

SPECIAL COUNCIL MEETING
AGENDA
18 JUNE 2026



Knysna
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Knysna
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Clydestraat
Knysna
6570

Clyde
eKnysna
6570

PO Box 21
Knysna
6570

Posbus 21
Knysna
6570

Posbus 21
Knysna
6570

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

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

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

Notice is hereby given, in terms of Section 19(b) of the Local Government: Municipal Systems Act, 32 of 2000 as amended, that a **SPECIAL MEETING** of the **MUNICIPAL COUNCIL** of Knysna Municipality will be held on Microsoft Teams on **THURSDAY, 18 JUNE 2026** at **18:00** to consider the business set forth in the attached agenda.

Kennis geskied hiermee as gevolg van Artikel 19(b) van die Plaaslike Regering : Munisipale Stelsels Wet, 32 van 2000, dat 'n **SPESIALE VERGADERING** van die **MUNISIPALE RAAD** van Knysna Munisipaliteit op Microsoft Teams op **DONDERDAG, 18 JUNIE 2026** om **18:00** gehou sal word ten einde sake soos uiteengesit in die aangehegte agenda te oorweeg.

Ibhunga lika**MASIPALA** waseKnysna lazisa ngomthetho okwisolotya 19(b) wenkqubo mgaqo olawula oMasipala, 32 of 2000, njengoko utshintshiwe, **NGENTLANGANISO EKHETHEKILEYO** ye**BHUNGA** lika**MASIPALA** waseKnysna eyakubanjelwa ku Microsoft Teams **NGOLWESINE, NGOMHLA WE 18 ISILIMELA 2026** ngentsimbi ye **18:00** umba iyakuba lushishino oluchazwe kwi-agenda.

CLLR M WILLEMSE

The Speaker

Die Speaker

Usomlomo

MR B M NGUBO

Acting Municipal Manager

Waarnemende Munisipale Bestuurder

Mphathi kaMasipala

Date : 18 June 2026

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A G E N D A

1. **OPENING AND WELCOMING**
2. **SILENT PRAYER**
3. **ATTENDANCE OF MEMBERS**
 - 3.1 **COUNCILLORS PRESENT**
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4. **NOTING OF THE PROVISIONS OF CODE OF CONDUCT FOR COUNCILLORS AND CODE FOR ETHICAL LEADERSHIP AS ADOPTED BY COUNCIL**
5. **DISCLOSURE OF INTERESTS BY COUNCILLORS**

6. **NEW MATTERS SUBMITTED BY THE ACTING MUNICIPAL MANAGER**

6.1

SC01/06/26 DETERMINATION OF UPPER LIMITS OF SALARIES, ALLOWANCES AND BENEFITS of DIFFERENT MEMBERS OF MUNICIPAL COUNCILS – 2025/2026

REPORT FROM THE ACTING MUNICIPAL MANAGER

PURPOSE OF THE REPORT

To request Council to implement the Upper Limits of Salaries, Allowances and Benefits of different Members of Municipal Council as promulgated in Government Gazette No. 54179 dated 20 February 2026.

BACKGROUND

The Upper limits of Salaries, Allowances, and Benefits of different Members of Municipal Councils are promulgated annually. The approved Government Gazette No. 54179 dated 20 February 2026 sets out the current Salaries, Allowances and benefits of Members of Municipal Councils for the period 2025/2026.

In terms of the Government Gazette 54179 dated 20 February 2026, the total municipal income in respect of a local municipality will be based on actual income received as stated in the statement of financial performance of the audited financial statements of the municipality for the 2024/2025 financial year.

The abovementioned Gazette determines the following increase and benefits:

In terms of Categorization, the Knysna statistics are as follows:

Description	Knysna Municipality	Total	Number of Points
Total Income as per 2024/2025 AFS	R 1,051,113,181.00	R 228,159,823 - R1,711,198,662	33.33
Total Population as determined by Statistician-General for 2022 Census	96,055	73,858 - 123,833	16.67
Grade of Knysna Municipality	Grade 3	33.34 to 50.00	50

In terms of the Government Gazette 51407, the categorization of municipality equates to a Category 3.

The upper limits of the annual total remuneration packages of full-time councilors are as follows:

Executive Mayor	R1 011 529
Deputy Mayor	R 809 224
Speaker	R 809 224
Member of the Executive Committee	R 758 650
Chairperson of Oversight Committee (MPAC)	R 743 407

The upper limits of the annual total remuneration packages of part-time councilors are as follows:

Council Whip	R 423 234
Part-time Members	R 320 101

It must be noted that Upper Limits Notice may not be implemented before Council has considered the report and resolved that the levels of remuneration will apply in the municipality. Furthermore, the budget must reflect the liability to pay the level of remuneration determined by Council and must also be cash-funded. Before implementing, Council to consult and obtain concurrence from the MEC responsible for Local Government in the Province, motivating the affordability and demonstrating that the remuneration has been budgeted for.

FINANCIAL IMPLICATIONS

Current remuneration:	R10,212,132.00
Government Gazette:	R11,425 784.00
Financial implication =	R1, 213 652.00

RELEVANT LEGISLATION

Municipal Systems Act 32 of 2000

Government Notice on Determination of Upper Limits of Salaries, Allowances and Benefits of Different Members of Municipal Councils Government Gazette No. 54179 dated 20 February 2026

RECOMMENDATION OF THE ACTING MUNICIPAL MANAGER

- [a] That the content of the report on the Upper Limits of Salaries, Allowances and Benefits of Different Members of Municipal Councils for the 2025/2026 financial year, be noted;
- [b] That the Upper Limits of Salaries, Allowances and Benefits of Councillors as per Government Gazette No 54179 dated 20 February 2026, be implemented;
- [c] That it be noted that Government Gazette Notice 54179 dated 20 February 2026 replaces Government Gazette No 51419 of 21 October 2024;
- [d] That the process in terms of implementation be followed as outlined in Government Gazette No 54179 dated 20 February 2026;

- [e] That concurrence be sought from the MEC responsible for Local Government in the Province, motivating the affordability of the levels of remuneration prior to implementation;
- [f] That the Council resolves to implement the backdated Upper Limits of Salaries, Allowances and Benefits of Different Members of Municipal Councils following the approval and subject to Budget Availability with effect from 1 July 2025.

APPENDIX / ADDENDUM

ANNEXURE A – Government Gazette No 54179 dated 20 February 2026

ANNEXURE B – Affordability Certificate

File Number

Execution: Acting Municipal manager
 Acting Director: Corporate Services
 CFO
 Manager: Expenditure
 Manager: Human Resources

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Enq: Lance Joel
Tel: (012) 369- 8000
Fax: (012) 369 8001
Cell: 0829083335
E-mail: ljoel@salga.org.za



CIRCULAR 10 / 2026

FROM : CHIEF EXECUTIVE OFFICER

TO : SALGA PROVINCIAL CHAIRPERSONS
EXECUTIVE MAYORS / MAYORS
SPEAKERS
CHIEF WHIPS
MUNICIPAL MANAGERS

CC : PROVINCIAL DIRECTOR OF OPERATIONS

DATE : 23 FEBRUARY 2026

DETERMINATION OF UPPER LIMITS OF SALARIES, ALLOWANCES AND BENEFITS OF
COUNCILLORS

1. PURPOSE OF THE CIRCULAR

The purpose of this circular is to:

- a) Notify municipalities on Notice on the Determination of Upper Limits of Salaries, Allowances and Benefits of Different Members of Municipal Councils for the 2025/26 Financial Year;
- b) Advise municipalities on the implementation of the Notice;
- c) Highlight the key features of the Notice.

2. BACKGROUND AND CONTEXT

- 2.1 In terms of Section 219(1) and (5) of the Constitution, read with Section 8(4) of the Independent Commission for the Remuneration of Public Office Bearers (Commission Act), the Independent Commission for the Remuneration of Public Office Bearers ("the Commission") is mandated to make

Tel: 012 369 8000 | Fax: 012 369 8001
PHYSICAL: Block B, Menlyn Corporate Park, 175 Corobay Ave, Waterkloof Glen Ext 11, Pretoria 0181
POSTAL: PO Box 2094, Pretoria 0001
www.salga.org.za



annual recommendations relating to the salaries and/or upper limits of the salaries, allowances, benefits and the resources (tools of trade) required by the Public Office Bearers (POBs) that will enable them to perform their duties effectively.

Further, Section 7 of the Remuneration of Public Office Bearers Act, 1998 empowers the Minister responsible for local government to determine the upper limits of salaries of different members of Municipal Councils by notice in the gazette after consultation with the Member of Executive Council (MECs) responsible for local government in each province and after, inter alia, taking into consideration the recommendations of the Commission.

The Commission is at the final phase of completing its major review of the remuneration of POBs. It is considered that implementation of the entire structural change is not possible in the current economic climate and fiscal constraints. These will require prior consideration by the National Treasury and acceptance of the recommendations by the President.

2.2 KEY FEATURES OF THE NOTICE

Amongst the provisions of the Notice are the following:

1. A sitting allowance of R 1,296.31 per day;
2. Executive Mayors, Mayors, Deputy Executive Mayors, Deputy Mayors, Speakers, and Whips are entitled to two bodyguards per shift of two. Deviation from the norm must only be based on the recommendations of the South African Police Service. **All other councillors are subject to a threat risk analysis conducted by the South African Police Service;**
3. The retainment of the cellphone allowance not exceeding R3600 per month;
4. The retainment of the mobile data bundles not exceeding R317 per month;
5. **Capacity building programmes** provide for training courses or programmes as provided for in the education, training and development policy of the council, including training conducted by national departments, associated government agencies and SETAs, provincial departments, municipalities and organised local government through institutions of higher learning and Further Education and Training Colleges. Every council must develop and adopt a policy to provide for the education, training and development of councillors. The council must make provision in its budget for the education, training and development of councillors, which must remain valid for the tenure of office of that council. In the provision thereto, municipalities must exercise financial prudence.
6. The total population is based on the official statistics of the population residing in the area of jurisdiction of a metropolitan, district or local municipality as determined by the Statistician-General for the 2022 Census.
7. The **special risk insurance** on residential property is limited to R1,5 million while on vehicles it is limited to R750,000. The life and disability insurance cover is limited to 2 times the total remuneration package of a councillor.



3. IMPLEMENTATION

- 3.1 Municipal Managers should note that the Upper Limits Notice **MAY NOT BE IMPLEMENTED** before respective municipal councils have considered a report on the upper limits and have resolved the levels of remuneration which will apply in that municipality. This consideration must occur concerning the financial year (in this instance 2025/ 26) within which the payments will have to be made, and the affordability thereof for municipalities. This implies that the budget for the year in question must reflect the liability to pay the level of remuneration determined by the council and this must in turn be cash-funded.

Furthermore, before implementation, it is necessary for a council to consult and **obtain concurrence** from the MEC responsible for Local Government in the Province, motivating the affordability and demonstrating that the liability has been budgeted for. Failure to follow these steps will result in **AN ADVERSE AUDIT OPINION** being expressed by the Auditor General.

- 3.2 It will be necessary for councils to **apply the formula** contained in paragraphs 2, 3 and 4 of the gazette, **to determine the grade of the Municipality**. It should be noted that this formula applies to Local, District and Metropolitan Municipalities.
- 3.3 The upper limits of the annual total remuneration package of various categories of full-time and part-time Councillors are contained in paragraphs 5 and 8 respectively of the gazette. It should be noted that the amount contained under "*total remuneration*" requires that **every Councillor who elects to include the motor vehicle allowance in his or her salary structure must specifically provide for it**. If a councillor structures his or her total remuneration package to provide for motor vehicle allowance, the councillor must submit proof of ownership of a private motor vehicle.

In providing for the travelling allowance Councillors attention should be drawn to the reality that this allowance is granted to cover costs incurred on travelling for official business, which excludes travel between the place of residence and ordinary place of work. Although fully taxable on assessment, only 80% of the allowance is subject to the deduction of PAYE. Again, this does not mean that only 80% is taxable. The full allowance remains taxable and any unspent portion will be included in a Councillor's taxable income and a Councillor would be required to account to the South African Revenue Service (SARS) for the use of such an allowance. Councillors who **DO NOT HAVE MOTOR VEHICLES** and/or who are likely to have difficulties accounting to SARS for this allowance are advised **NOT TO INCLUDE THE TRAVEL ALLOWANCE IN THE SALARY STRUCTURE**.

- 3.4 It should be clarified that the total remuneration package **INCLUDES** the travel allowance, housing allowance, municipal contribution to the pension fund and municipal contribution to the medical aid scheme. The allowances that are provided for in the notice and applicable for councillors form the total remuneration package. **No** additional contribution must be made by the municipality.

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- 3.5 Additionally, over and above the annual total remuneration package provided for in terms of items 5 and 8 respectively, councillors may be paid a cell phone allowance not exceeding R3,600.00 per month mobile and mobile data not exceeding R317.00 per month, in accordance with the applicable municipal council policy.
- 3.6 Municipalities must take out the special risk insurance, insurance on residential property is limited to R1,5 million while on vehicles it is limited to R750,000. The life and disability insurance cover is limited to 2 times the total remuneration package of a councillor. A councillor is **obliged** to submit to the municipality details of property, assets and beneficiaries to be covered by the special risk insurance upon request. A councillor **who fails to submit** the required details referred to herein **forfeits the benefits** associated with the special risk insurance cover.
- 3.7 The notice necessitates that municipalities develop the following policies to give effect and assist in the implementation of the provisions of the notice:
- Policy on capacity building;
 - Travel policy;
 - Policy on out-of-pocket expenses; and
 - Tools of trade policy.
- 3.8 **Overpayment-** it should be taken into account that any remuneration paid to a councillor of a municipality other than in accordance with section 167(1) of the Local Government: Municipal Finance Management Act, 2003 (Act No. 53 of 2003) including any bonus, bursary, loan, advance or other benefit, is an irregular expenditure and a municipality must recover that remuneration from the councillor concerned.

Any questions regarding the the above should be directed to Provincial Executive Officers of SALGA at provincial offices or to **Lance Joel** (ljoel@salga.org.za) [(012) 369- 8000 / 082 908 3335] or **Mr Michael Chauke** at SALGA National Office (mchauke@salga.org.za) [(012) 369-8000 / 076 061 7598]

Yours faithfully,

A handwritten signature in black ink, appearing to read 'Sithole Mbanga', is written over a horizontal line.

SITHOLE MBANGA
CHIEF EXECUTIVE OFFICER



Government Gazette Staatskoerant

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GOVERNMENT GAZETTE, 20 FEBRUARY 2026

IMPORTANT NOTICE:

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No FUTURE QUERIES WILL BE HANDLED IN CONNECTION WITH THE ABOVE.

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GOVERNMENT NOTICES • GOEWERMENTSKENNISGEWINGS

DEPARTMENT OF CO-OPERATIVE GOVERNANCE AND TRADITIONAL AFFAIRS

NO. 7159

20 February 2026

REMUNERATION OF PUBLIC OFFICE BEARERS ACT, 1998
(ACT NO. 20 OF 1998)

DETERMINATION OF UPPER LIMITS OF SALARIES, ALLOWANCES AND
BENEFITS OF DIFFERENT MEMBERS OF MUNICIPAL COUNCILS

Under the powers vested in me by sections 7(1), 8(5)(a) and 9(5)(a) of the *Remuneration of Public Office-bearers Act, 1998* (Act No. 20 of 1998), I, Velenkosini Hlabisa, Minister of Cooperative Governance and Traditional Affairs, hereby –

- (a) after consultation with the member of the Executive Council responsible for local government in each province; and
- (b) after taking into consideration the matters listed in paragraphs (a) to (i) of section 7(1) of the Act,

determine the upper limits of the salaries, allowances and benefits of the different members of municipal councils as set out in the Schedule.



VELENKOSINI HLABISA, MP
MINISTER OF COOPERATIVE GOVERNANCE AND TRADITIONAL AFFAIRS

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GOVERNMENT GAZETTE, 20 FEBRUARY 2026

SCHEDULE

PREAMBLE

The salary and allowances of a councillor is determined by that municipal council by resolution of a supporting vote of the majority of its members, in consultation with the member of the Executive Council responsible for local government in each province, having regard to the upper limits as set out hereunder, the financial year of a municipality and affordability of municipality to pay within the different grades of the remuneration of councillors, including the austerity measures as approved by national Cabinet.

For purposes of implementation of this Government Notice, "in consultation with" means that a municipal council must obtain concurrence of the MEC for local government prior to the implementation of the provisions of this Notice.

1. Definitions

In this Schedule, unless the context indicates otherwise, a word or phrase to which a meaning has been assigned in the *Remuneration of Public Office-bearers Act, 1998* (Act No. 20 of 1998) (hereinafter referred to as "the Act") and the *Local Government: Municipal Structures Act, 1998* (Act No. 117 of 1998) (hereinafter referred to as "the Structures Act"), has that meaning and –

"basic salary" means the salary component of a councillor that excludes a travel allowance as provided in item (9)(1), housing allowance as provided in item 9(2), the municipal contribution to a pension fund as provided in item 13(1) and municipal contribution to a medical aid scheme as provided in item 13(2);

"capacity building programmes" means training courses or programmes as provided for in the education, training and development policy of council, including training conducted by national departments, associated government agencies and SETAs, provincial departments, municipalities and organised local government through institutions of higher learning and Further Education and Training Colleges.

"full-time councillor" means a councillor who has been elected or appointed to an office which has been designated as full-time in terms of section 18(4) of the Structures Act;

"grade" in relation to this Notice means the grade of municipal council as determined in terms of item 4;

"MEC" means the member of the Executive Council of a province responsible for local government in the province;

"oversight committee" means a committee of the municipal council established in terms of section 79 or 79A of the Structures Act;

"part-time councillor" means a councillor other than a full-time councillor;

"pension fund" means any fund established and registered in terms of, and subject to, any law governing the registration and control of pension funds in the Republic of South

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Africa and to which an office bearer contributes or any pension scheme approved by Parliament for such office bearers;

"SETAs" means the Sector Education and Training Authorities established in terms of section 9 of the *Skills Development Act, 1998* (Act No. 97 of 1998);

"special risk cover" means an insurance cover, provided to a councillor by the municipality, which covers the loss of or damage to a councillor's personal immovable or moveable property and assets, excluding property used by such councillor for business purposes, as well as life and disability cover, for any loss or damage caused by riot, civil unrest, strike or public disorder;

"tools of trade" means the resources provided by a municipal council to a councillor to enable such councillor to discharge his or her duties in the most efficient and effective manner, and at all times remain the assets of the municipality concerned;

"total municipal income" means gross income in respect of a metropolitan, local or district municipality based on actual income received as stated in the statement of financial performance of the audited financial statements of that municipality for the 2024/ 2025 financial year. The gross income for the municipality will include the following:

- rates on property;
- fees for services rendered by the municipality, or on its behalf by a municipal entity;
- surcharges;
- other authorised taxes;
- levies and duties;
- income from fines for traffic offences and contravention of municipal by-laws or legislation assigned to the local sphere of government;
- regional services council replacement grant for district municipalities;
- interest earned on invested funds other than national and provincial conditional grants;
- rental for the use of municipal movable or immovable property; and
- amounts received as agent for other spheres of government.

The gross income excludes the following:

- transfers and / or grants from the national fiscus and provincial fiscus, with the exception of regional services council replacement grant for district municipalities; and
- all value added tax (VAT) refunds.

"total population" means the official statistics of the population residing in the area of jurisdiction of a metropolitan, district or local municipality, as determined by the Statistician-General for the 2022 Census, in terms of section 14(7) of the *Statistics Act, 1999* (Act No. 6 of 1999); and

"total remuneration package" means the total cost to a municipality of a basic salary component, a motor vehicle allowance as provided in item 9(1), housing allowance as provided in item 9(2), the municipal contribution to a pension, provident or retirement annuity fund as provided in item 13(1) and municipal contribution to a medical aid scheme as provided in item 13(2) to a councillor in a municipal financial year.

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2. Allocation of number of points for total municipal income

The number of points allocated for the total municipal income of a municipality is as follows:

TOTAL MUNICIPAL INCOME		NUMBER OF POINTS
R0	- R 11,407,991	8.33
R11, 407,992,	- R57, 039,955	16.67
R57,039,956	- R228,159,822	25.00
R228,159,823	- R1,711,198,662	33.33
R1,711,198, 663	- R2,281,598, 217	41.67
More than R 2,281,598,218		50.00

3. Allocation of number of points for total population

The number of points allocated for the total population within a municipality, is as follows:

TOTAL POPULATION		NUMBER OF POINTS
0	- 73 857	8.33
73 858	- 123 833	16.67
123 834	- 309 583	25.00
309 584	- 681 083	33.33
681 084	- 2 229 001	41.67
More than 2 229 001		50.00

4. Determination of grade of municipal council

(1) The sum of the number of points allocated to a municipal council in terms of items 2 and 3 of the Notice, determines the grade of such municipal council as follows:

GRADE OF MUNICIPAL COUNCIL	POINTS
1	0 to 16.66
2	16.67 to 33.33
3	33.34 to 50.00
4	50.01 to 66.67
5	66.68 to 83.35
6	83.36 and above

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5. Upper limits of the annual total remuneration packages of full-time councillors

The upper limits of the annual total remuneration packages of full-time councillors are as follows:

GRADE	TOTAL REMUNERATION PACKAGE			
	EXECUTIVE MAYOR OR MAYOR	SPEAKER, DEPUTY EXECUTIVE MAYOR OR DEPUTY MAYOR	MEMBER OF THE EXECUTIVE COMMITTEE OR MAYORAL COMMITTEE, WHIP OR CHAIRPERSON OF A SUBCOUNCIL	CHAIRPERSON OF A SECTION 79 OR SECTION 79A COMMITTEE
6	R1,650,039	R1,332,597	R1,255,291	R1,218,468
5	R1,230,245	R984,192	R922,683	R895,618
4	R1,050,284	R840,233	R788,073	R764,612
3	R1,011,529	R809,224	R758,650	R743,407
2	R947,146	R757,718	R717,123	R696,089
1	R919,541	R742,644	R696,226	R675,804

6. Upper limit of annual total remuneration package or allowance in respect of appointed councillors

(1) A councillor appointed to a district council in terms of section 23(1)(b) of the Structures Act, may be paid the upper limit of the total remuneration package or allowance as follows:

- (a) If a councillor is elected or appointed as speaker, mayor, executive mayor, member of a mayoral committee, member of an executive committee, chairperson of a section 79 committee or section 79A committee or part-time member of a district council, such councillor is entitled to an amount equal to the difference between the total remuneration package that a councillor receives as a member of the local council and the total remuneration package allocated to that office in the district council in terms of items 5, 6, 7, 8, 9, 10, 11 and 12, as the case may be.
- (b) If the total remuneration package payable to a councillor as a member of the local council is equal to or higher than the total remuneration package that an appointed councillor to the district council receives, such a councillor is, in addition to the total remuneration package received at the local council, entitled to a sitting allowance not exceeding R1,296,31: Provided that this allowance is limited to R1,296,31 per day, regardless of the number of meetings of the district council or committees of that council that are attended by such councillor on a specific day.

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(2) A district municipality is responsible for –

- (a) the payment of the remuneration or the allowance referred to in sub-item (1);
- (b) the reimbursement of travel expenses not exceeding the applicable tariffs prescribed by the national department responsible for transport for the use of privately-owned vehicles incurred by a councillor for the execution of official duties on behalf of that district municipality, in terms of that district council's policy; and
- (c) the payment of cell phone expenses not exceeding 50% of the applicable allowances as prescribed under item 11 incurred by a part-time councillor for the execution of official duties on behalf of that district municipality, in terms of that district council's policy.

7. Upper limit of allowance in respect of councillors serving in the governance and intergovernmental structures of organised local government

(1) (a) A councillor designated by organised local government to serve in a governance structure of organised local government must, in addition to the total remuneration package applicable to that councillor, be paid an allowance not exceeding R1,296,31 per sitting and actual attendance of any meeting: Provided that the allowance is limited to R1,296,31 per day, irrespective of the number of meetings attended by such councillor on a specific day.

- (b) A councillor designated by organised local government to represent organised local government at any intergovernmental structure, including national and provincial executive authorities, must in addition to the total remuneration package applicable to that councillor, be paid an allowance not exceeding R1,296,31 per sitting and actual attendance of such structure: Provided that the allowance is limited to R1,296,31 per day, irrespective of the number of attendances by such councillor on a specific day.

(2) Organised local government is responsible for –

- (a) the payment of the allowance referred to in sub-item (1);
- (b) the payment of accommodation expenses incurred for attending a meeting of governance and intergovernmental structures in terms of applicable organised local government policy; and
- (c) reimbursement of travel expenses, not exceeding the applicable tariffs prescribed by the national department responsible of transport for the use of privately-owned

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vehicles, incurred by a councillor for attending a meeting of governance and intergovernmental structures.

8. Upper limits of the annual total remuneration packages of part-time councillors

The upper limits of the annual total remuneration packages of part-time councillors are as follows:

GRADE	TOTAL REMUNERATION PACKAGE				
	EXECUTIVE MAYOR OR MAYOR	SPEAKER, DEPUTY EXECUTIVE MAYOR OR DEPUTY MAYOR	MEMBER OF THE EXECUTIVE COMMITTEE OR MAYORAL COMMITTEE OR WHIP	CHAIRPERSON OF A SECTION 79 OR SECTION 79A COMMITTEE	OTHER PART-TIME MEMBERS
6	R924,909	R782,434	R700,289	R679,746	R617,948
5	R686,316	R549,054	R514,738	R499,635	R388,656
4	R585,927	R468,751	R439,445	R426,555	R332,380
3	R564,302	R451,403	R423,234	R410,810	R320,101
2	R528,382	R422,705	R396,289	R384,664	R299,738
1	R512,986	R410,387	R384,741	R372,678	R290,653

9. Upper limits of allowances of full-time and part-time councillors

The upper limits of allowances of full-time and part-time councillors, that constitute part of the annual total remuneration package, are as follows:

- (1) Motor vehicle and travel allowance
- (a) A councillor listed in item 5 and 8 of this Notice may, in line with applicable legislation, structure his or her basic salary to provide for motor vehicle allowance.
- (b) If a councillor structures a vehicle allowance, the councillor must provide proof of ownership of a private vehicle to the municipality and have the vehicle available for official duties.
- (c) A councillor who uses a privately-owned vehicle for execution of official duties on behalf of the municipality, may be reimbursed for official kilometres travelled, in addition to the total remuneration package of a councillor as determined in terms of items 5 and 8 of the Notice, not exceeding the applicable tariffs as prescribed by the national department responsible for transport and in terms of the municipal council's policy.

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- (d) A councillor who utilises a privately-owned vehicle for official purposes must, for purpose of claiming kilometres travelled, keep a travel logbook containing the following information relating to actual official and private kilometres travelled per month as may be determined from time to time by the South African Revenue Service:
- (i) Date of travel;
 - (ii) Kilometres travelled; and
 - (iii) Travel details (i.e. reason for the trip, duration of trip and place from and place to).
- (e) A councillor may, in exceptional circumstances and upon good cause shown, and with the approval of the Mayor or Speaker, utilise the municipal-owned vehicle for official purposes: Provided that the municipal council must, in line with applicable legislation and approved municipal council policy, exercise prudent financial management to ensure that the provision of motor vehicle does not undermine the need to prioritise service delivery and sustain a viable municipality.
- (f) If a councillor uses a municipal-owned motor vehicle for official purposes, such councillor will not be reimbursed for kilometres travelled.
- (2) Housing allowance

A councillor may structure his or her salary to provide for housing allowance as part of the total remuneration package.

10. Out of pocket expenses

A councillor may, in addition to the total remuneration package, be reimbursed for reasonable and actual out of pocket expenses incurred during the execution of official or ceremonial duties, in accordance with the applicable municipal council policy.

11. Upper limits of cell phone allowance for councillors

A councillor may, in addition to the annual total remuneration packages provided for in terms of items 5 and 8 respectively, be paid a cell phone allowance not exceeding R3600.00 per month in accordance with the applicable municipal council policy.

12. Upper limits of mobile data bundles for councillors

A councillor may, in addition to the annual total remuneration packages provided for in terms of items 5 and 8 respectively, be paid an allowance on the use of data bundles not exceeding R317 per month.

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13. Upper limits of pension, provident or retirement annuity fund contributions and medical benefits of councillors

- (1) Pension, provident or retirement annuity contributions
- (a) A councillor may participate in a pension, provident or retirement annuity fund registered in terms of the Pension Fund Act, 1956 (Act No. 24 of 1956).
- (b) If a councillor elects to participate in a pension, provident or retirement annuity fund, the municipal council must deduct from that councillor's salary, the monthly contributions and pay the contributions to a pension, provident or retirement annuity fund to which the councillor is a member in accordance with the rules of such pension, provident or retirement annuity fund. The contributions by the municipal council and the councillor are included in the total remuneration package as a total cost to the municipality.
- (2) Medical Aid Scheme
- (a) A councillor may participate in a medical aid scheme registered in terms of the Medical Schemes Act, 1998 (Act No. 131 of 1998).
- (b) If a councillor elects to participate in a medical aid scheme, the municipal council must deduct from that councillor's salary, the monthly contributions and pay the contributions to a medical aid scheme to which the councillor is a member in accordance with the rules of such medical aid scheme. The contributions by the municipal council and the councillor are included in the total remuneration package as a total cost to the municipality.

14. Special risk cover

- (1) A municipality must, in addition to the annual total remuneration packages as provided in items 5 and 8 respectively, take out risk insurance cover, to provide for an insurance cover, provided to a councillor by the municipality, which covers the loss of or damage to a councillor's personal immovable or moveable property and assets, excluding property used by such councillor for business purposes, as well as life and disability cover, for any loss or damage caused by riot, civil unrest, strike or public disorder. The special risk insurance on residential property will be limited to R1, 5 million while on vehicles it is limited to R750 000. The life and disability insurance cover is limited to 2 times the total remuneration package of a councillor.
- (2) In the event where the residential property of a councillor was damaged or destroyed as a result of riot, civil unrest, strike or public disorder, the municipality may, subject to affordability, provide alternative accommodation to the affected councillor, for a period of 30 days from the date of such an incident.
- (3) Notwithstanding sub-item (2), the municipal council may, on good cause shown, provide alternative accommodation for a further period not exceeding 30 days.

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(4) A councillor is obliged to submit to the municipality details of property, assets and beneficiaries to be covered by the special risk insurance upon request. A councillor who fails to submit the required details referred to herein will forfeit the benefits associated with the special risk insurance cover.

(5) If a councillor already belongs to another special risk cover, such councillor must declare to the municipality the details of property, assets and beneficiaries to be covered by the special risk insurance.

15. Tools of trade

(1) A municipal council may extend the following tools of trade to a councillor:

	TOOLS OF TRADE	APPLICABLE TO:
(a)	Braille reader	All visually impaired councillors.
(b)	Office space and furniture; Parking bay; Business cards; Calculators; Letter-heads; Stationery; Toner cartridges; Diaries; Postage costs; Office telephone; and Appropriate mobile technology and multi-digital office (excluding cell phones and mobile data card as per item 11 and 12), including facsimile, printer, photocopier and scanner.	Full-time councillors, part-time executive mayors or mayor, part-time deputy executive mayors or deputy mayors, part-time speakers, part-time members of mayoral committee or members of executive committee, part-time chairpersons of section 79 committees, and whips.
(c)	Laptop or tablet	All councillors.
(d)	Official accommodation and furniture where it currently exists.	Full-time Executive Mayors or Mayors
(e)	Business cards; Calculators; Letter-heads; Stationery; and Diaries.	Part-time councillors and the usage must comply with policy directives of the municipality.
(f)	Postage costs; Office telephone; and Multi-digital office, facsimile, printer, photocopier and scanner.	Part-time councillors to have access to these tools of trade at the municipal offices.
(g)	Personal security	Executive Mayor, Mayor, Speaker, Deputy Executive Mayor, Deputy Mayor, Speaker and Whip are entitled to two bodyguards per shift of a two-shift system. Deviation from the norm may only be based on the

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	TOOLS OF TRADE	APPLICABLE TO:
		recommendations of the South African Police Service. In the event that a written report is received concerning a threat and risk to the personal security of any of the office bearers referred to above, the municipal council must: (i) Determine whether such a threat and risk exist. (ii) Provide bodyguard in terms of this paragraph, if such threat and risk exist. (iii) Exercise financial prudence when providing personal security to any of the office bearers referred to above. All councillors, subject to a threat and risk analysis conducted by the South African Police Service.

(2) If a municipal council makes available tools of trade in terms of sub-item (1), such a municipal council must take into account accessibility, affordability and cost control, equity, flexibility, simplicity, transparency, accountability and value of tools of trade.

(3) The tools of trade must be insured by the council with the exception of sub-item (1)(g).

(4) The application of sub-item (1) is subject to concurrence by the MEC for local government in the province.

16. Capacity building

(1) Every council must develop and adopt a policy to provide for education, training and development of councillors.

(2) Council must make provision in its budget for education, training and development of councillors, which must remain valid for the tenure of office of that council.

(3) A training programme must take into consideration the capacity needs of a councillor to fulfil individual councillor's statutory obligations. Provided that the municipal council must, in line with applicable legislation and approved council policy, exercise prudent financial management to ensure that the provision of education, training and development of councillors does not undermine the need to prioritise service delivery and sustain a viable municipality.

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17. Overpayment

(1) Any remuneration paid to a councillor of a municipality otherwise than in accordance with section 167(1) of the *Local Government: Municipal Finance Management Act*, 2003 (Act No. 56 of 2003) including any bonus, bursary, loan, advance or other benefit, is an irregular expenditure and a municipality –

- (a) must recover that remuneration from the councillor concerned; and
- (b) may not write-off any expenditure incurred by the municipality in paying or giving that remuneration.

(2) The MEC must report to the Minister –

- (a) any transgression of subsection (1); and
- (b) any non-compliance with this Notice.

18. Information to be submitted to the Minister

(1) A municipal council must submit to the MEC responsible for local government under whose jurisdiction it falls, within 60 days from the date of publication of this Notice on an official letterhead of the municipality, signed by the executive mayor or mayor, a report containing the following information in respect of its serving councillors for the 2025/ 26 financial year:

- (a) Total number of councillors;
- (b) Designation;
- (c) Part-time or full-time;
- (d) Name of incumbent;
- (e) Gender;
- (f) Total municipal income;
- (g) Total population;
- (h) Grading of municipal council;
- (i) Date concurrence granted by the MEC;
- (j) Total remuneration package;
- (k) Total budget for personal security; and
- (l) Any allowance(s) payable to a councillor.

(2) Upon receipt of the information referred to in sub-item 1, the MEC must analyse the information for correctness and completeness and submit a consolidated report to the Minister within 90 days from the date of publication of this Notice.

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19. Transitional measures

(1) If a municipal council has no audited financial statements for 2024/ 25 financial year by the date of publication of this Notice, the audited financial statements for the 2023/ 24 financial year shall apply.

(2) If the grading of a municipal council is lower than the current grade of the municipal council as determined in terms of this Notice, a councillor –

(a) who is in office as at 30 June 2025, will be remunerated in terms of this Notice as per item 5 and 8 in accordance with the grade determined in terms of Government Notice No. 5446, Government Gazette No. 51419 of 21 October 2024, provided that the data used by the municipal council for determination of the grade of a municipal council is correct; and

(b) such councillor is entitled to the applicable cost of living adjustment: Provided that the data used by the municipal council for determination of the grade of a municipal council is correct.

(3) This Notice replaces Government Gazette No. 51419 of 21 October 2024.

20. Short title and commencement

This Notice is called the Determination of Upper Limits of Salaries, Allowances and Benefits of Different Members of Municipal Councils and takes effect from 1 July 2025.

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KNYSNA MUNICIPALITY

SALARIES, ALLOWANCES AND BENEFITS OF COUNCILLORS: 1 JULY 2025 TO 30 JUNE 2026

5

a) DETERMINATION OF GRADE OF MUNICIPAL COUNCIL

Allocation of number of seats for Total Municipal Income	Kenya Municipality	Total Municipal Income	Number of Polls
Total income as per 2024/2025 AFS	3 093 330,027.00		
Excluding Grants from National Source and VAT Refunds	142 207,846.00		
Total	2 951 122,181.00		
1 seat for 10% of the revenue income for the 2024/2025 financial year	8 105 133 581.00	9 238 159,871	33,83
Allocation of number of seats for Total Population	Kenya's Municipality	Total Population	Number of Polls
Population as determined by Statistics Kenya for the 2022 Census	79 030	79 038 - 132 833	16,67
Analysis of Revenue Municipality	Kenya's Municipality	Total Income	
Year 2019-2020	Grade 4	Grade 4	Grade 4
	Kenya's Municipality	Kenya's Municipality	Kenya's Municipality

b) SALARIES, ALLOWANCES AND BENEFITS FROM 1 JULY 2025

[illegible]

d. FINANCIAL IMPLICATION

[illegible]

Extract from Government Gazette No 54179 dd 20 February 2026:

PREAMBLE

The salary and allowances of a councillor is determined by that municipal council by resolution or a supporting vote of the majority of its members, in consultation with the member of the Executive Council responsible for local government in each province, having regard to the upper limit as set out hereunder, the financial year of a municipality and the ability of municipality to pay within the different grades of the remuneration of councillors, including the austerity measures as approved by national Cabinet.

For purposes of implementation of this Government Notice, "in consultation with" means that a municipal council must obtain concurrence of the MEC for local government prior to the implementation of the provisions of this Notice.

"total municipal income" means gross income in respect of a metropolitan, local or district municipality based on actual income received as stated in the statement of financial performance of the audited financial statements of that municipality for the 2024/ 2025 financial year. The gross income for the municipality will include the following:

- rates on property;
- fees for services rendered by the municipality, or on its behalf by a municipal entity;
- surcharges;
- other authorised taxes;
- levies and duties;
- income from fines for traffic offences and contravention of municipal by-laws or legislation assigned to the local sphere of government;
- regional services council replacement grant for district municipalities;
- interest earned on invested funds other than national and provincial conditional grants;
- rental for the use of municipal movable or immovable property; and
- amounts received as agent for other spheres of government.

The gross income excludes the following:

- transfers and / or grants from the national fiscus and provincial fiscus, with the exception of regional services council replacement grant for district municipalities; and
- all value added tax (VAT) refunds.

"total population" means the official statistics of the population residing in the area of jurisdiction of a metropolitan, district or local municipality, as determined by the Statistician-General for the 2022 Census, in terms of section 14(7) of the Statistics Act, 1999 (Act No. 6 of 1999); and

2. Allocation of number of points for total municipal income

The number of points allocated for the total municipal income of a municipality is as follows:

TOTAL MUNICIPAL INCOME		NUMBER OF POINTS
R0	R 11,407,991	8.33
R11,407,992	R57,039,955	16.67
R57,039,956	R228,159,822	25.00

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R228,158,623	-	R1,711,198,602	33.33
R1,711,198,603	-	R2,281,598,217	41.67
More than R 2,281,598,218			50.00

3. Allocation of number of points for total population

The number of points allocated for the total population within a municipality, is as follows:

TOTAL POPULATION	NUMBER OF POINTS
0	73 657
73 658	76 67
123 834	309 563
309 584	681 083
681 084	2 229 001
More than 2 229 001	50.00

4. Determination of grade of municipal council

(1) The sum of the number of points allocated to a municipal council in terms of items 2 and 3 of the Notice, determines the grade of such municipal council as follows:

GRADE OF MUNICIPAL COUNCIL	POINTS
1	0 to 16.66
2	16.67 to 33.33
3	33.34 to 50.00
4	50.01 to 66.67
5	66.68 to 83.35
6	83.36 and above

Person indicators per municipality

Western Cape

Province, district and local municipality	Municipality	Census of the population and housing	CENSUS 2011					CENSUS 2022					Growth Rate
			Total population	School attendance (15-24 years)	Sex Ratio	Total population	School attendance (15-24 years)	Sex Ratio					
									Male	Female	Total	Male	
Western Cape			2 852 836	2 964 778	5 817 614	1 791 765	88.4	3 269 185	3 187 880	6 457 065	1 430 441	84.9	2.4
City of Cape Town	ME160		15,35	13,88	1,90	1,90	88.4	15,35	13,88	1,90	1,90	88.4	2.4
Ward 100	CT		22,25	194,528	197,227	221,706	88.4	243,205	234,699	477,904	133,035	88.4	2.3
Ward 101	KS		30,46	31,854	33,321	37,103	100.0	33,177	32,681	65,858	13,133	98.1	0.1
Ward 102	KS		20,75	24,134	24,774	49,768	100.0	27,864	25,061	52,925	8,267	98.1	1.1
Ward 103	KS		13,95	30,632	31,627	61,697	100.0	33,177	32,681	65,858	13,133	98.1	1.1
Ward 104	KS		13,95	30,632	31,627	61,697	100.0	33,177	32,681	65,858	13,133	98.1	1.1
Ward 105	KS		13,95	30,632	31,627	61,697	100.0	33,177	32,681	65,858	13,133	98.1	1.1
Ward 106	KS		13,95	30,632	31,627	61,697	100.0	33,177	32,681	65,858	13,133	98.1	1.1
Ward 107	KS		13,95	30,632	31,627	61,697	100.0	33,177	32,681	65,858	13,133	98.1	1.1
Ward 108	KS		13,95	30,632	31,627	61,697	100.0	33,177	32,681	65,858	13,133	98.1	1.1
Ward 109	KS		13,95	30,632	31,627	61,697	100.0	33,177	32,681	65,858	13,133	98.1	1.1
Ward 110	KS		13,95	30,632	31,627	61,697	100.0	33,177	32,681	65,858	13,133	98.1	1.1
Ward 111	KS		13,95	30,632	31,627	61,697	100.0	33,177	32,681	65,858	13,133	98.1	1.1
Ward 112	KS		13,95	30,632	31,627	61,697	100.0	33,177	32,681	65,858	13,133	98.1	1.1
Ward 113	KS		13,95	30,632	31,627	61,697	100.0	33,177	32,681	65,858	13,133	98.1	1.1
Ward 114	KS		13,95	30,632	31,627	61,697	100.0	33,177	32,681	65,858	13,133	98.1	1.1
Ward 115	KS		13,95	30,632	31,627	61,697	100.0	33,177	32,681	65,858	13,133	98.1	1.1
Ward 116	KS		13,95	30,632	31,627	61,697	100.0	33,177	32,681	65,858	13,133	98.1	1.1
Ward 117	KS		13,95	30,632	31,627	61,697	100.0	33,177	32,681	65,858	13,133	98.1	1.1
Ward 118	KS		13,95	30,632	31,627	61,697	100.0	33,177	32,681	65,858	13,133	98.1	1.1
Ward 119	KS		13,95	30,632	31,627	61,697	100.0	33,177	32,681	65,858	13,133	98.1	1.1
Ward 120	KS		13,95	30,632	31,627	61,697	100.0	33,177	32,681	65,858	13,133	98.1	1.1
Ward 121	KS		13,95	30,632	31,627	61,697	100.0	33,177	32,681	65,858	13,133	98.1	1.1
Ward 122	KS		13,95	30,632	31,627	61,697	100.0	33,177	32,681	65,858	13,133	98.1	1.1
Ward 123	KS		13,95	30,632	31,627	61,697	100.0	33,177	32,681	65,858	13,133	98.1	1.1
Ward 124	KS		13,95	30,632	31,627	61,697	100.0	33,177	32,681	65,858	13,133	98.1	1.1
Ward 125	KS		13,95	30,632	31,627	61,697	100.0	33,177	32,681	65,858	13,133	98.1	1.1
Ward 126	KS		13,95	30,632	31,627	61,697	100.0	33,177	32,681	65,858	13,133	98.1	1.1
Ward 127	KS		13,95	30,632	31,627	61,697	100.0	33,177	32,681	65,858	13,133	98.1	1.1
Ward 128	KS		13,95	30,632	31,627	61,697	100.0	33,177	32,681	65,858	13,133	98.1	1.1
Ward 129	KS		13,95	30,632	31,627	61,697	100.0	33,177	32,681	65,858	13,133	98.1	1.1
Ward 130	KS		13,95	30,632	31,627	61,697	100.0	33,177	32,681	65,858	13,133	98.1	1.1
Ward 131	KS		13,95	30,632	31,627	61,697	100.0	33,177	32,681	65,858	13,133	98.1	1.1
Ward 132	KS		13,95	30,632	31,627	61,697	100.0	33,177	32,681	65,858	13,133	98.1	1.1
Ward 133	KS		13,95	30,632	31,627	61,697	100.0	33,177	32,681	65,858	13,133	98.1	1.1
Ward 134	KS		13,95	30,632	31,627	61,697	100.0	33,177	32,681	65,858	13,133	98.1	1.1
Ward 135	KS		13,95	30,632	31,627	61,697	100.0	33,177	32,681	65,858	13,133	98.1	1.1
Ward 136	KS		13,95	30,632	31,627	61,697	100.0	33,177	32,681	65,858	13,133	98.1	1.1
Ward 137	KS		13,95	30,632	31,627	61,697	100.0	33,177	32,681	65,858	13,133	98.1	1.1
Ward 138	KS		13,95	30,632	31,627	61,697	100.0	33,177	32,681	65,858	13,133	98.1	1.1
Ward 139	KS		13,95	30,632	31,627	61,697	100.0	33,177	32,681	65,858	13,133	98.1	1.1
Ward 140	KS		13,95	30,632	31,627	61,697	100.0	33,177	32,681	65,858	13,133	98.1	1.1
Ward 141	KS		13,95	30,632	31,627	61,697	100.0	33,177	32,681	65,858	13,133	98.1	1.1
Ward 142	KS		13,95	30,632	31,627	61,697	100.0	33,177	32,681	65,858	13,133	98.1	1.1
Ward 143	KS		13,95	30,632	31,627	61,697	100.0	33,177	32,681	65,858	13,133	98.1	1.1
Ward 144	KS		13,95	30,632	31,627	61,697	100.0	33,177	32,681	65,858	13,133	98.1	1.1
Ward 145	KS		13,95	30,632	31,627	61,697	100.0	33,177	32,681	65,858	13,133	98.1	1.1
Ward 146	KS		13,95	30,632	31,627	61,697	100.0	33,177	32,681	65,858	13,133	98.1	1.1
Ward 147	KS		13,95	30,632	31,627	61,697	100.0	33,177	32,681	65,858	13,133	98.1	1.1
Ward 148	KS		13,95	30,632	31,627	61,697	100.0	33,177	32,681	65,858	13,133	98.1	1.1
Ward 149	KS		13,95	30,632	31,627	61,697	100.0	33,177	32,681	65,858	13,133	98.1	1.1
Ward 150	KS		13,95	30,632	31,627	61,697	100.0	33,177	32,681	65,858	13,133	98.1	1.1
Ward 151	KS		13,95	30,632	31,627	61,697	100.0	33,177	32,681	65,858	13,133	98.1	1.1
Ward 152	KS		13,95	30,632	31,627	61,697	100.0	33,177	32,681	65,858	13,133	98.1	1.1
Ward 153	KS		13,95	30,632	31,627	61,697	100.0	33,177	32,681	65,858	13,133	98.1	1.1
Ward 154	KS		13,95	30,632	31,627	61,697	100.0	33,177	32,681	65,858	13,133	98.1	1.1
Ward 155	KS		13,95	30,632	31,627	61,697	100.0	33,177	32,681	65,858	13,133	98.1	1.1
Ward 156	KS		13,95	30,632	31,627	61,697	100.0	33,177	32,681	65,858	13,133	98.1	1.1
Ward 157	KS		13,95	30,632	31,627	61,697	100.0	33,177	32,681	65,858	13,133	98.1	1.1
Ward 158	KS		13,95	30,632	31,627	61,697	100.0	33,177	32,681	65,858	13,133	98.1	1.1
Ward 159	KS		13,95	30,632	31,627	61,697	100.0	33,177	32,681	65,858	13,133	98.1	1.1
Ward 160	KS		13,95	30,632	31,627	61,697	100.0	33,177	32,681	65,858	13,133	98.1	1.1
Ward 161	KS		13,95	30,632	31,627	61,697	100.0	33,177	32,681	65,858	13,133	98.1	1.1
Ward 162	KS		13,95	30,632	31,627	61,697	100.0	33,177	32,681	65,858	13,133	98.1	1.1
Ward 163	KS		13,95	30,632	31,627	61,697	100.0	33,177	32,681	65,858	13,133	98.1	1.1
Ward 164	KS		13,95	30,632	31,627	61,697	100.0	33,177	32,681	65,858	13,133	98.1	1.1
Ward 165	KS		13,95	30,632	31,627	61,697	100.0	33,177	32,681	65,858	13,133	98.1	1.1
Ward 166	KS		13,95	30,632	31,627	61,697	100.0	33,177	32,681	65,858	13,133	98.1	1.1
Ward 167	KS		13,95	30,632	31,627	61,697	100.0	33,177	32,681	65,858	13,133	98.1	1.1
Ward 168	KS		13,95	30,632	31,627	61,697	100.0	33,177	32,681	65,858	13,133	98.1	1.1
Ward 169	KS		13,95	30,632	31,627	61,697	100.0	33,177	32,681	65,858	13,133	98.1	1.1
Ward 170	KS		13,95	30,632	31,627	61,697	100.0	33,177	32,681	65,858	13,133	98.1	1.1
Ward 171	KS		13,95	30,632	31,627	61,697	100.0	33,177	32,681	65,858	13,133	98.1	1.1
Ward 172	KS		13,95	30,632	31,627	61,697	100.0	33,177	32,681	65,858	13,133	98.1	1.1
Ward 173	KS		13,95	30,632	31,627	61,697	100.0	33,177	32,681	65,858	13,133	98.1	1.1
Ward 174	KS		13,95	30,632	31,627	61,697	100.0	33,177	32,681	65,858	13,133	98.1	1.1
Ward 175	KS		13,95	30,632	31,627	61,697	100.0	33,177	32,681	65,858	13,133	98.1	1.1
Ward 176	KS		13,95	30,632	31,627	61,697	100.0	33,177	32,681	65,858	13,133	98.1	1.1
Ward 177	KS		13,95	30,632	31,627	61,697	100.0	33,177	32,681	65,858	13,133	98.1	1.1
Ward 178	KS		13,95	30,632	31,627	61,697	100.0	33,177	32,681	65,858	13,133	98.1	1.1
Ward 179	KS		13,95	30,632	31,627	61,697	100.0	33,177	32,681	65,858	13,133	98.1	1.1
Ward 180	KS		13,95	30,632	31,627	61,697	100.0	33,177	32,681	65,858	13,133	98.1	1.1
Ward 181	KS		13,95	30,632	31,627	61,697	100.0	33,177	32,681	65,858	13,133	98.1	1.1
Ward 182	KS		13,95	30,632	31,627	61,697	100.0	33,177	32,681	65,858	13,133	98.1	1.1
Ward 183	KS		13,95	30,632	31,627	61,697	100.0	33,177	32,681	65,858	13,133	98.1	1.1
Ward 184	KS		13,95	30,632	31,627	61,697	100.0	33,177	32,681	65,858	13,133	98.1	1.1
Ward 185	KS		13,95	30,632	31,627	61,697	100.0</						

6.2

SC02/06/26 APPOINTMENT OF AN ACTING CHIEF FINANCIAL OFFICER
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REPORT FROM THE ACTING MUNICIPAL MANAGER

PURPOSE OF THE REPORT

To request Council to appoint an Acting Chief Financial Officer.

BACKGROUND

Council at its meeting held on 15 May 2026 resolved to discharge the Chief Financial Officer, Mr. Julies with effect from 28 May 2026 in terms of Clause 17.3.7 of his employment contract.

Council at the abovementioned meeting resolved to appoint Mr. Morne Michaels as Acting Chief Financial Officer up and until 28 May 2026.

In terms of the above Council Resolution the acting of Mr. Michaels came to an end on 29 May 2026.

At the meeting held on 29 May 2026 Council resolved in terms of item SC01\05\26, inter alia:

“That Council request a secondment from National or Provincial Treasury to act as Chief Financial Officer for a period of 3 months.”

A formal request was submitted by the office of the Acting Municipal Manager, but no formal response has been received to date.

The Acting Municipal Manager appointed Mr. Michaels for another 10 days ending 17 June 2026.

Council at its meeting held on 11 June 2026 where Council by a majority resolved as follows:

- “...[b] That Council appoint Mr. Morné Michaels as Acting Chief Financial Officer for a period of 3 months;*
- ...[c] That a letter of condonation for non-compliance with the Municipal Regulations on Minimum Competency Levels, 2007, as amended and promulgated under Section 168 of the Municipal Finance Management Act, 56 of 2003 be addressed to the National Treasury for the appointment of Mr. Michaels as mentioned in [b] above.”*

Mr. Michaels on 17 June 2026 indicated that he is unable to further act as Acting CFO.

The minimum requirements for an Acting Chief Financial Officer are as follows:

- At least a Post Graduate Degree or qualification in Accounting/Finance/Economics registered on the National Qualifications Framework at NQF Level 8 with a minimum of 120 credits
- Minimum of seven (7) years relevant experience at a senior and middle management level, of which at least two (2) years must be at senior management level, preferably in the Local Government sector
- A proven institutional transformation record in the public or private sector
- Compliance with the National Treasury Regulations on the Required Minimum Competency Level in Unit Standards for Chief Financial Officers
- The required core competencies as stipulated in Annexures A and B of the Regulations on Appointment and Conditions of Employment of Senior Managers Government Notice 21 in Government Gazette 37245 dated 17 January 2014
- Advanced knowledge and understanding of relevant policy and legislation
- Advanced understanding of institutional governance system
- A proven track record of budget and finance management
- Ability to be an innovative and strategic leader
- Good facilitation and communication skills in English and one more official languages
- of the Western Cape
- Valid driver's license and NO criminal record.

Four candidates have been proposed for consideration for Acting CFO. The competency profiles of the four candidates based on the documentation received, as well as HR records from other processes are as follows:

Name and Surname	Qualification NQF 8	Senior Management Experience	Middle Management Experience	Municipal Experience	Prior Vetting at Knysna Municipality	Documents
Busisiwe Lubelwana	NQF 8	Yes	Yes	Yes	No	CV Qualification Reference Check x1
Roslyn Christol Saptoe	NQF 8	Yes	Yes	Yes	No	CV & Qualification Reference Checks x 2
Mugamat Ridwaan Abdullah	NQF 8	Yes	Yes	Yes	Yes	CV Reference Checks x 2 Screening Report MEC Letter
Thelma Nomaphelo Sana	NQF 7 B Comm	No	Yes	Yes	No	CV & Reference Checks x 2

FINANCIAL IMPLICATIONS

MTREF 2026\2027

RELEVANT LEGISLATION

Municipal Systems Act 32 of 2000, as amended.

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

Upper Limits of Total Remuneration Packages payable to Municipal Managers and
Managers directly accountable to Municipal Managers

RECOMMENDATION

[a] That the report regarding the Acting Chief Financial Officer be noted.

[b] That Council appoint _____ as Acting Chief Financial Officer for
a period of 3 months.

Annexures :

The Curriculum Vitae of the four candidates will be circulated separately.

7. ADJOURNMENT

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