoming

   At 09:00 the Chairperson welcomed Councillors and officials to the meeting.

2. Attendance of Members:

   2.1 Members Present

Cllr K Andrews	Chairperson
Cllr N Louw	
Cllr M Khumelwana (*from 09:46)*	
Cllr B Charlie	
Cllr S Campbell	
Cllr S Sabbagh	
Cllr L Tyokolo (*On MS TEAMS)*	

   2.2 Members Absent with leave

   None

   2.3 Members Absent without leave

   None

   2.4. Other Councillors Present

   Cllr M Gericke (*from 09:41)*
   Cllr T Matika (*from 09:29)*
   Cllr N Tsengwa (*from 09:44)*

   2.5 Officials Present

Dr L Mapholoba	Municipal Manager
Mr C Julies	Director: Financial Services
Ms M Boyce	Director: Corporate Services
Ms A Dunywa	Director: Planning & Economic Development
Ms A Jagaysor	Senior Manager: Financial Services
Mr M Michaels	Manager: Expenditure
Mr C Botha	Acting Manager: PMS/IDP/IGR (*from 09:42)*
Mr R Mampana	Manager SCM
Ms L Van Huyssteen	Manager: Assets & Liabilities (*On MS TEAMS)*
Ms J Lakay	Head: Council Committees and Cllr Support
Mr Z Gwayi	Senior Clerk: Committee and Council Support
Other:	Mr M Moleko MFIP (National Treasury)

   2.6 Members of the Audit Committee Present

   None

   2.7 Members of the Public Present

   The meeting was live streamed through YouTube.

3. **NOTING THE PROVISIONS OF SCHEDULE 1 (CODE OF CONDUCT FOR COUNCILLORS) OF THE LOCAL GOVERNMENT MUNICIPAL SYSTEMS ACT, 32 OF 2000 AND CODE FOR ETHICAL LEADERSHIP AS ADOPTED BY COUNCIL**

RESOLVED

[a] That the Noting the Provisions of Schedule 1 (Code of Conduct for Councillors) of the Local Government Municipal Systems act, 32 of 2000 and Code for Ethical Leadership as adopted by Council be noted; and

[b] That it be noted that no Councillors declared an interest.

4. PRESENTATION

None

5. MINUTES OF THE PREVIOUS MEETING

5.1 **FINANCE AND GOVERNANCE COMMITTEE MEETING: MONDAY, 13 OCTOBER 2025**

UNANIMOUSLY RESOLVED

That the minutes of the meeting held on Monday, 13 October 2025, be noted.

6. MATTERS SUBMITTED BY THE MUNICIPAL MANAGER

F&G01/11/25 QUARTERLY INVESTMENT REPORT: QUARTER 1 OF 2025/2026 ENDING SEPTEMBER 2025

UNANIMOUSLY RECOMMENDED

That the Quarterly Investment report for the quarter ending 30 September 2025 be noted.

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

F&G02/11/25 QUARTERLY INSURANCE REPORT- QUARTER 1 OF 2025/2026

UNANIMOUSLY RECOMMENDED

That the Quarterly Insurance Report for the quarter ending September 2025 be noted.

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

F&G03/11/25 WRITE-OFF OF INDIGENT DEBT

UNANIMOUSLY RECOMMENDED

That Council notes that the total amount written-off in relation to indigent households equates to **R11 146 455,53** as at 30 June 2025.

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

F&G04/11/25 QUARTERLY SUPPLY CHAIN MANAGEMENT REPORT 01 JULY 2025 – 30 SEPTEMBER 2025

UNANIMOUSLY RECOMMENDED

[a] That the First Quarter report for implementation of the Supply Chain Management for the period 1 July 2025 to 30 September 2025, be noted;

[b] That Council note all the irregular and deviation expenditure and inform MPAC to investigate all the Irregular Expenditure of the first quarter for the 2025/2026 financial year; and

[c] That Council makes appropriate recommendations where applicable to Council in relation to implementations of Supply Chain Management policy in the Municipality.

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

4. Closure

The Chairperson thanked everyone, and the meeting concluded at 09:50.

……………………………………… ……………………….
Chairperson: Cllr K Andrews Date

-oOo-

6. MATTERS SUBMITTED BY THE MUNICIPAL MANAGER
6.1

F&G01/02/26	**QUARTERLY INVESTMENT REPORT: QUARTER 2 OF 2025/2026 ENDING 31 DECEMBER 2025**

REPORT FROM THE DIRECTOR: FINANCIAL SERVICES

PURPOSE OF THE REPORT

To present to the Finance and Governance Committee the summary of Investments for the quarter ending 31 December 2025.

BACKGROUND

Section 52(d) of the Municipal Finance Management Act (MFMA) determines that the Executive Mayor of the Municipality must within 30 days of the end of each quarter, submit a report to the Municipal Council on the implementation of the budget and the financial state of affairs of the Municipality.

DISCUSSION

The Summary of Investments for the quarter ending 31 December 2025 has been prepared in accordance with section 52(d) of the MFMA.

KNYSNA MUNICIPALITY

Cash & Investments reconciliation as at 31 DECEMBER 2025

Investment No	Institution	Comment	Term	Rate	Acc No	Balance 01-Dec-25	Interest	Withdrawn	Balance 31-Dec-25	% Total Investments
9	Standard	Ring-fenced_GRANTS	call	8.16%	288567420-033	26,402,577.32	177,078.11		26,579,655.43	
11	Standard	Ring-fenced_Various	fixed	7.98%	288567420034	50,000,000.00		50,000,000.00	-	
7	Standard	Ring-fenced_GRANTS	call	7.10%	338568115-001	15,373,133.47	89,711.71	-	15,462,845.18	
						91,775,710.79	*266,789.82*	-	*42,042,500.61*	92.18%
1	Investec	Ceded to DBSA	call	6.50%	021941-500	3,521,665.20	19,441.52		3,541,106.72	
2		Own Funds	call	6.50%	021941-503	23,160.88	127.86		23,288.74	
						3,544,826.08	*19,569.38*	-	*3,564,395.46*	7.82%
Sub Total All Investments						95,320,536.87	286,359.20	-	45,606,896.07	100.00%
Cashbook Balance - Standard Bank						71,370,315.75			92,622,006.91	Cashbook
Petty Cash Advances						10,350.00			10,350.00	Petty Cash
Total cash & all investments						166,701,202.62			138,239,252.98	
						Bal to prev close				

As at 31 December 2025, the total balance on Investments equated to R 45,606,896.07 which consists of current investment amounting to R42,06 million and non-current investments of R3,6 million.

The non-current investment of R3,6 million; is ceded to the Development Bank of South Africa (DBSA) as security for existing loans.

FINANCIAL IMPLICATIONS

No financial implications.

RELEVANT LEGISLATION

Section 52(d) of the MFMA

RECOMMENDATION OF THE ACTING MUNICIPAL MANAGER

That the Quarterly Investment report for the quarter ending 31 December 2025 be noted.

APPENDIX / ADDENDUM

Annexure A – Cash and Investment reconciliation as at 31 December 2025
File Number: 9/1/2/10
Execution: Director: Financial Services
Manager: Expenditure

KNYSNA MUNICIPALITY

Cash & Investments reconciliation as at 31 DECEMBER 2025

Investment No	Institution	Comment	Term	Rate	Acc No	Balance 01-Dec-25	Interest	Withdrawn	Balance 31-Dec-25	% Total Investments
9	Standard	Ring-fenced_GRANTS	call	8.16%	288567420-033	26,402,577.32	177,078.11		26,579,655.43	
11	Standard	Ring-fenced_Various	fixed	7.98%	288567420034	50,000,000.00		50,000,000.00	-	
7	Standard	Ring-fenced_GRANTS	call	7.10%	338568115-001	15,373,133.47	89,711.71	-	15,462,845.18	
						91,775,710.79	*266,789.82*	-	*42,042,500.61*	92.18%
1	Investec	Ceded to DBSA	call	6.50%	021941-500	3,521,665.20	19,441.52		3,541,106.72	
2	Investec	Own Funds	call	6.50%	021941-503	23,160.88	127.86		23,288.74	
						3,544,826.08	*19,569.38*	-	*3,564,395.46*	7.82%
Sub Total All Investments						95,320,536.87	286,359.20	-	45,606,896.07	100.00%
									-	
Cashbook Balance - Standard Bank						71,370,315.75			92,622,006.91	Cashbook
Petty Cash Advances						10,350.00			10,350.00	Petty Cash
Total cash & all investments						166,701,202.62			138,239,252.98	
						Bal to prev close				

6.2

F&G02/02/26	**QUARTERLY SUPPLY CHAIN MANAGEMENT REPORT 01 OCTOBER 2025 – 31 DECEMBER 2025**

REPORT FROM THE DIRECTOR FINANCIAL SERVICES

PURPOSE OF THE REPORT

The purpose of this report is to provide an overview and report on the implementation of SCM policies in terms of Council's approved Supply Chain Management Policies and Procedures of the Municipality.

BACKGROUND

On the 30th May 2005, the Municipal Supply Chain Management Regulations were promulgated. The Greater Knysna Municipality Supply Chain Management Policy and amendments in accordance with Treasury Regulations was approved by Council during 20th February 2024 at a legally constituted Council meeting and the newly approved promulgations of the Preferential Procurement Regulations of 2022.

RECOMMENDATION OF THE ACTING MUNICIPAL MANAGER

The Finance and Governance Committee of Council should:

- Note the first Quarter report for implementation of the Supply Chain Management in the Municipality.
- Note all the irregular and deviation expenditure and inform MPAC to investigate all the Irregular Expenditure of the first quarter of the 2025/26 Financial year.
- Make appropriate recommendations where applicable to Council in relation to implementations of Supply Chain Management policy in the Municipality.

APPENDIX / ADDENDUM

Quarterly Supply Chain Management report
Annexure A: RFQ Register.
Annexure B: C Order RFQ's Register.
Annexure C: Deviations Register.
Annexure D: Irregular Expenditure

KNYSNA
Municipality Munisipaliteit uMasipala

inclusive II innovative II inspired

Quarterly Supply Chain Management report

Prepared in terms of the Local Government:
Municipal Finance Management Act (56 of 2003);
Supply Chain Management Regulations.

01 October 2025 – 31 December 2025
2nd Quarter Report 2025/26

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PART 1: QUARTERLY REPORT

1. LEGAL CONTEXT

1.1 Municipal Finance Management Act

Section 111 of the Municipal Finance Management Act (MFMA) determines that:

"*Each municipality and each municipal entity must have and implement a supply chain management policy which gives effect to the provisions of this Act".*

Section 112 of the Municipal Finance Management Act (MFMA) determines that the supply chain management policy must comply with the prescribed framework:

"(1) The supply chain management policy of a municipality or municipal entity must be fair, equitable, transparent, competitive and cost-effective and comply with a prescribed regulatory framework for municipal supply chain management, which must cover at least the following—

(a) the range of supply chain management processes that municipalities and municipal entities may use, including tenders, quotations, auctions and other types of competitive bidding;

(b) when a municipality or municipal entity may or must use a particular type of process;

(c) procedures and mechanisms for each type of process;

(d) procedures and mechanisms for more flexible processes where the value of a contract is below a prescribed amount;

(e) open and transparent pre-qualification processes for tenders or other bids;

(f) competitive bidding processes in which only pre-qualified persons may participate;

(g) bid documentation, advertising of and invitations for contracts;

(h) procedures and mechanisms for—

(i) the opening, registering and recording of bids in the presence of interested persons;

(ii) the evaluation of bids to ensure best value for money;

(iii) negotiating the final terms of contracts; and

(iv) the approval of bids;

(i) screening processes and security clearances for prospective contractors on tenders or other bids above a prescribed value;

(j) compulsory disclosure of any conflicts of interests prospective contractors may have in specific tenders and the exclusion of such prospective contractors from those tenders or bids;

(k) participation in the supply chain management system of persons who are not officials of the municipality or municipal entity, subject to section 117;

(l) the barring of persons from participating in tendering or other bidding processes, including persons—

(i) who were convicted for fraud or corruption during the past five years;

(ii) who wilfully neglected, reneged on or failed to comply with a government contract during the past five years; or

(iii) whose tax matters are not cleared by South African Revenue Service;

(m) measures for—

(i) combating fraud, corruption, favouritism and unfair and irregular practices in municipal supply chain management; and

(ii) promoting ethics of officials and other role players involved in municipal supply chain management;

(n) the invalidation of recommendations or decisions that were unlawfully or improperly made, taken or influenced, including recommendations or decisions that were made, taken or in any way influenced by—

(i) councillors in contravention of item 5 or 6 of the Code of Conduct for Councillors set out in Schedule 1 to the Municipal Systems Act; or

(ii) municipal officials in contravention of item 4 or 5 of the Code of Conduct for Municipal Staff Members set out in Schedule 2 to that Act;

(o) the procurement of goods and services by municipalities or municipal entities through contracts procured by other organs of state;

(p) contract management and dispute settling procedures; and

(q) the delegation of municipal supply chain management powers and duties, including to officials.

(2) The regulatory framework for municipal supply chain management must be fair, equitable, transparent, competitive and cost-effective."

Section 115 of the Municipal Finance Management Act (MFMA) determines that a system of supply chain management must be implemented:

(1) The accounting officer of a municipality or municipal entity must—

(a) implement the supply chain management policy of the municipality or municipal entity; and

(b) take all reasonable steps to ensure that proper mechanisms and separation of duties in the supply chain management system are in place to minimise the likelihood of fraud, corruption, favouritism and unfair and irregular practices.

(2) No person may impede the accounting officer in fulfilling this responsibility.

Section 117 of the Municipal Finance Management Act (MFMA) determines that councillors are barred from serving on tender committees:

"*No councillor of any municipality may be a member of a municipal bid committee or any other committee evaluating or approving tenders, quotations, contracts or other bids, nor attend any such meeting as an observer".*

Section 118 of the Municipal Finance Management Act (MFMA) determines that there may not be any interference in the supply chain management system:

"*No person may—*

(a) interfere with the supply chain management system of a municipality or municipal entity; or

(b) amend or tamper with any tenders, quotations, contracts or bids after their submission".

1.2 Supply Chain Management Policy

Section 3 of the Knysna Municipality Supply Chain Management Policy indicates a system of delegations:

"(1) The council hereby delegates all powers and duties to the Accounting Officer which are necessary to enable the Accounting Officer –

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(a) *to discharge the supply chain management responsibilities conferred on the Accounting Officer in terms of –*
(i) *Chapter 8 of the Act; and*
(ii) *the Supply Chain Management Policy.*

(b) *to maximize administrative and operational efficiency in the implementation of this Policy;*

(c) *to enforce reasonable cost-effective measures for the prevention of fraud, corruption, favouritism and unfair and irregular practices in the implementation of this Policy; and*

(d) *to comply with his or her responsibilities in terms of Section 115 and other applicable provisions of the Act.*

(2) *Section 79 of the Act applies to the sub-delegation of powers and duties delegated to an Accounting Officer in terms of Sub-Section (1).*

(3) *The Council or Accounting Officer may not sub-delegate any supply chain management powers or duties to a person who is not an official of municipality or to a committee which is not exclusively composed of officials of the municipality.*

(4) *Section 4(3) may not be read as permitting an official to whom the power to make final awards has been delegated, to make a final award in a competitive bidding process otherwise than through the committee system provided for in Section 26 of this Policy.*

Certain subdelegations are also indicate in the Supply Chain Management Policy:

(1) *"The Accounting Officer may in terms of Section 79 of the Act sub-delegate any supply chain management powers and duties, including those delegated to the Accounting Officer in terms of this Policy, but any such sub-delegation must be consistent with Sub-Section (2) of this Section and Section 4 of this Policy.*

(2) *The power to make a final award –*
(a) *above R10 million may not be sub-delegated by the Accounting Officer;*

(b) *above R2 million, but not exceeding R10 million, may be sub-delegated but only to –*
(i) *the Chief Financial Officer;*
(ii) *a Head of Department; or*
(iii) *a Bid Adjudication Committee of which the Chief Financial Officer or a senior manager is a member.*
(c) *not exceeding R 2 million may be sub-delegated but only to –*

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(i) the Chief Financial Officer;
(ii) a Head of Department;
(iii) a manager directly accountable to the Chief Financial Officer or a Head of Department, or
(iv) a Bid Adjudication Committee.

(3) An official or Bid Adjudication Committee to which the power to make final awards has been sub-delegated in accordance with Sub-Section (2) must within five working days of the end of each month submit to the Accounting Officer a written report containing particulars of each final award made by such official or committee during that month, including–
(a) the amount of the award;
(b) the name of the person to whom the award was made; and
(c) the reason why the award was made to that person.

(4) A written report referred to in Sub-Section (3) must be submitted –
(a) to the Accounting Officer, in the case of an award by –
(i) the Chief Financial Officer;
(ii) a senior manager; or
(iii) a Bid Adjudication Committee of which the Chief Financial Officer or a senior manager is a member.
(b) to the Chief Financial Officer or the senior manager responsible for the relevant bid, in the case of an award by –
(i) a manager referred to in subparagraph (2)(c)(iii); or
(ii) a Bid Adjudication Committee of which the Chief Financial Officer or a senior manager is not a member.

(5) Sub-Section (3) of this Section does not apply to procurements out of petty cash.

(6) This Section may not be interpreted as permitting an official to whom the power to make final awards has been sub-delegated, to make a final award in a competitive bidding process otherwise than through the committee system provided for in Section 26 of this Policy.

(7) No supply chain management decision-making powers may be delegated to an advisor or consultant".

Section 5 of the Knysna Municipality Supply Chain Management Policy prescribe the oversight role of Council:

"(1) The council reserves its right to maintain oversight over the implementation of this Policy.

(2) For the purposes of such oversight the Accounting Officer must –

(a) within 30 days of the end of each financial year, submit a report on the implementation of this Policy and the Supply Chain Management Policy of any municipal entity under the sole or shared control of the municipality, to the council of the municipality; and

(b) whenever there are serious and material problems in the implementation of this Policy, immediately submit a report to the council.

(3) The Accounting Officer must, within 10 days of the end of each quarter, submit a report on the implementation of the Supply Chain Management Policy to the mayor.

(4) The reports must be made public in accordance with Section 21A of the Municipal Systems Act.

(5) The Accounting Officer will, within 60 days of the end of each financial year, submit to the Provincial Treasury any information concerning supply chain management in such format as the National Treasury and Provincial Treasury may determine.

(6) To maintain oversight over the implementation of the SCM Policies and Principles. To this end, in addition to the reports referred to in regulation 6(2) and 6(3) of the SCM TR, and in addition to the deviations reports that are already being reported on, the Accounting Officer must also submit monthly reports to the Mayor for tabling in Council containing details of all tenders awarded.

(7) Information about any developments during that month in respect of any dispute, complaint, objection or court action submitted in relation to any tender award. If any of the above information becomes available only in subsequent months in relation to such awards, such information must likewise be reported to the Mayor in the month following that in which the information became known to the Accounting Officers.

(8) Any dispute, complaint, objection or court action in relation to any decisions or actions taken by the Municipality in respect of other aspects of the operation of the SCM system should likewise be reported on".

Section 9 of the Supply Chain Management Policy indicates a range of procurement processes:

"(1) Goods and services may only be procured by way of –

(a) Written price quotations in terms of Council's approved SCM Policy for procurement transactions with a value from R0.00 up to R2 000 (Incl. VAT);

(b) written price quotations for procurement transactions of a value up to R10 000;

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(c) formal written price quotations for procurement transactions of a value from R0.00 up to R300 000; and

(d) a competitive bidding process for–

(i) procurement transactions with a value above of R300 000; and

(ii) the procurement of long-term contracts.

(2) The Accounting Officer may, in writing-

(a) lower, but not increase, the different threshold values specified in Sub-Section (1); or

(b) direct that –

(i) written quotations be obtained for any specific procurement of a transaction value lower than R2 000;

(ii) formal written price quotations be obtained for any specific procurement of a transaction value lower than R300 000; or

(iii) a competitive bidding process be followed for any specific procurement of a transaction value lower than R300 000.

(3) Goods or services may not deliberately be split into parts or items of a lesser value merely to avoid complying with the requirements of the policy. When determining transaction values, a requirement for goods or services consisting of different parts or items must as far as possible be treated and dealt with as a single transaction".

Section 16 of the Supply Chain Management Policy describes the procurement process for purchases above R30 000:

"(1) The conditions for the procurement of goods or services for a value over R30 000 up to R300 000, through formal written price quotations are as follows:

(a) quotations must be obtained in writing from at least three different providers whose names appear on the list of accredited prospective providers of the municipality;

(b) quotations may be obtained from providers who are not listed, provided that such providers meet the listing criteria set out in Section 14(1)(b) and (c) of this Policy;

(c) if it is not possible to obtain at least three quotations, the reasons must be recorded and approved by the Chief Financial Officer or an official designated by the Chief Financial Officer, and

(d) the Accounting Officer must record the names of the potential providers and their written quotations.

(2) Quotations must:

(a) be in writing, and signed by a person with the necessary authority to act on behalf of the prospective supplier;

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(b) comply with the specifications set out in the quotation notice;
(c) be marked for identification in relation to the particular quotation.

(3) A designated official referred to in Sub-Section (1) (c) must within three days of the end of each month report to the Chief Financial Officer on any approvals given during that month by that official in terms of that Sub-Section".

Section 18 of the Supply Chain Management Policy describes the procurement process for purchases above R30 000:

"(1) Goods or services above a transaction value of R300 000 and long term contracts may only be procured through a competitive bidding process, subject to Paragraph 11(2) of this Policy.

(2) The bid documentation will be prepared by the SCM Manager in consultation with the relevant directorate and displayed on notice boards, placed on the council's website, and advertised in commonly circulated local and/or provincial newspapers with a closing date of at least 14 days after the date that the advertisement first appears.

(3) No requirement for goods or services above an estimated transaction value of R300 000 may deliberately be split into parts or items of lesser value merely for the sake of procuring the goods or services otherwise than through a competitive bidding process".

Section 25 of the Supply Chain Management Policy describes the procurement process for purchases above R300 000:

"(1) The Accounting Officer is required to establish a committee system for competitive bids of at least-
(i) a Bid Specification Committee;
(ii) a Bid Evaluation Committee; and
(iii) a Bid Adjudication Committee.

(2) The Accounting Officer appoints the members of each committee, taking into account Section 117 of the Act.

(3) A neutral or independent observer, appointed by the Accounting Officer, must attend or oversee a committee when this is appropriate for ensuring fairness and promoting transparency.

(4) The committee system must be consistent with –
(a) Section 27, 28 and 29 of this Policy; and
(b) any other applicable legislation.

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(5) *The Accounting Officer may apply the committee system to formal written price quotations".*

Section 35 of the Supply Chain Management Policy describes the procurement process for deviations from the policy:

(1) *"The Accounting Officer may –*
- (a) *dispense with the official procurement processes established by this Policy and to procure any required goods or services through any convenient process, which may include direct negotiations, but only –*
  - (i) *in an emergency which is considered an unforeseeable and sudden event with materially harmful or potentially materially harmful consequences for the municipality which requires urgent action to address.*
  - (ii) *where it can be demonstrated that goods or services are produced or available from a single source / sole supplier only;*
  - (iii) *for the acquisition of special works of art or historical objects where specifications are difficult to compile;*
  - (iv) *acquisition of animals for zoos and/or nature and game reserves; or*
  - (v) *in any other exceptional case where it is impractical or impossible to follow the official procurement processes.*
- (b) *ratify any minor breaches of the procurement processes by an official or committee acting in terms of delegated powers or duties which are purely of a technical nature; and*
- (c) *may condone any irregular expenditure incurred in contravention of, or that is not in accordance with a requirement of this Policy, provided that such condonation and the reasons therefore shall be reported to Council at the next ensuing meeting.*

(2) *The Accounting Officer must record the reasons for any deviations in terms of Sub-Sections (1)(a) and (b) of this policy and report them to the next meeting of Council and include as a note to the annual financial statements.*

(3) *Sub-Section (2) does not apply to the procurement of goods and services contemplated in Section 11(2) of this policy".*

2 SECOND QUARTER SUPPLY CHAIN MANAGEMENT REPORT

2.1 Introduction

2.1.1 The Local Government: Municipal Finance Management Act requires that the Municipality must have and implement a Supply Chain Management Policy, which gives effect to the provisions of Part 1 of Chapter 11 of the Act that deals with 'Supply Chain Management'.

2.1.2 The SCM Unit hereby wish to submit the 2nd quarter report for 2025/26 financial year to the Finance and Governance Committee of Council, this report represents the implementation of Supply Chain Management from 01 October 2025 to 31 December 2025, and reflects the implementation of the supply chain management policies of the Municipality namely:

- Bid Administration Performance – and (Bid under consideration, Bid Adjudicated and Bid Cancelled)
- Contract Management Register and Supplier Performance
- RFQ Register and C -Order Register
- Deviation Register
- Irregular Expenditure Register

2.1.3 The purpose of this report is to provide the status of SCM Unit and report on the implementation of SCM policies in terms of Council's approved Supply Chain Management Policies and Procedures of the Municipality.

2.2 Bid Committee's Administration.

2.2.1 The bid committee systems for 2025/26 financial year for competitive bidding is in operation and functional, and bid committee structures are inccordance with the SCM Policy. The mandate, composition, roles and responsibilities of bid committee's as well a meeting procedures, ethical code of conduct and declaration of interest for committee's are clearly outlined and defined in the committees charter (terms of references).

2.2.2 The ethical code of conduct is to ensure proper good governance and compliance with SCM processess. The Bid Committee's members are required to abide by the Committtee TOR and sign declaration of interest form to manage any potential conflict of interest in bid committee meetings.

2.2.3 The committee's are comprises of the following members:

#	Bid Committee's	Bid Committee's Compositions and Functions
	Bid Specification Committee – BSC	BSC is Chaired by Manager Intergrated Human Settlement, Deputy Chair is Manager Administration. The following Managers are standing members of the committee, Manager Parks, Manager Spatial Planning, Manager Building Control. Three additional members were appointed as part of internal capacity building. The procuring department managers are standing members by invitation. Its soley mandate is to develop proper bid specifications, do proper needs analysis, project costing in line with the procurement plan, conduct feasibility study and conduct market analysis. The specifications submitted by the user department must allow effective competition and fair dealing for bidders to offer their goods and services. Members of the Bid Specification Committee shall in exercising and executing their powers and functions in terms hereof, comply with all Council approved policies, by-laws, guidelines, directives and relevant legislation pertaining to procurement of goods/services, construction works and appointment of consultants.
	Bid Evaluation Committee – BEC	BEC is Chaired by Director Intergrated Human Settlement, Deputy Chair is Senior Manager Project Management Unit. The following Managers are standing members of the committee, Senior Manager ICT, Manager Economic Development, Manager Roads and Stormwater, Manager water and sanitations. A procuring Manager by invitation is a standing member of the committee and SCM Official/ practitioner as the secretariat of the committe. Its soley mandate is to evaluate bids in accordance with evaluation criteria, do proper due diligent and quality assurance in the evaluation of bids. submit evaluation report with recommendations to the Bid Adjudication Committee for award and appointment by the Accounting Officer.
	Bid Adjudication Committee – BAC	At least 4 Senior Managers of Department (Directors), or a delegated Senior SCM Practitioner and SCM Manager with the CFO as Chairperson. Its sole mandate is to adjudicate or reject the recommendations from the BEC. To make awards or recommend to the MM to appoint for goods and services above R 10 million.

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2.3 **Performance of the Bid Committee Members**

2.3.1 The appointment of the bid committee's by the Accounting Officer is in accordance with the Municipal Supply Chain Management Policy, is to ensure functional and effective bid administration committee systems. This helps the Municipality in terms of accountability and reporting, and meet service delivery performance standards. The SCM unit has a schedules of weekly standing meetings for bid committee's. The Wednesday is dedicated for Bid Adjudication Committee, Thursday is dedicated for Bid Evaluation Committtee and Tuesday is dedicated for Bid Specification Committee.

2.3.2 The attached bids register indicates number of projects in the bid specification stages, evaluation stages and adjudication stages, and bid committee members attendance register.

2.3.3 The appointment of a Director to Chair BEC with the support of technical functional managers will enhance capacity in the BEC to improve on the quality of the BEC report and turn around time. The Bid committees meetings are scheduled yearly in line with annual Municipal calender meetings to ensure proper planning.

2.3.4 The SCM Manager and Chief Financial Officer must ensure that the principles of good governance and compliance in the functioning of the SCM Unit. To enforce element of supply chain management by ensuring proper due diligent, quality control for RFQ's and bid evaluation assurance to avoid administrative oversight and errors in the SCM functions.

2.3.5 The annual SCM performance is currently underway and assessed by the Auditor General for 2024/25 year under review. A case of a fraud has been open against the tender fraud scammers. The media alert and communique has been issued by the department of communication and marketing to the bidders and communities.

2.3.6 The SCM and Internal Audit has introduce a probity audit for procurement of goods, services and construction works in the Municipality this will enhance compliance as part of pre-auditing to improve quality assurance and control.

2.3.7 SCM Unit is currently mapping its business process in line with mSCOa guidelines, the financial systems vendor has introduce sytems module for contract management to assist with capital commitment reporting, automation of the deviation process and approval.

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Table 1: Bids Under Consideration for the 2nd Quarter 2025/2026

No	Tender Number	Tender Description	Status of the Project	Comments
1.	T 30 of 2024/25	Construction of Civil Engineering Services in Sedgefield	Bid Evaluation Stage	
2.	T 02 of 2025/26	Expression of Interest for the appointment of Accredited Social Housing Institution/s or Developer/s partnering with Accredited Social Housing Institution as Knysna Municipality partner/s for the Development of Social Housing Units on various Buildings/Land Parcels owned by Knysna municipality for a period of 30 years.	Bid Evaluation Stage	
3.	T 03 of 2025/26	Provision of Security Services for a period of Thirty-Six (36) Months	Bid Evaluation Stage (Referred back to BEC)	
4.	T 04 of 2025/26	Provision of the Multi-utility online vending system including third-party vending and revenue enhancement for a period of 36 months.	Bid Specification Stage	
5.	T 05 of 2025/26	Surfacing of Gravel Roads in Dam Se Bos (Ward 3)	Bid Evaluation Stage	
6.	T 06 of 2025/26	Rehabilitation of Sewer Pipe Bridge in Khayalethu - Re-Routing Outfall Sewer Line:	Bid Evaluation Stage	
7.	T 07 of 2025/26	Surfacing of Gravel Roads in Concordia (Ward 4):	Bid Evaluation Stage	
8.	T 09 of 2025/26	Surfacing of Gravel Roads in Concordia (WARD 7):	Bid Evaluation Stage	

9.	T 11 of 2025/26	Supply and Fitment of Pneumatic Tyres, Wheel Puncture Repairs and Wheel Alignment for a Period of 36 months	Bid Evaluation Stage	
11.	T 13 of 2025/26	Appointment of a Panel for the provision of Radio Airtime and Related Services for a 36-months period (as & when required).	Bid Evaluation Stage	
12.	T 14 of 2025/26	Supply and Delivery of Building Material for a period of 36 months	To Serve on Bid Evaluation Stage	
13.	T 15 of 2025/26	Supply and Delivery of Cleaning and Maintenance Products (Highly Concentrated & Concentrated) for a Period of 36 months	To Serve on Bid Evaluation Stage	
14.	T 16 of 2025/26	Request For Proposal (RFP) Public Private Partnership for Design, Construction and Finance of Middle-Income Residential Development, Sell & Transfer of Complete Housing Units on Erf. 3339 Knysna.	Bid Specification Stage	
15.	T 17 of 2025/26	Expression of Interest – Panel of qualified Professional Service Providers to render Environmental Services for a period of three years	Bid Specification Stage	
16.	T 18 of 2025/26	Supply and Delivery of a new Hook Lift Truck and Trailor	To Serve on Bid Evaluation Stage	
17.	T 19 of 2025/26	RFP for Heidevallei Development	Bid Specification Stage	
18.	T 20 of 2025/26	Appointment of a Professional Service Provider: Improvements to Knysna Wastewater Treatment Works	To Serve on Bid Specification Stage	
19	T 21 of 2025/26	Contract for Maintenance of the existing Knysna Municipal Telemetry Installation for a period of 6 months	To Serve on Bid Evaluation Stage	

2.4 Table 2: Bids Awarded in the Second Quarter 2025/26

No	Tender No.	Tender Description	Total Rand Value/ amount of Requisitions
1.	T10 of 2025/26	Design, Supply and Delivery of Two New Light Single Cab 4x4 Fire Fighting Vehicles	R 3,999,358.01
2.	T 32 of 2024/25	Appointment of a Panel of Three (03) Service Providers to provide Forensic Investigation Services for a period of 36 Months	Awarded only for 1 year (Rates based).

2.6 Table 3: Cancelled Bids in the Second Quarter 2025/26

No	Tender number	Tender Description	Reason for cancellation
1.	T 44 of 2024/25	Leasing of a Building for a Municipal Payment and Licensing Office for a period ending on 30 June 2028 from date of appointment	No responsive Bids as per the tender specifications.
2.	T 01 of 2025/26	Expression of Interest for Appointment of a Panel of Suitable Qualified Professional Service Providers (Engineers, Town Planners, Land Surveyors, Environmental Practitioners, Architects, Project Managers, Health and Safety Officer, for the Design and Implementation of Various Housing Development Projects within Greater Knysna Municipal Area for a period of 36 Months.	Negative Implication on Regulation 44.
3.	T 08 of 2025/26	Appointment of a Service Provider for Media Monitoring Services for a 36-Months Period.	No budget to cover the envisage expenditure.
4.	T 12 of 2025/26	Render a complete, well equipped and suitably qualified Lifesaving Function in the Greater Knysna Municipal Area for a period of thirty-six months (December & Easter Holiday's	Defective tender specifications

2.7 14 days Objections

No	Bid Number	Bid Descriptions	Type of Objections	Name of the Supplier
1.	None	None	None	None
2	None	None	None	None

2.8 Formal written quotations

2.8.1 A summary of the formal written quotation awards made by the delegated officials for the period is indicated in Table 3 below. More detailed information on the awards made to service providers, their BBBEE status, their origin or location and the amounts involved are depicted in detailed **Annexure A and Annexure B attached** to this report.

Table 3: Formal Written Quotations

No	Month	Total Number of Requisitions processed	Total Rand Value/ amount of Requisitions
1.	October 2025	16	R1 300 359,11
2.	November 2025	10	R850 200,49
3.	December 2025	15	R2 239 729,70
Overall Total		**35**	**R4 390 289,30**

C – Orders (Advertised RFQ's and only less than three quotations were obtained)

No	Month	Total Number of Requisitions processed	Total Rand Value/ amount of Requisitions
1.	October 2025	11	R1 276 290,97
2.	November 2025	03	R 369 506,15
3.	December 2025	06	R229 725,19
Overall Total		**10**	**R 1 875 522.31**

2.9 Deviations from the SCM Policy

2.9.1 Section 36 of Council's Supply Chain Management Policy allows the Accounting Officer to dispense with the official procurement processes under certain circumstances. The total deviations for the period under review is depicted in Table 4 below . More detailed information on the deviations made to service providers, their compelling and justifiable reasons and the amounts involved are depicted in detailed **Annexure C attached** to this report.

Table 4: Approved Deviations Register

Awarded Deviations		
Execptional Cases	**9**	R11 830 983,45
Emergency	**7**	R1 820 000,26
Sole Supplier	**1**	R10 000,00
Total	**09**	**R13 660 983,71**

2.10 IRREGULAR EXPENDINTURE

The work is ongoing in order to reduce the Irregular Expenditure Balance. The report on Irregular Expenditure Balance as found on unuadited Annual Financial Statement for 2025/26 Financial Year. **(Annexure D)**

TENDER NUMBER	TENDER DESCRIPTION	SUPPLIERS	EXPENDITURE INCL VAT	REASONS
T 36/2019/2020	Appointment of Consulting Engineers	Various	R 1 347 242,19	Expenditure after contract end date (30 JUNE 2023)
D 10838	ZKS & NAM General Trading	ZKS & NAM General Trading	R 546 409.00	ComAF 37 - Non compliance during the deviation process - bids
	Irregular Expenditure - Current Year before Audit		**R 1 893 651,19**	
T 49 OF 2022/23	Appointment of Service Providers to Design and Place Advertisements in Local, Provincial and National Media	Panel of Service Providers	R 75 298,82	COMAF 43 Non compliance in awarding of bids
T 03 OF 2023/24	Appointment of Service providers to co-source the Internal Audit Function and support the Risk Management function	Moore Consulting Southern Cape	R 37 679,65	COMAF 43 Non compliance in awarding of bids
T 51 OF 2022/23	Provision of Accounting Support	Mubesko Tsholo Moore	R 181 581,78	COMAF 43 Non compliance in awarding of bids

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Irregular on contracts Identified through Audit 2022-2023	**R 294 560,25**	

The below mentioned recommendations will greatly assist in reducing the Irregular Expenditure and improve efficiency in the implementation of Supply Chain Management systems and business process in the Municipality.

ATTACHMENTS:

Annexure A: RFQ Register.
Annexure B: C Order (RFQ) Register
Annexure C: Deviations Register
Annexure D: Irregular Register

2.11 Recommendations

The Finance and Governance Committee of Council should:

- Note the 2nd Quarter report for implementation of the Supply Chain Management in the Municipality.
- Note all the irregular and deviation expenditure, and inform MPAC to investigate all the Irregular Expenditure of the 2nd quarter of the 2025/26 Financial year.
- Make appropriate recommendations where applicable to Council in relation to implementations of Supply Chain Managaement policy in the Municipality .

M MATO
ACTING SUPPLY CHAIN MANAGER
DATE: 18 FEBRUARY 2026

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QUARTER 2 RFQ REGISTER 2025/26

OCTOBER 2025/2026

No	RFQ NO		SUPPLIER /CONTRACTOR	DESCRIPTION OF GOODS AND SERVICES		AMOUNT	TOWN	BBBEE LEVEL
	Order			Order				BEE
	Type	Number	Name	Description	Date	Amount	Town	Status Level
1	R	26059001	EZOLIMO TRAING AND SUPPLY(PTY)LTD	SHE REP TRAINING	23/10/2025	13363,00	Cape Town	l4
2	R	26055002	TECHNI LAW SA T/A MGS ENTERPRISES	First Aid Training	23/10/2025	50025,00	Cape Town	L1
3	R	26064002	GELL MANAGEMENT SOLUTIONS (PTY) LTD	Supply and Delivery of Safety Shoes	28/10/2025	66433,20	Knysna	L1
4	R	26066001	IKAMVA LABANTU ENGINEERING (PTY) LTD	Rewind of Pumps within the Greater Knysna	14/10/2025	275795,30	Port Elizabeth	L1
5	R	26069001	MALI B PROJECTS	Supply ,Delivery and Installation of gabion rocks	13/10/2025	74831,00	Knysna	L1
6	R	26071001	EXTRA COVER SPORTS FACILITIES CONTRACTOR(PTY)L	Supply and Delivery of milled Buli for Clicket	10/10/2025	57155,00	Paarl	L1
7	R	26072001	HEICO PROJECT MANAGEMENT	Supply and Delivery of soccer net	10/10/2025	28749,54	Port Elizabeth	L1
8	R	26079001	N SOMANA T/A NIBAMBENE TRADING ENTERPRISE	Supply & Erect Disabled Ablution	30/10/2025	143190,00	Knysna	L1
9	R	26080001	KFC PIPES AND FITTINGS (PTY) LTD	Supply and Delivery of Cleaning Material	14/10/2025	10350,00	Durban	L1
10	R	26081001	RN STATIONERS & COMPUTER SUPPLIES	Supply and Delivery of Cleaning Material	09/10/2025	764,57	Knysna	L1
11	R	26082001	HUKHO TRADING AND PROJECTS PTY LTD	Supply and Delivery of Gun Plast and Tools	20/10/2025	1270,00	Knysna	L1
12	R	26083002	DELEINE HOLDINGS (PTY) LTD	Supply and Delivery of Refuse bags	28/10/2025	288500,00	Knysna	L1
13	R	26087001	MENZWORTH PTY LTD	Supply and Delivery of Toilet paper	07/10/2025	128000,00	Knysna	L1
14	R	26090001	HUKHO TRADING AND PROJECTS PTY LTD	Supply and Supply of Office Suppliers	29/10/2025	119200,00	Knysna	L1
15	R	26096001	TROPHY AND AWARD SPECIALISTS	Supply and Delivery of Trophies	17/10/2025	25932,50	Benoni	L1
16	R	26097001	KINGPIN SUPPLIERS	Supply and delivery of food Parcel	03/10/2025	16800,00	George	L1
						R1 300 359,11		

November 2025/2026

No	RFQ NO		SUPPLIER /CONTRACTOR	DESCRIPTION OF GOODS AND SERVICES		AMOUNT	TOWN	BBBEE LEVEL
	Order			Order				BEE
	Type	Number	Name	Description	Date	Amount	Town	Status Level
1	R	26076001	Platinum Supliers	Supply And Delivery of fitter teams tools	18/11/2025	59756,30	Port Elizabeth	L1
2	R	26097001	Kingpin Suppliers	Supply and Delivery of food Parcels	03/11/2025	560,00	George	L2
3	R	26101001	Mthunzi Maleka Group	Supply and Delivery of blankets	06/11/2025	10520,00	Cape Town	L1
4	R	26106001	Hukho Trading and Projects	Supply and Delivery of Festive lights	06/11/2025	227100,00	Knysna	L1
5	R	26107001	Zonart Labour Distribution	Supply and Delivery of LV Material	27/11/2025	48547,00	Parow	L1
6	R	26108001	Piston Power Chemical	Supply and Delivery of oil & Lubricants	12/11/2025	3388,98	Durban	L1
7	R	26118001	Obhejana	Supply and Delivery of Cold Mix Asphalt	25/11/2025	11598,21	George	L1
8	R	26119001	Southcape Plant Hire	Supply and Delivery of GS Subbase	27/11/2025	298080,00	Plettenbergbay	L1
9	R	26122001	Dlisani EDA	Transportation of Group to Port Alfred	07/11/2025	25000,00	Knysna	L1
10	R	26145001	Gree Po Construction	Cleaning of public Ablution facilities	28/11/2025	165650,00	Knysna	L1
						R850 200,49		

December/2025/26

No	Order			Order				BEE
	Type	Number	Name	Description	Date	Amount	Town	Status Level
1	R	26084001	HR Hlangula	Pethole Repair Knysna	08/12/2025	299460,00	Knysna	L1
2	R	26085001	HR Hlangula	Reinstatement Repair after break	15/12/2025	29912,00	Knysna	L1
3	R	26091001	Malib Project	Construction of small concretr Works	08/12/2025	193200,00	Knysna	L1
4	R	26094001	Chlorocape	Supply and Delivery of Chlorine	08/12/2025	259141,00	Cape Town	L2
5	R	26100001	The collective Impact Advisory	Destination Marketing Plan Review	15/12/2025	238434,00	Mbombela	L1
6	R	26120001	Sains Agencies	Supply and Delivery of laboratory	02/12/2025	133756,50	Port Elizabeth	L1
7	R	26126001	LOJ Enterprise	Supply and Delivery for maintenance	15/12/2025	54413,40	Cape Town	L1
8	R	26128001	Memotek Trading	Supply and Delivery of overhead Line	08/12/2025	290631,60	Cape Town	L1
9	R	26129001	Obhejana	Supply and Delivery of wooden poles	08/12/2025	299031,05	Cape Town	L1
10	R	26130001	Absolute Health Services	Harzadous Identification	15/12/2025	15135,15	Cape Town	L1
11	R	26133001	Supply And Delivery of soft Startes	Supply And Delivery of soft Startes	02/12/2025	181120,00	Knysna	L1
12	R	26143001	Hukho Trading	Supply and Delivery of tools and Equipment	18/12/2025	13780	Knysna	L1
13	R	26145003	Ubomi Bethu	Appointment of multiple Service Providers for cleaning	02/12/2025	56000	Knysna	L1
14	R	26152001	Elebro Industrial	Supply and Delivery of Barrie tape and Shovels	04/12/2025	16672,5	Chempet	L1
15	R	26153001	Stoic Trading	Supply and Delivery of Cleaning material	12/12/2025	159042,5	George	L1
						R2 239 729,70		

Quarter 2 total awards (Oct + Nov + Dec) **R4 390 289,30**

OCTOBER 2025/2026 FINANCIAL YEAR

Order Type	Order Number	Name	Order Description	Date	Amount	Primary Directorate	Town
C	77195	ML 458 HOLDINGS (PTY) LTD	RFQ31.25.26_Maintanance Green waste	2025/10/02	298651,32	Community Services	Jeffrey's bay
C	77198	MANAGED INTEGRITY EVALUATION (PTY)LT	RFQ20/2025/26 Provision of Vetting Services	2025/10/14	300000,00	Corporate Services	Irene
C	77199	EZOLIMO TRAING AND SUPPLY(PTY)LTD	RFQ 26/2025/26 Alien Plant Clearing Training	2025/10/14	23937,80	Planning & Development	Cape Town
C	77200	TRIPLE S TRAINING AND DEVELOPMENT	RFQ 26/2025/26 Alien Plant Clearing Training	2025/10/14	74225,00	Planning & Development	Vredenburg
C	77204	YOWELLA (PTY) LTD	B09/2024/2025 Remove bees Westview	2025/10/17	13150,00	Corporate Services	Sedgefield
C	77205	MALI B PROJECTS	B23/2025/26:New Eelctronic Motor	2025/10/22	25100,00	Community Services	Knysna
C	77206	DIAMOND HILL TRADING 180 CC	RFQ67/2025/26 Reupholster ldv and truck seats	2025/10/23	59685,00	Community Services	George
C	77207	TECHNOLOGY INFRASTRUCTURE ARCHITE	B26/2025/26 - Wildcard SSL Certificate S	2025/10/24	11584,47	Financial Services	Pretoria
C	77209	KNYSNA FIRE SAFETY EQUIPMENT (PTY) L	B20/2025/2026_Servicing firefighting equ	2025/10/27	29999,00	Corporate Services	Knysna
C	77210	ITHA PLUMBING AND CIVIL CONSTRUCTIOI	RFQ77/2025/26 Pilot Sanitation Project	2025/10/28	262200,00	Planning & Development	Mbaza
C	77212	APEX CONSERVATION SERVICES (PTY) LTI	RFQ 65/2025/26 Appointment of Invasive Plant Specialist	2025/10/30	177758,38	Planning & Development	Sedgefield
		TOTAL			**1276290,97**		

NOVEMBER 2025/2026 FINANCIAL YEAR

Order Type	Order Number	Name	Order Description	Date	Amount	Primary Directorate	Town
C	77214	DATAPROOF COMMUNICATIONS(PTY)LTD	RFQ73/25/26 - Provision of Reliable & Secure InternetConnectio	2025/11/11	290751,05	Financial Services	Cape Town
C	77219	HUKHO TRADING AND PROJECTS PTY LTD	RFQ68/25/26 Supply and Delivery of PPE (Rate based)	2025/11/12	67400,00	Technical Services	Knysna
C	77221	GEORGE COMMERCIAL TYRE SERVICE (PT	RFQ98/25/26 New tyres for vehicles (Rate based)	2025/11/13	11355,10	Technical Services	George
		TOTAL			**369506,15**		

DECEMBER 2025/2026 FINANCIAL YEAR

Order Type	Order Number	Name	Order Description	Date	Amount	Primary Directorate	Town
C	77235	DP JOUBERT T/A BARNEY CARAVANS	RFQ109/25./26:Rental of Caravan Buffelskop	2025/12/08	74200,00	Community Services	Grootbrak Rivier
C	77236	HUKHO TRADING AND PROJECTS PTY LTD	B46/2025/26 Supply of Brush Cutter and Equipment	2025/12/11	20500,00	Planning & Development	Knysna
C	77237	SANDOBEL 102CC T/A COMSPEC AFRICA	RFQ121/2025/26 Supply and Install Lights and Sirens	2025/12/11	72700,19	Community Services	Port Elizabeth
C	77239	MALI B PROJECTS	B23/2025/26 Supply and Installation of Eelctronic Motor	2025/12/17	25100,00	Community Services	Knysna
C	77241	ER VINNIES ENTERPRISES	B34/2025/26 Minort Works Architectural Drawings	2025/12/18	24000,00	Community Services	Knysna
C	77242	BIDVEST SERVICES	B48/2025/26 Supply & delivery of Non Flushable Toilets	2025/12/19	13225,00	Planning & Development	Cape Town
		TOTAL			**229725,19**		

Deviation Awards 2025/26

The following awards were made during the 2025/26 financial year: **01 October 2025 to 31 December 2025**

No.	Company Name	Deviation Number	Description:	Awarded Amount	Award Stategy	Approval date of Municipal Manager	Estimated Date of Completion	Reason	Creditor Number
1	SYNTELL (PTY) LTD	D010/2025/26	Deviation for Supply, installation and Maintenance of Static Red lights and Speed Violation Cameras & Back room Processing Services	R 2 873 539,50	R195 is paid to the service provider for the successful collection of a traffic fine. This amount includes all back office and processing operations. **Total Unkonwn** - Commencing from 01 October 2025	2025/09/29	Month to Month	Exceptional Case	3860
2	Ignite Services	D011/2025/26	To ensure continuity of the existing IPMS support services provided by Ignite Assist for additional 6 months - covering the period from July to December 2025	R 48 000,00	Requested to cover a shortfall in the monthly service fees for Ignite. The amount of R48 000 is required to settle the outstanding service fees for October, November and December 2025	2025/10/09	2025/12/31	Exceptional Case	5835
3	Clinkscales Maughan-Brown	D012/2025/26	Deviation for 66/22kv transformer bays and switchgear at main intake substation no.1 in Knysna	R 3 546 294,10	The construction scope for the 66/22kv Transformer bays and switchgear replacement project at the main intake substation no. 1 in Knysna is both technically complex and highly specialised. It inlcudes the decommissioning and replacement of three (3) existing 10/15 MVA transformer bays with two (2) upgraded 20/25 MVA transformer bays. The work comprises significant medium- and high-voltage equipment, structural and civil works, protection cabling, and compliance with stringent electrical and safety standards. Given the advanced technical detail and specifically already developed by CMB during the design phase, continuity of professional engineering services into the construction phase is critical to ensure consistent application of design intent, risk mitigation, and effective construction oversight	2025/07/14	2027/08/30	Exceptional Case	3294
4	Outeniqua Geotechnical Services	D013/2025/26	Rehabilitation of Concordia Road - utilization of Outeniqua Geotechnical Services CC to complete the land slide opposite Kunjani Mall	R 1 812 871,00	Establish a panel of professional service provider to select from in cases of need to select professional service providers in situations of emergency	2025/10/24	2027/06/30	Exceptional Case	5871
5	Security Consortium	D014/2025/26	Deviation Request - Illegal occupation of Erven 3865, 3866, 3918, 3861, 3917 AND 5010 SEDGEFIELD	R 786 453,84	To comply with the High Curt order as directed on 24/10/2025 by the High Court of South Africa	2025/10/30	2025/11/29	Emergency	11241
6	DG Incentives	D015/2025/26	Reloading of the Franking Machine	R 10 000,00	The high volume of the Outgoing Correspondence, Traffic notices during this period have depleted the credit that we have on the machine, hence more fund to be reloaded on the machine	2025/11/12	2025/11/03	Sole Supplier	10531
7	ZKS & NAMI GENERAL TRADING	D016/2025/26		R 1 210 527,87	Variation Order - To complete the project: Surfacing of Gravel Roads - Phase 2A (Bale and DF Sethosa Street) as approved by Council on 30 May 2025.	2025/11/07	Unknown	Exceptional Case	11383
8	AKURA MANUFACTURING ENGINEERING	D017/2025/26		R 309 689,25	Maintenance of Waste Transfer Station. RFQ213/2024/2025 was awarded to Akura Manufacturing Engineering	2025/11/24	Once off	Emergency	3320
9	B&V CONTRACTORS	D018/2025/26	Knysna BD emergency sewer rehabilitation	R 490 280,70	Variation Order - Part of the CBD sewer upgrades programme, which commenced in 2017/18. Knysna Municipality identified emergency scope of works related to rehabilitation of sewer pipelines that reflected symtoms of leaking or collapse through development of sinkholes around the collapsed or leaking positions	2025/11/24	2025/12/13	Exceptional Case	3341
10	VandWater (Pty) Ltd	D019/2025/26	Emergency works and the exceptional circumstances of the work undertaken by a non-contracted third-party service provider	R 473 864,98	Recovery of Charlsford pumpstation, Pump #3.	2025/12/17	2025/12/19	Emergency/Exceptional Case	11612
11	SYNTELL (PTY) LTD	D020/2025/26	Deviation for Supply, installation and Maintenance of Static Red lights and Speed Violation Cameras & Back room Processing Services	Expenditure will commence from 01 January 2026	R195 is paid to the service provider for the successful collection of a traffic fine. This amount includes all back office and processing operations. **Total Unkonwn** - Commencing from 01 January 2026. The finalization of the tender process is expected to be completed within 60 days.	2025/12/15	2026/03/31	Exceptional Case	3860
12	Nobie Spectatus Fund 4	D021/2025/26	Deviation is requested for the payment of the rental from 01 July 2025 to 31 December 2025	R 1 375 655,30	Deviation is requested for the payment of the rental from 01 July 2025 to 31 December 2025, including the payment of aircon maintenance	2025/08/04	2025/12/31	Exceptional Case	9855
13	Steel Pipes For Africa George (Pty) Ltd	D022/2025/26	Deviation to undertake emergency reapirs at the Knysna Transfer station of Conveyor Breakdown	R 15 000,00	Supply and delivery of steel sections for the repair on the conveyor at the waste transfer station	2025/12/02	2025/12/03	Emergency	4028
14	Eden FM & Algoa FM	D023/2025/26	Broadcasting to spread awareness of water restrictions	R 64 000,00	Due to the urgency of the matter, these services can only be acquired through a deviation since the tender has not been complted yet.	2025/12/03	2025/12/31	Emergency	3655 & 9397
15	Hayward Building Supplies t/a Build It George	D024/2025/26	Supply & Delivery of emergency housing materials	R 430 922,00	Deviation is necessary by the fact that the industry is closing at the end of the week 19 December 2025 and that there is no time to undertake a standard procurement process. Fifty units will be procured. The submitted price (R17 032. 40 per unit) is competitive based on a previous RFQ where the per unit price was R19 398.10. The price is competitive and value for money for the Knysna Municipality.	2025/12/15	2025/12/22	Emergency	9407
16	DEPHETHOGO TRADING	D025/2025/26	Deviation for Provisioning of Security Services	Expenditure will commence from 01 January 2026	The service provider (Dephethogo Trading) already has existing staff to render the required services and will be appointed for a three-month period, pending the finalization and subsequent award of tender T03/2025/26. This process is anticipated to be completed within the required 90-day period.	2025/12/15	2026/03/31	Exceptional Case	11555
17	Ikamva Labantu Engineering	D027/2025/26	Repairs to aerator at Brenton Wastewater treatment works	R 213 985,17	Insufficient time to re-advertise RFQ and treatment works must be functional and operate its designed capacity before the holiday season starts	2025/12/17	2025/12/31	Emergency	9400
				R 13 660 983,71					

Awarded Deviations			
Exceptional Cases		R	11 830 983,45
Emergency		R	1 820 000,26
Sole Supplier		R	10 000,00
Total		R	13 660 983,71

	Irregular Expenditure - Quarter 2 (01 October 2025 - 31 December 2025)				
No.	**Tender number**	**Tender Description**	**Supplier**	**Expenditure Incl VAT**	**Reason**
1	T 36/2019/2020	Appointment of Consulting Engineers	Various	1 347 242,19	Expenditure after contract end date (30 JUNE 2023)
2	D 10838	ZKS & NAM General Trading	ZKS & NAM General Trading	546 409,00	
3		**Irregular Expenditure - Current Year before Audit**		**1 893 651,19**	
4	T 49 OF 2022/23	Appointment of Service Providers to Design and Place Advertisements in Local, Provincial and National Media	Panel of Service Providers	75 298,82	COMAF 43 Non compliance in awarding of bids
5	T 03 OF 2023/24	Appointment of Service providers to co-source the Internal Audit Function and support the Risk Management function	Moore Consulting Southern Cape	37 679,65	COMAF 43 Non compliance in awarding of bids
6	T 51 OF 2022/23	Provision of Accounting Support	Mubesko Tsholo Moore	181 581,78	COMAF 43 Non compliance in awarding of bids
		Irregular on contracts Identified through Audit		**294 560,25**	

6.3

F&G03/02/26	**IMPLEMENTATION SPECIAL RATING AREAS (SRA) POLICY AND BYLAW**

REPORT FROM THE DIRECTOR FINANCIAL SERVICES

PURPOSE OF THE REPORT

The purpose of this report is to inform the Section 80 finance committee regarding the application for Special Rating Areas (SRA) as per policy and by-law.

BACKGROUND

The municipality adopted a Special Rating Area Policy and supporting By-law which regulate Municipality the establishment, approval, implementation and monitoring of SRAs within its jurisdiction.
section 3 of the policy states that the aim of this Policy is to –

3.1.1 Set out Council's position on special rating areas and the factors that will influence Council's decision whether or not to determine a particular special rating area;
3.1.2 Provide guidance to members of the local community and to decision makers within the Knysna Municipality in relation to the establishment of special rating areas; and
3.1.3 Strike an appropriate balance between facilitating self-funded community initiatives that aim to improve and/or upgrade neighbourhoods by making use of a non-profit company (NPC) structure as contemplated in the Companies Act, which is referred to in the By-law as "the management body"; and ensure commitment to good, fair and transparent governance by the management body as defined in the By-law, by implementing a transparent process when appointing service providers to improve and/or upgrade the special rating area in the public areas and ensuring that these improved and/or upgraded services are not provided for private properties.

The policy provides a mechanism through which property owners within a defined geographic area may collectively fund additional services or improvements in that area through a supplementary rate, subject to Council approval.
An application has now been received from a qualifying group of property owners requesting consideration for the establishment of an SRA.

DISCUSSION

Knysna Municipality received application for Special rating areas from Buffalo Bay property owners.

1. **SUMMARY OF APPLICATION RECEIVED**

   The application received includes:
   - Defined geographic boundaries of the proposed SRA
   - Motivation for establishment
   - Proposed services and improvements
   - Preliminary budget and financial model

- Governance and management proposal
- Proof of property owner support
- Confirmation from property owner consent.

The submission is currently undergoing administrative compliance review to confirm alignment with policy requirements.

2. ADMINISTRATIVE PROCESS GOING FORWARD

In accordance with policy, the following steps will be undertaken:
1. Compliance verification of submission documentation.
2. Financial and legal assessment.
3. Public participation process.
4. Preparation of a detailed evaluation report.
5. Submission to Council for final determination.

All processes must strictly comply with applicable legislation, municipal policy and by-law provisions to ensure validity and avoid procedural challenges.

FINANCIAL IMPLICATIONS

None at this stage. Should the application proceed to approval stage, the SRA will be self-funded through an additional rate levied only on properties within the approved SRA boundary.

RELEVANT LEGISLATION

The establishment of a Special Rating Area is governed by:
- Municipal Property Rates Act, 2004 (Act 6 of 2004)
- Municipal Systems Act, 2000 (Act 32 of 2000)
- Approved Municipal Special Rating Area Policy
- Municipal SRA By-law

RECOMMENDATION OF THE ACTING MUNICIPAL MANAGER

[a] That Section 80 finance committee notes the application for the establishment of a Special Rating Area has been received; and

[b] That Section 80 finance committee notes that the application will undergo administrative and statutory assessment processes in terms of the approved SRA Policy and By-law before being submitted to Council for consideration.

APPENDIX / ADDENDUM

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

6.4

F&G04/02/26 REPORT ON DEBT WRITE-OFF AS 28 FEBRUARY 2026

REPORT FROM THE DIRECTOR: FINANCIAL SERVICES

PURPOSE OF THE REPORT

To present to Council the amounts written-off in relation to the Writing-Off of Irrecoverable Debt Policy (2025/2026) under the delegation of the Chief Financial Officer the Municipal Manager and Section 80 Finance Committee.

BACKGROUND

Council approved the Writing-off of Irrecoverable Debt Policy 2025/26 financial year. The purpose of this policy is to ensure that the principles and procedures for the writing-off of irrecoverable debt are formalised so that consumers (especially households) are relieved from spiralling debt.

WRITING-OFF OF IRRECOVERABLE DEBT POLICY – DELEGATIONS

SECTION 6.1.1 IN RELATION TO THE CHIEF FINANCIAL OFFICER STATES:

> *"The Chief Financial Officer will, after thorough review of any applications in terms of this policy, have the delegated powers to write-off any irrecoverable debt to the maximum amount of R 20,000 per consumer (current, suspended and handed over amounts consolidated) per submission or the amount determined by Council from time to time during the budget approval process"*.

Section 6.2.1 in relation to the Municipal Manager states:

> *"Any amount in excess of the delegation provided for in paragraph 6.1.1 above must be submitted together with a recommendation to the Municipal Manager for consideration. The Municipal Manager will, after thorough review of any recommendation by the Chief Financial Officer and in terms of this Policy, have the delegated powers to write-off any irrecoverable debt to the maximum amount of R 40,000 per consumer (current, suspended and handed over amounts consolidated) per submission or the amount determined by Council from time to time during the budget approval process".*

SECTION 6.3.1 IN RELATION TO THE COMMITTEE OF COUNCIL STATES:

> *Any amount in excess of the delegation provided for in paragraph 6.2.1 above must be submitted together with a recommendation to the Finance Portfolio Committee for consideration. The Finance Portfolio Committee will after thorough review of any recommendation by the Chief Financial Officer and Municipal Manager in terms of the policy , have delegated powers to write off any irrecoverable debt in excess of R40 000 per consumer (current, suspended and handed over amounts consolidated) per submission or the amount determined by Council from time to time during the budget approval process.*

DISCUSSION

In accordance with the Council approved Writing-off of Irrecoverable Debt Policy 2025/2026, the following amounts have been written off between 1 July 2025 and 31 January 2026.

1. WRITING-OFF OF IRRECOVERABLE DEBT POLICY – SECTION 6.1 DELEGATED TO THE CFO
   (a breakdown of the above is contained in Table A)

Table A

Amounts Written-Off by the Chief Financial Officer				
Column Ref	**Account Number**	**Total Outstanding**	**Payments Made**	**Amount Written-Off**
1	203302000101	19466,40	0,00	19 466,57
2	106466000019	11802,70	0.00	11 802,70
	TOTAL			**31 269,27**

The total amount written-off as delegated to the Chief Financial Officer (in terms of the Writing-Off of Irrecoverable Debt Policy and the Delegations Register) equates to R31 269.27 as at 28 February 2026.

RELEVANT LEGISLATION

1. Writing-off of Irrecoverable Debt Policy - 2025/2026;

RECOMMENDATION OF THE ACTING MUNICIPAL MANAGER

That Council notes that the total amount written-off by the Chief Financial Officer equates to R 31 269,27 between 1 July 2025 to 28 February 2026.

APPENDIX / ADDENDUM

- Annexure A & B– Amounts Written-Off by the Chief Financial Officer; and

Due to the POPI Act, the customer names have been excluded from the Annexures.

File Number: 9/1/2/10

Execution: Director: Financial Services
Senior Manager: Revenue Services

DATA PROCESSING & INFO REQUEST FORM

Job No.

A. DATA PROCESSING

☐ Capture ☒ Update ☐ New Creditor ☐ Amend

Brief description: Debt Write off

Mjnl Batch No *from* ghws *to*……………………

Vote Jnl Batch No *from* …………………… *to*……………………

Creditor No. *from* …………………… *to* ……………………

Special Requests ……………………

B. REPORTS

Module (eg. Billing / General Ledger) ……………………

Report program code (eg. igl011.p) ……………………

Vote / Account No.

from …………………… *to* ……………………

Period *from* …………………… *to* ……………………

Special Requests / Other details ……………………

C. OTHER REPORTS / PROCESSING / INFO REQUEST

Details (please specify) ……………………

D. PROMUN PROGRAM ERROR / CHANGE

Please complete R-Data request form on reverse side of page

E. PROMUN PERMISSION / SECURITIES / ACCESS CHANGES

Please complete Promun Change form in Data office.

Requested by:	Data Section to complete
G.Windvogel	Time start: ……… Completed: ………
Name (please print)	Total time: ……… Pages: ………
Date: 27.11.2025	Outsource Cost: ………
Tel ext: 6581	
AUTHORISED BY: ………	……… Signed by Data Section — *Date stamp*

PRIORITY AUTHORISATION (if processing must be done as a matter of urgency)

……………………

CHIEF FINANCIAL OFFICER

W:\Computer Room\Forms & Manuals\Job Sheets\Data processing form

MUN035C

KNYSNA MUNICIPALITY
TRANSACTION LISTING (GAIL H WINDVOGEL)

DATE: 27/11/2025 07:42:38 PAGE: 1

BATCH	TRANS	ACCOUNT	--DATE--	REFERENCE	ALLOCATION	AMOUNT	AGE	GL-ALLOCATION	VAT-AMOUNT
7406	1	106466000019	27/11/25	GHW7406	4	2197.08	14	11141143102	255.00
JURIES MJ STROEBELSTRAAT 463 HORNLEE KNYSNA									
7406	2	106466000019	27/11/25	GHW7406	8	4105.27	14	50720070198	476.20
JURIES MJ STROEBELSTRAAT 463 HORNLEE KNYSNA									
7406	3	106466000019	27/11/25	GHW7406	9	5027.59	14	150720070398	578.89
JURIES MJ STROEBELSTRAAT 463 HORNLEE KNYSNA									
7406	4	106466000019	27/11/25	GHW7406	27	472.76	14	10720071398	0.00
JURIES MJ STROEBELSTRAAT 463 HORNLEE KNYSNA									

BATCH HEADER DETAILS -

BATCH STATUS: BATCH CAPTURED AND BALANCED WITH HEADER
BATCH TYPE: DEBT WRITE-OFF
DATE: 27/11/25
BATCH NARRATION: DEBT WRITE OFF
BATCH HEADER TOTAL: 11802.70
USER: Gail H Windvogel(ghw)
COMPUTER TOTAL: 11802.70
DIFFERENCE: 0.00
ERRORS:

KNYSNA
Municipality Munisipaliteit uMasipala

MEMORANDUM

To:	Chief Financial Officer
CC	Busiswa Kova (Manager Revenue Services
From	Gail Windvogel (Account Credit Control Debt Collection)
Cc:	
Date:	
Collab Ref.:	
File Ref.:	
Reference:	106466000019– ESTATE LATE JURIES MJ
Applicable Delegation:	

1. **PURPOSE:**

To approve the request for the write off in the amount of R11802,70.

2. **BACKGROUND:**

The account holder was a registered indigent, qualifying for Municipal indigent support in Terms of Knysna Municipality's Indigent Policy at the time when he was alive.
The account holder is now deceased, and no recoverable estate assets remain from which the debt can be settled.
The property is in the process of being transferred and delayed due to the outstanding municipal arrears. The inheritor did not incur these arrears and has undertaken responsibility for all municipal charges going forward.

3. **MOTIVATION:**

The account holder's indigent status indicates that the household lacked the financial means to settle municipal account, confirming the debt's irrecoverable nature.
The deceased status and absence of estate assets make legal recovery impossible.
The write off facility property transfer, allowing the municipality to commence new billing and ensure continues future revenue from the property.
To withhold transfer would halt revenue collections and create administrative inefficiency.
The recommendation supports the principles of sound financial and social fairness, and prudent debt administration in line with the municipal approved policies.

Payment on the account every month by the new owner to encourage a culture of payment.

4. FINANCIAL OR LEGAL IMPLICATIONS:

To write off the amount of R11802,70.

5. RECOMMENDATION:

That the write off be approved as per Section 6.2.1 of the Writing off of Irrecoverable Debt Policy 2025/2026.

6. DELEGATIONS

6.1 Chief Financial Officer

6.1.1 The Chief Financial Officer will, after thorough review of any applications in terms of this policy, have the delegated powers to write-off any irrecoverable debt to the maximum amount of R 20,000 per consumer (current, suspended and handed over amounts consolidated) per submission or the amount determined by Council from time to time during the budget approval process.

6.2 Municipal Manager

6.2.1 Any amount in excess of the delegation provided for in paragraph 6.1.1 above must be submitted together with a recommendation to the Municipal Manager for consideration. The Municipal Manager will, after thorough review of any recommendation by the Chief Financial Officer and in terms of this Policy, have the delegated powers to write-off any irrecoverable debt to the maximum amount of R 40,000 per consumer (current, suspended and handed over amounts consolidated) per submission or the amount determined by Council from time to time during the budget approval process.

6. PREPARED BY:

_________________________ DATE: 19/11/2025

ACCOUNTANT CREDIT CONTROL AND DEBT COLLECTION
GAIL WINDVOGEL

7. RECOMMENDED BY:

_________________________ DATE: 19/11/2025

MANAGER REVENUE
BUSISWA KOVA

8. APPROVED BY

CHIEF FINANCIAL OFFICER
CLIFFORD JULIES

DATE: 20/11/2025

KNYSNA MUNICIPALITY - DEBTORS & CONSOLIDATED BILLING - Enquiry - Debtors Detailed (mun085.p)mun085.p Ver 5.88 (User...

Lookup: Name | Account Number 106466000019 | Erf: 106466000 | USAGE:0-Unknown | Last Paid

Name: JURIES MJ | Active Status: ACTIVE, 0 | Site: 152000 | Date: 19/11/2025

Address: 463 STROEBEL STREET | Deposit: 0.00 | Building: 0 | Amt: 540.17

STROEBEL STREET 463 | B/Clause: 0 | Ref: 54150

Annual Debits: 6482.35 | Monthly/Yearly: M

Suburb: Hornlee 474 Scheme | *Agreement* | Installments: 540.17 | Due Date: 30/11/2025

TP	Description	V.A.T.	Attorney	Arrears + ALL Int	Current Only	Future	Total	Loans&Agreements
1	WATER CONS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4	REFUSE	36.22	0.00	0.00	287.73	1637.76	1925.49	1909.35
5	SUNDRIES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
8	SEWERAGE	88.98	0.00	374.72	349.03	0.00	723.75	3381.52
9	WATER BASIC	110.41	0.00	457.65	444.86	2124.08	3026.59	4125.08
12	SEWERAGE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
16	CREDITS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
27	RATES RES	0.00	0.00	0.00	0.00	559.52	559.52	472.76
	SUB TOTAL	235.61	0.00	832.37	1081.62	4321.36	6235.35	9888.71

Unposted Receipts: 0.00 | Current Period 202511

PAYABLE AMOUNT: 1913.99 | 27/11/2025 07:16 ghw Gail H Wind

GRAND TOTAL: 16124.06

Enquiry Action: A - Age Analysis | Enquire | < Previous | Next > | Map | Close

Enter data or press ESC to end.

KNYSNA MUNICIPALITY - DEBTORS & CONSOLIDATED BILLING - Enquiry - Debtors Detailed (mun085.p)mun085.p Ver 5.88 (User...

Lookup: Name | Account Number 106466000019 | Erf: 106466000 | USAGE:0-Unknown | Last Paid

Name: JURIES MJ | Active Status: ACTIVE, 0 | Site: 152000 | Date: 19/11/2025

Address: 463 STROEBEL STREET | Deposit: 0.00 | Building: 0 | Amt: 540.17

STROEBEL STREET 463 | B/Clause: 0 | Ref: 54150

Annual Debits: 6482.35 | Monthly/Yearly: M

Suburb: Hornlee 474 Scheme | Installments: 540.17 | Due Date: 30/11/2025

TP	Description	V.A.T.	Attorney	Arrears + ALL Int	Current Only	Future	Total	Loans&Agreements
1	WATER CONS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4	REFUSE	255.00	0.00	1909.35	287.73	1637.76	3834.84	0.00
5	SUNDRIES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
8	SEWERAGE	476.20	0.00	3756.24	349.03	0.00	4105.27	0.00
9	WATER BASIC	578.89	0.00	4582.73	444.86	2124.08	7151.67	0.00
12	SEWERAGE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
16	CREDITS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
27	RATES RES	0.00	0.00	472.76	0.00	559.52	1032.28	0.00
	SUB TOTAL	1310.09	0.00	10721.08	1081.62	4321.36	16124.06	0.00

Unposted Receipts: 0.00 | Current Period 202511

PAYABLE AMOUNT: 11802.70 | 27/11/2025 07:18 ghw Gail H Wind

GRAND TOTAL: 16124.06

Enquiry Action: A - Age Analysis | Enquire | < Previous | Next > | Map | Close

Enter data or press ESC to end.

4 ~~2452,08~~ 2197,08 ✓ 7404
8 4581,47 4105,27 ✓
9 5606,48 5027,59 ✓
27 472.76 472,76

DATA PROCESSING & INFO REQUEST FORM

Job No.

A. DATA PROCESSING

☐ **Capture** ☐ **Update** ☐ **New Creditor** ☐ **Amend**

Brief description: Debt - Write off

Mjnl Batch No *from* ghw7405 *to*

Vote Jnl Batch No *from* *to*

Creditor No. *from* *to*

Special Requests

B. REPORTS

Module (eg. Billing / General Ledger)

Report program code (eg. igl011.p)

Vote / Account No.

from *to*

Period *from* *to*

Special Requests / Other details

C. OTHER REPORTS / PROCESSING / INFO REQUEST

Details (please specify)

D. PROMUN PROGRAM ERROR / CHANGE

Please complete R-Data request form on reverse side of page

E. PROMUN PERMISSION / SECURITIES / ACCESS CHANGES

Please complete Promun Change form in Data office.

Requested by:	**Data Section to complete**
Busi Kova	Time start: ……… Completed: ………
Name (please print)	Total time: ……… Pages: ………
Date: 27.10.2025	Outsource Cost: ………
Tel ext: 6581	
AUTHORISED BY:	Signed by Data Section — *Date stamp*

PRIORITY AUTHORISATION (if processing must be done as a matter of urgency)

……………………………………

CHIEF FINANCIAL OFFICER

W:\Computer Room\Forms & Manuals\Job Sheets\Data processing form

MUN035C

KNYSNA MUNICIPALITY
TRANSACTION LISTING (GAIL H WINDVOGEL)

DATE: 27/10/2025 08:45:31 PAGE: 1

BATCH	TRANS	ACCOUNT	--DATE--	REFERENCE	ALLOCATION	AMOUNT	AGE	GL-ALLOCATION	VAT-AMOUNT
7405	1	203302000101	27/10/25	GHW7405	4	4695.31	14	11141143102	537.07
XHEKESHA JL HUIS NO 3302 SIZAMILE SEDGEFIELD									
7405	2	203302000101	27/10/25	GHW7405	8	6143.83	14	50720070198	696.66
XHEKESHA JL HUIS NO 3302 SIZAMILE SEDGEFIELD									
7405	3	203302000101	27/10/25	GHW7405	9	7448.09	14	150720070398	915.21
XHEKESHA JL HUIS NO 3302 SIZAMILE SEDGEFIELD									
7405	4	203302000101	27/10/25	GHW7405	27	1179.34	14	10720071398	0.00
XHEKESHA JL HUIS NO 3302 SIZAMILE SEDGEFIELD									

BATCH HEADER DETAILS -

BATCH STATUS: BATCH CAPTURED AND BALANCED WITH HEADER
BATCH TYPE: DEBT WRITE-OFF
DATE: 27/10/25
BATCH NARRATION: DEBT WRITE OFF
BATCH HEADER TOTAL: 19466.57
USER: Gail H Windvogel(ghw)
COMPUTER TOTAL: 19466.57
DIFFERENCE: 0.00
ERRORS:

KNYSNA
Municipality Munisipaliteit uMasipala

MEMORANDUM

To:	Chief Financial Officer
CC	Busiswa Kova (Manager Revenue Services
From	Gail Windvogel (Account Credit Control Debt Collection)
Cc:	
Date:	
Collab Ref.:	
File Ref.:	
Reference:	203302000101– XHEKESHA JL
Applicable Delegation:	

1. **PURPOSE:**

To approve the request for the write off in the amount of R19 466,57.

2. **BACKGROUND:**

The account holder was a registered indigent, qualifying for Municipal indigent support in Terms of Knysna Municipality's Indigent Policy at the time when he was alive.
The account holder is now deceased, and no recoverable estate assets remain from which the debt can be settled.
The property has been sold, and transfer delayed due to the outstanding municipal arrears. The new purchaser did not incur these arrears and has undertaken responsibility for all municipal charges going forward.

3. **MOTIVATION:**

The account holder's indigent status indicates that the household lacked the financial means to settle municipal account, confirming the debt's irrecoverable nature.
The deceased status and absence of estate assets make legal recovery impossible.
The write off facility property transfer, allowing the municipality to commence new billing and ensure continues future revenue from the property.
To withhold transfer would halt revenue collections and create administrative inefficiency.
The recommendation supports the principles of sound financial and social fairness, and prudent debt administration in line with the municipal approved policies.

Payment on the account every month by the new owner to encourage a culture of payment.

4. FINANCIAL OR LEGAL IMPLICATIONS:

To write off the amount of R19 466,57.

5. RECOMMENDATION:

That the write off be approved as per Section 6.2.1 of the Writing off of Irrecoverable Debt Policy 2025/2026.

6. DELEGATIONS

6.1 Chief Financial Officer

6.1.1 The Chief Financial Officer will, after thorough review of any applications in terms of this policy, have the delegated powers to write-off any irrecoverable debt to the maximum amount of R 20,000 per consumer (current, suspended and handed over amounts consolidated) per submission or the amount determined by Council from time to time during the budget approval process.

6.2 Municipal Manager

6.2.1 Any amount in excess of the delegation provided for in paragraph 6.1.1 above must be submitted together with a recommendation to the Municipal Manager for consideration. The Municipal Manager will, after thorough review of any recommendation by the Chief Financial Officer and in terms of this Policy, have the delegated powers to write-off any irrecoverable debt to the maximum amount of R 40,000 per consumer (current, suspended and handed over amounts consolidated) per submission or the amount determined by Council from time to time during the budget approval process.

6. PREPARED BY:

DATE: 21/10/2025

ACCOUNTANT CREDIT CONTROL AND DEBT COLLECTION
GAIL WINDVOGEL

7. RECOMMENDED BY:

DATE: 21/10/2025

MANAGER REVENUE
BUSISWA KOVA

8. APPROVED BY

____
CHIEF FINANCIAL OFFICER
CLIFFORD JULIES

DATE: 21/10/2025

KNYSNA MUNICIPALITY - DEBTORS & CONSOLIDATED BILLING - Enquiry - Debtors Detailed (mun085.p)mun085.p Ver 5.88 (User...

Lookup: Name | Account Number 203302000101 | Erf: 203302000 | USAGE:0-Unknown

Name: XHEKESHA JL | Active Status: ACTIVE, 0 | Site: 204000 | Last Paid Date: 02/10/2025

Address: 3302 LUTHANGO | Deposit: 0.00 | Building: 0 | Amt: 580.00

LUTHANGO 3302 | B/Clause: 0 | Ref: 56506

Annual Debits: 6910.27 | Monthly/Yearly: M

Suburb: Sizamile | Installments: 575.83 | Due Date: 31/10/2025

TP	Description	V.A.T.	Attorney	Arrears + ALL Int	Current Only	Future	Total	Loans&Agreements
4	REFUSE	537.07	0.00	4278.86	416.45	1842.48	6537.79	0.00
7	RENTALS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
8	SEWERAGE	696.66	0.00	5656.33	487.50	0.00	6143.83	0.00
9	WATER BASIC	915.21	0.00	7448.09	640.69	2389.59	10478.37	0.00
12	SEWERAGE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
15	CUTOFF	0.00	0.00	0.00	0.00	0.00	0.00	0.00
16	CREDITS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
27	RATES RES	0.00	0.00	1162.77	153.71	950.40	2266.88	0.00
	SUB TOTAL	2148.94	0.00	18546.05	1698.35	5182.47	25426.87	0.00

Unposted Receipts: 0.00 | Current Period 202510

PAYABLE AMOUNT: **20244.40** | 27/10/2025 08:26 ghw Gail H Wind

GRAND TOTAL: 25426.87

Enquiry Action: A - Age Analysis | Enquire | < Previous | Next > | Map | Close

VAT
537,07 + 4695,31 (4)
696,66 6143,83 (8)
7448,09 (9)
1162,77 22 + 16,78 = 1179,55

19449,79 + 16,78

ghw
7405

6.5

F&G05/02/26	**WRITE-OFF IRRECOVERABLE DEBT AS AT 28 FEBRUARY 2026**

<u>REPORT FROM THE DIRECTOR: FINANCIAL SERVICES</u>

<u>PURPOSE OF THE REPORT</u>

To request consideration for the granting of debt relief to an account holder who is a pensioner with limited income and is unable to settle outstanding municipal debt due to financial hardship.

<u>BACKGROUND</u>

The account holder is an 81-year-old pensioner whose sole source of income is dependent on rental income of R8 000 per month. The property is situated in The Heads area, which results in comparatively higher municipal rates that have become unaffordable for the account holder.

The account holder has been the registered owner of the property since 06 June 1995 and has indicated that relocation is not a viable option due to age, health, and financial constraints. Consequently, arrears have accumulated on the municipal account, and the account holder is unable to bring the account up to date under current financial circumstances.

APPLICABLE POLICY PROVISIONS

Section 11.3 – Criteria for Indigent Households and Other Household Incomes
To qualify as an Indigent Income Household, a household must comply with the following criteria:

- The verified gross household monthly income may not exceed two times the amount of the state-funded social grant plus 25%, rounded up to the next R100, as stated in the approved tariffs.
- The registered indigent must be the full-time occupant of the property concerned.
- Property owners only qualify for one property/household. If the owner has another property registered in their name, the indigent subsidy will not apply to the additional property not occupied by the owner.
- Owners of vacant land do not qualify for an indigent rebate.

Rates and Services Subsidies per Category – Indigent Households.

Qualifying indigent households receive the following support:

- 6 kl free water and no basic charge per month
- 50 kWh electricity and no basic charge per month (subject to prepaid meter capacity requirements)
- Refuse removal – no basic charge per month
- Sewerage – no basic charge per month
- Property rates subsidy applicable up to a maximum municipal valuation of R700 000

<u>DISCUSSION</u>

The account holder meets the criteria for additional financial assistance based on age and income level. However, the municipal valuation of the property is R4 728 000, which exceeds the R700 000 threshold for full property rates subsidy.

The outstanding debt is not due to unwillingness to pay but rather genuine financial hardship. Continued credit control enforcement may negatively affect the account holder's health and wellbeing given their advanced age.

The Municipality's Customer Care Credit Control and Debt Collection Policy and Tampering Policy (2025/2026) makes provision for special consideration and debt relief in deserving circumstances. In this instance, it is proposed that relief be considered through application of the rates exemption on the portion that is above the R700 000 of the property valuation, together with any additional relief measures deemed appropriate by Council.

Granting debt relief in this case would be consistent with the Municipality's policy framework, social responsibility obligations, and commitment to supporting vulnerable residents. The request is therefore submitted for consideration and approval.

RELEVANT LEGISLATION

2. Customer Care Credit Control and Debt Collection Policy and Tampering Policy 2025/2026

RECOMMENDATION OF THE ACTING MUNICIPAL MANAGER

[a] That the account holder be granted special consideration in terms of the applicable policy provisions for financially distressed pensioners.

[b] That Council notes that the total amount to be considered for write-off in relation to this household equates to **R103 416.82**.

[c] That Credit control actions be considered in light of the account holder's circumstances.

APPENDIX / ADDENDUM

File Number: 9/1/2/10

Execution: Director: Financial Services
Senior Manager: Revenue Services

6.6

F&G06/02/26	**REVIEW OF TARIFF BY-LAW**

REPORT FROM ACTING DIRECTOR: CORPORATE SERVICES

PURPOSE OF THE REPORT

To report to Council on the review of the Tariff By-law.

BACKGROUND

The legal services department in conjunction with the relevant user department embarked on a review process of Council's Tariff By-law. During the review process it was established that Council's current Tariff By-law does not contain a repeal clause.

It is accordingly proposed that a repeal clause be added to the by-law and further, minor amendments are also proposed in order to tidy up the document.

The repeal clause added reads as follows:

> *"Repeal of previous by-laws*
>
> *The provisions of any by-law previously promulgated by the municipality or by any of the disestablished municipalities now incorporated in the Knysna Municipality, are hereby repealed as far as they relate to matters provided for in this by-law".*

The Tariff By-law with proposed amendments is enclosed hereto as
Annexure "A" and is accordingly submitted to Council for consideration and approval to be advertised for public comment in accordance with Rule 47 of Council's approved Rules of Order for Internal Arrangements By-law.

FINANCIAL IMPLICATIONS

Cost of Publication

RELEVANT LEGISLATION

Section 13 of the Municipal Systems Act

RECOMMENDATION OF THE ACTING MUNICIPAL MANAGER

[a] That the report on the Review of the Tariff By-law be noted; and

[b] that the draft Tariff By-law, as amended, be advertised for public comment in terms of Rule 47 of Council's approved Rules of Order for Internal Arrangements By-law.

ANNEXURES
Annexure "A" – Amended Tariff By-law

ANNEXURE "A"

KNYSNA MUNICIPALITY
TARIFF BY-LAW

Table of Contents

1. Interpretation
2. Principles and Objective
3. Adoption and implementation of tariff policy
4. Contents of tariff policy
5. Enforcement of tariff policy
   Repeal of previous by-laws
6. Short Title and Commencement

1. Interpretation

In this by-law, words used in the masculine gender include the feminine, the singular includes the plural and vice versa. The English text prevails in the event of an inconsistency between the different texts and unless the context otherwise indicates –

"Constitution" means the Constitution of the Republic of South Africa, 1996;

"Customer Care, Credit Control, Debt Collection, Indigent and Tampering Policy" means the municipality's Customer Care, Credit Control, Debt Collection, Indigent and Tampering Policy as required by sections 96(b), 97 and 98 of the Local Government: Municipal Systems Act;

"Municipality" means the Municipality of Knysna, established in terms of Section 12 of the Municipal Structures Act, 117 of 1998, and includes any political structure, political office bearer, councillor, duly authorized agent or any employee acting in connection with this by-law by virtue of a power vested in the municipality and delegated or sub-delegated to such political structure, political office bearer, councillor, agent or employee;

"Municipality's Tariff Policy" means a tariff policy adopted by the municipality in terms of this by-law;

"Municipal Systems Act" means the Local Government Municipal Systems Act, 32 of 2000;

"**Municipal Finance Management Act** means the Local Government Municipal Finance Management Act, 56 of 2003;

"tariff" means fees, charges, or any other tariffs levied by the municipality in respect of any function or service provided by the municipality, excluding rates levied by the municipality in terms of the Local Government: Municipal Property Rates Act, 6 of 2004.

2. Principles and Objectives

a) Section 229(1) of the Constitution authorizes a municipality to impose:

   i) rates on property and surcharges on fees for services provided by or on behalf of the municipality; and
   ii) if authorized by national legislation, other taxes, levies and duties.

b) In terms of section 75A of the Municipal Systems Act, a municipality may:

   i) levy and recover fees, charges or tariffs in respect of any function or service of the municipality; and
   ii) recover collection charges and interest on any outstanding amount.

c) In terms of section 74(1) of the Municipal Systems Act, a Municipal Council must adopt and implement a tariff policy on the levying of fees for a municipal service provided by the municipality or by way of service delivery agreements and which complies with the provisions of the Municipal Systems Act, the Municipal Finance Management Act, and any other applicable legislation.
d) In terms of section 75(1) of the Municipal Systems Act, a Municipal Council must adopt by-laws to give effect to the implementation and enforcement of its tariff policy.
e) In terms of section 75(2) of the Municipal Systems Act, by-laws adopted in terms of subsection 75(1) may differentiate between different categories of users, debtors, service providers, services, service standards and geographical areas as long as such differentiation does not amount to unfair discrimination.

3. Adoption and implementation of tariff policy

a) The municipality shall adopt and implement a Tariff Policy on the levying of fees for a municipal service provided by the municipality or by way of service delivery agreements which complies with the provisions of the Local Government: Municipal Systems Act, the Municipal Finance Management Act, and any other applicable legislation.
b) The municipality shall not be entitled to impose tariffs other than in terms of a valid approved Tariff Policy.

4. Contents of Tariff Policy

The municipality's Tariff Policy shall, *inter alia*:

a) apply to all tariffs imposed by the municipality pursuant to the adoption of the municipality's annual budget;
b) reflect the principles referred to in section 74(2) of the Municipal Systems Act and specify any further principles for the imposition of tariffs which the municipality may wish to adopt;
c) specify the manner in which the principles referred to in section 4(b) are to be implemented in terms of the Tariff Policy;
d) specify the basis of differentiation, if any, for tariff purposes between different categories of users, debtors, service providers, services, service standards and geographical areas as long as such differentiation does not amount to unfair discrimination;
e) include such further enforcement mechanisms, if any, as the municipality may wish to impose in addition to those contained in the Customer Care Credit Control, Debt Collection, Indigent and Tampering Policy.

5. Enforcement of tariff policy

The municipality's Tariff Policy shall be enforced through the Customer Care, Credit Control, Debt Collection, Indigent and Tampering Policy and any further enforcement mechanisms stipulated in the municipality's Tariff Policy.

Repeal of previous by-laws

The provisions of any by-law previously promulgated by the municipality or by any of the disestablished municipalities now incorporated in the Knysna Municipality, are hereby repealed as far as they relate to matters provided for in this by-law.

6. Short Title

This by law shall be known as the Knysna Municipality's Tariff By-law and shall give effect to the implementation and enforcement of Knysna Municipality's Tariff policy and comes into operation on the date of promulgation thereof in the Western Cape Government Gazette.

KNYSNA MUNICIPALITY

TARIFF BY-LAW

Table of Contents

1. Interpretation
2. Principles and Objective
3. Adoption and implementation of tariff policy
4. Contents of tariff policy
5. Enforcement of tariff policy
6. Short Title and Commencement

1. Interpretation

In this by-law, words used in the masculine gender include the feminine, the singular includes the plural and vice versa. The English text prevails in the event of an inconsistency between the different texts and unless the context otherwise indicates—

"Constitution" means the Constitution of the Republic of South Africa, 1996;

"Customer Care, Credit Control, Debt Collection, Indigent and Tampering Policy" means the municipality's Customer Care, Credit Control, Debt Collection, Indigent and Tampering Policy as required by Sections 96(b), 97 and 98 of the Systems Act;

"municipality" means the Municipality of Knysna, established in terms of Section 12 of the Municipal Structures Act, 117 of 1998, and includes any political structure, political office bearer, councillor, duly authorized agent or any employee acting in connection with this by-law by virtue of a power vested in the municipality and delegated or sub-delegated to such political structure, political office bearer, councillor, agent or employee;

"municipality's tariff policy" means a tariff policy adopted by the municipality in terms of this by-law;

"Systems Act" means the Local Government: Municipal Systems Act, 32 of 2000;

"tariff" means fees, charges, or any other tariffs levied by the municipality in respect of any function or service provided by the municipality, excluding rates levied by the municipality in terms of the Local Government: Municipal Property Rates Act, 6 of 2004.

2. Principles and Objectives

(a) Section 229(1) of the Constitution authorizes a municipality to impose:

(i) rates on property and surcharges on fees for services provided by or on behalf of the municipality; and

(ii) if authorized by national legislation, other taxes, levies and duties.

(b) In terms of Section 75A of the Local Government: Municipal Systems Act, a municipality may:

(i) levy and recover fees, charges or tariffs in respect of any function or service of the municipality; and

(ii) recover collection charges and interest on any outstanding amount.

(c) In terms of Section 74(1) of the Local Government: Municipal Systems Act, a Municipal Council must adopt and implement a tariff policy on the levying of fees for a municipal service provided by the municipality or by way of service delivery agreements and which complies with the provisions of the Local Government: Municipal Systems Act, the Local Government: Municipal Finance Management Act, 53 of 2003, and any other applicable legislation.

(d) In terms of Section 75(1) of the Local Government: Municipal Systems Act, a Municipal Council must adopt by-laws to give effect to the implementation and enforcement of its tariff policy.

(e) In terms of Section 75(2) of the Local Government: Municipal Systems Act, by-laws adopted in terms of Subsection 75(1) may differentiate between different categories of users, debtors, service providers, services, service standards and geographical areas as long as such differentiation does not amount to unfair discrimination.

3. Adoption and implementation of tariff policy

(a) The municipality shall adopt and implement a tariff policy on the levying of fees for a municipal service provided by the municipality or by way of service delivery agreements which complies with the provisions of the Local Government: Municipal Systems Act, the Local Government: Municipal Finance Management Act, 53 of 2003 and any other applicable legislation.

(b) The municipality shall not be entitled to impose tariffs other than in terms of a valid approved tariff policy.

4. Contents of tariff policy

The municipality's tariff policy shall, *inter alia*:

(a) apply to all tariffs imposed by the municipality pursuant to the adoption of the municipality's annual budget;

(b) reflect the principles referred to in Section 74(2) of the Local Government: Municipal Systems Act and specify any further principles for the imposition of tariffs which the municipality may wish to adopt;

(c) specify the manner in which the principles referred to in Section 4(2) are to be implemented in terms of the tariff policy;

(d) specify the basis of differentiation, if any, for tariff purposes between different categories of users, debtors, service providers, services, service standards and geographical areas as long as such differentiation does not amount to unfair discrimination;

(e) include such further enforcement mechanisms, if any, as the municipality may wish to impose in addition to those contained in the Customer Care Credit Control, Debt Collection, Indigent and Tampering Policy.

5. Enforcement of tariff policy

The municipality's tariff policy shall be enforced through the Customer Care, Credit Control, Debt Collection, Indigent and Tampering Policy and any further enforcement mechanisms stipulated in the municipality's tariff policy.

6. Short Title

This by law shall be known as the Knysna Municipality's Tariff by-law and shall give effect to the implementation and enforcement of Knysna Municipality's Tariff policy and comes into operation on the date of promulgation thereof in the Western Cape Government Gazette.

12 July 2019 57977

BERGRIVIER MUNICIPALITY

APPLICATION FOR REZONING: ERF 3210, PORTERVILLE

Applicant: Jan Truter

Contact details: Tel no. 082 562 6740 and e-mail: jan@southcon.co.za

Owner: P & B Lourens

Reference number: PTV. 3210

Property Description: Erf 3210, Porterville

Physical Address: 12A Du Toit Street

Detailed description of proposal: Applications is made in terms of Section 15 of Bergrivier Municipal By-Law Relating to Land Use Planning for rezoning of Erf 3210, Porterville from Single Residential Zone 1 to General Residential Zone 2 in order to allow the development of four group housing units on the property.

Notice is hereby given in terms of Section 45 of Bergrivier Municipal By-Law relating to Land Use Planning that the abovementioned application has been received and is available for inspection during weekdays between 07:30 and 16:30 from Mondays to Thursdays and between 07:30 and 15:30 on Fridays at this Municipality's Department Planning and Environmental Management at 13 Church Street, Piketberg, 7320. Any written comments may be addressed in terms of Section 50 of the said legislation to the Municipal Manager, Bergrivier Municipality, 13 Church Street or P.O. Box 60, Piketberg, 7320; Fax no: (022) 913 1406 or e-mail: bergmun@telkomsa.net on or before **19 August 2019** from the date of publication of this notice, quoting your, name, address or contact details, interest in the application and reasons for comments. Telephonic enquiries can be made to Mr. K. Abrahams, Town and Regional Planner (East) at tel no. (022) 913 6000. The Municipality may refuse to accept comment received after the closing date. Any person who cannot write may visit the municipal offices during office hours where a staff member of the municipality, will assist such person to transcribe that person's comments or representations.

MN120/2019

ADV HANLIE LINDE, MUNICIPAL MANAGER, Municipal Offices, 13 Church Street, PIKETBERG, 7320

12 July 2019 57978

BERGRIVIER MUNISIPALITEIT

AANSOEK OM HERSONERING: ERF 3210, PORTERVILLE

Applikant: Mnr Jan Truter

Kontak besonderhede: Sel nr 082 562 6740 en e-pos: jan@southcon.co.za

Eienaar: P & B Lourens

Verwysingsnommer: PTV. 3210

Eiendom beskrywing: Erf 3210, Porterville

Fisiese adres: Du Toitstraat 12A

Volledige beskrywing van voorstel: Aansoeke word gedoen ingevolge Artikel 15 van Bergrivier Munisipale Verordening insake Grondgebruikbeplanning om hersonering van Erf 3210, Porterville vanaf Enkel Residensiële Sone 1 na Algemene Residensiële Sone 2 ten einde die ontwikkeling van vier groepsbehuising eenhede toe te laat op die eiendom.

Kragtens Artikel 45 van Bergrivier Munisipale Verordening insake Grondgebruikbeplanning word hiermee kennis gegee dat die bogenoemde aansoek ontvang is en oop is vir inspeksie gedurende weeksdae tussen 07:30 en 16:30 vanaf Maandae tot Donderdae en tussen 07:30 en 15:30 op Vrydae by hierdie Munisipaliteit se Afdeling Beplanning en Omgewingsbestuur te Kerkstraat 13, Piketberg, 7320. Enige skriftelike kommentaar mag geadresseer word ingevolge Artikel 50 van genoemde wetgewing aan die Munisipale Bestuurder, Bergrivier Munisipaliteit, Kerkstraat 13 of Posbus 60, Piketberg, 7320; Faks nr (022) 913 1406 en e-pos: bergmun@telkomsa.net op of voor **19 Augustus 2019**, vanaf die datum van publikasie van hierdie kennisgewing, met vermelding, van u naam, adres of kontakbesonderhede, belange in die aansoek en redes vir kommentaar. Telefoniese navrae kan gerig word aan Mnr. K. Abrahams, Stad- en Streeksbeplanner (Oos) by tel nr (022) 913 6000. Die munisipaliteit mag kommentaar, ontvang na die sluitingsdatum weier. Enige persone wat nie kan skryf nie kan gedurende kantoorure na die munisipale kantore gaan waar 'n personeellid van die munisipaliteit so 'n persoon sal help om die persoon se kommentaar of vertoë af te skryf.

MK120/2019

ADV HANLIE LINDE, MUNISIPALE BESTUURDER, Munisipale Kantore, Kerkstraat 13, PIKETBERG, 7320

12 Julie 2019 57978

CAPE AGULHAS MUNICIPALITY

REMOVAL OF RESTRICTIVE CONDITION(S): ERF 136, STRUISBAAI

CAPE AGULHAS MUNICIPAL BY-LAW ON MUNICIPAL LAND USE PLANNING

Notice is hereby given that the Authorised Official on 9 July 2019, removed conditions, B.6(b) applicable to Erf 136, Struisbaai as contained in Title Deed, T24960/2003 in terms of Section 33(7) of the Cape Agulhas Municipal By-Law on Land Use Planning.

12 July 2019 57987

KAAP AGULHAS MUNISIPALITEIT

OPHEFFING VAN BEPERKENDE VOORWAARDE(S): ERF 136, STRUISBAAI

KAAP AGULHAS MUNISIPALE VERORDENINGE OP MUNISIPALE GRONDGEBRUIKBEPLANNING

Hiermee word kennis gegee dat die Gemagtigde Amptenaar op 9 Julie 2019, voorwaardes B.6(b) wat betrekking het op Erf 136, Struisbaai, soos vervat in Transportakte, T24960/2003 ingevolge Artikel 33(7) van die Kaap Agulhas Munisipale Verordeninge op Grondgebruikbeplanning, opgehef het.

12 Julie 2019 57987

6.7

F&G07/02/26	**REPORT TO COUNCIL ON THE DEVIATION APPROVAL BY THE MUNICIPALITY FROM 24 JANUARY TILL 26 FEBRUARY 2026 – 2025/2026 FINANCIAL YEAR**

REPORT FROM THE DIRECTOR FINANCIAL SERVICES

PURPOSE OF THE REPORT

The purpose of this item submission is to report to Municipal Council on the deviation approval by the Municipality during the implementation of Supply Chain Management Policy from the 24 January 2026 to 26 February 2026. It is key for Council to note these deviation expenditures, and justifiable/ compelling reasons associated with the approval granted by the Accounting Officer are in line with and in accordance with MFMA and SCM Regulations as guided by the Regulations 36 of MFMA, and in compliance with the Municipal Supply Chain Management Policy and Procedures.

BACKGROUND

During the period between 24 January 2026 and 26 February 2026, the Municipal Manager dispense with supply chain management policies and procedures as guided by the regulations 36 on the emergency basis, sole suppliers and exceptional cases or circumstances. Various appointments were made through deviation totalling **R 24 347 694,02**

- Details of the appointments and the reasons thereof are attached as Annexure A
- Deviations pertaining to the Water Crises amounting to R4 655 318,34

In light of the above, SCM Regulations 36 prescribed that the Accounting Officer may dispense the official procurement process established by the Municipal SCM policy and to procure any required goods and services through any convenient process, which may include direct procurement on any other exceptional circumstance or case where it is impractical or impossible to follow official procurement process, where it can be demonstrated that goods or services are produced or available from a single source/single provider only, and also on an emergency which is considered an unforeseeable, and sudden event which may be materially harmful or potentially harmful consequences for the Municipality which requires urgent actions.

The policy and regulations prescribed that the Accounting Officer must record reasons for any deviations in terms of sub-section (1)(a) and (b) of the SCM policy and report them to Council and include them as a note in the annual financial statements.

N.B See attached deviation register for more detailed information.

APPLICABLE LEGISLATION AND REGULATIONS.

Municipal Finance Management Act and SCM Regulations 36

RECOMMENDATIONS OF THE DIRECTOR FINANCIAL SERVICES

The Municipal Council to:

[a] Note the total of **R 24 347 694,02** deviations expenditure approved by the Accounting Officer from 24 January 2026 to 26 February 2026 of the 2025/2026 Financial year

[b] Note the reasons associated with the approval of the deviations are in line with approved Municipal SCM policy and SCM regulations.

[c] Note the deviation register for the period of 24 January 2026 to 26 January 2026 of the 2025/26 financial year and make appropriate recommendations where applicable.

[d] Note that deviations that do not comply to the criteria to be recorded as irregular expenditure, since they could not be avoided.

APPENDIX / ADDENDUM

Deviation Register: From 24 January 2026 till 26 February 2026.

File Number: 9/1/2/10

Execution: Director Financial Services

ANNEXURE A

Deviation approvals for the period 24 January 2026 - 25 February 2026

No.	Company Name	Deviation Number	Summary of the Motivation	Awarded Amount	Summary of Services	Approval date of Municipal Manager	Estimated Date of Completion	Reason	Creditor Number
1	George Lawnmowers, Chainsaw & Equipment	D033/2025/26	Water Crisea	R 29,394.79	Procurement of suction pumps	10/23/2026	1/30/2026	Emergency	3769
2	Africa Skills Village & Management Services	D034/2025/26	Provision of accredited Training	R 234,000.00	Occupational Qualification: Plumbing Hand NQF Level 3	1/27/2026	5/31/2026	Sole Supplier	8627
3	Silalele Skills Academy	D035/2025/26	Provision of accredited Training	R 438,725.00	National Certificate: Mixed Farming - NQF Level 2	1/27/2026	11/30/2026	Sole Supplier	11642
4	BUCO Knysna	D036/2025/26	Procurement of tools and equipment for contract plumbers - Water Crisea	R 39,061.64	Urgently equip additional contracted employees to assist with pipe breaks and replace faulty smart meters	2/5/2026		Exceptional Case	3878
5	Steyns Drilling cc	D037/2025/26	Emergency groundwater supply project Knysna borehole refurbishment programme - Water Crisea	R 4,545,595.17	T27 of 2025/26	2/11/2026	3/31/2026	Emergncy	
6	Messrs Northfeld Engineering	D038/2025/26	Urgent repairs to Sedgefield's Final WKLn 80-4 pump - Water Crisea	R 40,666.74	Northfield Engineering has a refurbished pump immediately available to restore pump capcity while repairing the faulty pump	2/4/2026	Immediately	Emergency	6390
7	Noble Spectatus Fund 4	D039/2025/26	Leasing a portion of erf 711, Knysna (Customer Care Building) for office space - Office Accommodation	R 1,466,352.68	Knysna Municipality is still using the offices situated at the Old Standard Bank Building belonging to Noble Spectatus Fund 4	2/9/2026	6/30/2026	Exceptional Case	9855
8	Africa Skills Village & Management Services	D040/2025/26	Provision of accredited Training	R 2,062,900.00	Electrician Apprenticeship	2/9/2026	6/30/2028	Sole Supplier	8627
9	VTC Supplies & Services, T&F Construction, Amila Investments, Aqua Transport & Plant Hire	D041/2025/26	Hire of Plant and Equipment on an as-and-when basis - Tender exceeded 80/20 threshold	R 5,900,000.00	T17 of 2024/25 was terminated. Same appointed service providers (4 services providers) will be used as per T17/2023/24. Total available budget will be R5.9 million after Council approval (As per budget office confirmation). Tender is rate based, cost will be incurred on an as-and-when required basis. Total unknown - R5.9 million is indicative	2/16/2026	30/06/2026 or until new tender is in place	Exceptional Case	10892, 9599, 9793, 10671
10	VTC Supplies & Services	D042/2025/26	Hire of Plant and Equipment on an as-and-when basis - Tender exceeded 80/20 threshold	R 9,100,000.00	T17 of 2024/25 was terminated. Hooflift Truck, Refuse Compactor, Front-End Loader, Truck with Hydraulic 30-35 mt Crane, 4000/5000 Combination High-Pressure Water and Vacuum Truck to be hired. Rate based .Cost will be incurred on an as-and-when required basis - Total Unknown - R9.1 million is indicative	2/18/2026	6/30/2026	Exceptional Case	10892
11	Valley Containers	D043/2025/26	Ward 8 Councillor Office/Container - Contract expired	R 65,573.00	Payment of damages to containers and rental of containers from 1 July 2025 - 30 June 2026	2/18/2026	6/30/2026	Exceptional Case	5134
12	Ignite Advisory Services	D044/2025/26	IPMS Support Services	R 190,200.00	To ensure continuity of the existing IPMS support services provided by Ignite Assist. Extention of their services for an additional six (6) months. 01 January 2026 - 30 June 2026.	2/25/2026	6/30/2026	Exceptional Case	5835
13	Bradley Conradie Halton & Cheadle	D045/2025/26	Appointmet of an independent investigator - Disciplinary regulations for Senior Managers - No independent service provider available on the Legal Services panel.	R 234,025.00	Misconduct & financial misconduct allegations against Municipal Manager Dr. Lulamile Mapholoba.R 2 750 per hour. Estimate amount provided is R 234 025, which is however not a final amount as the scope of works and actual evidance or interviews to be led, will impact the amount of actual hours worked.	2/12/2026	2/28/2026	Exceptional Case	11742
	Total amount			R 24,347,694.02					

7. ADJOURNMENT

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