KNYSNA LOCAL MUNICIPALITY

Notice is hereby given of a

FINANCE AND GOVERNANCE COMMITTEE MEETING

(CORPORATE SERVICES ITEMS)

which will be held on

Tuesday, 1 September 2026

(after conclusion of meeting scheduled for 9:00)

in the Council Chamber
to consider the following items

MUNICIPAL OFFICES
KNYSNA

MR BOY NGUBO
ACTING MUNICIPAL MANAGER

A G E N D A

Chairperson: Cllr K Andrews
Members: Cllr M Khumelwana
Cllr B Charlie
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 of the provisions of code of conduct for Councillors and code for ethical leadership as adopted by council

4. Presentation

   None

5. MINUTES OF THE PREVIOUS MEETING

5.1 FINANCE AND GOVERNANCE COMMITTEE MEETING : 21 MAY 2026

RECOMMENDED

That the minutes of the Finance and Governance Committee meeting held on 21 May 2026, be confirmed.

KNYSNA LOCAL MUNICIPALITY

MINUTES

of a meeting of the

FINANCE AND GOVERNANCE COMMITTEE MEETING

(CORPORATE SERVICES ITEMS)

held in the Council Chamber

Thursday, 21 May 2026

at

09:11

1. Opening and Welcoming

At 9:11 the Chairperson welcomed Councillors and officials to the meeting.

2. Attendance of Members :

2.1 Members Present

Cllr K Andrews	Chairperson
Cllr S Campbell	
Cllr M Khumelwana	
Cllr N Louw	
Cllr S Sabbagh (virtual – from 9:27)	
Cllr L Tyokolo	

2.2 Members Absent with leave

None

2.3 Members Absent without leave

Cllr B Charlie

2.4 Other Councillors Present

Cllr L Nohana (virtual)

2.5 Officials Present

Dr R Martin	Director : Integrated Human Settlements
Ms M Boyce	Director : Corporate Services
Ms A Dunywa	Director : Planning and Development
Mr S Maree	Manager : Public Works
Ms B Kova	Manager : Income
Mr C Botha	Manager : Administration Services
Ms L Plaatjies	Senior Manager : ICT
Ms L Phillips	Manager : Human Resources
Mr P Hendricks	Manager : Environmental Management
Mr R Daames	Manager : Building Control
Ms M Botha	Legal Advisor and Acting Manager: Legal Services
Mr R Hardnick	Acting Head : Properties and Administrative Officer: Properties
Ms Lakay, J	Head : Council Committees and Cllr Support
Ms Gwayi, Z	Senior Clerk : Council and Committees

Apologies :

Acting Municipal Manager, Mr B Ngubo
Director : Community Services, Mr J Douglas
Director : Infrastructure Services, Mr R Wesso

2.6 Members of the Audit Committee Present

None

2.7 Members of the Public Present

The live meeting was streamed on YouTube.

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

RESOLVED

[a] That the Code of Conduct for Councillors be noted; and

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

4. PRESENTATION

None

5. MINUTES OF THE PREVIOUS MEETING

5.1 FINANCE AND GOVERNANCE COMMITTEE MEETING: 5 MARCH 2026

RESOLVED

That it be noted that the minutes of the Finance and Governance Committee meeting held on 5 March 2026, be adopted as a true reflection of the proceedings.

6 EXECUTION LIST

It was agreed that the Execution List, be withdrawn.

7. MATTERS SUBMITTED BY THE ACTING MUNICIPAL MANAGER

F&G01/05/26 PUBLIC PARTICIPATION QUARTERLY REPORT FEBRUARY & MARCH 2026

UNANIMOUSLY RESOLVED

That the report of the Public Participation Unit for February and March 2026 as received from the Director: Corporate Services be noted.

Delegation to Committee to resolve. (Delegation F.2.1)

File Number: 9/1/2/9
Execution: Director: Corporate Services
Manager: Public Participation

F&G02/05/26 MONTHLY REPORT ON LEGAL MATTERS : QUARTER 3 REPORT 1 JANUARY – 31 MARCH 2026

UNANIMOUSLY RESOLVED

That the Monthly Report on Legal Matters for the period 01 January – 31 March 2026 noted.

Delegation to Committee to resolve. (Delegation F.2.1)

File Number: 9/1/2/9
Execution: Director: Corporate Services.

F&G03/05/26 ICT QUARTER 2 OF 2025/2026 REPORT

UNANIMOUSLY RESOLVED

That the ICT Quarter 2 of 2025/2026 Report, be noted.

File Number: 9/1/2/10
Execution: Director: Corporate Services
Manager: Information Technology

F&G04/05/26 HUMAN RESOURCE QUARTERLY REPORT FOR THE MONTHS OF FEBRUARY, MARCH AND APRIL 2026

UNANIMOUSLY RESOLVED

That the Committee note the report on the Human Resource Section of February, March and April 2026.

File Number: 9/1/2/9
Execution: Director: Corporate Services

F&G05/05/26 REPORT OF THE ADMINISTRATIVE SERVICES SECTION (COUNCILLOR & COMMITTEES SUPPORT, RECORDS & ARCHIVES, AUXILLARY SERVICES AND CUSTOMER CARE : NOVEMBER 2025 TO JANUARY 2026

UNANIMOUSLY RESOLVED

That the Report of the Administrative Services Section (Councillor & Committees Support, Records & Archives, Auxilliary Services and Customer Relations Management: November 2025 to January 2026, be noted.

File Number: 9/1/2/9
Execution: Acting Director: Corporate Services

F&G06/05/26 RISK MANAGEMENT PROGRESS REPORT ANNUAL RISK ASSESSMENT : REVIEWED RISK REGISTER

UNANIMOUSLY RESOLVED

That the results of the Annual Risk Assessment for the 2026/2027 financial year, as approved by the Risk Management Committee (KM Risk Register), be approved.

File Number: 9/1/2/9
Execution: Director: Corporate Services

F&G07/05/26 DRAFT BOUQUET POLICY

UNANIMOUSLY RECOMMENDED

[a] That Council note the contents of the Draft Bouquet Policy as a directive from the Executive Mayor; and

[b] That the Draft Bouquet Policy be workshopped on a date and time determined by the Speaker and thereafter be submitted to Council for consideration.

File Number: 9/1/2/9
Execution: Director: Corporate Services

F&G08/05/26 FUNERAL/MEMORIAL SERVICE POLICY

UNANIMOUSLY RECOMMENDED

[a] That Council note the contents of the Draft Funeral/Memorial Service Policy as a directive from the Executive Mayor; and

[b] That the Draft Funeral/Memorial Service Policy be workshopped on a date and time determined by the Speaker and thereafter be submitted to Council for consideration.

File Number: 9/1/2/9
Execution: Director: Corporate Services

F&G09/05/26 REVIEW OF HOLDING OF EVENTS BY-LAW

UNANIMOUSLY RECOMMENDED

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

[b] That the Holding of Events By-law, as amended, be workshopped on a date and time determined by the Speaker and thereafter be submitted to Council for consideration.

File Number: 9/1/2/9
Execution: Director: Corporate Services

F&G10/05/26 ALLOCATION OF A PORTION OF ERF 3801 & ERF 3805, KNYSNA AS A SKILLS DEVELOPMENT CENTRE TO SOUTH CAPE COLLEGE

UNANIMOUSLY RECOMMENDED

[a] That the report and annexures regarding the allocation of a portion of Erf 3801, Knysna as a skills development center for South Cape College, be noted;

[b] That the Municipal Managers letter to the Western Cape Government dated 03 November 2025, be noted;

[c] That the Western Cape Government, Department of Infrastructure's reply letter dated 11 November 2025, be noted;

[d] That in terms of the Knysna Municipality's Management of Immovable Property Policy, Erf 3805, Knysna is classified as viable property;

[e] That in terms of Section 14(6) of the Local Government: Municipal Finance Management Act, 2003, the Municipal Council confirms that the portions of Erf 3801 & Erf 3805, Knysna, are non-exempted capital assets;

[f] That in terms of Regulation 5(2) of the Local Government: Municipal Finance Management Act, 56/2003: Municipal Asset Transfer Regulations, 2008, the Municipal Council confirms that erven 3801 & 3805, Knysna are not a "high value" assets and that a public participation should be followed although not mandatory;

[g] That the Municipal Council approves the advertising of the intended alienation of a portion of Erf 3801, Knysna & Erf 3805, Knysna by way of donation; and

[h] That after the advertising period the matter must be resubmitted to the next section 80 (Corporate Service Committee).

File Number: 7/2/1/2
Execution: Acting Municipal Manager
Director: Corporate Services

F&G11/05/26 APPLICATION FOR ACQUISITION OF LAND – DEPARTMENT OF PUBLIC WORKS & INFRASTRUCTURE

UNANIMOUSLY RECOMMENDED

[a] That the report and annexure's regarding the application from Department of Public Works & Infrastructure for the acquisition of land for the construction of a new Labour Centre in Knysna, be noted; and

[b] That it be noted that Erven 5179, 255 and 3801 Knysna are not available for acquisition;

[c] That the Department of Public Works and Infrastructure be engaged by the Directorates Integrated Human Settlements, Corporate Services on the inclusion of the construction of a new Labour Centre in Knysna in the development of Erf 243, Heidevallei;

File Number: 7/2/1/2
Execution: Acting Municipal Manager
Director: Corporate Service

F&G12/05/26 APPLICATION TO RENEW LEASE AGREEMENT OF KNYSNA BOWLING CLUB – A PORTION OF ERF 211, KNYSNA

RECOMMENDED BY MAJORITY

[a] That the report and annexure's regarding the request for the renewal of the lease agreement entered into by and between Knysna Municipality and Knysna Bowling Club for the leasing of a portion of Erf 211, Knysna, be noted;

[b] That a below market-related tariff be determined, as the Knysna Bowling Club is delivering a service to the community and is a Sporting Body;

[c] That the Municipal Manager advertise the intended leasing of a portion of Erf 211, Knysna for sporting purposes, for a period of three (3) years,

[d] That in terms of Section 14(2)(a) of the Local Government: Municipal Finance Management Act, 2003, and on reasonable grounds, the Municipal Council confirms that the area in question, on a portion of Erf 211, Knysna, is deemed not needed to provide the minimum level of basic Municipal Services;

[e] That the applicant be responsible for all costs related to leasing of a portion of Erf 211, Knysna; and

[f] That a follow up item be submitted after the public participation process.

Cllrs L Tyokolo and S Sabbagh recorded their vote against the above recommendation.

File Number: C.02
Execution: Acting Municipal Manager
Director: Corporate Service

At 9:55, the Chairperson adjourned the meeting in order for the Committee to conduct a site visit to Erf 214, Knysna. The meeting reconvened at 10:50.

F&G13/05/26 APPLICATION TO PURCHASE A PORTION OF ERF 214, KNYSNA – THAMI DUNA

UNANIMOUSLY RECOMMENDED

[a] That the report and annexure's regarding the alienation of a portion of Erf 214, Knysna, be noted;

[b] That the comments received by Planning & Development, Environmental Management, Building Control and Infrastructure Services, be noted;

[c] That the application for a portion of Erf 214, Knysna as applied for by Mr. Thami Duna is not approved; and

[d] That Mr. Thami Duna be instructed to restore the portion of Erf 214, Knysna to its original condition by demolishing any built structure thereon;

[e] That a report on the possible cancellation of sale of portion of Erf 214, Knysna, be submitted to the next Finance and Governance Committee Meeting, for consideration;

[f] That a comprehensive report inclusive of the following be submitted to the next Finance and Governance Committee Meeting, for consideration:

[i] Report by the Directorate Planning and Development on the enforcement of all land use and building contraventions on portion of Erf 214;

[ii] Report by the Directorate Community Services on the illegal dumping at portion of Erf 214.

File Number: 7/2/1/2
Execution: Acting Municipal Manager
Director: Corporate Services

8. Closure

The Chairperson thanked everybody present for their contribution and the meeting concluded at 11:28.

…… ……
Chairperson : Cllr K Andrews Date

-oOo-

6 MATTERS ARISING FROM THE MINUTES

7. MATTERS SUBMITTED BY THE ACTING MUNICIPAL MANAGER

CORPORATE SERVICES MONTHLY REPORTS

7.1

F&G01/08/26 PUBLIC PARTICIPATION QUARTERLY REPORT APRIL, MAY AND JUNE 2026

REPORT FORM THE ACTING DIRECTOR CORPORATE SERVICES:

To inform Knysna Municipal Council of the Public Participation Unit's activities that took place in the Greater Knysna Municipal area for April - June 2026.

BACKGROUND

Attached, as an annexure is a copy of the Public Participation Unit report for April, May and June 2026, received from the Acting Director: Corporate Services [Public Participation].

FINANCIAL IMPLICATIONS

Budget for

RELEVANT LEGISLATION

- Municipal Systems Act,
- Municipal Structures Act,
- Knysna Municipality Community Participation Policy,
- Knysna Municipality Ward Committee Constitution,
- Knysna Municipality Events Bylaw

RECOMMENDATION FROM THE ACTING MUNICIPAL MANAGER

That the report of the Public Participation Unit for April, May & June 2026 as received from the Director: Corporate Services be noted.

Delegation to Committee to resolve. (Delegation F.2.1)

APPENDIX

1. Quarterly report on Public Participation Unit
2. Quarterly Report on the Community Work Project
3. Minutes of Ward Committee Meetings (April – June 2026)
4. Post- Meeting Attendance Reports (J Kalani, S Vumazonke)

File Number: 9/1/2/9

Execution: Director: Corporate Services
Manager: Public Participation

PUBLIC PARTICIPATION UNIT

Monthly Report

APRIL, MAY & JUNE 2026
Quarter 4

1 INTRODUCTION

This report serves to provide an overview of the activities and actions of the Public Participation Section for March, April & June 2026. The report focusses on the key areas of operation namely: CORPORATE SERVICES: PUBLIC PARTICIPATION

2 COMPLIANCE REPORT

2.1 Performance Management

Ref	KPI Name	Target		Quarter 4			Overall Performance		Status Comment
		Annual	Quarterly	MONTH 1	MONTH 2	MONTH 3	Target	Achieved	
D94	Submit Quarterly Ward Committee Functionality Reports to Provincial Department of Local Government.		•			•	4	4	
D93	Submit Quarterly Reports on the Community Work Programme to Council.		•			•	4	4	
D96	Submit Quarterly Reports on the Community Development Workers to Council.		•			•	4	4	
D97	Prepare and communicate quarterly meeting schedule to Ward Councillors and Ward Committees		•	•			4	4	Schedule of Ward Committee & Public Report Back meetings were circulated to all Councillors
D98	Review Public Participation Policy	•			•		1	1	Review of Public Participation Policy was approved by Council on 11 June 2026 [C10/06/26]

2.2 Strategic Risk Management

Risk Title	Ref	Action Plan/s	Status
Non-compliance with the legislation.	D39	Meeting schedule to be communicated quarterly and reminders sent 7 days before the meeting date.	Risk Register updated

2

3 FINANCIAL REPORT

3.1 Capital Budget Spending

Description	MSCOA / Vote Ref	Allocation	YTD Spent	Balance	Status Comment
N/A	N/A	N/A	N/A	N/A	N/A

3.2 Operating Budget Spending [2025/2026]

Description	MSCOA / Vote Ref	Allocation	YTD Spent	Balance	Percentage Spent
Grant - WCPA	32-42-50-30-77-26	40 000	39 923,07	76.93	99.8%
Reporting to Public	32-42-50-18-74-51	170 000	153 907,81	16 092.19	90.5%
Ward Committee/ Council Support	32-42-50-18-75-13	878 700	699 132,54	179 567.46	79.5%

4 FUNCTIONAL REPORT

4.1 Area A – LOUDHAILING

APRIL 2026

DATE	WARD	REASON
12 April 2026	3	IDP and Budget Meeting
13 April 2026	3	Rescheduling IDP and Budget Meeting
14 April 2026	5	IDP and Budget Meeting
19 April 2026	6	IDP and Budget Meeting
20 April 2026	11	IDP and Budget Meeting
21 April 2026	8	IDP and Budget Meeting
22 April 2026	8	Rescheduling IDP and Budget Meeting
28 April 2026	1	IDP and Budget Meeting
29 April 2026	3	IDP and Budget Meeting

MAY 2026

WARD	DATE	Reason
2	04 May 2026	IDP and Budget Meeting
5	08 May 2026	Home Affairs
2	10 May 2026	Home Affairs
1	15 May 2026	Home Affairs
1, 2 & 5	22 May 2026	NARYSEC Information Session
3,6 & 11	25 May 2026	NARYSEC Information Session

JUNE 2026

WARD	DATE	Reason
4	03 June 2026	Electricity Interruption
6 & 11	07 June 2026	Water Interruption
1	10 June 2026	Mayors Service Day
5	16 June 2026	Mayors Service Day
2	25 June 2026	Mayors Service Day
4	29 June 2026	Recruitment

4.2 Area B: WARD COMMITTEES

Activity:

As per Knysna Municipality Ward Committee Policy. Minutes handled as per Standard Operational Procedure suggested in the Knysna Municipality Ward Committee Policy

APRIL 2026

Formal Ward Committee meetings

WARD	COUNCILLOR	DATE	VENUE	TIME
9	Sharon Sabbagh	21 April 2026	Microsoft Teams	18:00

MAY 2026

Formal Ward Committee meetings:

WARD	COUNCILLOR	DATE	VENUE	TIME
10	Peter Bester	25 May 2026	Microsoft Teams	17:00

Special Ward Committee meetings:

WARD	ENGAGEMENT TYPE	DATE	VENUE	TIME
7	Budget/IDP 2026/27 Consultation meeting	08 May 2026	Council Chambers	10:00
8	Budget/IDP 2026/27 Consultation meeting	08 May 2026	Council Chambers	10:00
3	Service Delivery meeting with Acting Municipal Manager: Mr. Boy Manqoba Ngubo	26 May 2026	Municipal Managers Office	11:00

JUNE 2026

Formal Ward Committee meetings:

WARD	COUNCILLOR	DATE	VENUE	TIME
06	Kay Andrews	25 June 2026	Council Chambers	18:00
11	Russel Arends	25 June 2026	Council Chambers	18:00

Trainings / Workshops/ Forum meetings attended by Ward Committee Representatives:

WARD	ENGAGEMENT TYPE	DATE	VENUE	TIME
1, 2, 3, 4, 5, 7, 11	Local Stakeholders Committee meeting (CWP)	27 May 2026	Training Room Knysna Town Library	10:00

Ward Meetings not taking place for quarter 4 (April – June 2026):

WARD	COUNCILLOR	SCHEDULED MEETING DATE	VENUE	TIME	REASON FOR MEETING NOT BEING HELD
1	Levael Davis	30 April 2026	Smutsville Library	18:00	Meeting date not confirmed
2	Cleone Vanston	30 April 2026	Sedgefield Council Chambers	16:00	Meeting date not confirmed
5	Hilton Stroebel	09 Oct 2025	Rheenendal Youth Centre	18:00	Health reasons

4.3 Area C: PUBLIC / REPORT BACK/ STAKEHOLDER/BLOCK/AREA MEETINGS

As per Knysna Municipality Public Participation Policy. Minutes handled as per Standard Operational Procedure suggested in the Knysna Municipality Public Participation Policy

APRIL 2026

WARD/ORGANISATION	DATE	VENUE	ATTENDANCE REGISTER	MINUTES
IDP/Budget meeting	15/04/2026	Rheenendal Community hall (Ward 5)	Yes	No
IDP/Budget meeting	16/04/2026	Brenton Community Hall (Ward 5)	Yes	No

IDP/Budget meeting	20/04/2026	Hornlee Community Hall Ward 6	Yes	No
IDP/Budget meeting	21/04/2026	Light House Assembly of God (Ward 11)	Yes	No
IDP/Budget meeting	23/04/2026	Cearn Hall (Ward 9)	Yes	No
IDP/Budget meeting	28/04/2026	Council Chambers (Ward 10)	Yes	No
IDP/Budget meeting	29/04/2026	Smutsville Community Hall (Ward 1)	Yes	No
IDP/Budget meeting	30/04/2026	Chris Hani Community Hall (Ward 3)	Yes	No

MAY 2026

WARD/ORGANISATION	DATE	VENUE	ATTENDANCE REGISTER	MINUTES
IDP/Budget meeting	04/05/2026	Karatara Community Hall	Yes	No
IDP/Budget meeting	05/05/2026	Sedgefield Town Hall	Yes	No

PUBLIC/REPORT BACK MEETINGS WHICH DID NOT TAKE PLACE DURING THIS QUARTER

WARD	COUNCILLOR	SCHEDULED DATE	VENUE	TIME	REASON
1	Levael Davis	02/07/2026	Smutsville Community Hall	18:00	Did not take place Cllr requested a later date
2	Cleone Vanston	07/07/2026	Karatara community Hall	18:00	Did not take place Cllr requested a later date
2	Cleone Vanston	09/07/2026	Sedgefield Town Hall	18:00	Did not take place
3	Lukhanyiso Nohana	14/07/2024	Chris Hani Hall	18:00	Cllr requested a later date
4	Phindile Petros	16/07/2026	White Location Multi-Purpose Centre	18:00	Did not take place
5	Hilton Stroebel	28/07/2026	Rheenendal Community Hall	18:00	Did not take place
5	Hilton Stroebel	30/07/2026	Brenton Community Hall	17: 00	Will not take place

4.4 Area D: EVENTS AND FESTIVALS

Ensuring that all events fall within the Municipal Bylaws and Disaster Management and Safety Plans

CONSIDERATION OF APPLICATION FOR LOW RISK EVENTS AND FESTIVALS

APRIL 2026

NAME OF EVENT	DATE OF EVENT	EVENT LOCATION	NUMBER OF ATTENDEES	DATE OF APPROVAL
Garden Route Giro.	17-18 April 2026	Knysna High School Field	Participants 200 Spectators 46	23 April 2026
Medieval Feast	21 April 2026	Sedgefield Community Hall	Participants 90 Spectators 20	16 April 2026

CONSIDERATION OF APPLICATION FOR HIGH RISK EVENTS AND FESTIVALS

APRIL 2026

Name of Event	Date of Event	Event Location	Number of Attendees	Date of Approval

Simola Hill Climb	30 April 2026	Old Cape Road	Participants Spectators	16 April 2026

CONSIDERATION OF APPLICATION FOR LOW RISK EVENTS AND FESTIVALS

MAY 2026

No events approved

CONSIDERATION OF APPLICATION FOR HIGH RISK EVENTS AND FESTIVALS

MAY 2026

No Events approved

4.5 Area E: COMMUNITY DEVELOPMENT WORKERS

As per the MOU that the Western Cape Provincial Government signed with the Knysna Municipal Council

APRIL 2026

WARD/ AREA	VENUE	ACTIVITIES	DATE	SPHERE OF GOVERNMENT
		NOMVULA FLEPISI		
8	Housing Office	Report Writing	1 April 2026	Provincial
8	Housing Office	Admin work	2 April 2026	Local
8	Housing Office	Assisted walked-in clients at the office. Did logistics for invoices of a soup kitchen project	7 April 2026	Local
10/3	Spar	Went to buy soup kitchen ingredients and distributed the food stuff to the beneficiary at Hlalani	8 April 2026	Local
10	PP unit	Attended Thursday planning meeting	9 April 2026	Local
8	Housing Office	Admin work and wrote weekly plans and submitted	10 April 2026	Provincial
8	Housing Office	Assisted at the office as the Housing official is still on leave (Office Assistant)	14 April 2026	Local
8	Housing Office	Assisted walk-in clients	15 April 2026	Provincial
10 8	PP unit Housing Office	PP unit Planning meeting Assisted walk-in clients with social issues	16 April 2026	Local
8	Housing Office	Admin work and wrote weekly plan	17 April 2026	Local
8	Housing Office	Office Assistant, help community with social issues like water on drip, interruption on electricity, sewer problem and also with housing basic issues like Title deeds and Agreement of Sales referred them by phoning to relevant departments	20 April 2026	Local
10	PP unit	Special CDW – mentor meeting	21 April 2026	Local
8	Housing Office	Admin Work	22 April 2026	Local
8	Housing Office	Admin Work	23 April 2026	Local
8	Housing Office	Admin Work, Wrote weekly Plan and submitted	24 April 2026	Provincial
	Sedgefield Clinic	Assisted a client with the social grant application	28 April 2026	Local
8	CDC Concordia	Info session with patients at the clinic about SASSA and our assistance as CDWs	29 April 2026	Local
8	Housing Office	Did transport arrangements for transporting people to SASSA Plettenberg Bay	30 April 2026	Local

MAY 2026

WARD/ AREA	VENUE	ACTIVITIES	DATE	SPHERE OF GOVERNMENT
		NOMVULA FLEPISI		
8	Housing Office	Assist Clients at the Office	4 May 2026	Local
8	Housing Office	Report Writing	5 May 2026	Provincial
8	Masifunde Library	Assisted with registering people affected in the disaster	6 May 2026	Local
8	Masifunde Library	Distributed blankets, giving soup & bread and assisted with care & placements of those affected by disaster	7 & 8 May 2026	Local
3	Chris Hani Hall	Distributed blankets, giving soup & bread and assisted with care & placements of those affected by disaster	11-13 May 2026	Local
10	PP Unit	Attended planning meeting for recruitment of 18 people in each ward for EPWP work	14 May 2026	Local
8	Housing Office	Admin Work & Weekly Planning	15 May 2026	Local
3,4,6,7,8	Northern Areas	Assisted with the recruitment at different wards	18 May 2026	Local
2 & 5	Rheenendal, Karatara, Sedgefield	Assisted with the recruitment	19 May 2026	Local
	Home Affairs, SASSA Plettenberg Bay	Took people to apply for grants and ID's	20 May 2026	Local
8	Housing Office	Assisted Clients	21 May 2026	Local
	Home Affairs	Assisted sorting ID's which must be collected	22 May 2026	Local
8	Housing Office	Admin work & assisted Clients	25 May 2026	Provincial/Local
	Home Affairs	Assisted sorting ID's which must be collected	26 May 2026	Provincial
8	Housing Office	Logistical arrangements for clients to visit Home Affairs & SASSA	27 May 2026	Local
8	Home Affairs	Took clients to Plettenberg Bay	28 May 2026	Local
10	PP Unit	Mentor CDW Meeting	29 May 2026	Local
8	Housing Office	Administrative Duties	29 May 2026	Provincial

JUNE 2026

Ward/ Area	Venue	Activities	Date	Sphere of Government
		NOMVULA FLEPISI		
8	Housing Office	Assisted Clients at the office	1 June 2026	Local
8	Housing Office	Assisted Clients at the office	2 June 2026	Local
8	Housing Office	Wrote Municipal Monthly Report	3 June 2026	Provincial
	Plettenberg Bay	Assisted by taking people to Home Affairs and SASSA	4 June 2026	Local
8	Housing Office	Admin Work and wrote weekly plan and submitted	5 June 2026	Provincial
8	Housing Office	Assisted clients at the office	8 June 2026	Local
	Oudtshoorn	CDW Staff Meeting	9 June 2026	Local
5	Rheenendal	Opening of eCentre	10 June 2026	Local
10	PP unit	Thursday Planning meetings	11 June 2026	Local
8	Housing Office	Admin Work and wrote weekly plan	12 June 2026	Provincial
8	Housing Office	Collected POEs	15 June 2026	Local
8	Housing Office	Continued with POEs and submitted them	17 June 2026	Local

WESTERN CAPE GOVERNMENT

DEPARTMENT OF LOCAL GOVERNMENT

COMMUNITY DEVELOPMENT WORKER PROGRAMME

MONTHLY CDW REPORT

APRIL 2026

Official	Devoline Koopman
Position	Community Development Worker (CDW)
Department	Western Cape Government: Department of Local Government
Region	Garden Route District
Area of Work	Knysna Municipal Area: Rheenendal, Karatara, Hornlee, Concordia, Northern Areas and surrounding communities
Reporting Period	**1 April 2026 - 30 April 2026**

1. Executive Summary

This monthly report reflects the key Community Development Worker (CDW) activities implemented during April 2026 within the Knysna municipal area, with specific focus on Rheenendal and surrounding communities. The month included community case management, intergovernmental stakeholder engagement, Integrated Development Plan (IDP) participation, National Development Agency engagement, Community Work Programme (CWP) support discussions, youth and cultural development support, Child Protection Week preparation, procurement follow-ups, land claim advocacy, retail development follow-up and vulnerable household assistance.

The CDW role during the month was centred on strengthening the link between communities and government, ensuring that local concerns were escalated to the appropriate sphere of government, and supporting practical development initiatives that respond to unemployment, poverty, social vulnerability and limited access to services.

2. Monthly Objectives

- To support community access to government services and information through referrals, follow-ups and stakeholder coordination.
- To participate in municipal public participation processes, including IDP engagement sessions.
- To strengthen partnerships with departments, NGOs, recruitment companies and community structures.
- To support vulnerable households and community initiatives through advocacy, referrals and mobilisation.
- To develop and submit proposals that promote sustainable community empowerment, youth development and food security.

- **3. April 2026: Four-Week Activity Overview**

Reporting Week	Main Focus	Sphere(s) of Government	Overall Outcome
Week 1: 1-3 April 2026	Administrative follow-ups, community enquiries, planning and preparation for April	Provincial / Local / National	Outstanding community matters were tracked, and preparations were made for April meetings

	stakeholder engagements.		and outreach engagements.
Week 2: 6-10 April 2026	Stakeholder liaison, recruitment follow-ups, Department of Rural Development engagement and planning for Rheenendal e-centre outreach.	Provincial / National / Local	Improved follow-up on youth opportunities and service delivery matters; coordination strengthened for community outreach.
Week 3: 13-17 April 2026	NDA meeting, IDP participation, CWP food garden discussions, DSD youth outreach engagement and administration.	National / Provincial / Local	Key partnerships advanced around cooperative compliance, IDP participation, food gardens, youth engagement and social development programmes.
Week 4: 20-30 April 2026	Child Protection Week preparation, SANDF feedback, NPO support, Rheenendal site visit, retail development follow-up, land claim advocacy, CWP proposal and vulnerability assistance request.	National / Provincial / Local	Community needs were escalated; development proposals were submitted; youth, elderly and vulnerable household matters received structured support.

- **4. Detailed Weekly Activities, Spheres of Government and Outcomes**

- **Week 1: 1-3 April 2026**

Date	Activity / Meeting	Description / Purpose	Sphere(s) / Stakeholders	Outcome / Progress
1-3 Apr	Administrative duties and community case follow-ups	Office-based work to update outstanding correspondence, follow up on community requests and prepare for April activities.	Provincial Government: Department of Local Government; Local community structures	Outstanding emails and cases were organised for follow-up; April work priorities were identified.
1-3 Apr	Community liaison and referrals	Responded to community enquiries and guided residents on relevant government departments and service points.	Local / Provincial / National, depending on referral matter	Community members were directed to appropriate services and pending matters were noted for escalation.
1-3 Apr	Planning for stakeholder engagements	Prepared for upcoming meetings linked to NDA, IDP, CWP, DSD and Rheenendal community support initiatives.	Provincial and Local Government; community stakeholders	Stakeholder engagement schedule and support priorities were clarified for the month.

- **Week 2: 6-10 April 2026**

Date	Activity / Meeting	Description / Purpose	Sphere(s) / Stakeholders	Outcome / Progress

6-10 Apr	Recruitment company follow-up	Followed up with recruitment companies contacted after the previous outreach programme where unemployed graduates' details were collected and submitted to recruitment consultants.	Provincial Government; Private sector recruitment partners	Progress on graduate referrals was followed up to support unemployed youth and graduates with access to employment opportunities.
6-10 Apr	Department of Rural Development liaison	Liaised with the Department of Rural Development regarding community development matters and possible support pathways.	National Government: Rural Development / DALRRD; Provincial CDW Programme	Intergovernmental communication was maintained to support community development and referral matters.
6-10 Apr	Preparation for Rheenendal e-centre outreach	Prepared for outreach at the Rheenendal e-centre and aligned expected support activities for community members.	Provincial Government; Local Government; e-centre stakeholders	Outreach planning strengthened local access to digital and government-related support.
6-10 Apr	IDP meeting preparation	Prepared to attend scheduled IDP meetings and support community participation in municipal planning.	Local Government: Knysna Municipality; Provincial CDW Programme	Community participation in the IDP process was supported through attendance and mobilisation.
6-10 Apr	Quotation follow-up with GAME	Followed up on quotation request submitted on 24 March to support planning and procurement processes.	Provincial Government administration; Private sector supplier	Procurement follow-up was escalated to obtain feedback and support planning timelines.

- **Week 3: 13-17 April 2026**

Date	Activity / Meeting	Description / Purpose	Sphere(s) / Stakeholders	Outcome / Progress
13 Apr	Meeting with National Development Agency (NDA)	Discussed committee support, cooperative compliance and assistance to community initiatives and local structures.	National Government: NDA; Provincial CDW Programme; community committees	Community committees and cooperatives received attention regarding compliance and support needs.
14 Apr	IDP meeting schedule begins	Participated in Integrated Development Plan community engagement sessions and	Local Government: Knysna Municipality; Provincial CDW Programme; community members	Community voices and development priorities were supported within municipal planning processes.

		supported public participation.		
14 Apr	Follow-up: ROYALTY young gospel group	Followed up with KykNET / Koortjies regarding the Rheenendal young gospel group's performer submission and request for a national platform.	Community development / cultural sector; media stakeholder	Youth talent and positive community representation were promoted beyond the local area.
15 Apr	Meeting with Community Work Programme (CWP)	Discussed support for community food garden initiatives, sustainability projects and broader community empowerment opportunities.	National Government: CWP / COGTA / IDT; Provincial CDW Programme; Local community structures	Food garden and empowerment ideas were advanced as a possible sustainable community development model.
16 Apr	Public Participation Outreach Programme with DSD	Engaged with the Department of Social Development regarding youth engagement and community outreach.	Provincial Government: DSD; Department of Local Government; Local Government	Youth-focused outreach and social support planning were strengthened.
17 Apr	Administrative duties	Office administration, documentation, meeting follow-ups and planning for upcoming projects.	Provincial Government: Department of Local Government	Records, correspondence and planning documents were updated for continuity.

- **Week 4: 20-30 April 2026**

Date	Activity / Meeting	Description / Purpose	Sphere(s) / Stakeholders	Outcome / Progress
20-24 Apr	Child Protection Week preparation	Contacted Social Development partners to offer support for Child Protection Week programmes, including halls, stakeholder engagement and community mobilisation.	Provincial Government: DSD and DLG; Local Government; community stakeholders	CDW support was offered to strengthen Child Protection Week planning and community mobilisation.
20-24 Apr	SANDF application feedback	Received positive feedback that approximately 50% of Knysna candidates were expected to be invited to the interview process following the SANDF application support.	National Government: SANDF; Provincial CDW Programme; Local project coordination	Youth application support produced a strong outcome and demonstrated the value of structured application assistance.
20-24 Apr	Rheenendal retail development follow-up	Requested an update on the proposed Rheenendal retail development, including land use planning stage, outstanding requirements and	Local Government: Spatial Planning / Knysna Municipality; Provincial CDW Programme	Access to basic goods, local economic development and potential job creation were promoted as

		community engagement opportunities.		community priorities.
20-24 Apr	Land claim advocacy preparation	Prepared urgent correspondence regarding unresolved Rheenendal land claims lodged between 1998 and 2009, particularly affecting elderly claimants.	National Government: DALRRD / Land Claims; Provincial CDW Programme; Rheenendal community	Elderly claimants' concerns were documented and prepared for escalation to the relevant national authority.
27 Apr	Public Holiday: Freedom Day	Public holiday.	National Government	No field activity recorded.
28 Apr	Office-based work and NPO support projects	Continued administrative duties and support to NPO/community development projects.	Provincial / Local Government; community organisations	NPO support and administration progressed.
28 Apr	CWP Community Empowerment Transformation Proposal	Submitted a proposal recommending that CWP shift from basic work activities into a structured empowerment model including food gardens, faith-based community hubs, youth roles and skills development.	National Government: CWP / COGTA / IDT; Provincial CDW Programme; Local community organisations	A practical community empowerment model was submitted for consideration to strengthen dignity, skills and sustainable local development.
28 Apr	Vulnerable household assistance request	Sent a heartfelt request for housing and medical vulnerability support for a 63-year-old breast cancer patient in Rheenendal living in unsafe housing conditions.	Provincial / Local Government; NGOs; private sector CSI partners	The vulnerability case was escalated for possible building materials, repairs, labour or referral support.
29 Apr	Rheenendal site visit and community engagement	Met in Rheenendal and engaged with the Community Forum and Council of Stakeholders.	Local Government; community forum; Council of Stakeholders; Provincial CDW Programme	Community issues were discussed directly with local structures and follow-up matters identified.
30 Apr	Meeting with Department of Social Development	Morning meeting with DSD, followed by afternoon administrative duties.	Provincial Government: DSD and DLG	Social development coordination and administrative follow-up were completed.
1 May	Public Holiday: Workers' Day	Public holiday included in weekly plan crossing into May.	National Government	No field activity recorded; noted for continuity of weekly planning.

5. Key Thematic Areas Addressed During April 2026

5.1 Youth Development and Employment Support

The month included follow-up with recruitment companies regarding unemployed graduates who participated in earlier outreach work. The positive SANDF feedback also confirmed that structured application support can directly improve youth access to interview opportunities. The follow-up on the ROYALTY young gospel group further supported youth development through cultural recognition and positive community exposure.

5.2 Public Participation and Municipal Planning
IDP meetings and Rheenendal community engagements supported community participation in municipal planning. These engagements ensured that local voices and development needs remained visible within formal planning processes.

5.3 Social Development and Vulnerable Household Support
The CDW supported coordination with DSD, offered support for Child Protection Week programmes, and escalated a serious housing and medical vulnerability case involving a Rheenendal breast cancer patient requiring safer recovery conditions.

5.4 Community Empowerment and CWP Transformation
CWP engagement and the submitted proposal focused on shifting community work from short-term cleaning activities to structured empowerment through food gardens, youth administration roles, faith-based NPO hubs, skills development and income-generating pathways.

5.5 Land, Human Settlement and Economic Development Matters
The Rheenendal retail development follow-up and land claim advocacy reflected ongoing community development priorities: access to basic goods, job creation, local economic development, dignity and justice for elderly land claimants.

- **6. Stakeholders Engaged**

Sphere / Sector	Stakeholders
National Government	National Development Agency (NDA); Community Work Programme / COGTA / IDT; SANDF; Department of Rural Development / DALRRD; Land Claims structures; media platform stakeholders where relevant.
Provincial Government	Western Cape Government Department of Local Government: CDW Programme; Department of Social Development; regional coordination structures.
Local Government	Knysna Municipality; IDP public participation structures; Spatial Planning; Rheenendal community structures; e-centre and local service points.
Community / Civil Society / Private Sector	Community Forum; Council of Stakeholders; NPOs and churches; recruitment companies; GAME supplier follow-up; potential CSI partners; youth groups and vulnerable households.

7. Outcomes Achieved

- Improved coordination between CDW, municipal structures, DSD, NDA, CWP stakeholders and community organisations.
- Community participation in IDP processes was supported and strengthened.
- Youth employment support produced measurable positive progress through SANDF application feedback and continued recruitment company follow-ups.
- A CWP community empowerment model was submitted to promote food security, skills development and dignity-based community work.
- A vulnerable medical and housing case in Rheenendal was escalated for possible assistance.
- Land claim concerns affecting elderly Rheenendal claimants were prepared for urgent escalation.
- Rheenendal retail development was followed up as a potential access, affordability and local economic development intervention.

8. Challenges Identified

- High levels of unemployment continue to create pressure for employment, learnership and skills development opportunities.
- Some community matters require response from other departments, which can delay feedback to residents.
- Vulnerable households require practical material assistance, but resources are limited.
- Elderly land claimants remain frustrated by long outstanding unresolved claims.
- Rural communities such as Rheenendal continue to face access challenges linked to transport costs, distance from town and limited local economic infrastructure.

9. Recommendations

- Continue regular follow-up with national and provincial departments on unresolved referrals and escalations.
- Strengthen structured youth employment support programmes, including CV support, online applications and interview readiness.
- Support CWP transformation discussions so that participants can be linked to food gardens, skills development, youth programmes and community-based NPO structures.
- Maintain active participation in IDP processes to ensure rural community needs are represented in municipal planning.
- Continue mobilising government, NGO and private sector partners for vulnerable household assistance and community development projects.

10. Conclusion

April 2026 reflected a strong month of integrated community development work, combining administration, stakeholder engagement, youth support, public participation, social development, vulnerable household assistance, CWP transformation planning and community advocacy. The work undertaken contributed to improved coordination across the three spheres of government and strengthened the CDW role as a bridge between communities and government service delivery systems.

Prepared by	Devoline Koopman, Community Development Worker
Signature	_____
Date	_____
Supervisor / Regional Coordination	_____

WESTERN CAPE GOVERNMENT
Department of Local Government
COMMUNITY DEVELOPMENT WORKER (CDW)
MONTHLY REPORT – MAY 2026

Official: Devoline Koopman
Position: Community Development Worker (CDW)
Reporting Period: May 2026
Region: Garden Route District
Area: Knysna Municipal Area

Executive Summary

May 2026 was characterised by an intensive disaster response following the severe weather and flooding across the Greater Knysna area. The month focused on humanitarian relief coordination, stakeholder mobilisation, emergency shelter support, CSI engagement, donor coordination, administration, community referrals and approved study leave for N6 examinations.

DATE	ACTIVITY	SPHERE(S) OF GOVERNMENT	OUTCOME
Week 1 (1–8 May 2026)	1–2 May: Office administration, community appointments, planning for Child Protection Week and stakeholder coordination. 5 May: Following severe weather warnings, coordinated emergency stakeholder mobilisation with Knysna Municipality Social Development. Contacted CSI partners, NGOs, businesses and organisations across the Garden Route and Western Cape requesting blankets, mattresses, food, hygiene items and warm meals. Drafted and distributed emergency appeals to Loeriehof, Pick n Pay and numerous other organisations. 6 May: Reported to the Disaster Coordination Centre at Loerie Park. Assisted with coordination for homeless persons and flood-affected families accommodated in emergency shelters while continuing donor liaison and humanitarian coordination. 7–8 May: Continued flood response, community assessments, donor follow-ups, referrals and stakeholder coordination.	National, Provincial, Local Government, Disaster Management, NGOs & Private Sector	Emergency response activated; humanitarian assistance mobilised; shelter coordination strengthened and CSI partnerships initiated.
Week 2 (11–15 May 2026)	Flood mop-up interventions; meetings with Knysna Municipality Social Development regarding distribution of humanitarian packs; meeting with Red Cross; Community Chest Western Cape confirmed donation of 100 humanitarian packs; continued donor coordination and administration. Study Leave: 14 & 15 May.	National, Provincial, Local Government, NGOs & Private Sector	Humanitarian relief planning strengthened and distribution preparations completed.
Week 3 (18–22 May 2026)	Continued flood recovery support; liaison with Community Chest Western Cape regarding transport of donations from Cape Town; compiled affected household information and stakeholder database for the Executive Mayor;	Provincial, Local Government, NGOs & Private Sector	Relief logistics coordinated and stakeholder collaboration maintained.

	ongoing engagement with relief partners. Study Leave: 22 May.		
Week 4 (25–29 May 2026)	Study Leave: 25, 26 & 27 May for N6 examinations. Continued administration support, community appointments, flood recovery follow-ups, reporting, stakeholder communication and humanitarian coordination.	Provincial & Local Government	Administrative reporting completed while supporting ongoing disaster recovery.

WESTERN CAPE GOVERNMENT
DEPARTMENT OF LOCAL GOVERNMENT
COMMUNITY DEVELOPMENT WORKER (CDW)
MONTHLY REPORT – JUNE 2026

Official: Devoline Koopman
Region: Garden Route District
Area: Knysna Municipal Area

EXECUTIVE SUMMARY

June 2026 focused on three key priorities: continued humanitarian support following the Knysna floods; strengthening partnerships between government, NGOs and the private sector; and planning and implementing the 50 for 50 Youth Employment Competition in commemoration of the 50th Anniversary of June 16. Alongside daily CDW administration, community referrals and stakeholder coordination, extensive CSI and partnership engagements were undertaken with private companies, while support continued to the Knysna Municipality Social Development Office and the Knysna Red Cross. The initiative attracted enquiries from Cape Town CBD, Strand, Ottery, Paarl, George, Mossel Bay, Gqeberha, Mthatha and other areas, demonstrating the demand for practical youth employment programmes. On 30 June 2026 Vodacom officially joined the initiative by sponsoring 10 youth with 10GB of data each, with discussions commencing to expand the programme into the Northern Areas.

DATE	ACTIVITY	SPHERE(S) OF GOVERNMENT	OUTCOME
Week 1 (1–5 June 2026)	Continued support to the Knysna Municipality Social Development Office with flood recovery, humanitarian coordination and stakeholder engagement. Supported the Knysna Red Cross and humanitarian distribution planning. Followed up on quotations and disaster-related procurement. Commenced planning of the 50 for 50 Youth Employment Competition. Drafted CSI and sponsorship proposals and began approaching numerous private companies and organisations including Foschini (TFG), Vodacom Foundation, Woolworths, Ackermans, Edgars, Bata South Africa, SPAR, Pick n Pay, Office National, BUCO, Knysna Waterfront, Milkwood Square, Rotary Knysna, Greater Knysna	National, Provincial, Local Government, NGOs & Private Sector	Flood recovery support continued while strategic partnerships and sponsorship mobilisation commenced.

	Business Chamber and many other businesses.		
Week 2 (8–12 June 2026)	Expanded stakeholder engagement and CSI outreach by contacting additional companies nationally and within the Garden Route. Continued daily administration, community appointments, employment referrals and disaster recovery support. Finalised branding, logistics, venues, judging process and partnerships for the competition with the Department of Employment and Labour, NYDA, South Cape Recruitment, libraries and e-Centres.	National, Provincial, Local Government & Private Sector	Strong stakeholder relationships established and competition planning finalised.
Week 3 (15–22 June 2026)	Registration period for the 50 for 50 Youth Employment Competition. Hosted information sessions in Rheenendal, Hornlee and Sedgefield. Assisted youth with CV writing, cover letters, email creation, online job applications, document certification, interview preparation and employment readiness. Continued community referrals, administrative duties and humanitarian follow-up where required.	Provincial, Local Government, Department of Employment and Labour, NYDA, Libraries & e-Centres	High youth participation achieved and practical employment support delivered.
Week 4 (23–30 June 2026)	Registration closed and competition implemented in Rheenendal and Hornlee. Participants completed 50 or more applications within 50 minutes. Coordinated judging panels and stakeholder participation. On 30 June Vodacom officially sponsored 10 youth with 10GB of data each. Continued discussions with TFG and other partners. Received enquiries from Cape Town CBD, Strand, Ottery, Paarl, George, Mossel Bay, Gqeberha, Mthatha and other regions, demonstrating potential for expansion into the Northern Areas and beyond.	National, Provincial, Local Government & Private Sector	Successful implementation of the competition, strengthened public-private partnerships and laid the foundation for provincial expansion.

Key Stakeholders Engaged During June 2026

Department of Local Government; Knysna Municipality; Department of Employment and Labour; NYDA; South Cape Recruitment; Knysna Red Cross; Libraries; e-Centres; Greater Knysna Business Chamber; Foschini Group (TFG); Vodacom Foundation; Woolworths; Ackermans; Edgars; Bata South Africa; SPAR; Pick n Pay; BUCO; Office National; Knysna Waterfront; Rotary Knysna; Milkwood Square and numerous other private sector companies approached through CSI and partnership requests.

1.1 **Area F : COMMUNITY WORKS PROGRAMME**

PERIOD COVERED	**April – June 2026**
DATE SUBMITTED	**30 June 2026**

Number of work opportunities

Targeted monthly participation rate	Monthly participation rate April	Monthly Participation rate May	Monthly Participation rate June
500	319	317	314
Total Male -33	Total Female - 292	Total Youth - 36	Total Disabled - 32

Useful Work	Performance Indicator	Number of Participants
Food gardening	5 vegetable gardens	15
Nursery	1 nursery	2
Clean & Green	Beautifying streets and parks	79
Cleaning of public spaces	Cleaning of CBD	40
Illegal dumpsite cleaning	Cleaning and monitoring illegal dumpsites	30
Cleaning of offices, at sector departments, NGO's, Libraries etc	Cleaning offices Assist in libraries and community halls	30
Cleaning of health facilities	Cleaning	9
Cleaning of schools and ECD Centres and Class assistance	21 ECDs 6 Schools	25 40
Old age home care and cleaning	Elderly care	2
Feeding schemes	Cooking and distributing of food	10
Home base and Health Care Assistance	Care of sick and frail	4
CWP participants assisting clinics with distribution of medication	Elderly and disabled members of the community that struggle to get to the clinic on time benefit from this activity and assistance.	4
Community Safety	Security car parking attendants and assisting at school crossings	33
Sowing Teams	Train other participants how to do sowing.	2

Exited Projects

Useful Work	Performance Indicator	Planned Output	Progress Made	Number of Participants
Hand Craft	Garment and hand craft making	Forming cooperatives for economic output	Ongoing	10

Implementation challenges and proposed solutions

Key challenges	Potential impact on program	Proposed intervention
• Non payments	• All participants get paid	
• No new approvals	• Our participation numbers are low as new approvals are currently on hold.	• Awaiting go-ahead from COGTA
• Stationery	• The office hasn't received any stationery and our Microsoft office expired.	
• Lack of Equipment, PPE, black bags and making up of collected waste	• Demotivated participants • Unpleasant dirty environment	• COGTA will resolve the issue • Community services assisted us with black bags and truck to collect black bags when participants finish cleaning.

Key achievements	Potential impact
• NDA meeting	NDA working with a group of participants to register them as a cooperative - Ward 5
• SEDA Meeting	Entrepreneurship workshop to assist participants in starting and registering a business to create an income from their handcrafts - Ward 8
• Ward 5 sowing team	CWP participants knitted scarves and sewed clothes for kids of those participants doing a good job and some of them trained other participants.
• Hands Design Cooperative	We give 8 machines to hand design to assist our participants for training
• Creche	Stakeholders satisfy with participants assisting at creches.

KNYSNA
Municipality Munisipaliteit uMasipala

POST-ATTENDANCE REPORT BACK

To be submitted upon return to office

Section 1: Delegate & Event Details

Full Name	JACKY KALANI
Designation / Title	MANAGER: PUBLIC PARTICIPATION
Department	CORPORATE SERVICES [PUBLIC PARTICIPATION]
Name of Event / Conference	PROVINCIAL PUBLIC PARTICIPATION FORUM MEETING
Event Organiser / Host	WESTERN CAPE GOVERNMENT
Venue & Location	BREDASDORP
Date(s) of Attendance	21 & 22 MAY 2026
Date of Return to Office	25 MAY 2026
Report Submission Date	26 MAY 2026

Section 2: Report Back Items

a) Policy Inputs, Results or Outputs

Describe any policy inputs, results or outputs from this event that the Municipality must consider:

The readiness of Municipalities in relation and alignment of the Ward Committee Establishment processes in relation with the upcoming Local Government Elections

b) Benefits and/or Skills Obtained

Describe the specific benefits and/or skills acquired through attendance:

Acquired knowledge and understanding about the IEC timetable and MDB processes around the 4 November 2026 LG elections and the distribution of election material, including the different stages that the IEC has embarked upon and target groups they seek to achieve around communication.

c) Revenue Opportunities for the Municipality

Identify any specific revenue opportunities noted during the event:

The province stands ready to provide non-revenue contributions in form of assisting the KM in pre-ward committee establishment activity like Civic Education and post-ward committee activities like training, capacity building and know-your-ward committee campaign.

d) Specific Projects and/or Programmes

Detail any specific projects and/or programmes that were considered or approved:

Civic Education campaign

e) Other Value Added by Attendance

Describe in detail any other value added by attending this event:

Bench marking KM readiness and performance against other Municipalities

f) Total Cost of Attendance and Available Budget

Cost Item	Amount (R)
Registration / Conference Fees	N/A
Travel (Flights / Transport)	R 3385.50
Accommodation	R 3055.00
Subsistence	R 380.00
Other Costs (specify below)	N/A
TOTAL COST	R 6 820,50
Available Budget	R 15 957.79
Vote Number	32-42-50-18-7502

Other costs detail:

N/A

g) Statutory Meeting Details

If this was a Statutory Meeting, provide full details below (meeting name, statutory body, outcomes, resolutions, obligations on the Municipality):

Was this a Statutory Meeting?	Yes
Name of Statutory Body	Provincial Public Participation Forum
Legal / Regulatory Obligation	ToR

Outcomes and resolutions of the statutory meeting:

That the province will send the Ward Committee Establishment Toolbox and guidelines To all the Municipalities and early PPP Forum will be called in September 2026 to check the state of readiness of the Municipalities

Section 3: Declaration & Sign-Off

I declare that the information provided in this report back is accurate and complete to the best of my knowledge.

Delegate Signature

Date: 26/05/2026

Director: Corporate Services

Date: 2026-05-27

Western Cape Government
FOR YOU

DIRECTORATE: PUBLIC PARTICIPATION

ATTENDANCE REGISTER

PROVINCIAL PUBLIC PARTICIPATION FORUM MEETING

DATE : 21 & 22 MAY 2026

VENUE: CAPE AGULHAS MUNICIPALITY, TULBAGH

NAME AND SURNAME	ORGANISATION	CONTACT DETAILS	SIGNATURE 21 MAY 2026	SIGNATURE 22 MAY 2026
1. SIPHO PHENDU	DLG	Tel: 021 – 483 8156 E-mail: Sipho.Phendu@westerncape.gov.za		
2. JUSTINE STEPHENS	DLG	Tel: 021 – 483 0603 E-mail: Justine.Stephens@westerncape.gov.za	Stephens	Stephens
3. URSULA OTTO	DLG	Tel: 021 – 483 4926 E-mail: Ursula.Otto@westerncape.gov.za		
4. MZIMASI TAMSANQA	DLG	Tel: 021 – 483 5296 E-mail: Mzimasi.Tamsanqa@westerncape.gov.za		

NAME AND SURNAME	ORGANISATION	CONTACT DETAILS	SIGNATURE 21 MAY 2026	SIGNATURE 22 MAY 2026
5. MOENTIHA HUGHES	DLG	Tel: 021 – 483 2858 E-mail: Moentiha.Hughes@westerncape.gov.za		
6. KEITH D LANGENHOVEN	DLG	Tel: 021 – 483 3492 E-mail: Keith.Langenhoven@westerncape.gov.za		
7. AMELIA NOLAN	DLG	Tel: 021 – 483 4323 E-mail: Amelia.Nolan@westerncape.gov.za		
8. PRUDENCE RAMNATH	DLG	Tel: 021 – 483 3333 E-mail: Prudence.Ramnath@westerncape.gov.za		
9. SEBOLAI MOLEFE	DLG	Tel: 021 – 483 4046 E-mail: Sebolai.Molefe@westerncape.gov.za		
10. NAOMI ARENDSE	DLG	Tel: 021 – 483 0633 E-mail: Naomi.Arendse@westerncape.gov.za		
11. Jomadeve September	CAM	Tel: 0761791793 E-mail: JomadeveS@capeagulhas.gov.za		
12. Phakile Mbeli	Btou / IGR	Tel: E-mail: mmpali@pgwc.gov.za		
13. SYLVIA NTSHAMBA	F, AN / PP	Tel: 04633-25510 E-mail: ntshambas@pgwc.gov.za		

NAME AND SURNAME	ORGANISATION	CONTACT DETAILS	SIGNATURE 21 MAY 2026	SIGNATURE 22 MAY 2026
14. KENDALL-JOHN THELINISSEN	OVERBERG DISTRICT MUN.	Tel: 028 425 1157 / 0810698577 E-mail: kthelinissen@odm.org.za		
15. AG Parker	Langeberg Mun	Tel: 023 615 2219 / 063 010 0171 E-mail: aparker@langeberg.gov.za		
16. Marcon Middleton	Overstrand Mun: Strategic Supp Serv.	Tel: 028 384 8365 E-mail: mmiddleton@overstrand.gov.za		
17. JACKY KALANI	KNYSNA MUN	Tel: 044 302 6300 E-mail: jkalani@knysna.gov.za		
18. Wahl Baartman	OUDTSHOORN MUN	Tel: 044 203 3000 E-mail: wahl@oudtmun.gov.za		
19. CATHERINE OKKERMEYER	City of Cape Town.	Tel: E-mail:		
20. Zandile Mahlosela	CCT	Tel: 0737228192 E-mail: Zandile.Mahlosela@capetown.gov.		
21. René Valla	George Municipality	Tel: 044 801 9075 E-mail: rlefleur@george.gov.za		
22. Caitlin Wessels	CAM	Tel: 079 366 7779 E-mail: Caitlin1@capecagulhas.gov.za		

NAME AND SURNAME	ORGANISATION	CONTACT DETAILS	SIGNATURE 21 MAY 2026	SIGNATURE 22 MAY 2026
23. LERATO TSHEFU	HESSEQUA	Tel: 028 713 7912 E-mail: lerato@hessequa.gov.za		
24. Bianca Davies	CWDM	Tel: 021 888 5119 E-mail: bianca@capewinelands.gov.za		
25. David Mickets	DoP - ERM	Tel: 021 4830923 E-mail: DAVID.MICKETS@WESTERN CAPE.GOV.ZA		
26. Jacqui Pandaram	WC DoA	Tel: 021-8085362 E-mail: jacqueline.pandaram@westerncape.gov.za		
27. Chloé Pandaram	student	Tel: E-mail: —		
28. David Jansen	SALGA	Tel: 0847374444 E-mail: djansen@salga.org.za		
29. Aluchia Hathugh	Swellendam Municipality	Tel: 019 422 5510 E-mail: aluchiah@swellendam.gov.za		
30. Grant Cook	DLG	Tel: 021 483 8134/084 5682020 E-mail: Grant.Cook@westerncape.gov.za		
31. Nuyo	IEC	Tel: 084 406 4156 E-mail: Scetuev@Elections.org.za		

NAME AND SURNAME	ORGANISATION	CONTACT DETAILS	SIGNATURE 21 MAY 2026	SIGNATURE 22 MAY 2026
32. Heinrich Mageran	OLG: CBP	Tel: 066 244 5181 E-mail: Heinrich.Mageran@westerncape.gov.za		
33. Francois Rust	CDM: Witzenberg	Tel: 082 747 2961 E-mail: fruiters@cdm.gov.za		
34. Hofmeyer Stez.	Witz Mun.	Tel: E-mail:		
35. Lindy Gallant-Valentine	CAM	Tel: 076 515 8218 E-mail: lindyv@capeagulhas.gov.za		
36. Mardize Faul	Theewaterskloof Mun	Tel: 083 380 3915 E-mail: mardizefa@twk.gov.za		
37. Tarrenlee Michel	Theewaterskloof	Tel: 063 446 8660 E-mail: tarren-leeha@twk.gov.za.		
38. Aluchia Hattingh	Swellendam Muni.	Tel: 078 422 3470 E-mail: aluchiaheswellendam.gov.za		
39. Natalie Fortuin	CWDM	Tel: 076 110 6455 E-mail: nataliec@capewinelands.gov.za		
40. JUAN de LORA	WC DOA	Tel: 021 8085383 E-mail: Juan.delora@westerncape.gov.za		

FORMS TO BE COMPLETED INDIVIDUALLY FOR EACH DELEGATE TO ATTEND EVENTS OUTSIDE KNYSNA MUNICIPAL BOUNDARIES

REQUEST FOR PERMISSION INCLUDING MOTIVATION BY STAFF MEMBER TO UNDERTAKE MUNICIPAL BUSINESS OUTSIDE THE GREATER KNYSNA MUNICIPAL AREA

Acknowledgement of receipt
Office of the MM
Date: 24/06/2026
07:50

KNYSNA Municipality / Munisipaliteit / uMasipala

Delegate's Name	SIDWELL VUMAZONKE		
Delegate's Designation	COORDINATOR: PUBLIC PARTICIPATION		
Reference No. of Delegation		**File Ref.: 9/1/2/14**	
Name of Event / Nature of Meeting / Training	GARDEN ROUTE DISTRICT MUNICIPALITY: IDP & PUBLIC PARTICIPATION MANAGER'S WORKING SESSION		
Date of Event /Meeting /Training	25 JUNE 2026		
Date of Departure	25/06/2026	**Estimated Time of Departure**	07:30
Date of Return	25/06/2026	**Estimated Time of Return**	16:30
Place	GEORGE		
Organisation	GARDEN ROUTE DISTRICT MUNICIPALITY		
Name of Official Acting for Delegate (if applicable)	n/a		
Designation of Official Acting for Delegate	n/a		
Financial Implications:			
Budget	**R 34 419.00**		
Committed	**0.00**		
Available	**R 8191.99**		
Vote Number	**32-42-50-18-7502**		
Estimated Expenditure:			
* **Travelling (Own Vehicle)**	N/A	**mSCOA code**	N/A
* **Travelling (Airfare)**	N/A	**mSCOA code**	N/A
* **Travelling (Car Rental)**	N/A	**mSCOA code**	N/A
* **Accommodation (Council paid)**	N/A	**mSCOA code**	N/A
* **Accommodation (Own)**	N/A	**mSCOA code**	N/A
* **Subsistence**	N/A	**mSCOA code**	N/A
* **Disbursements**	N/A	**mSCOA code**	N/A

* **Estimates only - costs to be claimed on conclusion of event on claim form provided by Creditors**

/...1

2...

Name of Event /Nature of Meeting / Training	GARDEN ROUTE DISTRICT MUNICIPALITY: IDP & PUBLIC PARTICIPATION MANAGER'S WORKING SESSION		
Motivated summary of the objectives for travelling:			
See the attached Agenda for ease of reference			
I hereby confirm that upon my return to Office. I will provide a full report that will include report back on the following: a) What Policy inputs, results or outputs were made that the Municipality must consider; b) What benefits and/or skills were obtained; c) Any specific revenue opportunities for our Municipality; d) What specific projects and/or programmes were considered or approved; e) Describe in detail any other value added by my attendance; f) Total cost of attendance and available budget; and g) Details if it was a Statutory Meeting.			
Signature of Delegate		**Employee Number**	1030159

COMMENT BY MANAGER: PUBLIC PARTICIPATION **Date:** 23/06/2026	**APPROVED** ✓ **NOT APPROVED** **JACKY KALANI** **Signature:**
COMMENTS BY DIRECTOR: CORPORATE SERVICES Lift sharing must be implemented. **Date:** 2026-06-23	**APPROVED** ✓ **NOT APPROVED** **MARLENE BOYCE** **Signature:**
COMMENTS BY ACTING MUNICIPAL MANAGER **DATE:** 24/06/2026.	**APPROVED** ✓ **NOT APPROVED** **BOY MANQOBA NGUBO** **Signature:**

MEETING AGENDA

Garden Route District Municipality, the leading, enabling and inclusive district, characterised by equitable and sustainable development, high quality of life and equal opportunities for all.

GARDEN ROUTE DISTRICT MUNICIPALITY: IDP & Public Participation Manager's Working Session

Date	**25 June 2026**	**26 June 2026**
Time	9h30 – 15h00	8h30 – 13h00
Venue	Council Chambers	Outeniqua Committee Room

Objectives

- To prepare municipalities for the transition from the 5th Generation IDPs towards the development of the 6th Generation IDPs following the 2026 Local Government Elections.
- To discuss pre- and post-election responsibilities and ensure alignment of planning and public participation processes.
- To review and strengthen District planning instruments, including the District Framework, Process Plans and Time Schedules.

Day 1, 25 June 2026, Council Chambers

NO	ITEM	PRESENTER
1.	Opening and Welcoming	GRDM: Ms M James
2.	Attendance & Apologies	GRDM: Ms M James
3.	Adoption of Minutes dated 5 March 2026	All
4.	Matters arising and Progress on Previous Resolutions	All
5.	Communication by the District	GRDM: Ms M James
	PUBLIC PARTICIPATION AND GOVERNANCE MATTERS	
6.	6.1 Pre- Local Government Election activities • Review of the Provincial Framework: Proposed Guidelines for Municipalities in the Implementation of an Effective and Functional Ward Committee System • Toolkit for Ward Committee Establishment • Ward Committee Induction: Train-the-Trainer Programme	Mr M Tamsanqa
	6.2 Stakeholder Forum Establishment: Process Followed, Lessons Learnt and Key Success	Mr L Masola
	TEA BREAK	
	PREPARING FOR THE DEVELOPMENT OF THE 6TH GENERATION IDPs	
7.	7.1 Preparing for the development of the next five-year IDPs: Understanding of legal responsibilities before and after elections • Preparing the IDP Planning Instruments	Mr I Mckenzie

	• IDP Adoption Options & Implications • Compliance • Induction of Councillors 7.2 Municipal Reflections on public participation and Transition readiness ***(municipalities to prepare brief inputs of 5 minutes)*** • What worked well during the current term • Challenges experienced • Risk to be considered during transition • Key priorities to feed into the 6th generation IDPs	All Municipalities
END OF DAY 1		

DAY 2, 26 June 2026, Outeniqua Committee Room

NO	ITEM	PRESENTER
1.	Welcoming	GRDM: Ms M James
STRATEGIC SESSION: DISTRICT FRAMEWORK AND MUNICIPAL READINESS		
2.	Review of the District Framework	Ms M James
3.	Municipal Presentations ***(municipalities to prepare brief inputs of 15 minutes)*** • Status of Process Plans and Time Schedules • Status of Sector plans • Strategic priorities and unfunded projects • Risk Challenges and Support requirements	All Municipalities
4.	Way forward and Closure	GRDM: Ms M James
END OF DAY 2		

KNYSNA
Municipality Munisipaliteit uMasipala

POST-ATTENDANCE REPORT BACK

To be submitted upon return to office

Section 1: Delegate & Event Details

Full Name	Sidwell Vumazonke
Designation / Title	Coordinator
Department	Corporate
Name of Event / Conference	Garden Route District Municipality: IDP & Public Participation Manager's Working Session
Event Organiser / Host	Garden Route District Municipality
Venue & Location	Garden Route District Municipality
Date(s) of Attendance	25/06/2026
Date of Return to Office	25/06/2026
Report Submission Date	30/06/2026

Section 2: Report Back Items

a) Policy Inputs, Results or Outputs

Describe any policy inputs, results or outputs from this event that the Municipality must consider:

Legal department to enquire about the term of office for ward committees and report before the coming elections, Review of the provincial Framework.

b) Benefits and/or Skills Obtained

Describe the specific benefits and/or skills acquired through attendance:

Gained knowledge about IDP processes and public participation skills

c) Revenue Opportunities for the Municipality

Identify any specific revenue opportunities noted during the event:

None

d) Specific Projects and/or Programmes

Detail any specific projects and/or programmes that were considered or approved:

How to schedule IDP and public report back meetings and what should be done to give proper feedback.

e) Other Value Added by Attendance

Describe in detail any other value added by attending this event:

Good information sherring session with positive results.

f) Total Cost of Attendance and Available Budget

Cost Item	Amount (R)
Registration / Conference Fees	None
Travel (Flights / Transport)	R8191.99
Accommodation	None
Subsistence / Meals	None
Other Costs (specify below)	None
TOTAL COST	R8191.99
Available Budget	R34 419.00
Budget Reference / Vote Number	32-42-50-18-7502

Other costs detail:

g) Statutory Meeting Details

If this was a Statutory Meeting, provide full details below (meeting name, statutory body, outcomes, resolutions, obligations on the Municipality):

Was this a Statutory Meeting?

Name of Statutory Body

Legal / Regulatory Obligation

Outcomes and resolutions of the statutory meeting:

Section 3: Declaration & Sign-Off

I declare that the information provided in this report back is accurate and complete to the best of my knowledge.

Delegate Signature

Date 01/07/2026.

Manager Signature

Date

Director: Corporate Services

Date 2026-07-02

MINUTES OF SPECIAL WARD COMMITTEE MEETING OF WARD 3 AND ACTING MUNICIPAL MANAGER IN THE ACTING MUNICIPAL MANAGER'S OFFICE AT 11:00 ON 26 MAY 2026

In Attendance
Attendance register herewith attached.

1. **Opening and Welcoming**
   Acting Municipal Manager opened and welcomed all in the meeting. A round of introduction was done by all in attendance. Ward Councillor was not present at the meeting.

2. **Apologies.**
   - None

3. **Reports / Inputs by Ward Committee members**

Item	Discussion	Input by relevant Directorate
Ward Committee meetings	The Ward Committee has not held any meetings since the inauguration of the current Ward Councillor. A meeting was requested through the office of the Speaker to discuss outstanding issues, but no response was received. Ward Committee meetings are budgeted for (transport & catering). What will happen to these funds?	**Office of the Speaker**
Councillor's behaviuor	The Ward Councillor disrespects the ward committee members by calling them names on the Ward Committee Whatsapp group.	**Office of the Speaker**
Ward Allocation funding	The Ward Committee was never consulted with regards to the spending of the ward allocation funding.	**Office of the Speaker**
Sports field	The Damsebos sports field is vandalized. A request was made in 2025 in an IDP public meeting that a primary school with temporally classes must be	**Community Services & MM's office**

	submitted to the Department of Education. The two houses on the sports field are badly vandalized. Illegal activities are being practiced in these houses.	
Sanlam Mall	The condition at Sanlam mall is shocking. Members wanted to know how many tenants are hosted at the Sanlam mall, how many of them pay rent and to whom they pay the rent to? Health inspectors do not visit Sanlam mall to see the conditions in which businesses operate.	**Planning & Development & Community Services**
Electrification	Some RDP houses in Damsebos South have been skipped and are still without electricity.	**IHS & Infrastructure Services**
Sewerage	Sewerage spills are all over in the ward and have been reported with no response.	**Infrastructure Services**
Bangalow's	Bangalows is in very bad condition. Some do not have electricity with water all around. There has been a lack of maintenance of the Bangalows since 2010. The municipality should check if the area at the back of Greenhouse is not suitable for RDP development.	**IHS**
Containers/Spaza shops	The following complaints were tabled: Foreigners placing containers next to pavements to do business. Hair salons operate until late evening.	**Community Services**
Hlalani	The former Ward Councillor informed the Hlalani committee that R1m was budgeted for Electrification, chemical toilets and the fixing of the play park. V-drains in Hlalani is blocked and the paving needs to be fixed. There is a lot of damaged RDP houses in Hlalani and the community wants to know how these houses could have been issued with occupational certificates. When will the next housing development phase starts in Hlalani?	**IHS / Community Services & Infrastructure Services**

Kaalkol	Bangalows and paving needs maintenance in Heidevallei. Heidevallei is suitable for housing development.	**IHS & Infrastructure Services**
Cleanup campaign	Previously it was budgeted for cleanup campaigns in all wards. Can this not be done again?	**Community Services**

4. Input by Acting Municipal Manager

- Thanked all committee members for their inputs
- A Ward Committee meeting should be arranged for Tuesday 02 June 2026 in ward 3. Meeting time will be communicated in due course.
- Senior officials must attend the meeting
- A public meeting will be scheduled in due course.

5. Date of the next Formal Ward Committee meeting

- Date of the next meeting is Tuesday, 02 June 2026. Meeting time will be communicated to members in due course.

6. Closure

ATTENDANCE REGISTER

MEETING: Ward 3 WC meeting with Acting Municipal Manager
DATE: 26 May 2026 **TIME:** 11:00 **VENUE:** Acting Municipal Manager's Office

NAME & SURNAME	SECTION	E-MAIL	OPT IN FOR EMAILS? X	OFFICE NR CELL NR	SIGNATURE
B Cornelius	PPU		YES NO	6387	
Nomfundo Ndunana	Ward Com Ward 3	nomfundondunana@gmail.com	X NO	0660138614	
Nyombekhaya Magele	Ward Com Ward 3		YES X	0723463877	
Mgcini Mzwani	Ward com ward 3	mlywani@gmail.com	YES ✓ NO	0833814450	
Nomsebenzi Ntabeni	Ward com ward 3	–	YES NO	0794211867	
Lulama Matolo	Ward Committee	–	✓ NO	0787617296	
Sy Mangoba Ngubo	AMM		YES NO		
			YES NO		
			YES NO		

MINUTES OF A JOINT FORMAL WARD COMMITTEE MEETING – OF WARDS 6 & 11 IN THE COUNCIL CHAMBERS AT 18:00 ON 25 JUNE 2026

Ward 6

In attendance:
Cllr Kay Andrews – Ward Councillor
Ms. Maureen Brits – WC member
Ms. Engela Gesels – WC member
Ms. Elma Siegelaar – WC member
Mr. Cameron Jantjies – WC member
Mr. Brian Cornelius – Public Participation
Ms. Jane Fourie – WC member
Ms. Jenny Solomons – WC member

Apologies:
Ms. Elshone Krige – WC member

Ward 11

In attendance:
Cllr Russel Arends – Ward Councillor
Ms. Katriena Van Rooyen – WC member
Ms. Michelle Stander – WC member
Ms. Janine Prins – WC member
Ms. Luchelle Briesies – WC member
Ms. Tina Nel – WC member
Ms. Lorraine Opperman – WC member
Mr. Brian Cornelius – Public Participation

Apologies:
None

Absent without leave
Mr. Kaylem Botha – WC member
Ms. Marveen Charles – WC member

Member of the Public
None

1. **Opening and Welcome**
   Cllrs Kay Andrews and Russel Arends opened and welcomed all in the meeting.

2. **Apologies.**
   - As per above

3. **Noting for the provision of the Code of Conduct for Ward Committees and declaration of interest.**

- Nothing was declared by all Ward Committee members present.

4. Adoption of the minutes of the previous meeting dated 17 March 2026:

The adoption of the minutes of the previous meeting dated 17 March 2026 was noted by the Ward Committee members of Ward 6 and 11, proposed by Ms. Luchelle Briesies and seconded by Ms. Elma Siegelaar.

5. Matters arising from the minutes of the previous meeting dated 11 November 2025:

Ward 6
None

Ward 11
None

6. Reports from the Ward Councillors

CLLR KAY ANDREWS		
ITEM	**DIRECTORATE**	**COMMENT/INPUT**
6.1	**Community Services**	**Grass Cutting** • Grass has started and may complaints were received. Poor workmanship. **Dumping Sites** • A few dumping sites has been cleared in areas such as Nkantla, swembad area, AFM church. **Tree Cutting** • Only dangerous trees were cut that was at risk to houses and electrical cables. **Homeless Shelter** • Temporary homeless shelter will be at the flats (Milkwood) next to the dog unit.
6.2	**Infrastructure Services**	**Dam at Bigai Heights** • A sit visit must be arranged to investigate the rust pipe **EPWP Appointments** • After the recent storms, 200 EPWP appoints were made available. • 100 in Community Services, • 100 in Infrastructure Services **Electrification** • The following informal areas will be electrified: • De Kloof (5) • Sunridge/Wing Street (5)

		• Nkantla (4) • Green Oaks (52) • Agter Street/Katanga (25)
CLLR RUSSEL ARENDS		
	DIRECTORATE	**COMMENTS / INPUTS**
	Storms	• Gumplast and sand bags is a problem when it rains • Do not see a need for gumplast to be issued to the communities
	Community Services	**Waste Collection** • There has been a delay in waste collection in Ward 8 recently. • Transfer station is a problem and is heaped up again. **Roaming cattle** • A trailer was bought to impound roaming cattle.
	Infrastructure	**Day Zero** • The municipality is past this phase. • There is enough water, only experiencing pump problems. • Knysna has seven (7) boreholes at the moment.

7. **Date of the Councillor's Report Back meeting**
   Date of the Next Councillor's Report Back meeting will be communicated to Ward Committee members.

8. **Date of the next Formal Ward Committee meeting**
   Date of the next Formal Ward Committee meeting will be communicated to Ward Committee Members.

9. **Closure**

JOINT WARD COMMITTEE MEETING OF WARDS 7 & 8
DATE: 08 MAY 2026 – VENUE: COUNCIL CHAMBERS - TIME: 10:00
MEETING: BUDGET/IDP 2026/2027

Ward 7

Community Comment	Priority Category	Responsible Directorate	Directorate's Response
What is the status on the Bongani sportsfield?	Access to Social Amenities	Community Services	
Disaster management reporting systems do not work. In addition, the communities don't have airtime or data and therefore, toll-free emergency lines are required to report emergency service delivery issues.	Good Governance	Corporate Services	
There is a community which is still unrecognised despite numerous reports for the electrification of 50 units in Kanonkop North. In addition, the priorities do not reflect the electrification of 150-200 units required in Kanonkop Valley.	Access to Electricity	Infrastructure Services	

Ward 8

Community Comment	Priority Category	Responsible Directorate	Directorate's Response
Street paving required on Thobile Street, Makapiza Street, Thulani Street, Joodsekamp (next to creche) & Mechanic Street	Roads & Stormwater	Infrastructure Services	
Dinangwe Street requires electrification of 150 houses. School-view informal area should also be incorporated.	Access to Electricity	Infrastructure Services	

*** New Rest: Land identification required to house the 'excess' Housing beneficiaries.

*** Neighbouring Kunjani: Engineers to be recruited to ensure structural integrity and implement infrastructure for the implementation of the project. Long overdue whereas, critical.

KNYSNA
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uMasipala

MINUTES OF FORMAL WARD COMMITTEE MEETING – WARD 9
TUESDAY, 21 APRIL 2026 @ 18:00 VIA TEAMS

In Attendance
Cllr Sharon Sabbagh
Ms. Wendy Dewberry
Ms. Alison Collier
Mr. Paolo De Grandis
Mr. Mark Sofianos
Mr. Richard Thorpe
Mr. Brian Bruce
Mr. Cobus Albreght
Mr. Brian Cornelius

Apologies
None

Absent without apology
Ms. Jolinda Luiters

Members of the public
Ms. Cathy Sims
Mr. Bruce Wilson

1. **Opening & Welcome**
   Cllr Sharon Sabbagh opened and welcome all Ward Committee members to the meeting.

2. **Apologies**
   As listed above.

3. **Noting the provisions of the code of conduct for Ward Committees and Declaration of Interest.**
   Noted and nothing has been declared.

4. **Adoption of the minutes of the previous Ward Committee meeting:**
   Unanimously Resolved

5. Matters arising from the minutes of the previous meeting dated 03 December 2024

- None

6. Report from the Ward Councillor

Old Craft Market

The old craft market, we still had no real movement there with clearing up, but you will have seen that there was an event held there in terms of a spinning or motor event. And there has been a complaint received with regard to people using it as an area to bring their vehicles, I think on a Friday evening and revving and popping the motor and stuff like that. I'm busy dealing with that complaint at the moment. If anybody else is aware of or has information, if you could please just submit an email so I can address it further.

Forest Villages

In the forestry villages, just an update there. I had a meeting with the municipal manager in terms of the forestry villages. We obviously have a problem because we do not have the representative attending our meetings. There's a further issue in the forestry villages because there is a huge demand for us to provide services, municipal services to those areas. Those areas are
properties that belong to PG Bison and or MTO.
I have requested a meeting. The municipal manager has given me a date and time and I'm waiting for the elected community representatives from each of the forestry villages to confirm and then we'll attend a meeting with them to address how we go about providing municipal services to them because we need the private property or the property owners to agree to the mutual services before they proceed.

Homeless Shelter

The homeless shelter, there has been a property that has been identified for a homeless shelter. It's currently going through the process and will be addressed. I did get correspondence today with regard to that. I haven't read it, but there is progress there. Funding still remains a problem and the approval. The homeless shelter is a serious concern and needs to be addressed as a matter of urgency. You all have read and seen the increased crime in and around town.
Costa Sarda area behind the cemetery. We've had two bodies found there, both deceased, one just recently. So we're not sure whether they are homeless people or others. We haven't had feedback in terms of the SAPs and the last CPF meeting I went to attend was cancelled at the last minute, so I received no feedback there.

IDP Meetings

IDP meeting, you all know, we've got the IDP meeting for Ward 9 on Thursday at Cearn Hall. So we really need attendance from everybody, please, in terms of that, particularly the ward committee members.

Water situation in Knysna

Then in terms of water, just an update there. We have had a meeting with the Western Cape Government who called a meeting, HOD Paul also called a meeting with councillors and gave us an update in terms of the intervention where the Western Cape Government now are leading the Section 154 support plan. So they are basically managing and leading it across various service delivery areas, which includes refuse, water, sanitation and roads. They are also looking at prioritising specifically around water. The main priority was obviously the Charlesford pump station.

They've allocated their own budget of two and a half million rand to purchase brand new 12 inch pumps for two of them for the Charlesford pump station so that they can be reinstated as per designed.

I did put them in contact with the original consulting engineers and they are now working with the original consulting engineers, which has happened for the first time since that pump station was basically handed over. Prior to that, the consulting engineers were not dealt with. So the incorrect pumps were installed. But that is now happening. And you will have seen just recently in a circular that I did send out that the Western Cape government have also now allocated another 1.75 million

towards Knysna, which will deal with the water reticulation specifically around Charlesford as well, Eastford Guna and the Gleb pump station. So those are priorities. There's also a priority in terms of the Fisher Haven pump station that's not operating correctly, which obviously feeds the

hospitals in the area and the assisted livings and a number of retirement homes in the area. So that is also put on priority.

Water leaks

The other priority for Ward 9 is also the water leak that is taking place in the Costa Sade area. There's an enormous amount of water that has been lost there, so that is going to be investigated too as a priority.

And then we also addressed the water leak that is in Duffy Road coming up, which the mutable team resolved that were appointed, were working on there. And I noticed that that water leak has now stopped. But there is a further water leak on the other side, on the Fisher, on the Fernwood side is a water leak.

There's two areas that have been dug up and are under repair or are working with, but it hasn't yet been resolved and there's still quite a bit of water running down there. So that's the update from a ward 9 perspective in terms of water.

Overflow of Upper Old Place reservoir

It's not in ward 9, but it is a priority, which I have been raising on a regular basis, is the overflow of the upper old place reservoir. There's also an enormous amount of portable water that has been lost there, treated water. That is also a priority by the Western Cape in terms of dealing with that.

These are obviously the priority would be in terms of addressing all the portable or treated water that has been lost. It's dealing with the non-revenue water within the town.

Water & electricity

In Ward 9, in terms of water, we've also had, and I'm going to include electricity here, we've had a number of the water meters in Ward 9 that were bypassed by the municipality because there were various, either the meter wasn't working or the UID item unit wasn't working.

There have been some that have been replaced and are now back on in terms of revenue water and some electricity

meters, but certainly not all of them. I have requested the finance department to identify properties on the municipal area, across entire Knysna area, who are not paying for consumption of both water and electricity, which they can do through the reporting systems.
That can assist the technical department to be able to then go to those properties and deal with it.
No updates from the municipality to date. I heard two weeks ago that that report was made available. I know who's got it and I'm busy following up on that because it is a priority and I have addressed it with the Western Cape Government so that they're aware of what intervention I did request there so that we can deal with the bypassing of the water meters.
All know the report was 8,000 of the prepaid water meters of 11,000 are bypassed or are non-revenue system at the moment. That's the water meters. In terms of the supply chain management process, we have had a problem there because the SCM manager has been suspended and is under disciplinary processes. So there's an acting person dealing with it at the moment. The Western Cape Government are managing the supply chain management and procurement process quite closely, particularly with funds that they are making available to ensure that the processes are done properly.
There is a big investigation under them at the moment with regard to certain contracts that have been awarded, particularly where service level agreements have been substandard, and that is an ongoing thing at the moment. I can't speak to you in detail on that, but I am
aware of what's going on there.

Municipal Public Account Committee (MPAC)

In terms of Municipal Public Accounts Committee, you'll all know that I am a member of the Municipal Public Accounts Committee. We've raised on numerous occasions that the minutes or the documents are not on the website and therefore we had an issue with regard to transparency. Sadly, the impact meetings that have been scheduled for this year have not taken place for various reasons. Recently, two have been cancelled. My concern there is that we may not meet the requirements in terms of the equitable share because we're not dealing with the unlawful irregular fruitless and wasteful expenditure. So this has been something that I've been dealing with repeatedly. There is a meeting that is scheduled, I think it's for next week, Monday, so hopefully that will take place. I'm not happy with the Municipal Public Accounts Committee progress, specifically since it could mean that we would lose the April share funding. We almost lost 46 million in December 2005 because of it, because the committee is not compliant. So, but we were able to resurrect that and we got the money, the money was, we received the equal share, but we run the risk of possibly using the next round if we do not become compliant. So it is a big concern of mine and something that we will continually monitor.

Complaints

The correspondence with regard to the municipality, I have requested that the communities please report directly through the municipal collab system and reporting lines because we have noticed and I have got a team of people that are dealing with this.
That a number of requests or complaints that have been submitted to the municipality are not appearing on the dashboard and or are being closed without actually being dealt with. I'm not aware of what is being reported, it's very difficult for me to determine follow up.
It's important that I get copied in on the email. So if I don't see anything, I can go back and check, but also for me to monitor in terms of feeding up line, in terms of escalating any serious water leaks or meters that have been reported not

working and so on up the line if they're not addressed within the service level chart or service charter. So it's very important for us as ward councillors to manage that and
I found that in a number of areas I have been excluded from communication with regard to complaints and in actual fact the process at the moment is not working ideally because the municipality are not receiving the complaints as we used to. because they're being managed in a different manner, which is causing a lot of problems with regard to managing issues, particularly around service delivery.

No. 07		
	REPORTS FROM WARD COMMITTEE MEMBERS	
7.1	**Mr. Brian Bruce**	I know of two others where the number is indeterminate. And it happened both on the municipal side and on the property side of the meter. These were reported to Shane. Never had a visit from the water department. We fixed it ourselves. I went to Plum Link and I bought the ferrules. And when we replaced the ferrules from with ones from Plumlink, we found that the ferrules that were on there are so inferior, they weren't capable of actually sealing the joints at the pumps. Repairs have been done with inferior materials that that that that are just not capable of actually handling the loads. The industrial area is a complex place. And you know, there are a lot of safety issues there. Crime is an issue. The roads are in terrible shape. Vigilance Drive, which is a main thorough way, is a raceway. I think there are such simple traffic management issues that could be utilized.
7.2	**Ms. Wendy Dewberry**	I just wanted to put on what the municipality does for us. We pay incredibly high rates and all they do, they cut the verges, they grade the road, which is actually, I think, Eden District, and they remove rubbish once a week. We've taken over all the management of the public toilets and everything. We've just acquired a pump and we manage it. We hire somebody to clean the public lavatories at Knoetzie. So all of that is done from us. But the clearing of the verges is still done periodically. And then our biggest issue actually is the Knoetzie Road, because that's the gateway to Knoetsie, you know, and yes, it is in Ward 3, but I feel like, well, my members have asked me to put it on because it's the gateway for the tourists here. And it's absolutely you drive, you get out of your car and your car stinks. It's not only that, it's iniquitous that people live there.
7.3	**Ms. Alison Collier**	Summary of the report that I sent through. The first was on the road repairs in Leisure Isle, which talks to the programme of the pothole repair, which this year hasn't happened on Leisure Isle. We had a few of the larger potholes repaired last

		year. So we've put together a map and we shared it in the beginning of this year ahead of that program, but unfortunately we haven't had the larger potholes attended to. We as residents, through LIRA, have paid for all of the smaller potholes to be repaired, the ones which we can do, but the larger potholes, we need the Knysna municipality to fix those. So just mapping that out and raising that and the second item is on the street lights. So there are many of the street lights where the cover of the street light is broken or missing. And also, unfortunately, quite a number of the street lights are leaning over. And the same thing like if they left to lean over, then they're going to fall and then that'll be a big problem. So we've also mapped that out on leisure aisle that just requires straightening. And then there definitely are some that aren't working, but in order of priority, let's do the covers first. Let's fix the leaning street lights and then we can worry about putting the light back in. #3, for the festive season planning and execution, we're very grateful to meet with, you know, the meeting that you joined us or joined Lira with Sharon with the Knysna municipality and all the community and blue services. What we just want to share is that the Knysna municipality law enforcement didn't come through with the presence that they committed and we agreed to. The green hole toilet block is in a despicable state. And so we'd really like that to be attended to. And also the general beachfront recreation areas, but the green hole toilet block is by far the biggest priority. George Rex Drive repair been on this list for 10 years or more, and so I don't think it's new news.
7.4	**Mr. Mark Safianos**	• *Report herewith attached*

8. Date of the next Councillors Report Back meeting

- Date of the next Councillor's Report back meeting will be communicated to members in due course.

9. Date of the next Formal Ward Committee meeting

- Date of the next formal ward committee meeting will be communicated to members in due course.

10. Closure

REPORT FROM MR. MARK SAFIANOS

KNYSNA MUNICIPALITY
BUDGET IMPACT, INFRASTRUCTURE FAILURE AND SERVICE DELIVERY REPORT
2026/2027 DRAFT BUDGET

Executive Summary

This master report consolidates the full forensic findings previously set out regarding the Knysna Municipality Draft Budget for the 2026/2027 financial year. It merges the earlier full forensic report with the later no-compromise sewerage and vacuum tanker analysis so that one continuous submission exists without omissions. The report addresses the structure of operating expenditure, the burden of salaries and administrative costs, capital budget alignment, infrastructure failure, waste transfer inefficiency, contractor dependence, tariff impacts, sewer blockages, vacuum tanker response, governance weaknesses, and formal demands for disclosure and corrective action.

The overarching conclusion is that proposed tariff increases appear to be linked not only to the stated cost of service obligations, but also to structural inefficiencies, infrastructure underperformance, and reactive operational models. Particular concern arises where a high employee-related cost base co-exists with visible service delivery weakness in waste management, roads, water reliability, public environment management, and sewerage response.

Two operational themes stand out. First, the waste transfer station appears to have become reliant on inefficient rehandling and machinery-intensive workarounds where the conveyor and compactor system should be carrying the core load. Second, repeated sewer blockages and overflows appear to be addressed through vacuum tanker deployment as a reactive measure, rather than being reduced through strong preventative maintenance and targeted sewer infrastructure upgrades. Both themes suggest that ratepayers may be funding the cost of unresolved inefficiency.

2. Purpose and Scope

This report is intended to evaluate the practical implications of the 2026/2027 draft budget against observed service delivery realities. The scope includes:

- municipal operating expenditure and employee-related cost burden;
- alignment between expenditure and measurable service outcomes;
- capital expenditure and its relationship to infrastructure improvement;
- the waste transfer station and contractor-linked rehandling inefficiency;
- the combined tariff burden on properties and households;
- sewerage system failures, recurring blockages and vacuum tanker dependence;
- governance, transparency and accountability requirements.

3. Municipal Operating Expenditure Analysis

3.1 Salary and Wage Burden

The total draft operating budget is approximately R1.529 billion. Based on comparative municipal benchmarks and the structure commonly seen in municipalities with significant internal staff complements, employee-related costs may plausibly constitute a very substantial proportion of total operating expenditure. This includes direct salaries and wages together with pension contributions, medical aid contributions, overtime, allowances and other staff-related benefits.

Category	Estimated % of Operating Budget	Estimated Value on R1.529bn
Salaries and wages	28% – 35%	R428m – R535m
Employee benefits	8% – 12%	R122m – R183m
Total employee-related costs	36% – 47%	R550m – R718m

The concern is not merely the size of this allocation. The real issue is whether such expenditure is producing visible service delivery outcomes. If nearly half of the operating budget is absorbed by employee-related costs, the municipality should be able to demonstrate a corresponding level of operational competence, preventative maintenance discipline, infrastructure responsiveness and public service reliability. Where that return is not visible, the operating budget appears structurally weighted toward administration and staffing rather than performance.

3.2 Cost versus Service Delivery Misalignment

Service Area	Expected Outcome	Observed Concern
Refuse removal	Efficient, scheduled and cost-effective service	Escalating cost, reliance on handling workarounds and contractor support
Roads and stormwater	Visible maintenance and timely repair	Deterioration, delayed interventions and weak preventative maintenance confidence
Water services	Reliable supply and pressure consistency	Interruptions, strain and inconsistent delivery outcomes
Public environment management	Orderly public spaces and visible enforcement	Street-level decline, unmanaged pressure points and weak enforcement visibility

This disconnect between expenditure and public-facing outcomes is one of the core forensic concerns in the report. High staff cost is only justifiable where it is clearly linked to measurable operational output. On the facts and concerns under review, that link is not self-evident.

4. Capital Budget and Infrastructure Analysis

The total draft capital budget is approximately R237,569,997. The question is not whether this amount is large in abstract terms, but whether it is being directed toward the systems that are visibly failing or underperforming.

Infrastructure Category	Indicative Allocation Range
Roads and stormwater	20% – 30%
Water and sanitation	25% – 35%
Electricity infrastructure	10% – 20%
Waste management	5% – 10%
Community assets and other capital items	5% – 15%

A material concern remains the absence of a clear and publicly persuasive link between capital allocations and resolution of obvious operational bottlenecks. Where waste handling remains inefficient and sewer failures remain recurring, the municipality bears the burden of demonstrating that capital is being directed to the right projects with enough urgency and technical effect.

5. Waste Transfer Station Failure

The waste transfer station appears to represent a major infrastructure and process weakness. The expected operational model is one in which the conveyor and compactor system reduces double handling, limits machinery dependency, and allows waste to move through an integrated transfer sequence. When that system underperforms or fails, the downstream process becomes slower, more labour intensive and materially more expensive.

Instead of efficient throughput, the municipality appears forced into a model involving dumping, rehandling, repositioning and loading through machinery-intensive workarounds. That means additional handling stages, higher fuel consumption, more machine wear, duplicated labour, and reduced direct system control.

5.1 Consequences of Conveyor and Compactor Underperformance

- Waste is handled more than once instead of moving through a streamlined transfer sequence.
- Heavy equipment is used where fixed infrastructure should be doing the work.
- Fuel, maintenance and operator costs are increased.
- Labour is duplicated in support of a workaround model.
- The system becomes vulnerable to contractor dependence and management complexity.

6. VTC Services and Waste Handling Inefficiency

The use of VTC Services in the waste handling chain raises an important forensic question. If contractor-assisted loading and rehandling is compensating for infrastructure weakness rather than supplementing a robust core

system, then the municipality may effectively be paying for unresolved failure instead of funding efficient service delivery.

Identified Inefficiency	Operational Effect
Double handling of waste	Higher cost per ton, slower loading and added process loss
Excavator and heavy machinery usage	Higher fuel use, wear, maintenance exposure and operator cost
Duplicated labour input	More personnel involved than should be necessary in an efficient system
Contractor margin layer	Additional external markup above the base handling function

A conservative forensic estimate is that the current inefficient waste handling model could be inflating cost by approximately 40% to 75% above the cost of a properly functioning and well-maintained transfer process. This estimate is based on machinery overhead, duplicated labour, operational delay, repeated handling and outsourced contractor margin.

6.1 Socio-Economic Effect

- Residents are exposed to higher tariffs without seeing a proportionate service improvement.
- Businesses face increased municipal costs that affect local economic resilience.
- Internal municipal capability is weakened where outsourcing becomes a substitute for fixing system design and maintenance.
- Public confidence declines when visible inefficiency becomes normalised.

7. Tariff Impact Analysis

The proposed tariff increases for 2026/2027 include rates at 5%, electricity at 11.5%, water at 12%, sanitation at 12%, and refuse at 25%. The real effect on residents is cumulative.

Property	Current Monthly Cost	Proposed Monthly Cost	Increase	Effective % Increase
Property 1	R4,500	R5,040	R540	12.0%
Property 2	R6,800	R7,620	R820	12.1%
Property 3	R9,200	R10,350	R1,150	12.5%
Property 4	R12,500	R14,200	R1,700	13.6%
Property 5	R18,000	R20,800	R2,800	15.5%

The refuse increase is especially significant because a 25% movement in one service line materially changes the total monthly burden. When that increase sits alongside evidence of waste handling inefficiency, residents are entitled to question whether they are funding necessary improvement or simply absorbing the cost of a flawed operating model.

8. Sewerage System Failure, Blockages and Vacuum Tanker Dependency

8.1 Overview

A further major service delivery concern is the sewerage network. Repeated sewer blockages, surcharging, overflow incidents and emergency attendance patterns indicate a system that may be operating in a reactive mode rather than within a structured preventative maintenance regime. The apparent reliance on sewer vacuum tanker operations, whether referred to in practice as VTC sewer vacuum trucks or vacuum tanker response units, is particularly important. Such vehicles have a legitimate role in emergency support, but they should not become the practical substitute for a well-maintained and sufficiently upgraded sewer reticulation system.

8.2 Observed Operational Model

- Reactive response to blockages rather than a clearly visible preventative maintenance regime.
- Deployment of vacuum trucks to extract sewage or relieve system pressure when blockages or overflows occur.
- Repeated call-outs that may indicate unresolved recurring failure points.
- Operational focus on symptom management rather than sustained recurrence reduction.

8.3 Technical Failure Indicators

- Frequent blockages and pump failure in the same or similar locations.
- Overflow events in residential streets or commercial areas and ultimately ends in the Knysna estuary.

- Pump station overload conditions, single pump systems or system stress due to pump failure.
- Slow response times where specialist equipment availability is constrained.
- Visible sewage spill incidents that indicate both service and containment failure.

8.4 Cost and Efficiency Implications

Vacuum tanker response is materially more expensive than a properly functioning preventative system. A tanker-based model carries vehicle capital cost, operator labour, fuel use, travel time, pump wear, maintenance, disposal logistics, contractor margins where outsourced, and repeat attendance where the root cause is not corrected.

Cost Layer	Why It Drives Cost Up
Fuel and travel time	Each call-out requires route time, idling time and operating fuel cost
Specialist labour	Skilled operators and support crews are required for every response
Equipment wear	Pumps, hoses and vacuum systems are maintenance-intensive under frequent use
Contractor margin	External tanker use adds markup above direct service cost
Repeat call-outs	Reactive attendance often returns to the same unresolved failure points

A reasonable forensic estimate is that overreliance on vacuum tanker operations may impose a cost premium of approximately 30% to 60% above the cost of a sewer system that is properly monitored, routinely jetted, systematically cleaned and selectively upgraded at high-risk points.

8.5 Root Cause Indicators

- Insufficient preventative jetting and line cleaning programmes.
- Ageing, collapsing, root-invaded or undersized sewer pipelines.
- Weak asset management information and condition monitoring.
- Delayed capital upgrades in high-risk sewer zones.
- Operational management that responds to incidents but does not sufficiently reduce recurrence.
- Sabotage of systems to ensure ongoing use of subcontractor services.

8.6 Public Health and Environmental Risk

- Exposure of residents, workers and passers-by to raw sewage in public areas.
- Pollution of stormwater systems and downstream water environments.
- Potential contamination of rivers, lagoons or environmentally sensitive areas.
- Odour nuisance, business and amenity loss and reputational damage to the town.
- Elevated disease risk where overflow response is delayed or containment is poor.

8.7 Governance and Transparency Concerns

- No sufficiently transparent public reporting on blockage frequency and recurrence zones.
- Limited visibility of preventative maintenance schedules and asset condition plans.
- No clear disclosure of contractor usage rates, tanker deployment frequencies or annual cost exposure.
- No easily measurable public-facing performance indicators for sewer reliability, water supply or public policing.

8.8 Strategic Conclusion on Sewerage

Reliance on vacuum tanker response is a warning sign of systemic weakness. It suggests that the municipality may be managing symptoms rather than reducing causes. In the same way that waste rehandling can become a substitute for an efficient transfer system, vacuum tanker attendance can become a substitute for proper sewer asset management. That is financially inefficient, environmentally risky and ultimately unfair to ratepayers when linked to additional tariff pressure.

9. Combined Forensic Findings

- A substantial share of the operating budget appears to be consumed by employee-related costs.
- There is insufficient visible evidence that this cost burden is producing a commensurate service delivery return.
- Capital expenditure does not clearly appear to be resolving the most obvious recurring infrastructure weaknesses.
- Waste transfer inefficiency appears to have created avoidable dependence on costly rehandling and contractor support.

- Sewer blockages and vacuum tanker dependence indicate a reactive and potentially unsustainable service model.
- Residents and businesses are being asked to absorb higher tariffs while unresolved structural inefficiencies remain.

10. Formal Demands for Disclosure and Intervention NB!

10.1 Immediate Disclosure Required

- Full salary and employee-related cost breakdown by department, function and organisational level.
- Headcount schedules and staff cost trends over a multi-year period.
- Full copies of waste management contracts and service arrangements, including those relating to VTC Services.
- Detailed cost-per-ton analyses for waste handling under current operational arrangements.
- Status reports, maintenance records and fault histories for the waste transfer station conveyor and compactor systems.
- Infrastructure condition assessments and capital upgrade plans for waste handling and sewerage systems.
- Records of sewer blockage frequency, overflow incidents, vacuum tanker deployments and associated costs.
- A line-by-line capital budget schedule showing project names, values, timing and intended service outcomes.

10.2 Operational Actions Required

- Independent operational audit of the waste transfer station and associated handling model.
- Comparative cost study of internal versus outsourced waste handling and loading support.
- Engineering assessment of why the conveyor and compactor system is underperforming and what rectification is required.
- Independent review of sewer maintenance practices, blockage recurrence and the cost-benefit of preventative programmes versus emergency tanker response.
- Implementation of measurable response-time and recurrence KPIs for both waste and sewer-related services.

10.3 Governance Actions Required

- Monthly performance reporting linked directly to service reliability and operational efficiency.
- Public transparency dashboard showing service incidents, response times and infrastructure status.
- Independent audit or forensic review where expenditure appears linked to persistent service underperformance.
- Clear public justification demonstrating how tariff increases will produce measurable service improvement rather than merely fund current inefficiencies.

11. Formal Letter to the Executive Mayor

Dear Executive Mayor,
I write to formally raise serious concerns regarding the Draft 2026/2027 Budget and the extent to which the proposed tariff increases appear to be linked not only to service obligations, but also to structural inefficiencies within the Municipality's operating and infrastructure systems.
A review of the draft figures and related operational realities suggests that a substantial proportion of the operating budget may be consumed by salaries, wages and other employee-related costs, while service delivery outcomes remain visibly weak and almost non existent in several core areas. This includes waste management, road maintenance, water reliability, public environment management/Law enforcement, and sewerage response.
The waste transfer station is of particular concern. The apparent underperformance or failure of key conveyor and compactor systems appears to have contributed to an inefficient handling model that relies on waste rehandling, heavy machinery usage and contractor support. Where this is the case, ratepayers are effectively funding a workaround instead of an efficient system.
Equally concerning is the sewerage environment. Repeated blockages, overflows and reliance on vacuum tanker response suggest a reactive operational model that is costly, environmentally risky and unsustainable if not supported by strong preventative maintenance and targeted capital upgrades.
In these circumstances, residents and businesses are entitled to full transparency on the drivers of cost escalation and the extent to which tariff increases are funding genuine service improvement as opposed to carrying unresolved inefficiency.

Accordingly, full disclosure and documented details are requested in relation to the following:

- salary and employee-related cost structures;
- waste transfer station infrastructure status and contractor-linked waste handling costs;
- sewer blockage statistics, vacuum tanker deployment costs and preventative maintenance programmes;
- line-by-line capital allocations tied to measurable infrastructure outcomes;
- an operational plan demonstrating how the proposed tariff increases will deliver improved efficiency and service reliability.

This matter is of substantial public interest and requires a serious, evidence-based response. Residents cannot fairly be expected to absorb escalating municipal charges where the relationship between expenditure and service improvement remains unclear.

Yours sincerely,
Mark Sofianos

12. Final Conclusion

Taken together, the financial and operational issues outlined in this report point to a consistent theme: the municipality appears to be carrying material inefficiency in both administration-heavy expenditure and infrastructure-linked operational response. Waste rehandling and sewer vacuum tanker dependence are not merely technical details. They are practical indicators of a municipality potentially paying more because key systems are not performing as they should.

The proper forensic question is therefore not only whether tariff increases can be justified in budgetary theory, but whether the municipality has demonstrated that current systems are sufficiently efficient, maintained and accountable to warrant asking residents and businesses to fund a materially higher cost base. Until that link is proven with clear disclosures and measurable performance commitments, the draft budget remains open to serious challenge and will not be accepted.

MINUTES OF FORMAL WARD COMMITTEE MEETING – WARD 10 ON MICROSOFT TEAMS AT 17:00 ON 25 MAY 2026

In Attendance
Cllr Peter Bester – Ward Councillor
Mr. Jacques Jacobs – WC member
Mr. John Huxter – WC member
Ms. Carol Van Tonder – WC member
Mr. Richard Sohn – WC member
Ms. Rachelle Smit – WC member
Mr. Rudie Cronje – WC member
Mr. Brian Cornelius – PP Official

1. **Opening and Welcome**
   Cllr Peter Bester opened and welcome all in the meeting.

2. **Apologies.**
   - None

3. **Noting for the provision of the Code of Conduct for Ward Committees and declaration of interest.**
   - None.

4. **Adoption of the minutes of the previous Ward Committee meeting dated 09 March 2026**
   Adoption of the minutes of the previous meeting dated 09 March 2026 was proposed by Mr. John Huxter and seconded by Ms. Carol Van Tonder.

5. **Matters arising from the minutes of the previous Ward Committee meeting held on 09 March 2026.**

   Mr. John Huxter wanted to know if there is any answers from the questions that Mr. Mr. Richard Sohn had post in the previous meeting.
   Cllr Peter Bester replied by saying that no responses has been given.

6. **Report from the Ward Councillor**

Once again, welcome everybody. Thank you very much for taking the time to join us.
Since our last meeting, there hasn't been a lot of movement within the Municipality and any changes as such, except
that we have received an application from the CFO to be medically boarded and that has been accepted and he will be stepping down as of the end of this month.
He currently, Money Michael is acting up until Friday.
And then on Friday, we are anticipating that they're going to appoint an acting CFO for a

period of three months. Now,
Yeah, all the parties have been told to bring their certificate or their CVs and nominations on Friday to the special council meeting for that, so that they can then decide on who they're going to appoint in the interim.
At the same time, they will then have to start advertising that post so that we can get that fault with a permanent CFO.
Bing.
The other thing that has happened is that Dr Richard Martin has been replaced as the acting MM with a new chap that we are trying to see if we can have him removed because he
actually holds a position within the ANC top structures. Now, according to the municipal regulations, top office barriers cannot be employed by the Municipality.
So, we're trying to fight that one at the moment.
Tomorrow there is a budget workshop. We anticipate that on Friday they're going to try and push the current draft budget through invited in to be effective from the 1st of July.
I have picked up in the budget that several of the projects that was meant to be done in our ward was removed from the budget after the mayor promised me that they were just postponing it.
to the new financial year. I have taken that up with him, so hopefully he's included it in tomorrow's workshop. If not, I will push that again on that one.
Then, gravel roads. There is the one in Velbenach Lane that goes up to Fish Eagle Lodge with the storms and stuff that were washed up quite badly. And
Yeah, stupidly enough, the day before the heavy rains, they came and they actually did some work on that road, which...
Yeah, just washed away the following day. But this afternoon I managed to get an email from Shaun Maria that says that they will be attending to that road and they will be attending to the Red Bridge Road to fix up the storm damage there.
on the gravel roads. You guys would have also noticed that they have started in the CBD to try and patch some of the sections where the tires washed out from the rains. And according to Shaun, they will be attending to all the major arterial roads.
to be able to try and rectify some of the storm damage. We've also had about 200 casuals that have been employed last week.
They are out there busy sorting out branches and debris and mud, cleaning the storm drains and so forth. That money apparently has been made available through the declaring of disaster.
So, yeah, the Municipality is busy attending to those for us. There is still some areas in especially Rhoydon and Ghana that are still without power.
Eskom is going to have to do those repairs because it's not municipal light.
The latest information I got yesterday was that it looks like they're going to be without power for another two weeks. So it's going to be quite a while before that is restored.

Questions form Ward Committee members wrt Councillor's Report:

Mr. Richard Sohn wanted to know what the situation is with the suspended Municipal Manager and will he come back?

Cllr Peter Bester responded as follow:
"No, they didn't give us an update at the last meeting. We were anticipating feedback on that, but we didn't get it. So I'm assuming that on Friday we're going to hear where we're at with that one. I've heard in the corridors,
that apparently he's going to nail them on technicalities because the process that they followed was flawed. So yeah, sounds like he might be coming back."

Mr. Pierrre Gouws wanted to know why the MM was suspended?

Cllr Peter Bester replied by saying that Cllr Campbell brought charges against him for financial misconduct regarding the extension of the security contract. The company was awarded the contract fraudulently or illegally. When the AG picked that up, they informed the municipality. This contract was cancelled but the MM insisted that the infrastructure can not be left unguarded.

7. Reports / Inputs by Ward Committee members

Ward Committee Member	Discussion
Ms. Carol Van Tonder	Nothing to be reported at this stage. Just doing to normal operations. Ms. Van Tonder informed the committee the Old Place Neighborhood watch could have been established by now, but are not 100 % sure. The chain snatcher was is jail but operations still going ahead. Seems like there is more than 1 person. Ms. Van Tonder wanted to know what the MOU with AgriForum is saying. *Cllr Bester responded by saying that they did see the MOU yet.*
Mr. Pierre Gouws	Mr. Gouws wanted to know what is happening with the water and all things now that we has plenty rain. *Cllr Bester responded by saying that only 1 pump was operating during the storm.*
Mr. John Huxter	Line painting is a problem in town. In Nelson Street, lines have gone and people are sitting in the street. Same problem at Waterfront Drive and Queen Street, those lines are gone and people do not know where they are going and can cause accidents.

	Seems like they are not using the correct paint.

8. Date of the next Councillor's Report back meeting

- Date of the next Councillor's report back meeting will be communicated to Ward Committee members in due course.

9. Date of the next Formal Ward Committee meeting

- Date of the next Formal Ward Committee meeting will be communicated to Ward Committee members in due course.
- The committee agrees that the next meeting will be held virtually as well.

10. Closure

7.2

F&G02/08/26 MONTHLY REPORT ON LEGAL MATTERS : QUARTER 4 REPORT 1 APRIL – 30 JUNE 2026

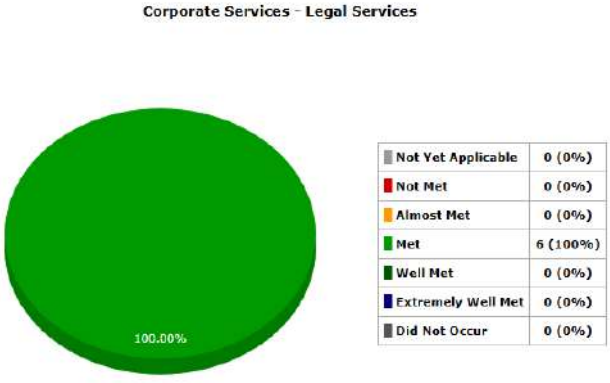
REPORT SUBMITTED BY ACTING DIRECTOR: CORPORATE SERVICES

INTRODUCTION

This report serves to provide an overview of the activities and actions of the Legal Services department for the period **1 April – 30 June 2026**. The report focusses on the key areas of operation namely:

a) **D79 KPI:** To update the Policy Register tabled to Council;
b) **D80 KPI:** Review 3 By-laws for the financial year;
c) **D81 KPI:** Review the Systems of Delegations annually;
d) **D82 KPI:** Review the Municipal Code;
e) **D83 KPI:** To provide quarterly advisory notes on Legal matters;
f) **Other matters reported on**:
Court Pleadings & Court Orders Routed Internally.
Legal proceedings instituted by or against Knysna Municipality:
Applications: Extension of Liquor Trading Days & Hours:
Applications: Permanent or Event Liquor License Applications.
Community Partnership Agreements concluded.

2. COMPLIANCE REPORT
3.
2.1. Performance Management



2.2. Strategic Risk Management

Risk Title	Ref	Action Plan/s	Status
Management of Litigation Register	D	Circulation of Advisory Notes	Quarter 4 of 2025/2026 Advisory Note Circulated

3. FINANCIAL REPORT

3.1 Capital Budget Spending

The department has no capital projects.

3.2 Operating Budget Spending as at 30 June 2026

Description	MSCOA / Vote Ref	Allocation	YTD Spent	Balance	Status Comment
Litigation & Advice	3236501873649/236-226827-238096	R 5.5 million R 1.5 million	R 9 872 801, 31	N/A	The annual budget has been overspent due to virements done in order to process invoices. R 1.5 million received in the February 2026 Adjustment Budget. Additional funds received from virements within directorate.

4. FUNCTIONAL REPORT

4.1 Functional Area A

To Provide Legal Opinion/s, Input on Policies, Legislation, Items to Council and its Committees and all Other Matters with Legal Impact

Unit Measurement - % of legal opinions finalised within 7 working days
All legal opinion sought provided within the determined period, verbally in meetings, during consultations, telephonically, either via e-mail or via formal written opinions.

The functional area is executed on a daily basis.

4.2 Functional Area B

Contracts Drafted, Reviewed or Edited

Unit Measurement - % of legal opinions finalised within 7 working days
All contract drafted, reviewed or edited within the determined period.
April 2026: • Reviewed: MOU Renewal. KM // Safe Hub Initiative. • Reviewed: SLA. KM // Vodacom. Smart Digital Water Solutions; • Reviewed: SLA. KM // Resolve. Emergency Draught Interventions; • Reviewed: Sale Agreement. KM // FJ Hay. Portion of Erf 43, Buffalo Bay; • Reviewed: Lease Agreement. KM // NSRI. Portion of Erf 3517, Sedgefield. • Reviewed: Lease Agreement. KM // Muse Fusion. Portion of Erf 203, Knysna; • Reviewed: SLA. KM // EAS. Roads & Stormwater Infrastructure Services Projects; • Reviewed: SLA. KM // Zutari. Professional Services for various Infrastructure Projects; • Reviewed: Lease Agreement. KM // R Spies. Coffee Hut, portion of Erf 2238 Knysna; • Reviewed: Lease Agreement. KM // Sedgefield Bowling Club. Portion of Erf 2058, Sedgefield;

- Reviewed: SLA. KM // GLS Consulting. Roads & Stormwater Infrastructure Services Projects;
- Reviewed: Business Plan. KM // WC Fire Services. Grant Funding – Smoke Detector Programme;

May 2026:

- Reviewed: Employment Contract. KM // BM Ngubo;
- Reviewed: Lease Agreement. KM // Bosuns Arms. Portion of Erf 2714;
- Reviewed: Lease Agreement. KM // Swiftnet. Portion of Erf 20683;
- Reviewed: MOA. KM // Department of Energy. INEP Grant 2026/2027;
- Reviewed: WSIG Funding Agreement. KM // Overberg Water Board;
- Reviewed: Business Agreement. KM // SITA;
- Reviewed: Short-term lease. KM // Humpty Dumpty Creche;
- Reviewed: Service Agreement for private development for erf 13259 – Cherry Lane Welbedact;
- Reviewed: Sale Agreement. KM // Sacha Buchanan – Portion of erf 1692, Sedgefield;
- Reviewed: Service Level Agreement. KM // CAT – Routemaster Meter Reading Systems;
- Reviewed: Sale Agreement. KM // Malcolm Benjamin – a portion of erf 7991, Knysna;
- Reviewed: Collaborator Master Services Agreement. KM // Business Engineering;
- Reviewed: Master Hire & Services Agreement. KM // Konica Minolta;
- Reviewed: Master Site Lease Agreement-Site Schedule Agreement. KM // Swiftnet;

June 2026:

- Drafted: Community Partnership Agreement. KM // LIRA.
- Reviewed: Master Services Agreement. KM // Collaborator;
- Drafted: Addendum. KM // DAG. Community Partnership Agreement;
- Reviewed: SLA. KM // NO Hecrath – Waste Specialist Appointment;
- Reviewed: Addendum to Master Hire Agreement. KM // Konica Minolta;
- Drafted: Addendum. KM // Afriforum. Community Partnership Agreement;
- Reviewed: Sale Agreement. KM // MB Strydom. Portion of Erf 7991, Knysna;
- Reviewed: SLA – Replacement MOU. KM // M Wurbach. Drilling of Boreholes;
- Reviewed: Addendum. KM // Standard Bank. Transition from JIBAR – Zaronia;
- Reviewed: SLA. KM // Tloumgale Business Development. Training – Landscaping;
- Reviewed: Sale Agreement. KM // September Trust, Portion of Erf 1692, Sedgefield;
- Drafted: Addendum. KM // Revive Sedgefield. Community Partnership Agreement;
- Reviewed: Independent Contractor Agreement. KM // The Infantry School (SANDF);
- Reviewed: Lease Agreement. KM // Transnet. Waste Transfer Station & Taxi Holding Bay;
- Drafted: Addendum. KM // Knysna Infrastructure Group. Community Partnership Agreement;
- Reviewed: Addendum: KM // L Barnard. Upgrade of Rheenendal Bulk Water Supply Phase 1;
- Reviewed: SLA. KM // TMT Services. Speed Violation Cameras & Backroom Processing Services;

4.3 Functional Area C
To Deal with all Appeals & Objections received Against the Tender Awards & Delegated decisions

Unit Measurement- % of appeals and objection finalised within 7 working days
Appeals/Objections received for reporting period **1 April – 30 June 2026:**

None for reporting period.

4.4 Functional Area D

Annual Review of Municipal By-Laws

Unit Measurement: Submit municipal by-laws to council for consideration
Internal Rules of Order By-law: Internal Review: Review process commenced in March 2022. Review Process/Status: In progress The current Rules of Order by-law is in the process of being reviewed. Council at its meeting held on 29 June 2022, resolved that the Rules of Order be referred to a workshop. The workshop with councillors were subsequently held on 2 October 2023, where it was agreed that a representative or chief whip of each political party, would submit comments on the proposed amendments to the by-law. Another workshop with councillors were scheduled for 13 May 2025. The workshop was however postponed due to unforeseen circumstances, and the department currently awaits the allocation of a new workshop date. *Status quo* remains.
Tariff By-law: Internal Review: Review process commenced in November 2025. Review process/Status: In progress. By-law to be published for public comment.
Holding of Events By-law: Internal Review: Review process commenced in February 2026. Review process/Status: In progress. By-law to published for public comment.
Land Use Planning By-law: Internal Review: Review process commenced in May 2026. Review process/Status: In progress. Department awaits a workshop date from office of the Speaker.
Zoning Scheme By-law: Internal Review: Review process commenced in May 2026. Review process/Status: In progress. Department awaits a workshop date from office of the Speaker.

4.5 Functional Area E

Other KPI's Reported on:

A. Court Pleadings & Court Orders Routed Internally: 01 April – 30 June 2026

All Court pleadings & new litigation matters routed to relevant officials: **AND** **Evictions:** routed to Manager & Dir: HIS and Debt Collection **Warrants of Execution:** routed to Credit Control & Debt Collection & Manager: Revenue
01 April – 30 June 2026: • Eviction Order: E Mohamed // O Hardnick & Others // KM; • Filing Sheet: G & B Knysna Prop // Rodney Rolands Arends // Unlawful Occupiers of Unit 801 Lagoon View // KM; • Notice Of Motion in terms of Section 4(1) – Eviction: Circle Brokers t/a Remax Coastal // Sulensa Salziel & Others // KM; • Notice Of Motion to declare the immovable Property Executable in terms of Rule 46A: Absa Bank Limited // Clive Benson; • Ex Parte Notice of Motion in Terms of Section 4(2) Act 19,1998: C Wiehahn // E Rahme & Others // KM; • Filing Sheet: Carla Fendley // Done Trietsch // Deon Van Rensburg & Others // KM; • Notice Of Motion – Eviction: Vusumzi Penisi & Others // KM; • Ex Parte Notice of Motion in Terms of Section 4(2) Act 19,1998: H Rhode & Others // KM.

B. <u>Legal proceedings instituted by or against Knysna Municipality</u>:
12 Matters considered as finalised – Only outstanding issue is that of costs.

Matter	Status	Financial Exposure	Legal Fees spend
T Mabula // KM Case 21933/16	Judgment delivered on 11 May 2023, in our favour; plaintiff to pay costs. Attorneys busy with bill of costs. *Status quo* remains.	R 20 million Application however dismissed	Estimate R 416 398.59
	Amount of Costs to be paid: The department received the taxed allocator and the Master's Certificate amounts to R 40 473.10, to be paid. We waited on plaintiff to pay the costs to no avail and our attorneys are currently in the process of having a warrant of execution issued to recover costs.		
T Mabula // KM Case 21937/16	Judgment delivered on 11 May 2023, in our favour; plaintiff to pay costs. Attorneys busy with bill of costs. *Status quo* remains.	R 20 million Application however dismissed	Estimate R 416 261.75
	Amount of Costs to be paid: The department received the taxed allocator and the Master's Certificate amounts to R 40 121.38, to be paid. We waited on plaintiff to pay the costs to no avail and our attorneys are currently in the process of having a warrant of execution issued to recover costs.		
MEC // KM // EM & Others Case 2286/23 Appointments: ACFO & ADCS High Court	**Part A:** Part A of the Notice of Motion was heard on 14 February 2023 and was subsequently struck from the roll, with costs awarded to the municipality, due to lack of urgency on the applicant's side. Our attorneys of record prepared	Review proceedings	R 603 468, 25

	the bill of costs on the applicant and commence with the taxation process. **Part B:** During March 2023, the applicant agreed to the withdrawal of Part B of the application with each party paying their own costs. The only outstanding issue is the bill of costs, which needs to be finalised and paid under part A. Our attorneys have been following op on the bill of costs and too date we have not received any feedback from State Attorney regarding Bill of Costs. During a meeting held with DLG on 15 April 2026, a request for assistance was made to engage with the State Attorney to bring this matter to finalization.		
MEC // KM, Council, MM & L Sotshede. Case 3488/23 Appointment: ACFO.	This matter was consolidated with Case 4884/23 below. Judgment was delivered on 7 June 2023 whereby the appointment was set aside and declared null and void. The municipality are to pay the cost of the application including counsel and we await the bill of costs. Our attorneys have been following op on the bill of costs and too date we have not received any feedback from State Attorney regarding Bill of Costs. During a meeting held with DLG on 15 April 2026, a request for assistance was made to engage with the State Attorney to bring this matter to finalization.	Review proceedings	R 1 874 058 Consolidated invoices for Case 4884/23 as well.
MEC // KM, Council, MM & L Loliwe. Case 4884/23 Appointment: ACDS.	This matter was consolidated with Case 4884/23 below. Judgment was delivered on 7 June 2023 whereby the appointment was set aside and declared null and void. The municipality are to pay the cost of the application including counsel and we await the bill of costs. Our attorneys have been following op on the bill of costs and too date we have not received any feedback from State Attorney regarding Bill of Costs.	Review proceedings	As per above consolidated amount.

	During a meeting held with DLG on 15 April 2026, a request for assistance was made to engage with the State Attorney to bring this matter to finalization.		
W Clayton // KM // S Ngqele // MEC Case 1330/2021 High Court	This matter was consolidated with Case 1345/21 below. Judgment was delivered on 18 June 2024 whereby the appointment of Dr S Ngqele was set aside. The municipality are to pay the cost of the application, save for cost occasioned by the postponement on 27 November 2023. We await the bill of costs. Our attorneys have been following op on the bill of costs and too date we have not received any feedback from State Attorney regarding Bill of Costs. We received the Bill of Cost from W Clayton which amounts to R 360 000 and we instructed our attorney to submit same to a tax consultant. Council subsequently resolved that the Bill of Costs for W Clayton be processed and paid.	Review proceedings	R 50 320 and R 236 578 respectively
MEC // KM // S Ngqele // Various Cllrs // Case 1345/21 – High Court	This matter was consolidated with Case 1330/21 above. Judgment was delivered on 18 June 2024 whereby the appointment of Dr S Ngqele was set aside. The municipality are to pay the cost of the application, save for cost occasioned by the postponement on 27 November 2023. We await the bill of costs and too date we have not received any feedback from State Attorney regarding Bill of Costs. During a meeting held with DLG on 15 April 2026, a request for assistance was made to engage with the State Attorney to bring this matter to finalization.	Review proceedings	R 435 835.50
State // E Claasen // KM. Case 543/20.SAPS // Knysna Municipality – Erven 2863 & 2864	This matter was heard on 4 December 2023. The court dismissed the application by the State to have the taxi rank forfeited. It was thus found in our	Criminal Proceedings	R 645 079.89

Notice of Possible Forfeiture of Taxi Rank due to Drug Related Activities	favour and our costs, including cost of counsel must be paid. We have since instructed our attorneys of record to commence with the preparation of the bill of costs to recover the costs in favour of the Knysna Municipality, which amounts to total recoverable costs of R 642 907. We have been informed that the State made a settlement offer of R 45 775, 44, whereafter attorney of records was requested to negotiate a higher amount. Consultations were held in December 2025 and we tendered an amount of R 200 000 at least. We currently await feedback.		
DA // Speaker // Executive Mayor // MM // OP Sebola // MEC. Case 4247/23 Appointment: Municipal Manager High Court	This matter was consolidated with Case 4441/23 below. Judgment was delivered on 10 May 2024 and the court *inter alia*, declared null and void Council's decision to appoint Mr Sebola as Municipal Manager; and set aside the appointment. A cost order was granted against the 1st – 3rd respondents and we await the bill of costs. *Status quo* remains.	Review proceedings	R 1 854 647.80
MEC // KM // Speaker // MM // OP Sebola. Case 4441/23 Appointment of MM High Court	This matter was consolidated with Case 4247/23 above. Judgment was delivered on 10 May 2024 and the court *inter alia*, declared null and void Council's decision to appoint Mr Sebola as Municipal Manager; and set aside the appointment. A cost order was granted against the 1st – 3rd respondents and we await the bill of costs. During a meeting held with DLG on 15 April a2026, a request for assistance was made to engage with the State Attorney to bring this matter to finalization.	Review proceedings	No attorneys appointed
MEC // KM // Speaker // DCS // L Loliwe. Case 17306/23	Judgment was delivered on 10 June 2024, setting aside the appointment. The municipality was ordered to pay the cost of the applicant's senior	Review proceedings	R 330 935.45

13 October 2023	counsel up until 26 March 2024. We await the bill of costs. During a meeting held with DLG on 15 April 2026, a request for assistance was made to engage with the State Attorney to bring this matter to finalization.		
MEC // KM // Council // MM // LO Ndlovu Case 17855/23 **23 October 2023**	Judgment by agreement between the parties, was delivered on 4 April 2024, setting aside the appointment. The municipality must pay the cost of the applicant's senior counsel. We currently await the bill of costs. During a meeting held with DLG on 15 April 2026, a request for assistance was made to engage with the State Attorney to bring this matter to finalization.	Review proceedings	No attorneys appointed

Active Litigation Matters instituted by or against the Knysna Municipality:

1. P Bruwer // Knysna Municipality // Road Accident Fund Case 72310/12 – High Court

Commencement Date	Legal Costs Spend to date
Harker Attorneys: October 2012	R 729 000.19 (no new invoices since the last monthly report)

Brief outline of facts:

Action was instituted against the municipality and the RAF for personal injuries sustained by the plaintiff in a motor vehicle accident in Tide Street, Knysna. The plaintiff is alleging that the municipality is liable since no warning signs were erected at the scene (*cul-de-sac* in Tide Street) and that the streetlights were not visible. This matter is defended after an investigation and an independent witness confirmed that the driver of the vehicle was intoxicated when the accident occurred and a plea was accordingly entered. Our prospects of success herein are good considering the circumstances surrounding the accident and negligence at the instances of the driver and plaintiff.

Status update – Where we are in the process & the way forward

During November 2023, we received an application from the attorneys for the plaintiff where relief was only sought against the Road Accident Fund and not the municipality.

It was decided that the proceedings not be opposed in light of the fact that if the plaintiff is successful, the relief sought would be favourable for the municipality. We await the allocation of a new trial date after this matter was postponed in October 2020. We have since received a Notice of Intention to Amend from the plaintiff, to amend their particulars of claim. We still await same. *Status quo* remains

2. MG Parkin & Others // Knysna Municipality (Fire Claims) - High Court Case 5855/20

Commencement Date	Legal Costs Spend to date
Cliffe Dekker Hofmeyr: 8 June 2020	R 423 217.25

Brief outline of facts:
We were served with a Combined Summons (20 Plaintiffs) on 8 June 2020, in terms of the Particulars of Claim, the cause of action arose from the June 2017 fires, and it is alleged that:

- Council failed to take any/adequate steps to control and/or extinguish the fire at the Elandskraal farm when the fire was still small and containable;
- Council failed to, after being made aware of the fire, to take any/alternative steps to control and/or prevent the re-ignition of the fire and failed to prevent the fire from spreading;
- Council failed to detect, to control and to extinguish the fire on the farm;
- Council failed, after having been made aware of the fire, to take reasonable precautions to guard against a fire spreading from the farm;
- Council failed to maintain and implement a system of management or control;
- Council failed to call in assistance timeously, alternatively called upon such assistance too late;
- Council failed to call in assistance of aerial firefighting resources timeously.

In light of Council's alleged negligence and alleged wrongful conduct, the Plaintiffs claim that the suffered damages in the total amount of R 17 231 184.40. The Plaintiffs thus seek judgment against Council for:

- Payment of the sum of R 17 231 184.40;
- Interest on above amount calculated at 10% per annum *a tempore morae;*
- Costs of suit; and
- Further and/or alternative relief.

A special plea was filed on behalf of Council on the basis that the plaintiffs' claims ought to have been instituted against the district municipality. The special plea will be set down for separate argument and this process is pending. Council's public liability insurer, Guardrisk, was also joined to the proceedings.

Status update – Where we are in the process & the way forward

Our application to have our Special Plea heard separately was filed during the week of 30 January 2023. On 23 February 2023, we duly served and filed our Replying Affidavit. The plaintiffs are opposing the application to have our Special Plea heard separately and filed an answering affidavit to which we responded.

On 1 June 2023, the plaintiffs amended the replication previously filed and they are now averring that because the municipality previously rendered firefighting services in the Elandskraal area, the municipality is prevented from relying on a lack of statutory obligations to do so. Our attorneys of record found no substance in this argument. The application for separation was accordingly enrolled.

The opposed application for separation as mentioned above was heard on 28 January 2025 and judgment was reserved. We have since the last report been informed that judgment was delivered on 29 April 2025 but the electronic communication thereof was delayed. The court found in our favour and also awarded costs in the municipality's favour. Our attorney of record will accordingly prepare the bill of costs for taxation.

We do however still await a trial date for the Special Plea filed and if we are successful during such proceedings that will be the end of this matter since it too late for the district municipality to be joined and the claim also already prescribed. If however we are unsuccessful, the action will proceed in the normal course and the issues pertaining to where, when and how the fire started, whether there was causal negligence on the part of the municipality, whether the conduct of the municipality was

wrongful and the quantum of the claims will be ventilated and adjudicated upon. We currently await the set down of the Special Plea – *Status Quo* remains.

3. D Meaker // Knysna Municipality Case No. 88/2022 – High Court

Commencement Date	Legal Costs Spend to date
Mosdell, Pama & Cox: March 2022	R 43 327.28

Brief outline of facts:

In March 2022, we received above Combined Summons. The plaintiff in this matter was previously employed by the municipality from November 2007 until 2020 when he retired.
The plaintiff in his particulars of claim, sets out as follows:

"At all times during the plaintiff's employment by the defendant, alternatively during or about the period between 2025 and 2020, the defendant was party to a Municipal Assets Commercial Insurance Policy (hereinafter referred to as the 'the policy') with Guardrisk Insurance Company Limited (hereinafter referred to as 'the Insurer').

At all times during the existence of the Policy, the defendant was insured in terms of the Policy against certain defined events, including, *inter alia*, bodily injury, leading to permanent or temporary disability, cause by accident to any employee of the defendant.

At all times during the plaintiff's employment, and specifically during the period between 2015 and the termination of his employment, the plaintiff as an "insured person" as contemplated in the Policy.

On or about 25 July 2017, the plaintiff was seriously injured (hereinafter referred to as "the injury" on his right foot while walking on wooden stairs in the execution of his duties with the defendant. As a result of the plaintiff's injuries and resultant complications suffered as aforesaid, his right leg was surgically amputated below the knee on 13 March 2019.

As an employee of the defendant, the injury and/or amputation made the plaintiff eligible for compensation in terms of the Policy, read with the Municipal Scheme Pre-Renewal Insurance Policy Schedule.

It was implied, alternatively tacit, terms of the plaintiff's contract of employment with the defendant that:

- The defendant would take all steps as the Insured in terms of the Policy that were required by the Policy and/or the Insurer to report, register, notify or in other acceptable manner bring the plaintiff's injury to the knowledge of the Insurer within thirty days or such other period of time as the Insured might find reasonable in terms of the Policy;
- The defendant would take all reasonable steps to process the plaintiff's claim for potential temporary or permanent disability that the plaintiff might suffer as a result of the injury;
- The defendant would take all necessary steps to protect the interests of the plaintiff with regards to benefits to which he was entitled to in terms of the Policy; and
- The defendant would do all things and take all actions in respect of the previously mentioned, timeously and before the time periods given in the Policy, expire.

The defendant, acting by way of its duly authorised employee, for which it is vicariously liable, registered a claim with the Insurer on a date unknown to the plaintiff, but which claim was met by a rejection letter sent by the Insurer to the defendant dated 6 May 2019.

In terms of the correspondence by the Insurer to the defendant, the defendant had failed to register a claim in respect of the plaintiff's injury in terms of the Policy and was the defendant prohibited from claiming any benefits wo which the plaintiff was entitled to in terms of the Policy.

In breach of the terms of its obligations in terms of the plaintiff's contract of employment, the defendant acting by way of its duly authorised employees, for which it is vicariously liable, negligently failed to timeously do all things necessary to register a claim on behalf of the plaintiff with the Insurer in terms of the Policy and failed to protect the interest of the plaintiff flowing from the Policy.

It was, at all times material hereto, within the contemplation of the plaintiff and the defendant, that in the event of the defendant failing to comply with its obligations and being in breach of the implied terms of the contract, the plaintiff would not be entitled to receive benefits in terms of the Policy, would thereby suffer damages, and that the defendant would be liable to compensate the plaintiff for such damages.

Should the defendant have performed in terms of the contract, the plaintiff would have been entitled to receive a permanent disability benefit equal to his annual earnings in terms of his contract of employment, as well as an additional R 20 000,00 in respect of medical expenses.
At the time of the amputation the plaintiff was earning approximately R 350 000.00 per annum. Had the plaintiff not suffered the amputation, he would have been e played until the age 65 years, during which employment he would have received his normal salary. In the circumstances the plaintiff has suffered a loss as follows:

- R 2 100 000.00 in respect of his notional permanent disability benefit; and
- R 20 000.00 in respect of medical expenses.

In the premises, the defendant is liable to the plaintiff, for damages due to breach of contract, in the sum of R 2 120 000.00.

Further, in the premises, the defendant is liable to the plaintiff for interest on the applicable legal interest rate.

WHEREFORE, the plaintiff claims against the defendant as follows:

a) Payment of the sum of R 2 120 000.00 as and for damages;
b) Interest on the aforesaid amount at the applicable legal rate a *temporae morae*;
c) Cost of suit, together with VAT thereon;
d) Further and/or alternative relief.

Status update – Where we are in the process & the way forward

A judicial case management conference was convened but the matter is however not yet trial-ready once it is, a trial date will be allocated.

4. Eskom Holdings SOC Limited // KM // Municipal Manager – High Court CASE 46/19

Commencement Date	Legal Costs Spend to date
Bula Bula Inc. January 2019	R 128 298.25

Brief outline of facts:

The applicant instituted review proceedings against council wherein the seek an order for the following:

- that the decision of the municipality to refuse Eskom's application for rezoning of a property described as Portion 52 of Farm Westford No. 191 be reviewed, corrected and set aside;
- that the decision of the municipality aforesaid be substituted with an order that the application for rezoning be granted;
- alternatively, that the matter be remitted back to the municipality with directions to make the decision afresh; and
- that the municipality pays the cost of application.

Status update – Where we are in the process & the way forward

Upon consultation with counsel, a proposal letter for settlement was drawn up and forwarded to the attorneys for the applicant. The content of the settlement was for the applicant to withdraw the matter; to re-submit their land use application and for each party to pay their own cost.

To date we have not received any feedback on above proposed settlement. Due to the dormant nature of this matter, we subsequently instructed our attorneys of record to proceed with an application to strike out the matter. On 24 March 2023, our attorneys received communication from the application that they will no longer pursue this matter. The department as such advised that the applicant files a Notice of Withdrawal to bring this matter to finalization. We await the filing of the Notice of Withdrawal – *status quo* remains.

5. Waxa // KM // Speaker of KM // KM's Disciplinary Committee // MEC for Local Government – High Court

Commencement Date	Legal Costs Spend to date
Bula Bula Inc: January 2019	R 601 711, 95

Brief outline of facts:

A semi-urgent application was brought against council by former councillor, V Waxa, who applied to court for the following:

Part A: An interdict to restrain the IEC from holding by-elections on 13 February 2019 for the election of a ward councillor for ward 4, Knysna; and
Part B: An order to review and set aside the decision to remove him as a councillor of the Knysna Municipality.

On 11 February 2019, Part A of the application was heard on an urgent basis and was dismiss with costs including costs of two counsels. On 20 January 2021, the bill was taxed for an amount of R 192 096, 92 which the applicant failed to pay.

Status update – Where we are in the process & the way forward

A writ of execution was subsequently issued and taken to the Sheriff.

Part A: During March 2023, we provided the municipality's banking details to our attorneys of record. The Applicant's wife will be making monthly instalments to pay off above-mentioned amount as awarded under the cost order against the applicant.

Part B: On 5 December 2019, the applicant's attorney filed an application to compel and an application to strike out which we opposed. However, the applicant is silent on the timeframes within which we are required to file our answering affidavits, and they have not yet responded to our letter wherein we required if the matter has been set down for hearing. Above *status quo* remains as there have been no further developments. The applicant was, however, successful in his leave to appeal his conviction which was overturned. This led to applicant being released and our attorney of record confirmed that the warrant of execution will be actioned accordingly.

6. Lopes // DA // Executive Mayor //KM Case 17727/2022 – High Court

Commencement Date	Legal Costs Spend to date
Nandi Bula Bula Inc: 25 October 2022	R 172 500.00

Brief outline of facts:

On 25 October 2022, the Knysna Municipality, the AMM and various political office bearers, were served with a Notice of Motion on an urgent basis by the attorneys representing the Democratic Alliance and the 1st applicant, Councillor Lopes. The applicants intend to direct the court for an order:

1. Dispensing with the ordinary rules for time limits and service as provided for in the Uniform Rules of Court, and directing that this application be heard on an urgent basis in terms of rule 6 (12);
2. Declaring the 8th respondent's decision, (Council's), on 16 September 2022 in resolution SC03/09/22 inconsistent with the Constitution of the Republic of South Africa, 1996 invalid;
3. Declaring the appointments of the 10th – 16th respondents (the appointees), to the various roles envisaged in resolution SC03/09/22 on or around 3 October 2022, inconsistent with the Constitution and invalid;
4. Setting aside the decision in paragraph 2;
5. Declaring that the 2nd, 4th, 6th respondents (A Tsengwa, A Marbi & M Skosana), are personally liable for the irregular, or fruitless and wasteful expenditure related to the appointments in paragraph 2 in terms of section 32(1) of the Local Government: Municipal Finance Management Act 5 of 2003;
6. Directing the 2nd, 4th and 6th respondents to pay the costs of the application, including the costs of counsel, jointly and severally, in their personal capacities, on an attorney-client scale.

Status update – Where we are in the process & the way forward

It was subsequently decided in accordance with Council's approved System of Delegations that the matter be opposed. Our attorney of record duly drafted and filed our Notice of Intention to Oppose. This matter was heard together with another Lopes matter under Case 19228/2022 was heard on 11 May 2023.

Judgment was subsequently delivered on 6 February 2024 and it was ordered as follows:

a) the applications in Case number 17727/22 and Part B of Case number 19228/22 are dismissed.
b) the first (Speaker), third (AMM), fifth (Council), sixth (EM), seventh (DEM), eighth (Knysna Municipality), respondents, as cited in Case number 19228/22, are jointly and severally liable, the one paying the other(s) to be absolved, to pay the wasted costs occasioned by the postponement of Case Numbers 17727/22 and 19228/22 on 11 May 2023, which costs shall include the cost of two counsel.

On 16 February 2024, we were informed by our attorneys of record that the 2nd applicant in these matters, the Democratic Alliance, submitted an application for leave to appeal to the Constitutional Court. In terms of a decision by the Municipal Manager, the application for leave to appeal was opposed and a short answering affidavit was subsequently filed.

The application for leave to appeal submitted to the CC was heard on 18 June 2024 and the court ordered as follows:

"The Constitutional Court has considered the application for leave to appeal directly to it and has concluded that no case has been made out for a direct appeal. The matter also appears to be moot. Consequently, leave to appeal is refused".

The applicants also applied for leave to appeal to the SCA, which was granted and heard on 16 May 2025. Judgment was delivered on 20 October 2025 and the SCA ordered as follows:

"It is not in the interest of justice to consider the appeal, as the decision sought will have no practical effect. The appeal, accordingly, falls to be dismissed with costs, including those of two counsels". The practical implication is thus:

- The High Court decision by Maher J stand and the meaning thereof was that no normal R&S process needs to be followed to appoint support staff (thus: Regulation 14 -20 of the Municipal Staff Regulations). However, any processes and determinations that we have to comply with in the preceding regulations, must be adhered to.
- The process to appoint support staff it must be an *interpretation of a suite of regulations, policies and guidelines within the context of a specific set of facts and a fluid political environment. interpretation of a suite of regulations, policies and guidelines within the context of a specific set of facts and a fluid political.* Thus, if aforesaid regulations 14 -20 is not applicable, Council will have to develop a policy framework outlining such processes.

We will have to recover our cost and it will be set off against the wasted costs granted against the municipality in the High Court proceedings. We await feedback on the taxation of the bill of costs. *Status Quo* remains.

7. Lopes // Democratic Alliance // Speaker of Council //Acting Municipal Manager // Knysna Municipality & Various Others - Case No. 19228/2022 – High Court

Commencement Date	Legal Costs Spend to date
Nandi Bula Bula Inc: 14 November 2022	R 479 133.46

Brief outline of facts:

On 14 November 2022, the Knysna Municipality, the AMM and various political office bearers, were served with a Notice of Motion on an urgent basis by the attorneys representing the Democratic Alliance and the 1st applicant, Councillor Lopes. The applicants sought to direct the court for an order:

Part A:

1. That pending the finalization of the application in case 17727/2022 and the relief sought in Part B of the notice of motion, including all appeals, the 1st, 3rd, 6th 7th and 8th respondents (the Speaker, AMM, Executive Mayor, Deputy Mayor and Knysna Municipality), are not to pay, and otherwise proceed with or implement the appointments of the 9th to 16th respondents;
2. That the relief in Part B is to be heard with the application in case number 17727/2022;
3. That the costs of this application will be determined with the application in case number 17727/2022 and the relief sought in Part B;
4. Further and/or alternative relief.

Part B:

1. Dispensing with the ordinary rules for time limits and services as provided for in the Uniform Rules of Court, and directing that the application be heard on an urgent basis in terms of rule 6(12);
2. Declaring the 1st respondent's decision (the Speaker) on 7 November 2022 to call an "in committee" and closed session meeting of the 8th respondent (Council) inconsistent with the Constitution of the Republic of South Africa, 1996 and invalid;
3. Setting aside the decision in paragraph 2;
4. Declaring the 8th respondent's decision on 8 November 2022 in resolution SC01/11/22IC, inconsistent with the Constitution and invalid;
5. Setting aside the decision in paragraph 4;
6. Declaring that councillors do not breach item 11 of schedule 7 to the Local Government: Municipal Structures Act 117 of 1998 should they disclose information discussed at closed sessions of a municipal council when applying to judicially review decisions taken at closed sessions of that council;
7. In the alternative to paragraph 6, and to the extent necessary, declaring item 11 of schedule 7 to the Local Government: Municipal Structures Act 117 of 1998, inconsistent with the Constitution and invalid to the extent that item 11 prohibits the disclosure of information for the purposes of judicial review;
8. Declaring that the 2nd and 4th respondents (M Skosana and R Butler) are personally liable for the irregular, or fruitless and wasteful expenditure related to the decision in paragraph 2 in terms of section 32(1) of the Local Government: Municipal Finance Management Act 56 of 2003;
9. Directing the 2nd and 4th respondents to pay the costs of this application, including the costs of two counsel, one counsel being senior counsel, jointly and severally, in their personal capacities, on an attorney-client scale; and
10. Further and/or alternative relief.

It was subsequently decided in accordance with Council's approved System of Delegations that the matter be opposed. Our attorney of record duly drafted and filed our Notice of Intention to Oppose and our answering affidavits. Part A was subsequently heard on 17 November 2022 and on 25 November 2022, judgment was delivered and the court ordered as follows:

1. that pending the finalization of the application in case number 17727/2022 and the relief sought in part B of this notice of motion, including all appeals, the 1st, 5th, 6th, 7th and 8th respondents (the Speaker, Council, Executive Mayor, Deputy Mayor and the Knysna Municipality), are not to pay and otherwise proceed with or implement the appointments of the 9th to 16th respondents;
2. the relief sought in Part B is to be heard with the application in case number 17727/2022; and
3. the costs of the application will be determined with the application in case number 17727/2022 and the relief sought in part B.

Status update – Where we are in the process & the way forward

After above-mentioned judgment under Part A, heard on 25 November 2022, the office of the AMM addressed letters to the appointees advising on the outcome of the court and requesting said appointees to vacate their respective workstations.

It was subsequently also decided that the judgment under Part A not be appealed, and we await the outcome of the court as Part B was heard under the main application, Case 177727/2022, on 11 May 2023.

Part B:

Judgment was subsequently delivered on 6 February 2024 and it was ordered as follows:

a) The applications in Case number 17727/22 and Part B of Case number 19228/22 are dismissed;

b) The first (Speaker), third (AMM), fifth (Council), sixth (EM), seventh (DEM), eighth (Knysna Municipality), respondents, as cited in Case number 19228/22, are jointly and severally liable, the one paying the other(s) to be absolved, to pay the wasted costs occasioned by the postponement of Case Numbers 17727/22 and 19228/22 on 11 May 2023, which costs shall include the cost of two counsel.

On 16 February 2024, we were informed by our attorneys of record that the 2nd applicant in these matters, the Democratic Alliance, submitted an application for leave to appeal to the Constitutional Court. In terms of a decision by the Municipal Manager, the application for leave to appeal was opposed and an answering affidavit was subsequently filed.

The leave to appeal application was heard on 18 June 2024 and the court ordered as follows:

"The Constitutional Court has considered the application for leave to appeal directly to it and has concluded that no case has been made out for a direct appeal. The matter also appears to be moot. Consequently, leave to appeal is refused".
The applicants also applied for leave to appeal to the SCA, which was granted and heard on 16 May 2025. Judgment was delivered on 20 October 2025 and the SCA ordered as follows:

"It is not in the interest of justice to consider the appeal, as the decision sought will have no practical effect. The appeal, accordingly, falls to be dismissed with costs, including those of two counsels". The practical implication is thus:

- The High Court decision by Maher J stand and the meaning thereof was that no normal R&S process needs to be followed to appoint support staff (thus: Regulation 14 -20 of the Municipal Staff Regulations). However, any processes and determinations that we have to comply with in the preceding regulations, must be adhered to.
- The process to appoint support staff it must be an *interpretation of a suite of regulations, policies and guidelines within the context of a specific set of facts and a fluid political environment. interpretation of a suite of regulations, policies and guidelines within the context of a specific set of facts and a fluid political.* Thus, if aforesaid regulations 14 -20 is not applicable, Council will have to develop a policy framework outlining such processes.

We will have to recover our cost, and it will be set off against the wasted costs granted against the municipality in the High Court proceedings. We await feedback on the taxation of the bill of costs. *Status Quo* remains.

8. CG Troskie // JP Walters // Knysna Municipality – High Court Case 19432/22

Commencement Date	Legal Costs Spend to date
Stadler & Swart Att: 21 November 2022	R 25 762.88

Brief outline of facts:
On 21 November 2023, we were served with a Combined Summons issued against the 1st defendant, one JP Walters and the Knysna Municipality, as the 2nd defendant. The cause of action in this matter relates to an alleged 'illegal braai structure' erected on the property of the 1st defendant. The plaintiff seeks the court for the following order:

1. that the illegal structure be immediately demolished;
2. that the 1st and 2nd defendants are jointly and severally ordered to pay the plaintiffs costs, as between attorney and client; and
3. further and/or alternative relief.

Status update – Where we are in the process & the way forward
The relevant officials consulted with our attorney of record and the AMM at the time, in terms of Council's approved System of Delegations decided that the matter be opposed. Our Notice to Oppose was duly filed. On 7 March 2023, our attorney of record advised that the 1st defendant demolished the 'braai' structure and as such, the parties have to agree on the costs. We advised that we will only agree to the withdrawal of the matter if plaintiff tenders our costs. A draft bill of costs has since been prepared and we await a settlement offer. To date no feedback was received and the assumptions is that n further correspondence will be done hereunder and the department will no longer report on this matter due to its dormant nature. Attorney of record requested to close their file herein.

9. Ambrose Trading & Others // KM & Others Case 18193/23

Commencement Date	Legal Costs Spend to date
12 December 2023 **Harker Attorneys**	R 14 881.00

Brief outline of facts:

On 12 December 2023, we were served with a Notion of Motion, (NOM) whereby the MEC seeks the following order:

1. Directing the 1st, 5th, 6th, 7th and 8th respondents (the municipality, the Mayor, the MM, Sandile Ngqele and Anthony Bans) to take whatever steps may be necessary and in accordance with the municipality's Roads & Traffic By-law of 1 Sept 2020, with immediate effect to ensure that:

    1.1 taxis operated by the 2nd, 3rd, 4th respondents (Knysna Taxi Association, Uncedo Taxi Association and Garden Route Taxi Association) and/or any other taxis operated by other taxi operators or individuals, refrain from using any part of Union Street in Knysna for illegal parking purposed, a temporary holding bay, a holding bay, a holding bay or taxi rank at any time;
    1.2 taxi's only use the designated taxi holding are situated on the Corner of Waterfront Drive and Long Street, with entrance on Queen Street Knysna, or any other suitable area in or around Knysna which can be utilizes as a holding area for taxis;
    1.3 any taxis committing any parking infringement in Union Street or failing to abide by provisions of paragraphs 1.1 to 1.2 above, to be immediately removed.
2. That the 1st, 5th, 6th, 7th and 8th respondents (the municipality, the Mayor, the MM, Sandile Ngqele and Anthony Bans, be ordered to take all necessary steps to ensure compliance with the above obligations emanating from prayers 1.1 -1.3 above, within 10 days of such order has been granted.
3. That in the event that the 1st, 5th, 6th, 7th and 8th respondents (the municipality, the Mayor, the MM, Sandile Ngqele and Anthony Bans), fail to comply with the relief sought in paragraph 1.3 above, that leave be granted to the applicants to approach the court on the same papers, duly amplified and supplemented, for an order authorising their immediate removal of the taxis and directing and authorising the sheriff and SAPS, to assist the applicants in giving effect to the provisions of such order, if necessary and for which removal costs the respondents will be liable.
4. That on the granting of the above relief, interdicts be granted against the 2nd, 3rd, 4th respondents (Knysna Taxi Association, Uncedo Taxi Association and Garden Route Taxi Association).

Above relates to the taxi's parking near the vicinity of the Food Lovers premises in Union Street after moving due to the unbearable conditions at the temporary taxi holding bay next to the Waste Transfer Station.

Status update – Where we are in the process & the way forward

The NOM was accordingly circulated to the relevant officials and political office bearers in accordance with Council's approved Systems of Delegations. As per instruction of the MM, a Notice to Oppose was filed.

Our attorney of record is currently considering how best to resolve this matter and looking at alternative sites for the temporary taxi holding bay. We have subsequently filed our answering affidavits and await further action to be taken by applicants. *Status quo* remains.

10. M Launder // Knysna Municipality – Case 39/24

Commencement Date	Legal Costs Spend to date
5 February 2024	No attorneys appointed

Brief outline of facts:
On 5 February 2024, we were served with a Combined Summons in terms of which the whole cause of action, being a motor vehicle collision with a pothole, allegedly arose within the jurisdictional area of the Knysna Municipality – 145 Bibby's Hoek Road. The plaintiff accordingly seeks damages and seeks a court order for the following:

a) Judgment in favour of the plaintiff for the payment of the amount of R 47 8853, 57;
b) Interest on the aforesaid amount at the prescribed interest rate per annum from the date of the demand to the date of payment;
c) Further and/or alternative relief;
d) Cost of suit.

Status update – Where we are in the process & the way forward

The Combined Summons was submitted to our Insurer in order to determine whether the claim for damages falls within our Public Liability Cover. Matter is being dealt with by the attorneys for our Insurer. Since this is not an active litigation matter, the department will no longer report thereon as it resides within our Insurance department.

11. SMS Sohn // Knysna Municipality Case 150/2024

Commencement Date	Legal Costs Spend to date
5 March 2024	No attorneys appointed, Summons submitted to our Insurer for consideration under our Public Liability Cover.

Brief outline of facts:
During March 2024. we were served we were served with a Combined Summons, whereby the Plaintiff, Stella Margaret Stacey Sohn, prays for the following judgment:
a) Payment of the capital sum of R 503 000,00;
b) Interest at the prevailing rate of interest on the amounts awarded in the judgment as allowed by law and/or statute;
c) Cost of suit including VAT; an
d) Further and/or alternative relief.

Above relief sought is based on the plaintiff alleging that she fell into an open manhole in Tide Street, Knysna, part of the municipal sewerage system maintained by the municipality. The Plaintiff inter alia alleges that at all times had a legal duty to ensure that adequate measures are taken in all areas under our control to which members of the public had unrestricted access to, to safeguard members of the

public against any dangers and/or potential dangers; and to ensure that a proper system of inspection and maintenance of manholes are done. It is thus alleged that we are in breach of a legal duty and based on or wrongful and negligent conduct, we are responsible for the payment of damages.
Status update – Where we are in the process & the way forward
The Combined Summons was submitted to our Insurer to consider under our Public Liability cover. Matter is being dealt with by the attorneys for our Insurer. Since this is not an active litigation matter, the department will no longer report thereon as it resides within our Insurance department.

12. Knysna Municipality // J Bond. Eviction Proceedings, Erf 101, Knysna

Commencement Date	Legal Costs Spend to date
20 March 2024 **Harker Attorneys**	R 12 696.00
Brief outline of facts: During March 2024, after various complaints concerning an illegal occupation of Erf 101, Karatara, the Municipal Manager, instructed Harker Attorneys, to commence with eviction proceeding against Mr Bond. Prior to said instructions, the department drafted correspondence to Mr Bond to voluntarily demolish his structure erected on the property and to vacant same. Failure to adhere to this led to the formal instruction. We have informed our attorneys of record to first arrange for a meeting with the occupier to see whether a voluntary vacation would be an option. We are currently waiting on our Housing department to advise as to whether the occupier and his family can be accommodated with an emergency housing kit.	
Status update – Where we are in the process & the way forward	
Instruction to attorney of record to be done upon feedback from our Housing department – Founding affidavit was drafted and filed. We await the filing of answering affidavits, but we have been informed that the dwelling has burned down, and we await feedback from attorney of record as to whether we should still proceed with the application for eviction. It was decided not to proceed and we will instruct our attorney to close their file herein and the department will no longer report on this matter.	

13. Accountability Group // KM // MM // Various Councillors // Grey Elephant Investments, the Rex Extension and the Gallery Body Corporate High Court Case 551/24

Commencement Date	Legal Costs Spend to date
30 September 2024	Lulama Prince Attorneys R 626 775.63
Brief outline of facts: On 30 September 2024, we were served with a Notice of Motion whereby the Applicant, the Accountability Group seeks the following order: a) reviewing and setting aside the resolution taken by the Knysna Council on 22 August 2024 with reference number C20/08/24 (“the resolution”). b) declaring the resolution to be unlawful, inconsistent with the Constitution and invalid. c) declaring that the 3rd to 13th respondent’s action in voting in favour of the passing of the resolution to be irrational and against the principle of legality. d) declaring that the 3rd to 13th respondents failed to take relevant considerations and the policies of the Knysna Municipality into account in writing off the debt and appointing debt collectors.	

e) directing the council and municipality to institute legal steps to recover the full amount due, owing and payable by Grey Elephant Investments, the Rex Extension and the Gallery Body Corporate in accordance with its policies.
f) declaring the letter written by the Mayor on 30 April 2024 to be invalid and of no force and effect as it was unauthorised, unlawful and not rationally connected to the provisions of the debt Write Off Policy of the municipality.
g) declaring the letter written by the AMM on 2 August 2024 to be invalid and of no force and effect as it was unauthorised, unlawful and not rationally connected to the provisions of the debt Write Off Policy of the municipality.
h) directing the municipality not to pay any amount in rental to Grey Elephant Investments pending the finalisation of this application and the determination of the liability of Grey Elephant Investments, the Rex Extension and the Gallery Body Corporate, to the municipality.
i) ordering the 3rd – 13th respondents to pay the costs of the application jointly and severally, on scale as between attorney and client the one to pay, the others to be absolved.
j) ordering the municipality, the AMM, Grey Elephant Investments, the Rex Extension and the Gallery Body Corporate to pay costs occasioned by their opposition of the matter should they choose to oppose; and
k) further and or alternative legal relief.

Status update – Where we are in the process & the way forward

The councillors cited as respondents, applied for legal representation, which was approved by the respective decision makers. The AMM, under his delegated powers, opted to file a Notice to Oppose for the 1st respondent, the Knysna Municipality. The councillors cited, also filed Notices to Oppose. The filing of said notices was subject to the finalisation of a detailed legal opinion on the prospect of success in defending the matter and how best to proceed.

The legal opinion was duly considered by Council and on 26 February 2025 Council rescinded its prior resolutions to write off the debt. This was communicated with the applicant who enquired whether Council would cover its legal costs incurred. An item served before Council with regards to the payment of applicant's legal fees and Council resolved that we only pay the taxed costs. We received a bill of costs to the value of R 277 635, 26 and we await feedback on the endorsement thereof by the tax master.

14. Accountability Group // Minister of GOGTA// KM // MM // Executive Mayor // MEC for Local Government WC & Others High Court Case 22315/24

Commencement Date	Legal Costs Spend to date
31 October 2024	Mosdell, Pama & Cox R 171 267.42

Brief outline of facts:

On 31 October 2024, we were served with a Notice of Motion whereby the Applicant, the Accountability Group seeks the following order:

Part A: Declarations & Mandamus:

1. An order declaring that the 2nd respondent, Knysna Municipality, the 3rd respondent, the AMM, the 4th respondent, the Executive Mayor and the 6th – 26th respondents' (all councillors) ongoing and persistant failure to fulfil the objects imposed upon local government, by failing to provide democratic and accountable government for local communities, failing to ensure the provision of services to communities in a sustainable manner, failing to promote social and economic development, failing to promote a safe and healthy environment and failing to encourage the involvement of communities in the matters of local government; and failing to structure and manage its administration and budgeting and planning processes to give priority to the basic needs of the community and to promote

the social and economic development of the community, to be inconsistent with the Constitution of the Republic of South Africa, 1996, particularly ss 24, 25, 17 (1)(b), 33, 152, 195 and 237.

2. A mandamus, subject to the granting of the structural relief requested in part B, to direct the 1st respondent, Minister of COGTA, to comply with section 139 (7) of the Constitution of the Republic of South Africa by:

   2.1 Intervening in the affairs of the 2nd respondent, the Knysna Municipality, terms of section 139 (5) of the Constitution of the Republic of South Africa as the Provincial Executive having issued a notice in terms of section 139(1) of the Constitution, did not take the intervention any further;
   2.2 Dissolving the 2nd respondent's, the Knysna Municipality's municipal council in terms of section 139 (5) (b), the municipality having failed to implement the necessary revenue raising measures required to give effect to the recovery plan and having an unfunded budget,

   Alternatively,
   2.3 Directing the 5th respondent, the MEC for Local Government, Environmental Affairs & Development Planning in the Western Cape, to dissolve the 2nd respondent's, te Knysna Municipality's municipal council in terms of section 139 (5) (b) of the Constitution and section 3494) of the Local Government Structures Act 117 of 1998, the municipality having failed to implement the necessary revenue raising measures to give effect to the recovery plan and having an unfunded budget.
   2.4 Appointing a suitable administrator(s) with the required competency levels in terms of the Municipal Regulations on minimum competency preferably with a suvvessful track record as administrator to ensure the continued functioning of the 2nd respondents, the Knysna Municipality, until a new municipal council is elected.

   Alternatively,
   2.5 Instructing the 5thе respondent, MEC for Local Government, to appoint a suitable administrator or administrators to ensure the continued functioning of the 2nd respondent, the Knysna Municipality, until a new municipal council is elected in terms of section 35 of the Local Government Municipal Structures Act 117 of 1998.

Part B: Structural Relief

(Please note that the below is the numbering as per the NOM, it goes from 2.5 – 8.1

8.1 An order directing the 5th respondent, the MEC for Local Government, to determine the functions and powers of the administrator or administrators in accordance with section 3592) of the Local Government Structures Act and to publish same in the Provincial Gazette and file same with the 1st respondent, Minister of COGTA, and with the honourable court within 14 days of the date of the order and that these functions and powers shall include but not be limited to:

   8.1.1 all the appropriate powers to fulfil the functions of the council of the 2nd respondent, the Knysna Municipality, including assuming the executive and legislative responsibility that vested in council until the election of a new council of the 2nd respondent vests in the administrator;
   8.1.2 establishing an effective and functioning oversight committee in consultation with suitably qualified professional experts from the community who have been assisting the 2nd respondent, the municipality, together with senior officials of the municipality in promotion of the objects contained in section 152(e) of the Constitution;

8.2 An order directing the 1st and 5th respondents, the Minister of COGTA and the MEC for Local Government, to second to the administrator a competent support team, including budget and income experts from Treasury, engineers and experts to assist with infrastructure challenges from MISA (Municipal Support Infrastructure Agent) and other experts in the fields requiring intervention.

8.3 An order directing the 5th respondent, the MEC for Local Government, to ensure that the appointed administrator furnished the 1st and 5th respondents, the Minister of COGTA and the MEC for Local

Government, with a detailed recovery plan in respect of the 2nd respondent, the municipality, including but not limited to the following:

8.3.1 Addressing the budget and implementing measures to ensure the budget moves credibly from unfunded to funded to ensure that services can be provided to the community as envisaged in section 152(1)(b) of the Constitution and to promote social and economic development as envisaged in section 15291) (c) of the Constitution;
8.3.2 Addressing revenue raising measures to improve the liquidity of the 2nd respondent, the municipality, by ensuring that all monies due to it are collected and by enforcing compliance with the by-laws and policies;
8.3.3 Addressing and taking the necessary steps required to rescind unlawful resolutions taken by Council;
8.3.4 Addressing and taking the necessary steps required to ensure that the Supply Chain Policy is adhered to and measures to be taken to investigate all contracts that have resulted in deviations and irregular expenditure;
8.3.5 Addressing the steps required to fund the repairs of the 2nd respondent's aging and failing infrastructure and equipment in consultation with the oversight committee;
8.3.6 Addressing the directives and pre-directives that have been issued to the 2nd respondent, the municipality in consultation with experts in the environmental filed from the oversight committee;
8.3.7 Addressing the steps required to deal with the criminal charges that have been laid in respect of the contraventions of NEMA to enable the 2d respondent, the municipality, to promote a safe and healthy environment in accordance with section 152(1)(d);
8.3.8 Addressing the complete lack of oversight with the dysfunctionality of MPAC, the oversight committee to ensure that the 2nd respondent, the municipality, provides compliance with the regulations as provide for in section 15291) (a) of the Constitution;
8.3.9 Addressing and taking steps to ensure that checks and balances are put in place within the 2nd respondent, the municipality, to curb potential political interference in the administration including implementing a training programme aimed at ensuring that officials and new councillors are made aware of legislative requirements and the obligations imposed on them in terms of the legislation.
8.3.10 Set measurable, periodic deadlines for progress.

8.4 The plan to be made available on the website of the 2nd respondent, the municipality.

9. Directing the 5the respondent, the MEC for Local Government, to ensure that the administrator provides a timeline with regards to by-elections that must be held within 90 days from the date of the dissolution of council within 14 days of his/her appointment.
10. Requesting the court at any stage and of its own accord, after having heard submissions by the parties, to make any further orders or directives that it deems fit.
11. That the 1st respondent, the Minister of COGTA be ordered to pay the costs of the matter jointly and severally with any respondent who opposes the relief sought in the application.
12. Further and/or alternative legal relief.

Status update – Where we are in the process & the way forward

This matter served before Council and Council inter alia resolved that Council, the Executive Mayor and the Municipal Manager must defend the relief sough and in the event that should any of the other councillors who were also cited, opted to apply for legal representation, such application not be approved.

Our attorneys of record subsequently filed our Notice to Oppose and our Answering Affidavit in February 2025. To date no further action has been taken by applicant and we instructed our attorneys of record to advise how best we can bring this matter to finalisation.

15. Grey Elephant (Pty) Ltd // Knysna Municipality High Court Case 22365/24

Commencement Date	Legal Costs Spend to date
10 December 2024	Joubert, Galpin & Searle Attorneys R 2 508 787.25

Brief outline of facts:

On 10 December 2024, we were served with a Notice of Motion whereby the Applicant, the Accountability Group seeks the following order:

1) Declaring that the municipality's 2023/2024 and 2024/2025 Tariff Policies are unlawful and ultra vires, the municipality's Tariffs By-law 2008, the Tariff By-law 2019, the Local Government: Municipal Systems Act 32 of 2000 insofar as the 2024 Tariff Policy and the 2025 Tariff Policy, respectively permit the municipality to:

    1.1. Levy a fixed basis services charge for water on business consumers, per premises / per business unit / per shop unit / per hotel room per annum as contemplated by section 9.2 of the 2024 Tariff Policy.
    1.2. Levy a fixed basis services charge for water on business consumers, per number of business units or shops or hotel rooms per annum, contemplated by section 9.2 of the 2025 Tariff Policy.
    1.3. Levy a fixed basis services charge for wastewater/sewage on business consumers, per the number of business units or shops or hotel rooms on the erf per annum, as contemplated by section 9.5 of the 2024 Tariff Policy;
    1.4. Levy a fixed basis services charge for wastewater/sewerage on business consumers, per the number of business units or shops or hotel rooms on the erf per annum, as contemplated by section 9.5 of the 2025 Tariff Policy;

2) In the alternative to paragraph 1.1 above, and only in the event that the Court finds that it is lawful for the municipality to levy a basic services charge for water for business consumers per premises, per business unit, per shop unit in terms of section 9.2 of the municipality's 2024 Tariff policy, directing the municipality to apply the commercial consumption charge rising block tariff provided for in section 9.2(b) of the 2024 Tariff Policy; and/or the commercial building size rebate provided for in section 92 (c) of the 2024 Tariff Policy, whenever it levies a basic services charge for water for business consumers in terms of section 9.2 of the municipality's Tariff Policy.
3) In the alternative o paragraph 1.2 above, and only in the event that the Court finds that it is unlawful for the municipality to levy a basic services charge for water for business consumers per number of business units or shops or hotel rooms on the erf in terms of section 9.2 of the municipality's Tariff Policy, directing the municipality to apply the commercial consumption charge rising block tariff provided for in section 9.2 (b) of the 2025 Tariff Policy, whenever it levies a basic services charge for water for business consumers in terms of section 9.2 of the municipality 2025 Tariff Policy.
4) In the alternative to paragraph 1.3 above, and only in the event that the Court finds that it is unlawful for the municipality to levy a fixed basic service charge for wastewater/sewerage for business properties on business consumes (per premises, business unit, shop unit or per hotel room per annum) in terms of section 9.5 of the 2024 Tariff Policy, directing the municipality to apply the commercial building size rebate provided for I section 9.5 of the 2024 Tariff Policy, whenever it levies a basic services charge for sewerage for business consumers in terms of section 9.5 of the municipality's 2024 Tariff Policy.
5) In the alternative to paragraph 1.4 above, and only in the event that the Court finds that it is lawful for the municipality to levy a fixed basic charge for wastewater/sewerage for business properties (per number of business units or shops or hotel rooms per annum) in terms of section 9.5 of the 2025 Tariff Policy, directing the municipality to apply te commercial building size rebate provided for in section 9.5 of the 2025 Tariff Policy, whenever it levies a basic services charge for sewerage on business consumers, including the applicant in terms of section 9.5 of the 2025 Tariff Policy.

6) Declaring that the municipality has for the period 1 July 2023 to date unlawfully charged the applicant for the removal of 6 240 refuse bins (that is, 30 refuse bins three times per week, or 390 refuse bins per month) in terms of section 9.4(a)(i) of the municipality's Tariff Policy, 2023/2024 and section 9.4 (a)(i) of the municipality's 2024/2025 Tariff Policy, in circumstances where the municipality has in fact only removed 3 711 refuse bins in the aforesaid period.
7) Declaring that the municipality has since 1 July 2023, unlawfully levied electricity charges on the applicant in terms of Bulk Tariff 7A in terms of a purported notified demand of 1 200va AND 1 160Kva (in respect of the two respective electrical connections) in circumstances where the applicant had duly and timeously notified the municipality in writing that its notified maximum demand is 800Kva and 600Kva respectively.
8) Directing the municipality to amend the municipal services account rendered to the applicant for the period 1 July 2023 to date in accordance with the orders in paragraph 1 to 7 above.
9) Directing that the municipality to amend its tariff policies in accordance with the orders in paragraphs 1 to 7 above.
10) Directing that the municipality shall ensure that all municipal services accounts rendered to the applicant and to all affected ratepayers within the jurisdiction of the municipality from the date of this order are rendered in accordance with the orders in paragraphs 1 to 7 above.
11) Directing the municipality to pay the costs of the application on Scale C including the costs of counsel in the event of opposition.
12) Granting the applicant such relief and/or alternative relief as the Court may deem fit.

Status update – Where we are in the process & the way forward

This matter served before Council and Council subsequently resolved that it be opposed. Attorneys were appointed and a Notice to Oppose was duly filed.

An interlocutory application was subsequently drafted and served on applicant. This matter was set down for hearing on 11 September 2025 but due a postponement was only heard on 12 and 13 February 2026. Judgment was accordingly delivered on 27 May 2026 and it was ordered as follows:

a) That the application,, in its entirety is dismissed,
b) That the applicant is to pay costs, including all reserved costs, and costs of two counsel where so employed, on Scale C.

The court found as per below:

"On the facts, I am unable to conclude that GEI was denied justice. I am unable to conclude that KLM failed to advance and efficient and effective governance of its tariff affairs in line with constitutional precepts, the Systems Act and the other applicable legislation and prescripts in its quest to entrench the rule of law. I am unable to detect any defect which rendered the policies or their application to be contrary to the interest of those most closely associated with their benefits, to wit, GEI, the shops or any other consumer or the public good.

It is up to an applicant to set out material facts to establish the factual premise from which the legal conclusions should be drawn. In the absence of special circumstances, where an applicant approached a court on motion, well aware of material disputes, and that applications are not designed to determine factual disputes, a court may dismiss such an application. It is a quantum leap for a court to step into the shoes of a municipality and to formulate GEI accounts and/or formulate policy. For these reasons I make the order".

Above means that our Tariff Policies were found to be lawful and constitutional, as such, we are able to recovery all arrears due and payable to the municipality. We have since been informed that an application for leave to appeal was filed and we currently await feedback as to whether the application will be successful. A copy of the Judgment is contained under 7.3.2 *New Court Judgements/Circulars/Regulations or Amendments*, of the Audit Committee Agenda

16. Grey Elephant Investments // Knysna Municipality – Case 193/2025 Rule Nisi Interdict Order:

Commencement Date	Legal Costs Spend to date
24 April 2025	Joubert, Galpin & Searle R 375 130.55

Brief outline of facts:

Emanating from the Grey Elephant application, listed under Litigation matter No. 23 above, to declare unlawful Council's 2024/2025 and 2025/2026 Tariff Policies, the administration commenced with recovery of the undisputed debt owed by Grey Elephant.

During April 2025, two letters of demand we submitted to Grey Elephant for the following:

1. Letter of Demand delivered:

   Undisputed rates & service charges from 1 July 2023 – 31 October 2024 to the value of R 19 100 044.13. We demand payment within 7 calender days, no later than 24 April 2025. Failing which, it was advised that the municipality will disconnect the supply of all services.

2. Letter of Demand delivered:

   Demand to pay percentage of accounts rendered: 1 November 2024 – 1 May 2025 to the value of R 7 586 029.92. We demanded payment within 7 calender days, no later than 24 April 2025. Failing which, it was advised that the municipality will disconnect the supply of all services.

Subsequent to above, Grey Elephant indicated that they were willing to pay an amount of R 7 million in two instalments and then R 350 000 per month under the main application under Case 22365/2024 is heard. The offer was not accepted, and the administration disconnected the electricity supply to the premises on 25 April 2025.

Due to above disconnection, Grey Elephant approached the Eastern Circuit Local Division, High Court, to obtain a rule nisi Interdict whereby it was ordered that:

1. The applicant's (Grey Elephant) non-compliance with the Rules of Court relating to service and time periods and directing the application to be heard as one of urgency in terms of Rule 6 (12) of the Uniform Rules of Court is condoned, and it be directed that the applicant gives oral evidence in support of the application;
2. A Rule Nisi is hereby ordered directing the respondent to forthwith restore the applicant's electricity supply, which was disconnected on Friday, 25 April 2025.
3. The respondent, the municipality, may anticipate the return date by giving (two) court days' notice.
4. The transcript of the proceedings is to be transcribed on an urgent basis and served on the respondent on or before 30 April 2025; and
5. Costs stand over for later determination.

Status update – Where we are in the process & the way forward

The Return date for the interdict was set down for 6 June 2025 and during such court proceedings it was agreed by the parties that the matter be postponed until 11 September 2025, on which date the application under Case 22635/24, will also be heard. The aforesaid matter is the application by Grey Elephant to inter alia declare unlawful Council's 2024/2025 and 2025/2026 Tariff Policies. The Knysna Municipality agreed with above postponement with the condition that until these matters are heard on 11 September 2025, Grey Elephant makes payment to the value of R 12,8 million once off, and subsequent monthly payments of R 1 million on its arrear municipal account. Such condition was agreed to by Grey Elephant, and the settlement was made an order of court.

Since above court appearance, the Knysna Municipality received R 12,8 million and the agreed upon monthly payments. This matter was set down for hearing on 11 September 2025 during which court proceedings both parties led argument and judgment was accordingly reserved.

Judgement was delivered on 11 February 2026 and the court ordered as follows:

a) the application for reconsideration is dismissed;
b) the *rule nisi* is confirmed;
c) the Knysna Local Municipality is to pay the costs, on a scale as between attorney and client, such to include the costs of two counsel on scale C.

An item was tabled to Council and Council resolved that no application for leave to appeal be filed. The department will in future no longer report on this matter as the only outstanding issue is that of the payment of legal fees of which we currently await the bill of costs.

17. Knysna Municipality // Grey Elephant Investments. Summons for Recovery of Debt

Commencement Date	Legal Costs Spend to date
April 2025	Joubert, Galpin & Searle R 2 077.66

Emanating from the Grey Elephant application, listed under Litigation matter No. 23 above, to declare unlawful Council's 2024/2025 and 2025/2026 Tariff Policies, under advise from the attorney of record, the administration commenced with recovery of the debt owed to the Knysna Municipality by Grey Elephant.

During April 2025, Summons were served on Grey Elephant for the following relief:

a) Payment of R28 992 771.95.
b) Interest on the aforesaid sum at the rate of 1% above the overdraft interest rate raised by the Plaintiff's bankers from time to time with effect from 1 July 2023 to date of payment.
c) Costs of suit, including the costs of two counsel where employed, on Scale C as provided in the Uniform Rules of Court; and
d) For further and/or alternative relief.

Hereunder it must be noted that amount claimed concerns the debt owed to the municipality from 1 July 2023 – March 2025. Council during August 2024 resolved that a write off be approved for the debt as at end of June 2023 and when this Summons were served, the write off was still in place. Council however at the end of April 2025, rescinded such write off decision.

Status update – Where we are in the process & the way forward

Grey Elephant filed a Notice to Oppose and due to the rescindment of the write off decision, our attorneys of record were busy amending our Particulars of Claim to also include the debt as at end June 2023, for recovery.

We were however advised that the Summons to recover the monies due to the municipality will be amended and finalised as soon as judgment is delivered under the main application as listed under Case 22365/24 as listed above as the outcome thereof will determine if the billing on account was done correctly.

Judgment was delivered under Case 22365/24 as mentioned above. As advised thereunder, the implication of the application of leave to appeal means that the Judgment is suspended to we await finalisation thereof in order to amend the Summons.

18. Knysna Municipality // Grey Elephant Investments: Case 193/2025 Self-review application to review and set aside a lease agreement concluded with Grey Elephant for office accommodation.

Commencement Date	Legal Costs Spend to date
April 2025	Noko Maimela Attorneys Legal Opinion: R 134 44, 75 Self-review application: R 2 359 550.62

During October 2024, the previous AMM Malepeng, after a complaint was submitted to the Public Protector's office on the alleged unlawful conclusion of a lease agreement with Grey Elephant for office accommodation, procured a legal opinion on the validity of such lease agreement.

The legal opinion was considered by Council on 26 February 2025 during which meeting the attorney of record and junior counsel, explained the content of the legal opinion to Council. The conclusion of the legal opinion was that the conclusion of the lease agreement was unlawful and contravened the provisions of the MFMA and the Municipal Supply Chain Management Regulations. Such contraventions also meant that the conclusion of the lease agreement constitutes irregular expenditure. The advice stated that Council will have to commence with a self-review application to review and set aside the lease agreement. The view was also held that the administration holds over on the payment of the rental due and payable under the lease agreement until a court of law so orders.

Council accordingly resolved that the MM be mandated to commence with aforesaid self-review application. Our founding affidavit with annexures was served on Grey Elephant in April 2025. On the same date that the application was served, the administration also served a Notice to Vacate the premises on Grey Elephant. They were informed that the Knysna Municipality intends to vacate the premises on or before 31 July 2025. This decision emanated from the legal opinion which advise that a self-review application be instituted, it would be best to also vacate the premises which wil show the court that we acknowledge the unlawful conclusion of the lease agreement and that we want to correct such previous decisions.

Status update – Where we are in the process & the way forward

We have since the institution of the application vacated the leased premises effective 31 July 2025 and the parties exchanged affidavits. The matter was set down for hearing on 26 November 2025 and we managed to close our arguments on the same day.

Judgment was that "*regarding the unpaid rental amounts, consumption charges, and the applicable interest rates, the papers do not clearly reveal the precise amounts outstanding. Consequently, this Court cannot make a definitive determination on quantum without further evidence. In the circumstances, it would be just and equitable to make the following order*:"

1. *The Municipal Council resolution dated 26 October 2023, to approve the conclusion of a lease agreement with the respondent without undertaking a competitive and open tender process ("the impugned resolution") is declared unconstitutional, unlawful and invalid.*
2. *The conclusion of the lease agreement between the applicant and the respondent on 12 December 2023 and the resultant lease agreement ("the impugned lease agreement") is declared unconstitutional, unlawful and invalid.*
3. *The impugned resolution and the impugned lease agreement are reviewed and set aside.*
4. *It is just and equitable that the applicant be ordered to pay unpaid rental amounts and consumption charges for its period of occupation commencing on 1 May 2024 and ceasing on 31 July 2025.*
5. *That the unpaid rental amounts are to be calculated on 1268 square metres, the actual space occupied by the applicant during the period of its occupation. The exact quantum is to be calculated by the respondent. Failing agreement between the parties on the final amount within 14 days of this order, the quantum, shall be determined by an independent auditor or referee jointly appointed by the parties, or, failing such agreement on the appointment, by the Chairperson of the South Africa Institute of Chartered Accounts (SAICA), whose determination shall be final and binding, with the costs of such referee to be borne equally by the parties.*
6. *Consumption charges (water and electricity) are to be calculated on the applicant's actual consumption during the period of its occupation. On this basis, the sum of the consumption charges is an amount calculated and proven by the respondent.*
7. *Interest on the unpaid rental amounts and consumption charges shall be calculated at the rate prescribed in section 1 of the Prescribed Rate of Interest Act 55 of 1975 from date of judgment to the date of payment.*

8. *The applicant shall pay the unpaid tenant installation costs as calculated by the respondent. Failing agreement between the parties on the final amount with 14 days of this order, the quantum shall be determined by an independent quantity surveyor jointly appointed by the parties, or, failing agreement on the appointment, by the President of the Association of South African Quantity Surveyors (ASAQS) whose determination shall be final and binding.*
9. *The applicant to pay the costs of the application of Scale C, which costs include the costs of two counsel, one of whom is senior counsel*

After all calculations were done to determine the rental, consumption and tenant installation costs, an Item served before Council and it was resolved that an all inclusive amount of R 7 214 679, 43 (R 3 130 882, 99 for rental and consumption and R 4 101 282, 64 for tenant installation) in full and final settlement. We currently await feedback on the offer made.
delivered on 24 June 2026 and the court stated

A copy of the Judgment is contained under 7.3.2 *New Court Judgements/Circulars/Regulations or Amendments*, of the Audit Committee Agenda

19. Sandpiper Nature Reserve (Pty) Ltd // Knysna Municipality, High Court Case 105/2025

Commencement Date	Legal Costs Spend to date
17 March 2025	Mosdell, Pama & Cox R 585 812.74

Brief outline of facts:
On 17 March 2025, the Knysna Municipality was served with a Combined Summons whereby the plaintiff claims the following:
1. Payment from the defendant in the sum of R 2 437 500,00.
2. Payment from defendant in the sum of R 119 570, 90.
3. Interest thereupon a *temporae morae*; and
4. Further and/or alternative legal relief.

This matter concerns a land use application, which was submitted for Erf 4982 Sedgefield, owned by the plaintiff, for its rezoning, subdivision, consent use and departures.
It is alleged that the Knysna Municipality and the Tribunal, who in the view of the plaintiff acted wrongfully, delayed the application from February 2024 – September 2024 and as a result, the plaintiff incurred damages for building cost escalations and cost to cover an intervener application. The application seeks to recover such damages.

Status update – Where we are in the process & the way forward

The Municipal Manager under the Systems of Delegations exercised his delegated power and instructed that this matter be opposed. Attorneys were appointed and a Notice to Oppose was duly filed.

We filed our Special Plea and await further action to be taken by plaintiffs. During the perusal of all relevant documents and after various consultations held between our attorneys and the relevant officials, a memorandum was submitted to the office of the MM.

In the memorandum senior council informed of substantive- and procedural flaws in the process when the appeals under this matter was considered and the advice communicated was that Council should commence with a self-review application to review and set aside the decision by the Appeal Authority under which the decision taken by the Tribunal was overturned. A consultation between the former Executive Mayor and our attorney of record took place and the amended memorandum was tabled to Council for consideration. Council resolved that a self review application be instituted and the attorney of record was instructed accordingly.

20. Summons No. 36/ 2024 – Knysna Municipality, Criminal Proceedings instituted by DEADP.

Commencement Date	Legal Costs Spend to date
7 May 2025	Mosdell, Pama & Cox R 136 861.96

Brief outline of facts:

On 7 May 2025, the Knysna Municipality was served with Summons No. 36/25, whereby criminal proceedings were instituted against Council for the alleged contravention of the National Environmental Management Act, 59 of 2008, NEMA, and the Environmental Conservation Act, 73 of 1987.

As per the Summons, the cause of action concerns the establishment of two Temporary Relocation Areas, "TRA's", on erven 214 and 14076, Knysna during 2019.

During site inspections done by an inspector from the Department of Environmental Affairs & Development Planning, DEADP, it was discovered that:

a) Excavations and earthworks were taking place on a section of the properties for the installation of services for the housing developments.
b) That two TRA's were on Erf 214.
c) That the temporary ablution facilities placed on the TRA sites were on the edge of a steep slope.
d) Waste and litter disposal around the TRA's, there were no waste slopes or litter containers.
e) There was leakage of a septic tank below TRA Site 2; and
f) Domestic animals (pigs) were kept below TRA Site 2.

The Charge Sheet outlines what transpired after above site inspection, which ultimately led to the issuing of Pre-Directives and Directives. It was subsequently found that the Knysna Municipality was in contravention of some provisions of the National Environmental Management Act, 107 of 1998 and provisions of the Environmental Conservation Act, 73 of 1987.

In terms of the Summons, it is alleged that the Knysna Municipality is guilty of the following four charges:

a) Guilty of the offence of contravening the provisions of section 49(1) (e) read with sections 1, 28, 30, 30A and 49B (1) of NEMA.
b) Contravening sections 49(1) (f) read with sections 1, 28, 30, 30A and 49B (1) of NEMA;
c) Contravening sections 49(1) (g) read with sections 1, 28, 30, 30A and 49B (1) of NEMA; and
d) Contravention of section 222(1) read with sections 1, 20 and 49(4) of the Environmental Conservation Act.

After being served with the Summons, the administration arranged a meeting between the Knysna Municipality, the National Prosecuting Authority and representatives of Department of Forestry, Fisheries & the Environment, DFFE. The meeting was scheduled for 21 May 2025 with the purpose of determining how best the parties can deal with this matter, outside of court, in the spirit of cooperative governance and intergovernmental relations.

It was agreed that the representatives of DFFE will consult with the NPA. However, for the purpose of the Knysna Municipality's first court appearance on 28 May 2025, we were informed that the matter will be referred to the Regional Court, which was done.

Status update – Where we are in the process & the way forward

An item was submitted to Council on 5 June 2025 and Council resolved that an attorney be appointed to represent the MM and the Knysna Municipality which was subsequently done. We appeared in court on 11 September 2025 and the matter was postponed to 27 November 2025. During November the matter was again postponed after a meeting with the Prosecuting Authority to allow the municipality to compile an implement an action plan.

After another consultation held in February 2026, we were informed by the NPA that our best option would be to consider pleading guilty as from the evidence it was clear that we won't be able to successfully defend the matter due to ongoing non-compliance to date.

Council considered above and it was resolved that we enter a guilty plea and to conclude a Plea and Sentence Agreement which was subsequently also tabled to Council for approval. The Plea and Sentence Agreement was subsequently made an order of Court and the administration are to ensure that all action plans which are annexed to the agreement, are executed.

21. Summons No. 37/2025 – Knysna Municipality, Criminal Proceedings instituted by DEADP.

Commencement Date	Legal Costs Spend to date
7 May 2025	Mosdell, Pama & Cox Consolidated with Summon No 36/24

Brief outline of facts:
During a Special Council meeting on 22 April 2024, the administration informed Council of a criminal case opened against the Knysna Municipality for the alleged non-compliance with the National Environmental Management Act, 59 of 2008, NEMA, relating to the Waste Transfer Station on Erf 1339, Council therefore already resolved that any criminal matter be Opposed.
On 7 May 2025, the Knysna Municipality was served with Summons No. 37/25, whereby criminal proceedings were instituted against Council for the alleged contravention of NEMA and the non-compliance at our Waste Transfer Station.

The Charge Sheet outlines the relevant provisions of NEMA and it is alleged that the Knysna Municipality is guilty of the following six charges:

a) Contravening section 67(1)(a) read with section 16(1)(c) of NEMA: Waste Act, read with section 94 of the Criminal Procedure Act;
   - Allegation that the Knysna Municipality did not ensure that waste is treated and disposed of in an environmentally sound manner.

b) Contravening section 67(1)(a) read with section 16(1)(d) of NEMA: Waste Act, read with section 94 of the Criminal Procedure Act
   - Allegation that the Knysna Municipality did not manage the waste in such a manner that it does not endanger health or the environment or cause a nuisance through noise, odour or visual impacts.

c) Contravening section 67(1)(a) read with section 26(1)(b) of NEMA: Waste Act, read with section 94 of the Criminal Procedure Act;
   - Allegation that the Knysna Municipality disposed of waste in a manner that is likely to cause pollution of the environment or harm to health and well-being.

d) Contravening section 49A(1)(e) of NEMA read with section 94 of the Criminal Procedure Act;
   - Allegation that the Knysna Municipality unlawfully and intentionally or negligently committed an act or omission which causes or like to cause significant pollution or degradation of the environment.

e) Contravening section 49A(1)(f) of NEMA, read with section 94 of the Criminal Procedure Act;

- Allegation that the Knysna Municipality unlawfully and intentionally or negligently commits an act or omission which detrimentally affects or is likely to detrimentally affect the environment.

f) Contravening section 49A(1)(g) of NEMA: Waste Act, read with section 94 of the Criminal Procedure Act;

- Allegation that the Knysna Municipality failed to comply with the Directive issued in terms of the Act.

After being served with the Summons, the administration arranged a meeting between the Knysna Municipality, the National Prosecuting Authority and representatives of Department of Forestry, Fisheries & the Environment, DFFE. The meeting was scheduled for 21 May 2025 with the purpose of determining how best the parties can deal with this matter, outside of court, in the spirit of cooperative governance and intergovernmental relations.

It was agreed that the representatives of DFFE will consult with the NPA. However, for the purpose of the Knysna Municipality's first court appearance on 28 May 2025, we were informed that the matter will be referred to the Regional Court, which did in fact transpire.

Status update – Where we are in the process & the way forward

We appeared in court on 11 September 2025, and the matter was postponed to 27 November 2025. During November the matter was again postponed after a meeting with the National Prosecuting Authority (NPA) to allow the municipality to compile an implement an action plan.

After another consultation held in February 2026, we were informed by the NPA that our best option would be to consider pleading guilty as from the evidence it was clear that we won't be able to successfully defend the matter due to ongoing non-compliance to date.

Council considered above and it was resolved that we enter a guilty plea and to conclude a plea and sentence agreement which was subsequently also tabled to Council for approval. The Plea and Sentence Agreement was subsequently made an order of Court and the administration are to ensure that all action plans which are annexed to the agreement, are executed.

22. State // Knysna Municipality. CAS 202/10/2024

NEMA Contraventions due to various sewage spills.

Commencement Date	Legal Costs Spend to date
February 2026 Mosdell, Pama & Cox	No invoices to date

Additional criminal matter added:

During the proceedings under Summons 36 and 37 as mentioned above, we were informed upon receipt of an additional criminal docket opened against the Knysna Municipality in October 2025. The criminal action was instituted against the municipality by DFFE for alleged contravention of environmental management legislation and our alleged failure to respond to various Directives.

This matter relates to the ongoing sewerage spills into estuary, i.e Bongani stream and Lake Brenton. When we were informed of this matter it was reported to Council who resolved that it be opposed.

Status update – Where we are in the process & the way forward

During court proceedings on 27 November 2025 we were informed of this additional criminal matter. During November the matter was again postponed after a meeting with the National Prosecuting Authority (NPA) to allow the municipality to compile an implement an action plan.

After another consultation held in February 2026, we were informed by the NPA that our best option would be to consider pleading guilty as from the evidence it was clear that we won't be able to successfully defend the matter due to ongoing non-compliance to date.

Council considered above and it was resolved that we enter a guilty plea and to conclude a plea and sentence agreement which was subsequently also tabled to Council for approval. We currently also await feedback from the NPA on the content of the plea and sentence agreement. The Plea and Sentence Agreement was subsequently made an order of Court and the administration are to ensure that all action plans which are annexed to the agreement, are executed.

23. Musetsho Law Inc // Knysna Municipality. Case 2025-092757

Commencement Date	Legal Costs Spend to date
20 June 2025 Mosdell, Pama & Cox	R 69 947.60

On 20 June 2025, the Knysna Municipality was served with a Notice of Motion whereby the applicant, Musetsho Law Inc, seeks an order for the following:

a) Directing that the municipality pays the applicant the amount of R 2 351 200,00 plus interest thereon at the rate of 10.25% per annum calculated from 31st of January 2025 until date of payment;
b) Directing the municipality to pay the costs of the application on an attorney and client sclae, including the costs of counsel, on scale B; and further and/or alternative relief.

The cause of action concerns the appointment of the applicant by the previous AMM, Mr Malepeng, on a deviation, to conduct a forensic investigation into the award of the previous security tender. In terms of Council's System of Delegation, it is only Council who can authorise a forensic investigation and the aforesaid appointment was done without such authority. The forensic investigation was subsequently done, and an invoice was received to the value of R 2 351 200, 00. Upon receipt of same the administration informed the applicant that the previous AMM had no authority to authorise its appointment, that the deviation appointment contravenes the MFMA and Municipal Supply Chain Management Regulations and that the matter will be referred to Council for consideration. Letters of Demand to affect payment was subsequently received.

On 8 April 2025, Council inter alia, resolved as follows:

- That the appointment of the firm be referred to MPAC for investigation;
- That the MM b instructed to address correspondence to the applicant to inform that until such time that Council received a report from MPAC, that Council cannot consider any payment for services rendered; and
- That should any legal action be instituted against Council, such action be defended.

After service of the Notice of Motion in June 2025, the MM accordingly appointed an attorney and a Notice to Oppose was duly filed

Status update – Where we are in the process & the way forward

We subsequently filed our Answering Affidavits and await further action to be taken by application.

Self-review application:

A decision was however taken by the Municipal Manager that our attorneys of record also proceed with an application to review and set aside the decision of AMM Malepeng.

This matter was set down for 4 December 2025 but has since then become opposed with the filing of a Notice to Oppose by applicant. We received their replying affidavit and subsequently filed a response thereto. We await the allocation of a trial date.

24. Skosana // MEC for Local Government // IEC // Knysna Municipality // Others Case 2025-128173

Commencement Date	Legal Costs Spend to date
5 August 2025	Wesley Pretorius Attorneys R 472 659.23

On 4 August 2025, we were served with the enclosed Notice of Motion whereby the applicant, Mncedisi Skosana, our previous Speaker, seeks the below Part A relief from court:

PART A

TAKE NOTICE that application will be made on behalf of the applicant on Tuesday **12 August 2025** at 10h00 or as soon thereafter as counsel may be heard for an order in the following terms:

1. Condoning the non-compliance with the Uniform Rules of Court relating to service and time periods, and directing that the matter will be proceed as one of urgency in terms of Rule 6(12).
2. Pending the final resolution of the relief in Part B of this Notice of Motion:
   2.1. Interdicting the first to fourth respondents from taking any further action, or directly or indirectly causing any action to be taken by others, to conduct a by-election for Ward 3, Knysna Local Municipality, proclaimed for 20 August 2025.
   2.2. Restoring the applicant to his elected position as councillor representing Ward 3 of the Knysna Local Municipality.
   2.3. Directing the third and fourth respondents to cause the payment of the applicant's salary and emoluments as a councillor since 23 May 2025.

2

The cause action concerns the removal from office of Mr Skosana by MEC Bredell. You will note that under Part A, interdictory relief is sought, inter alia, to prevent the MEC, Chairperson of IEC, the MM

and the Knysna Municipality (1st – 4th respondents), from taking further action to conduct a by-election for Ward 3, proclaimed for 20 August 2025; restoring Mr Skosana to his elected councillor for Ward 3 and also, that the MM and the municipality, cause the payment of salary since 23 May 2025.

You will also note that Mr Skosana under prayer 2.3 also seeks the court to "*directing the 3rd and 4th respondents (the MM and the municipality), to cause payment of the applicant's reasonable legal fees for the prosecution of this application, Part A and Part B, and any appeals thereof.*"

Under Part B, which consist of review proceedings, the following relief is sought:

PART B

BE PLEASED TO TAKE NOTICE that the above-mentioned applicant intends to make application to this court in terms of Rule 53 of the Uniform Rules of Court on a date to be determined by the Registrar for an order in the following terms:

1. Declaring as unlawful, and inconsistent with the Constitution 1996, the appointment by the First Respondent of a committee of investigation in terms of the Local Government: Municipal Structures Act 117 of 1998, Schedule 7.
2. Declaring as unlawful, and inconsistent with the Constitution, the First Respondent's imposition of sanctions by the first respondent, including fines and removal of the Applicant as a councillor of the Knysna Local Municipality.
3. Reviewing and setting aside the First Respondent's decision to appoint a committee of investigation in terms of the Local Government: Municipal Structures Act 117 of 1998, Schedule 7.
4. Reviewing and setting aside, the First Respondent's decision to sanction the Applicant, including fining and removing the Applicant as a councillor of the Knysna Local Municipality.
5. In the alternative to prayers 1 to 4: declaring the Local Government: Municipal Structures Act 117 of 1998, Schedule 7, inconsistent with the Constitution 1996.
6. Costs on an attorney and own client scale against the first respondent and such respondents that oppose this application jointly and severally the one absolving the other, including the costs of counsel where so employed.
7. Granting the applicants further and/or alternative relief.

Above inter alia includes, declaring unlawful the decision of the MEC to appoint a special committee; to declare unlawful the MEC's imposition of sanctions, including the removal from office of Mr Skosana; reviewing and setting aside the appointment of the special committee + subsequent sanctions.

A cost order is being sought against the MEC and any respondent that opposes the application.

Status update – Where we are in the process & the way forward
Council resolved that the matter be opposed insofar it relates to the payment of legal fees for the applicant and the payment of his salary. Attorneys were appointed after which Notice to Oppose was filed. Part A was heard on 12 August 2025 and was struck from the roll with costs. An instruction was given to our attorney of record to prepare our bill of costs for the recovery of legal fees paid. We currently await further action to be taken by applicant under Part B. *Status Quo* remains.

25. Knysna Municipality // Unknown Occupants – Semi Urgent Interdict Application

Commencement Date	**Legal Costs Spend to date**
August 2025 **Harker Attorneys**	R 1 863 467.33

During August 2025, the municipality experienced illegal land invasions in Smutsville, Sedgefield, on erven earmarked for a future housing development. The erven subject to these illegal land invasions are erven 3865, 3918, 3861, 3917 and 5010.

A request was received from the user department for the appointment of a legal representative to commence with an interdict application to safeguard these erven. The request was subsequently approved by the Municipal Manager as one of his statutory duties as per section 63 of the MFMA, is the safeguarding of municipal assets. An attorney was duly appointed and on 21 October 2025, we duly issued an interdict application listing "unknown occupant"

Status update – Where we are in the process & the way forward

A Rule Nisi Interdict was subsequently granted and the court order as follows:

a) The applicant's non-compliance with ordinary rules of court relating to time and service are condoned and the matter heard as one of urgency;
b) The respondents are restrained from entering onto the erven listed and set out in Annexure "A" and Annexure "B" annexed hereto and from removing or damaging any property of the applicant found thereon;
c) The respondents are restrained from entering the unlawfully erected structures on the erven set out;
d) The respondents are restrained from erecting any structures on the erven listed;
e) The respondents are restrained from assaulting and/or threatening any of the applicant's officials in general and also specifically when attending meetings with the respondents and/members of the Smutsville community;
f) Service of the order to be served on the respondents as follows:

- by publishing and displaying the order at prominent places of erven 3865, 3866, 3961, 3917 and 5010 Sedgefield, Smutsville in the Knysna District as well as on the main entrance door to the applicant's principle office in 5 Clyde Street, Knysna, the Smutsville Community Centre and the Smutsville Library.

- the applicant shall publish the order in Smutsville via loudhailer on 24 October 2025 at 17:00, 25 October 2025 at 9:00, 13:00 and 17:00 as well as on 26 October 2025 at 9:00, 13:00 and 17:00.

g) The rule nisi do issue calling upon whichever respondents intend opposing the application to show cause, if any, on Friday, 28 November 2025 at 10:00 why the above order should not be made final;
h) Pending the return date prayers 2, 3, 4 and 5 shall operate as an interim interdict.

The user department in conjunction with Protection Services attended to the implementation of the Rule Nisi Interdict to ensure compliance therewith and the safeguarding of these assets. On 28 November 2025, we duly attended to court during which proceedings some of the occupiers wished to be joined to the proceedings. The court subsequently ordered that:

- The matter be postponed to the roll for hearing on 28 January 2026 for the respondents (occupiers) to apply for and show proof of the applications for legal assistance; and
- The Interim Order was extended pending finalisation of the matter.

On 28 January 2026, the matter was postponed until 28 April 2026 and it was ordered that the parties engage in informal alternative dispute resolution processes in order to resolve the matter. Two ADR session were held with the unlawful occupiers and no amicable solution could be reached. The matter was heard on 28 April 2026 and Judgment was delivered on 6 June 2026 where certain conditions were set. One condition being that the MEC for Local Government must compile an alternative accommodation report. The return date is yet to be determined.

26. Knysna Municipality // SNR Electrical // KAW

Commencement Date	Legal Costs Spend to date
August 2025 **Mamatela Attorneys**	R 1 308 369.91

During August 2025, a decision was taken to institute legal proceedings against SNR Electrical and Knysna Amature Winders in order to secure the return of Council's assets (pumps and motors). This decision eminated from the following:

On 15 May 2025, the Legal Services department received a memorandum request from the Director: Infrastructure requesting the appointment of a legal firm to assist with te contractual dispute between the Knysna Municipality and SNR Electrical. The former was appointed under a tender for Repair & Delivery of Pumps, Motors, Generators, including the Maintenance & Repair of Various Water & Sewer Pumpstation Facilities for a Period of Three (3) Years. Contractual disputes arose between the parties and after the appointment of a legal firm, it was agreed that the parties would commence with an amicable settlement process. After various meetings and settlement proposals, a "stale mate" was reached and in order to secure Council's assets which were in possession of a third party, it was decided that formal legal proceedings be instituted.
A comprehensive item was tabled to the Council meeting held on 15 October 2025, also the date on which our attorneys of record were in court under aforesaid legal proceedings. Council subsequently inter alia resolved as follows:

- That Council approves the proposed settlement amount of R 1 060 927 to be paid to KAW for the return of the pumps;
- That the proposed settlement be made an order of court;
- That Council mandates the Infrastructure Directorate to cover the settlement amount to the value of R 1 060 927 to be paid to KAW for the return of the pumps;

- That Council mandates the Infrastructure Directorate to cover the balance of what is due and payable to SNR Electrical.
Status update – Where we are in the process & the way forward
During the court proceedings above was executed but the municipality also had to tender the payment of the legal cost incurred by SNR and KAW. The settlement amount to secure the return of our assets which duly paid in accordance with the court order and council resolution and on 27 October 2025. The municipality received the pumps as per the settlement agreement. Above relates to the settlement concluded with third party, KAW and the remainder contractual issues with SNR Electrical is in the process of being referred to arbitration. The arbitration will commence toward the end of May 2026 and the parties duly exchanged the statements of claim and subsequent statements of defence. Hereunder it most be noted that arbitration concerns contractual dispute which includes the duration and termination of the contract as well as the issue of unpaid invoices. SNR is also alleging that the company suffered damages due to our alleged repudiation of the contract. The arbitration process was concluded an under an Interim Award, the municipality paid an amount of R 1.1 million due to interest and an unpaid invoice. The remainder contractual disputes will be dealt with in a separate ruling which we await.

27. Liv Padel Pty Ltd // Perry Bridge Citrus Estate // EM // Knysna Municipality // T Matika Case

Commencement Date	Legal Costs Spend to date
9 December 2025 **Webber Wentzel Attorneys**	R 1 289 598.50

On 9 December 2025, the Executive Mayor, Cllr Matika and the Knysna Municipality were served with a Notice of Motion whereby the applicants, Liv Padel and Perry Bridge Citrus Estate, seeks the following relief:

Part A:

a) That the applicants' non-compliance with the Rules relating to form and service in respect of the relief being sought in Part A be condoned and that part A of the application be heard as an application of urgence in terms of Uniform Rule 6 (12);
b) Ordering the 1st respondent, the Executive Mayor to immediately suspend the implementation of resolution 2 (i) of the Appeal Outcome: Consent Use Erf 16361 Knysna which reads as follows: "*That the appeal submitted against the condition (ii)(a) of the approval which reads as follows: that the landowner/applicant shall ensure that the padel courts are completely enclosed within six months of the date of the decision be refused and that the following works be added to condition (ii)(a) , imposed by the Knysna Planning Tribunal 'until such time as the facility is fully enclosed, only residents of the resorts may use the padel courts and the floodlights have to be kept off at all times unless the courts are being used'*, and that this suspension will remain in effect pending the outcome of the review application contained in Part B hereof;
c) Directing the respondents to pay the costs, jointly and severally, of arguing Part A of the application on a scale as between attorney and own client should they elect to oppose the relief sought in Part A, alternatively , should they not oppose, that the costs be costs in the cause;
d) Granting such further relief and/or alternative relief as the honourable court may deem appropriate.

Part B:

a) Reviewing and setting aside resolution 2(i) taken by the first respondent on 15 August 2025 in respect of the Appeal Outcome: Consent Use: Erf 16361, Knysna which reads as follows: "*That the appeal submitted against the condition (ii)(a) of the approval which reads as follows: that the landowner/application shall ensure that the padel courts are completely enclosed within six months of the date of the decision be refused and the following words be added to condition (ii)(a),*

imposed by the Knysna Municipality Planning Tribunal 'Until such time as the facility is fully enclosed, only residents of the resort may use the padel courts and the floodlights have to be kept off at all times unless the courts are being used' – (the resolution);

b) Declaring the resolution to be unlawful, inconsistent with the Constitution of the Republic of South Africa, 1996 (the Constitution), and invalid;
c) Declaring that the Executive Mayor's action in passing that resolution to be irrational and against the principle of legality;
d) Declaring that the Executive Mayor failed to take relevant considerations of the duties incumbent upon him into account as well as the provisions of the Knysna Municipality Spatial Planning and Land Use Management By-law (2021);
e) Directing the Executive Mayor to rationally consider and apply the recommendations contained in the appeal report to afford the applications the opportunity to conduct noise nuisance studies and submit a noise management plan to the Knysna Municipality;
f) Ordering the respondents to pay the costs of the application jointly and severally, on a scale as between attorney and client the one to pay, the others to be absolved, alternatively, should the court deem the actions of Cllr Thando Matika to warrant it, that a cost order be levied against third respondent in his personal capacity; and
g) Further and or alternative legal relief.

The cause of action concerns a decision taken by the Executive Mayor in his capacity as Appeal Authority under SPLUMA. Brief background of facts:

- Erf 13361 Knysna is owned by Perry Bridge Citrus Estate and zoned resort use. Tourist accommodation is its primary use and the property houses the Knysna Hollow, a hotel and tourist accommodation facility with recreational facilities. Liv Pade entered into a lease with the Estate in terms of which it was afforded permission to construct and operate padel courts on the property to increase the amenities being offered by the facility.
- A site development plan was submitted and approved by the municipality in January 2023. The padel courts were subsequently erected and commenced operation and was opened to the public and resort guests in March 2023. A small group of residents however objected to te noise with formal complaints being received in June 2023. Following a noise impact assessment done by the applicants, it was determined that the noise emanating from the padel courts does not cause a disturbing noise according to the Western Cape Noise Control Regulations.
- The applications also realised that a consent use approval was required from tourist accommodation to 'tourist facilities' should the facilities be utilised by the general public and not just the resident of the resort. An application was submitted in April 2024 for the consent use with recommendation by Town Planning that:

    i) Approval be granted for the consent use for a 'tourist facility', with certain conditions to be imposed namely:

        - That operating hours of the padel courts shall be limited to: Oct – March: Monday – Friday 8:00 – 19:00, Saturday: 9:00 -19:00, Sunday: 9:00 – 14:00; April – Sept: Monday – Saturday 9:00 – 17:00, Sunday: 10:00 – 14:00;
        - That the applicant shall install reasonable noise mitigation measures, including the implementation of surfaced paring area, in consultation with and to the satisfaction of the Director: Community Services;
        - That the applicant shall not make use of the floodlights at te padel court outside of the specified operating hours; and
        - The applicant shall lodge a site development plan upon completion of the surfaced parking and movement areas with the Manager: Land Use Development.
- The application subsequently served before the Planning Tribunal during December 2024 and resolved as follows:

i) That the approval is granted for the consent use under 'resort zone' for a tourist facility in the form of a padel court on erf 16361 Knysna;
ii) That the following conditions be imposed:

- That the applicants shall ensure that the padel courts are completely enclosed within 6 months of the date of the notice of the decision;
- The applicant shall install reasonable noise mitigating measures, including the implementation of surfaced parking area, in accordance with and to the satisfaction of the Director Community Services;
- That the application shall lodge a site development plan upon completion of the surfaced parking and movement area with the Manager Land Use Management.

- The applicants were subsequently of the view that the Planning Tribunal imposed a condition that was never recommended by the town planner nor advanced to the applicants for comment. the Tribunal did not require the applicants to immediately cease activities but it had 6 months to enclose the padel courts. An appeal was submitted against the decision of the Planning Tribunal to impose the condition that the courts must be enclosed and appealed against both the finding of that condition and the fairness of the process followed because it was alleged that the applicants were excluded from the hearing. It was also alleged that the Planning Tribunal did not apply its mind to matters such as cost implications, practicality and physical possibility of enclosing the courts.
- After the appeal and seven objections were considered, an appeal report was submitted to the Executive Mayor in March 2025 with the certain recommendations from the planning department and the Appeal Authority resolved as follows:

  - That the appeal against the condition 9(ii)(a) of the approval which reads as follows: that the applicant shall ensure that the padel courts are completely enclosed within six months of the date of the decision', be refused and that the following words be added to the condition: "until such tie that the facility is fully enclosed, only resident of the resort may use the padel courts and the floodlights have to be kept off at all times unless the courts are being used";
  - That approval be granted under the 'resort zone'; and
  - That the approval is subject to the same conditions contained in the decision of the Planning Tribunal.
- Since the decision of the Appeal Authority is functus officio, the applicant subsequently instituted urgent review proceedings alleging that the Executive Mayor exceeded his authority in imposing the restrictive prohibition which was not contained in any of the recommendations.

Status update – Where we are in the process & the way forward

A delegation committee meeting was held and it was decided that the relief sought be opposed and Part A, was heard on 17 December 2025. Judgment was reserved and delivered on 18 December 2025 and it was ordered as follows:

a) That the implementation and enforcement of the appeal decision communicated on 3 December 2025 is suspended, pending the determination of the review application to be instituted by the applicants.
b) The applicants shall institute review proceedings within 60 days of the date of this order.
c) Each party shall pay its own costs.

The padel courts were thus reopened after aforesaid judgment and the parties are currently preparing for the proceedings under Part B of the application after preparation and commissioning of our answering affidavits. Trail to commence early 2027.

28. M Botha // M Plaaitjies // N September // Knysna Municipality Case 2025-246936

Commencement Date	Legal Costs Spend to date
17 December 2025 **Joubert, Galpin & Searle Attorneys**	R 32 936.09

On 17 December 2025, we were served with a Combined Summons whereby the plaintiffs seeks the following relief:

Payment of:

a) R 263 660, 00 to the 1st plaintiff (M Botha);
R 177 118, 90 to the 2nd plaintiff (M Plaaitjies);
R 102 211, 60 to the 3rd plaintiff (N September);

b) Interest on each of the aforesaid amounts at the prescribed rate in terms of the Prescribed Rate of Interest Act 55 of 1975, a tempore morae:

- In respect of each plaintiff, from the date upon which each monthly remuneration instalment fell due (being the last working day of each of November 2022, December 2022, January 2023, February 2023 and March 2023, respectively) to date of final payment;
- Alternatively, from 1 April 2023 to date of final payment;
- Further alternatively, from date of demand to date of final payment;

c) Cost of suit, including the costs of senior and junior counsel (where employed); and

d) Further and/or alternative relief.

Status update – Where we are in the process & the way forward

The Municipal Manager under his delegated powers decided that this matter be opposed. After the filing of the Notice to Oppose, it was decided to commence with settlement costs after due regard was given to the cost effectiveness of proceeding with defending this matter. The department currently awaits a response to a settlement offer made within the delegated powers of the Municipal Manager.

29. VC Makedama // Knysna Municipality - Case 2026-132976

Commencement Date	Legal Costs Spend to date
12 June 2026 **Joubert, Galpin & Searle Attorneys**	No invoices received yet

On 12 June 2026, we were served with a Notice of Motion whereby the respondent seeks the following relief:

a) An order condoning the late launch of these proceedings;
b) An order condoning the applicant's failure to exhaust internal remedies, if any;
c) An order reviewing, correcting and setting aside the 1st respondent's municipality's appointment of 2nd respondent, LH Mapholoba;
d) An order declaring the appointment of 2nd respondent, LH Mapholoba as the MM of the municipality, unlawful and wrongful;
e) An order directing the municipality to withdraw the appointment of LH Mapholoba as the MM within 15 days of the order;
f) An order directing the municipality to appoint the applicant within 10 days of compliance with 5 above or alternatively that the matter be remitted to council for its reconsideration of the appointment of a MM;
g) An order directing the municipality to pay the costs of the application; and
h) Such relief as the court deem necessary.

The cause of action concerns the recruit and selection process for Municipal Manager under which process MM LH Mapholoba was appointed.

Status update – Where we are in the process & the way forward

The Acting Municipal Manager under his delegated powers decided that this matter be opposed. Attorneys were appointed with the necessary instructions.

C. Applications: Extension of Liquor Trading Days & Hours:

Reporting period	Application for Extension of Liquor Trading Days and Hours
1 April – 30 June 2026	**No** applications received for extended liquor trading and hours, for the reporting period 01 April – 30 June 2026.

D. Applications: Western Cape Liquor Authority
Temporary / Events / Permanent Liquor Licenses:

Routed Internally	Application Details
Managers: Legal Services; Public Safety & LUPM & Ward Cllr	**Event/Temp Liquor License Applications submitted:** • On Consumption Event Liquor License Application: Lions Karoo to Coast 2026 on 27 September 2026; • On Consumption Event License Application: Social Gathering – Sox Trail Run on 08 August 2026; • On Consumption Events Application: Sport 10s Rugby Tournament On 3,4,5,8,10,11,12 July 2026; • On Consumption Event Application: Knysna Forrest Marathon on 3,4 July 2026; • On Consumption Event License Application: Social Gathering – Sharne Reunion on 15 August 2026; • On Consumption Event License Application: Social Gathering – KPS Cycle on 22 August 2026.

E. Community Partnership Agreements concluded:
Approved Community Partnership Policy: 30 October 2025

Partner Organisation	Project Scope	User Department
Knysna Infrastructure Group 14 November 2025	Voluntary Services Agreement: Project Charter – Ensuring environmental health of Knysna Estuary. Identification & remediation of contamination of estuary.	Environmental Management. Water & Sanitation Services
Development Action Group t/a Asivikelani 15 January 2026	Voluntary Services Agreement: Community-based repairs and maintenance of informal settlement, water and sanitation infrastructure	Integrated Human Settlements Water & Sanitation Services
Revive Sedgefield 18 January 2025	Revitalizing of various areas in Sedgefield: Installation of automated sprinkler systems and spike water; upgrading of car park at Sedgefield Mouth and development of wheelchair-friendly route through central business district.	Water & Sanitation Services Parks department
Afriforum 28 May 2026	Installation of Water Saving Cannisters	IHS, Water & Sanitation.

RECOMMENDATION BY ACTING MUNICIPAL MANAGER

That the Monthly Report on Legal Matters for the period 01 April – 30 June 2026 noted.

7.3

F&G03/08/26 ICT QUARTER 4 OF 2025 2026 REPORT

REPORT FROM THE ACTING DIRECTOR CORPORATE SERVICES

PURPOSE OF THE REPORT

The purpose of this report is to provide an update on the departmental SDBIP for the fourth quarter of the 2025 2026 financial year.

Furthermore, it contains details about the status of ICT's capital project budget expenditures at the end of the financial year.

PREVIOUS RESOLUTIONS
Not applicable

BACKGROUND AND DISCUSSION

DEPARTMENTAL SDBIP
The current IT key performance indicators have been developed in alignment with the IDP objective to ensure a municipality committed to an innovative approach.

The key performance indicators are reported monthly. Find a snapshot of the SDBIP report and a graph for the months of April, May and June 2026.

2025-2026 >> Manage >> View >> Departmental SDBIP

Page 1 / 1 — Filter: SDBIP: 2025-2026 | Who: - Information & Communication Technology | What: All | When: May 2026 | Display: List Columns | Apply Filters

KPI Ref	Responsible Department	Responsible Owner	KPI	Unit of Measurement	Source of Evidence	Top Layer KPI	Target Type	Calculation Type	Original Annual Target	April 2026				May 2026*				June 2026				
										Target	Actual	R	Status	Target	Actual	R	Status	Target	Actual	R	Status	
D88	Corporate Services - Information & Communication Technology	Senior Manager: Information & Communication Technology	Facilitate Quarterly Information and Technology Steering Committee meetings	Four Information and Technology Steering Committees for the financial year	Agenda and/or minutes of the Information and Technology Steering Committee Meetings		Number	Last Value	1	0	1	B		0	0	NA		1	0	R		Open
D89	Corporate Services - Information & Communication Technology	Senior Manager: Information & Communication Technology	Regular back-ups of all servers to ensure that municipal data is secured	100% back-ups done inline with the Standard Operating Procedure (SOP)	System report		Percentage	Last Value	100 %	0 %	100 %	B		0 %	100 %	B		100 %	100 %	G		Open
D90	Corporate Services - Information & Communication Technology	Senior Manager: Information & Communication Technology	Ensure network availability to facilitate an effective IT system for municipal processes	90% of network uptime	Monthly project progress report		Percentage	Last Value	95 %	0 %	99.43 %	B		0 %	82.80 %	B		95 %	99.71 %	G2		Open
D91	Corporate Services - Information & Communication Technology	Senior Manager: Information & Communication Technology	Annual revision of the Information Technology Policies	Information Technology Policies reviewed by the Information and Technology Steering Committee by end March of the Financial Year	Agenda and/or minutes of the Information and Technology Steering Committee Meeting		Number	Accumulative	1	0	1	B		0	0	NA		1	1	G		Open
D92	Corporate Services - Information & Communication Technology	Senior Manager: Information & Communication Technology	Conduct quarterly cyber-security awareness campaigns	Number of cyber- security awareness interventions done	E-mails sent to users		Number	Accumulative	4	0	1	B		0	1	B		1	2	B		Open

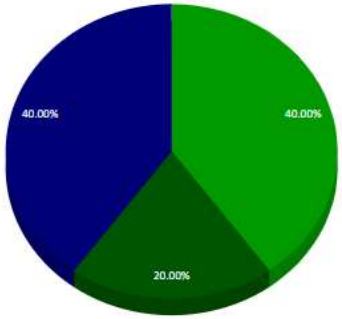
Knysna Municipality

ICT Q4 of 20252026

April 2026 - June 2026

Report drawn on 05 August 2026 at 07:48

Corporate Services - Information & Communication Technology



	Corporate Services - Information & Communication Technology
Not Yet Applicable	-
Not Met	-
Almost Met	-
Met	2 (40.00%)
Well Met	1 (20.00%)
Extremely Well Met	2 (40.00%)
Did Not Occur	-
Not Yet Updated	-
Under Review	-
Total:	5
	100%

CAPITAL PROJECTS

The ICT department's updated capital funding allocation of R2,648,457 for the financial year 2025/2026 was utilized at a rate of 98.99%.

PROJECT NAME	BUDGET ALLOCATION	PROGRESS
Financial Year 2025/2026 Capital		
Switches/Upgrade network	R50 000	Equipment received and Budget Spent
Computer Equipment – Laptops -PC's	R290 540 R130 000	Equipment received and Budget Spent
Server	R2 177 917	Server received and Budget Spent

FINANCIAL IMPLICATIONS
As per the Knysna Municipality Capital budget of 2025/2026

RELEVANT LEGISLATION
Knysna Municipality Supply Chain Management Policy

RECOMMENDATION

The report is submitted for noting.

APPENDIX / ADDENDUM

File Number: 9/1/2/10

Execution: Manager Information Technology
Acting Director Corporate Services

7.4

F&G04/08/26 HUMAN RESOURCE QUARTERLY REPORT FOR THE MONTHS OF MAY AND JUNE 2026

REPORT FROM THE DIRECTOR CORPORATE SERVICES

PURPOSE OF THE REPORT

To inform the Section 80 Committee of the Human Resource Section Report for the months of May and June 2026

RECOMMENDATION

That the Committee note the report on the Human Resource Section for May and June 2026.

APPENDIX / ADDENDUM
HR QUARTERLY REPORT MAY AND JUNE 2026.

File Number:	9/1/2/8
Execution:	Acting Director Corporate Services

REPORT ON HUMAN RESOURCES MATTERS FOR MAY AND JUNE 2026

REPORT FROM ACTING DIRECTOR: CORPORATE SERVICES

PURPOSE OF THE REPORT

To report to the Committee on Human Resources matters and activities for the period May and June 2026.

DISCUSSION

The tables below give an account of HR activities for May and June 2026 as follows:

CASUAL APPOINTMENTS		
MAY 2026		
Community Services	General Assistant EPWP General Assistants Law Enforcement	1 66 13
Infrastructure	EPWP General Assistant	122
TOTAL		**202 Contracts**
JUNE 2026		
Corporate Services	Senior Clerk: HR	1
TOTAL		**1 Contracts**
TOTAL NUMBER OF CONTRACT WORKERS APPOINTED		**203 Contracts**

APPOINTMENTS		
NAME	**JOB DESIGNATION**	**DIRECTORATE**
MAY 2026		
Mr CJ Fourie	Junior Firefighter	Community Services
JUNE 2026		
Mr R Fredericks	General Assistant: Sewerage	Infrastructure Services

TERMINATIONS			
MAY 2026			
NAME	**JOB DESIGNATION**	**DIRECTORATE**	**REASON FOR TERMINATION**
Mr. C Julies	Chief Financial Officer	Financial Services	Retirement due Ill-health
Mr. G Stemmert	Traffic Officer	Community Services	Retirement due ill-health
Mr. G Wildeman	General Worker: Cleansing	Community Services	Early retirement

Mr. S Shili	Artisan: Plumbing	Infrastructure Services	Resignation
Ms. B Miso	Technician: Electrical	Infrastructure Services	Resignation
JUNE 2026			
Ms. K Veersamy	Building Inspector	Planning & Development Services	Resignation

TRAINING AND DEVELOPMENT			
NAME OF TRAINING PROGRAMME AND TRAINING PROVIDER	**NUMBER OF PARTICIPANTS**	**DIRECTORATE AFFECTED**	**AMOUNT PAID**
May 2026 – June 2026			
MMC	7	Various	R51 150
Advanced Excel	47	Various	R45 590
Advanced Supervisory	16	Various	R16 500
Peace Officer Training	23	Various	R502 829.05 (till 04 August)
National Certificate Landscaping	16	Parks	Waiting dates on SP
National Certificate Road Construction	16	Infrastructure	Waiting on dates on SP
Fork Lifting	4	Finance (Stores)	To be advertised
Project Management	19	Various	To be re-advertised
Pump Operator	33	Infrastructure	To be re-advertised
Veam Back Up	4	IT	Re- advertised
Wireman's License	4	Electrical	To be re-advertised
Herbicide Application	13	Parks	Evaluated
Pump and Aerial Operator	14	Community	Evaluated

INTERNSHIP LIST 2025/26

FUNDED BY BANK SETA, W&R SETA & SOUTH CAPE COLLEGE (NSF)

NO.	DIRECTORATE	DEPARTMENT	START DATE	END DATE
5.	Corporate, Community, Planning	HR, Traffic, Town Planning	17 February 2025	15 August 2026

FMG GRANT INTERNS

NO.	DIRECTORATE	DEPARTMENT	START DATE	END DATE
6.	Finance	On rotation	01 October 2023	30 September 2026

FUNDED BY CHIETA AND KNYSNA MUNICIPALITY (ELECTRICAL APPRENTICESHIP)

NO.	DIRECTORATE	DEPARTMENT	START DATE	END DATE
21.	Infrastructure Services	Electrical	17 November 2025	16 November 2028

FUNDED BY SERVICES SETA AND KNYSNA MUNICIPALITY (MILLWRIGHT APPRENTICESHIP)

NO.	DIRECTORATE	DEPARTMENT	START DATE	END DATE
7.	Infrastructure	Water Reticulation	21 July 2025	31 July 2028

FUNDED BY SERVICES SETA AND KNYSNA MUNICIPALITY (MECHANICAL FITTER APPRENTICESHIP)

NO.	DIRECTORATE	DEPARTMENT	START DATE	END DATE
7.	Infrastructure	Water Reticulation	21 July 2025	20 July 2028

FUNDED BY SERVICE SETA AND KNYSNA MUNICIPALITY (PLUMBER APPRENTICESHIP)

NO.	DIRECTORATE	DEPARTMENT	START DATE	END DATE
14.	Infrastructure	Water reticulation	21 July 2025	20 July 2028

Internal Bursary 2025/26

Budget	Spent	Available	Percentage Spent
R512 987.00	R471 053.73	R41 633.27	92%

Discretionary Grants

We received another Grant from the Department of Water and Sanitation for an Amount of

Financial Year	Title of qualification	NQF Level	No. of 18.1	No. of 18.2	Status	Amount
2025/26	Occupational Certificate NQF 6 Water Works Management Practitioner RPL Programme	6	3	0	Not started	R35 000.00
2025/26	Occupational Certificate: NQF 4 Borehole Pump Operator RPL	4	5	0	Not started	R35 000.00
Total			**32**	**119**		**R70 000.00**

MANDADATORY GRANT

This is a grant that is paid in tranches for the submission of the WSP, which we do not have access to. I believe that when paid, this grant is supposed to go back to the training vote.

2025/26 – R136 677.68
2025/26 – R93 341.50
2025/26 – R140 864.83
2025/26 – R195 980.42
Total - R599 864.43

OCCUPATIONAL HEALTH & SAFETY REPORT MAY- JUNE 2026				
Injury On Duty Cases				
DATE	**DIRECTORATE**	**JOB DESIGNATION**	**NATURE OF INCIDENT**	**STATUS**
11/05/2026	Infrastructure	General Assistant		
12/05/2026	Infrastructure	General Assistant	Right Arm	Recovered and back at work
13/05/2026	Community	Traffic Officer	Lower Back	Recovered and back at work
19/05/2026	Community	General Assistant	Right hand middle finger	Recovered and back at work
20/05/2026	Infrastructure	General Assistant	Left Leg & Ankle	Recovered and back at work
21/05/2026	Community	General Assistant	Right Hand	Recovered and back at work
02/06/2026	Community	Senior Fireman	Neck, shoulder and headaches	Recovered and back at work
02/06/2026	Community	Junior Firefighter	Neck, shoulder and headaches	Recovered and back at work
03/06/2026	Infrastructure	Handyman Plumber	Left shoulder	Recovered and back at work
05/06/2026	Municipal Manager	Communications Intern	Right Knee	Recovered and back at work
06/06/2026	Community	Library Aid	Left Shoulder and Face	Recovered and back at work
13/06/2026	Community	Senior Fire Fighter	Finger	Recovered and back at work
19/06/2026	Community	General Assistant	Right Arm	Recovered and back at work
23/06/2026	Infrastructure	General Assistant	Stomach, buttocks & thighs	Recovered and back at work
Ill-Health/ Disability Cases				
DIRECTORATE		**JOB DESIGNATION**	**STATUS**	
Integrated Human Settlements		Human Settlement Officer	Disability claim in process	
Community Services		Senior Librarian	Disability claim in process	
Community Services		General Assistant	Claim Rejected	
Community Services		Small Plant Operator	Disability claim in process	
Community Services		General Assistant	Disability claim in process	

Light Duty Cases		
DIRECTORATE	**JOB DESIGNATION**	**STATUS**
Infrastructure Services	Artisan Plumber	Referred incapacity process
Community Services	Small Plant Operator	Waiting for disability outcome
Community Services	Traffic Officer	Follow-up appointment with medical practitioner
Community Services	General Assistant	Follow-up appointment with medical practitioner
Medical Examinations/ Inoculations:		
Number of Staff	**Directorate**	
None	Waiting for SCM process to be finalised	
OHS Inspection / Site visits		
DATE	**SECTION**	**DIRECTORATE**
11/05/2026	Human Resources Town Hall	Corporate Services
15/05/2026	Old Place Knysna	Infrastructure Services
01/06/2026	Sewer Purification Knysna Heights	Infrastructure Services
10/06/2026	Water & Sewer Purification White Location	Infrastructure Services
10/06/2026	Sewer Purification Smutsville	Infrastructure Services
17/06/2026	Transfer Station	Community Services
22/06/2026	Water & Sewer Purification White Location	Infrastructure Services
OHS Meetings		
DATE	**SECTION**	**DIRECTORATE**
07/05/2026	Transfer Station	Community Services
24/05/2026	Water Plant treatment	Infrastructure Services
10/06/2026	Sewer Purification Smutsville	Infrastructure Services
22/06/2026	Sewer & Water Purification- White Location	Infrastructure Services
EAP Referrals		
DATE	**SECTION**	**DIRECTORATE**
25/04/2026	Sewer Purification	Infrastructure Services

REPORT ON THE FILLING OF VACANCIES:

Excell Spreadsheet attached as **Annexure.**

						710,086	
No	POST	hrs726_28 May 2025	SECTION	OCCUPATION	Directorate	Months Budgeted	Status at 30 June 2026
1	NEW 1	** VACANT **	Municipal Manager	Internal Auditor	Vote 1 - Executive and Council	0	Not filled - not on Organogram
2	NEW 2	** VACANT **	Municipal Manager	Internal Auditor	Vote 1 - Executive and Council	0	Not filled - not on Organogram
3	NEW 3	** VACANT **	Municipal Manager	Internal Auditor	Vote 1 - Executive and Council	0	Not filled - not on Organogram
4	NEW 6		Municipal Manager	IGR Officer	Vote 1 - Executive and Council	2	RE-ADVERTISE after unsuccessfull shortlisting
5	408007	** VACANT **	Corporporate	Executive Secretary	Vote 2 - Corporate Services	3	SHORTLISTING
6	29550013	** VACANT **	Corporporate	Personal Assistant : Speaker	Vote 2 - Corporate Services	3	No request form received
7	23550004	** VACANT **	Corporporate	Snr. Human Resources Officer	Vote 2 - Corporate Services	3	SHORTLISTING
8	408012	** VACANT **	Corporporate	Human Resources Officer	Vote 2 - Corporate Services	3	INTERVIEWED
9	32360001	** VACANT **	Corporporate	Manager : Legal Services	Vote 2 - Corporate Services	2	FILLED
10	408006	** VACANT **	Corporporate	Head: Property Management	Vote 2 - Corporate Services	2	Director Corporate instructed non filling - repurposing of
11	56650008	** VACANT **	Corporporate	GIS Administrator	Vote 2 - Corporate Services	3	RE-ADVERTISE after unsuccessfull shortlisting
12	2202007	FILLED	Finance	Meter Reader	Vote 3 - Financial Services	4	FILLED
13	302010	Funding repurpo	Finance	Meter Reader	Vote 3 - Financial Services	4	Funding Repurposed by Line Department
14	302013	VACANT	Finance	Meter Reader	Vote 3 - Financial Services	4	FILLED
15	202013	** VACANT **	Finance	Senior Cashier	Vote 3 - Financial Services	2	Draft advert completed by HR
16	202043	** VACANT **	Finance	Clerk	Vote 3 - Financial Services	2	Draft advert completed by HR
17	2202003	** VACANT **	Finance	Accountant : Services	Vote 3 - Financial Services	0	Draft advert completed by HR
18	57050030	** VACANT **	Finance	Assistant Accountant: Budget and Reporting	Vote 3 - Financial Services	2	Request form to be amended to Assistant Accountant
19	2202004	FILLED	Finance	Cashier	Vote 3 - Financial Services	4	FILLED
20	New	FILLED	Finance	Cashier	Vote 3 - Financial Services	4	FILLED
21	NEW 16	FILLED	Finance	Cashier	Vote 3 - Financial Services	4	FILLED
22	57050015	FILLED	Finance	Financial Management Intern	Vote 3 - Financial Services	4	FILLED
23	NEW 5	** VACANT **	Finance	Chief Accountant	Vote 3 - Financial Services	2	Draft advert completed by HR
24	35890001	FILLED	Planning	Manager : Enviromental Management	Vote 5 - Planning and Development	4	FILLED
25	406031	FILLED	Traffic & Law	Senior Clerk : Drivers Licensing	Vote 6 - Community Services	12	FILLED
26	406008	** VACANT **	Traffic & Law	Senior Superintendent : Traffic	Vote 6 - Community Services	3	Draft advert completed by HR
27	406008	** VACANT **	Traffic & Law	Chief Clerk : Licensing	Vote 6 - Community Services	4	RE-ADVERTISED - Masterlist
28	35950007	** VACANT **	Traffic & Law	Traffic Officer	Vote 6 - Community Services	0	Request form received
29	35950008	** VACANT **	Traffic & Law	Traffic Officer	Vote 6 - Community Services	0	Request form received
30	35750025	** VACANT **	Traffic & Law	Law Enforcement Officer	Vote 6 - Community Services	3	RE-ADVERTISED - Capturing
31	35750026	** VACANT **	Traffic & Law	Law Enforcement Officer	Vote 6 - Community Services	3	RE-ADVERTISED - Capturing
32	35750027	** VACANT **	Traffic & Law	Law Enforcement Officer	Vote 6 - Community Services	3	RE-ADVERTISED - Capturing
33	102014	** VACANT **	Refuse	General Worker (Level 2) Cleans	Vote 6 - Community Services	2	Funding repurposed by Line Department
34	102020	** VACANT **	Refuse	General Assistant : Waste Disposal Site	Vote 6 - Community Services	2	Funding Repurposed by Line Department
35	2600088	** VACANT **	Refuse	General Assistant : Waste Disposal Site	Vote 6 - Community Services	2	Funding Repurposed by Line Department
36	35350025	** VACANT **	Library	Cleaner : Library	Vote 6 - Community Services	2	Draft advert completed by HR
37	35350026	** VACANT **	Library	Cleaner : Library	Vote 6 - Community Services	2	Draft advert completed by HR
38	402015	** VACANT **	Library	Library Assistant : Grade 1	Vote 6 - Community Services	0	No request form received
39	105002	** VACANT **	Refuse	Manager : Solid Waste	Vote 6 - Community Services	4	INTERVIEWED
40	105003	FILLED	Traffic & Law	Manager : Public Safety	Vote 6 - Community Services	3	FILLED
41	502070	** VACANT **	Director	Executive Secretary	Vote 6 - Community Services	3	MASTERLIST
42	502039	** VACANT **	Parks	Senior Supervisor : Parks	Vote 6 - Community Services	2	No request form received
43	502049	** VACANT **	Parks	General Assistant : Parks	Vote 6 - Community Services	2	No request form received
44	35650035	FILLED	Fire	Junior Firefighter	Vote 6 - Community Services	3	FILLED
45	35650087	VACANT	Fire	Junior Firefighter	Vote 6 - Community Services	3	RE-ADVERTISED
46	401006		Fire	Junior Firefighter	Vote 6 - Community Services	3	RE-ADVERTISED
47	35650026	** VACANT **	Fire	Junior Firefighter	Vote 6 - Community Services	3	RE-ADVERTISED
48	406011	** VACANT **	Traffic & Law	Superintendent : Safety Securit	Vote 6 - Community Services	0	No funding was provided
49	301001	FILLED	Electrical	Senior Manager : Electro Technic	Vote 7 - Electrical Services	12	FILLED
50	2600115	** VACANT **	Electrical	Handyman Assistant : Electrical	Vote 7 - Electrical Services	3	RE-ADVERTISED after unsuccessful SHORTLISTING
51	2600107	** VACANT **	Electrical	Handyman Assistant : Electrical	Vote 7 - Electrical Services	3	RE-ADVERTISED after unsuccessful SHORTLISTING
52	302004	** VACANT **	Electrical	Artisan : Electrician	Vote 7 - Electrical Services	3	FILLED
53	302005	** VACANT **	Electrical	Artisan : Electrician	Vote 7 - Electrical Services	3	FILLED
		VACANT - Sedge	Electrical	Artisan: Electrician	Electrical Services		FILLED
54	302020	** VACANT **	Electrical	Storeman	Vote 7 - Electrical Services	3	Re-alignment of function to Finance - restructuring
55	302029	** VACANT **	Electrical	General Worker (Level 2) Electro	Vote 7 - Electrical Services	2	Draft advert completed by HR
56	97650023	FILLED	Electrical	Technician : Electrical Engineerin	Vote 7 - Electrical Services	12	FILLED
57	97650024	FILLED	Electrical	Technician : Electrical Engineerin	Vote 7 - Electrical Services	12	FILLED
58	303003	** VACANT **	Electrical	Handyman : Workshops	Vote 7 - Electrical Services	0	Draft advert circulating for approval

59	NEW 4	** VACANT **	Electrical	Senior Technician Loss Control	Vote 7 - Electrical Services	2	Draft advert completed by HR
60	64050015	** VACANT **	Electrical	Storeman	Vote 8 - Technical Services	2	Re-alignment of function to Finance - restructuring
61	59350096	FILLED	Water & Sewer	Artisan Assistant	Vote 8 - Technical Services	12	FILLED
62	59350087	FILLED	Water & Sewer	Artisan Assistant	Vote 8 - Technical Services	12	FILLED
63	5930088	FILLED	Water & Sewer	Artisan Assistant	Vote 8 - Technical Services	12	FILLED
64	69350070	FILLED	Water & Sewer	Artisan : Plumber	Vote 8 - Technical Services	12	FILLED
65		FILLED	Water & Sewer	Artisan : Plumber	Vote 8 - Technical Services	12	FILLED
66	102018	FILLED	Water & Sewer	Artisan : Plumber	Vote 8 - Technical Services	12	FILLED
67	35932001	FILLED	Water & Sewer	Foreman : Water Sewerage (Senior Process Controller)	Vote 8 - Technical Services	3	INTERVIEWED
68	509004	FILLED	Water & Sewer	Superintendent : Water Sewer	Vote 8 - Technical Services	3	FILLED
69	59350063	** VACANT **	Water & Sewer	Storeman	Vote 8 - Technical Services	2	Re-alignment of function to Finance - restructuring
70	69350060	** VACANT **	Water & Sewer	Artisan : Millwright	Vote 8 - Technical Services	3	RE-ADVERTISED after unsuccessful SHORTLISTING
71	NEW 35	** VACANT **	Water & Sewer	Storeman	Vote 8 - Technical Services	2	Re-alignment of function to Finance - restructuring
72	108017	FILLED	Water & Sewer	General Assistant : Technical Ser	Vote 8 - Technical Services	12	FILLED
73	68950021	FILLED	Water & Sewer	General Assistant : Technical Ser	Vote 8 - Technical Services	12	FILLED
74	505015	FILLED	Water & Sewer	General Assistant : Technical Ser	Vote 8 - Technical Services	12	FILLED
75	69350082	FILLED	Water & Sewer	General Assistant : Technical Ser	Vote 8 - Technical Services	12	FILLED
76	69350081	FILLED	Water & Sewer	General Assistant : Technical Ser	Vote 8 - Technical Services	12	FILLED
77	69350027	FILLED	Water & Sewer	General Assistant : Technical Ser	Vote 8 - Technical Services	12	FILLED
78	509017	FILLED	Water & Sewer	General Assistant : Technical Ser	Vote 8 - Technical Services	12	FILLED
79	509085	FILLED	Water & Sewer	General Assistant : Technical Ser	Vote 8 - Technical Services	12	FILLED
80	69350027	FILLED	Water & Sewer	General Assistant : Technical Ser	Vote 8 - Technical Services	12	FILLED
81	508007	** VACANT **	PMU	Geographic Information System	Vote 8 - Technical Services	2	Draft advert completed by HR
82	107002	** VACANT **	Water & Sewer	Principle Technician : Water and	Vote 8 - Technical Services	2	RE-ADVERTISED after unsuccessful SHORTLISTING
83	501009	** VACANT **	Water & Sewer	Technician : Water Sewer	Vote 8 - Technical Services	2	Draft Advert completed by HR
84	35870014	** VACANT **	Roads & Stormwater	General Assistant - Roads and St	Vote 8 - Technical Services	2	MASTERLIST
85	509013	** VACANT **	Roads & Stormwater	General Assistant Roads and Sto	Vote 8 - Technical Services	2	MASTERLIST
86	2504001	** VACANT **	Roads & Stormwater	Superintendent : Public Works	Vote 8 - Technical Services	2	RE-ADVERTISED after unsuccessful SHORTLISTING
87	504007	** VACANT **	Roads & Stormwater	Driver Operator	Vote 8 - Technical Services	2	MASTERLIST
88	504008	** VACANT **	Roads & Stormwater	Driver Operator	Vote 8 - Technical Services	2	MASTERLIST
89	504044	** VACANT **	Roads & Stormwater	General Assistant : Roads	Vote 8 - Technical Services	2	MASTERLIST
90	504049	** VACANT **	Roads & Stormwater	General Assistant : Roads	Vote 8 - Technical Services	2	MASTERLIST
91	505002	** VACANT **	Roads & Stormwater	General Assistant : Roads	Vote 8 - Technical Services	2	MASTERLIST
92	68850029	** VACANT **	Roads & Stormwater	Senior Superintendent : Gravel r	Vote 8 - Technical Services	3	Request form received
93	103013	** VACANT **	Water & Sewer	General Assistant : Sewerage Pu	Vote 8 - Technical Services	2	Draft Advert completed by HR
94	689021	** VACANT **	Water & Sewer	General Assistant	Vote 8 - Technical Services	2	Draft Advert completed by HR
95	68950012	** VACANT **	Water & Sewer	Supervisor : Sewerage Purificatio	Vote 8 - Technical Services	3	Draft Advert completed by HR
96	68950015	** VACANT **	Water & Sewer	General Assistant : Sewerage Pu	Vote 8 - Technical Services	2	Request form received
97	59350064	** VACANT **	Water & Sewer	Artisan Electrician - Telemetry	Vote 8 - Technical Services	2	MASTERLIST
98	35920007	** VACANT **	Water & Sewer	Process Controller Assistant	Vote 8 - Technical Services	3	RE-ADVERTISED
99	35920008	** VACANT **	Water & Sewer	Process Controller Assistant	Vote 8 - Technical Services	3	RE-ADVERTISED
100	2509005	** VACANT **	Water & Sewer	Plant Operator : Water Purificati	Vote 8 - Technical Services	2	Draft advert circulating for approval
101	35920018	** VACANT **	Water & Sewer	General Assistant : Technical Ser	Vote 8 - Technical Services	2	Request form received
103	35920019	** VACANT **	Water & Sewer	Driver Operator	Vote 8 - Technical Services	2	ADVERTISED
104	505010	** VACANT **		General Assistant : Brushcutter	Vote 8 - Technical Services	2	No request form received
103	104004	** VACANT **	Integraded HS	Senior Administration Officer	Vote 9 - Housing Services	3	Funding repurposed by Line Department
105	104011	** VACANT **	Integraded HS	Housing Liason Officer	Vote 9 - Housing Services	2	INTERVIEWS
106	84850017	** VACANT **	Integraded HS	Executive Secretary	Vote 9 - Housing Services	3	SHORTLISTING
No	POST	hrs726_28 May 2025		OCCUPATION	Directorate		
1	85450007	** VACANT **	Municipal Manager	Intergrated Development Pla	Vote 1 - Executive and Council	2	SHORTLISTING
2	2600092	** VACANT **	Corporate	General Assistant	Vote 2 - Corporate Services	2	Funding repurposed by Line Department
3	56650002	** VACANT **	Corporate	IT Technician	Vote 2 - Corporate Services	2	Draft advert circulating for approval
4	502008	FILLED	Finance	Senior Clerk : Creditors	Vote 3 - Financial Services	3	FILLED
5	56750033	** VACANT **	Finance	Chief Accountant	Vote 3 - Financial Services	2	Advert to be drafted
6	35830007	** VACANT **	Planning	Senior Environmental Officer	Vote 5 - Planning and Development	2	SHORTLISTING
7	503017	** VACANT **	Planning	Secretary : Planning Develop	Vote 5 - Planning and Development	2	SHORTLISTING
8	103019	** VACANT **	Refuse	Supervisor : Cleansing	Vote 6 - Community Services	2	ADVERTISED
9	502027	** VACANT **	Parks	Tractor Driver	Vote 6 - Community Services	2	No request form received
10	502037	** VACANT **	Parks	Small Plant Operator	Vote 6 - Community Services	2	Draft advert completed by HR
11	69350028	FILLED	Water & Sewer	General Assistant : Technical	Vote 8 - Technical Services	5	FILLED
12	504042	** VACANT **	Roads & Stormwater	General Assistant : Roads Ex	Vote 8 - Technical Services	2	ADVERTISED
13	504047	** VACANT **	Water & Sewer	Plant Operator : Water Purific	Vote 8 - Technical Services	2	Draft advert circulating for approval

14	600036	** VACANT **	Water & Sewer	Plant Operator : Water Purific	Vote 8 - Technical Services	2	Draft advert circulating for approval
15	68050016	** VACANT **	Roads & Stormwater	Senior Superintendent : Publi	Vote 8 - Technical Services	2	Draft advert completed by HR
16	68950020	FILLED	Water & Sewer	General Assistant.2026	Vote 8 - Technical Services	2	FILLED
17	68951001	** VACANT **	Water & Sewer	General Assistant : Sewerage	Vote 8 - Technical Services	2	Request form received
18	69350028	** VACANT **		General Assistant : Technical	Vote 8 - Technical Services	2	Request form received
19		VACANT		Artisan Electrician - Sedgefield			INTERVIEWED
20		VACANT		Senior Clerk : Water and Wastewater			Request form received
21				Traffic Officers x3			ADVERTISED
22				Process Controllers x2 (2025)			FILLED

7.5

F&G05/08/26 REPORT OF THE SECTION ADMINISTRATION SERVICES – APRIL 2026 TO JUNE 2026

REPORT FROM THE MANAGER ADMINISTRATION

PURPOSE OF THE REPORT

The purpose of this report is to table the operational report to Council in fulfilment of Council's oversight responsibilities.

AUXILIARY SERVICES

1. MONTHLY FUNCTIONS

APPROVED MARCHES & PICKETING: TRIANGULAR MEETINGS

April 2026:
None received

May 2026:
NOTICE TO MARCH AFM KOINONIA HORNLEE GEMEENSKAP SAPS BRANDWEER & BUURTWAG 31 May2026@9am, Approved 27 May 2026.

June 2026
NOTICE KNYSNA ANIMAL WELFARE SOCIETY: LEISURE ISLE BARK WALK_ 5 July 2026@11am, Approved 23 June 2026

2. PROVISION OF CLEANING SERVICES

PROGRESS REPORT OF 2 X TEMP CLEANERS /AUXILIARY STAFF APPOINTED: APRIL UNTIL JUNE 2026

The temp cleaners have adapted quite easily to the environment, receiving verbal & written compliments from more than one Department for their dedication. Therefore, their contracts should be extended/renewed until the vacant General Assistant positions are filled.

DAILY WORK SCHEDULE :2 x TEMP CLEANERS /AUXILIARY STAFF APPOINTED: APRIL UNTIL JUNE 2026

TEMP ROTATING CLEANING SCHEDULE APRIL - JUNE 2026

	TEMP 1				TEMP 2		
DAY	COMMUNITY SERVICES	CUSTOMER CARE	TOURISM/ IHS		FINANCIAL SERVICES	COMMUNITY SERVICES	CORPORATE, HR/ PUBLIC PARTICIPATION
MONDAY	Mornings - Community				Mornings - Finance		
TUESDAY	Mornings - Community	Afternoon - CC				Afternoon - Community	Mornings - Public Participation
WEDNESDAY	ALL DAY - Corporate				ALL DAY Finance		
THURSDAY	ALL DAY- Customer Care					Mornings - Comm	Afternoon - MM's
FRIDAY	Mornings - Community	Afternoon - Tourism				Afternoon - Comm	Mornings - Corp
	COMMENTS -				COMMENTS		

FOUR (4) PERMANENT GENERAL ASSISTANTS STILL REQUIRED;

For further details on the staff component, kindly refer to reports submitted in the previous months of 2025. The following directorates need more Auxiliary staff or support:

- Community Services: currently no Cleaner at this directorate;
- Financial Services: Cleaner has been on sick leave since 16 February 2026 and will return on 15 March 2026;
- Knysna Tourism & Housing / IHS Building: one Cleaner needed.
- Isolated Offices need a permanent Cleaner.

1.1.3 REPORT ON RFQ'S

RFQ processes to be followed -

1) Professional washing of Council Chamber Carpets and a few other offices with dirty floor rags, plus repairs and / washing of 24 Chairs in Committee Room;
Washing of 4 Reception Couches.

2) Cleaning of windows in two-storey buildings beyond height level as per OHS regulations (Main, or Corporate Services Building including Sedgefield building).

3) Properties' section Aircon Installation RFQ commenced in April till May 2026, covering +/- offices, increasing cleaning duties to the extreme for Cleaners; I, the supplier left the offices in an unsatisfactory condition and this is being addressed via the Properties Section.

2.1 UPDATING DEPARTMENTAL KPI INPUTS: JUNE 2026

The Ignite system reports on KPIs met through monthly updates from following Sections in Administrative Services:

- **MPAC** – submit minutes, signed & approved by Chairperson
- **Council & Committees** – POE submitted to meet Twenty- Four Portfolio Committee meetings scheduled and held for the financial year;
- **Records & Archives** - SOP for Disposal of Records;
- **Customer Relations** - Service Request Reports distributed to responsible Directorates for the financial year &
- **Legal** - Service Request Reports distributed to responsible Directorates for the financial year for action.

Ignite Assist

Knysna Municipality

SDBIP Assist: Manage Report

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Filter: *SDBIP:* 2025-2026 *Who:* - Administration Services *What:* All *When:* May 2026 *Dis*

KPI Ref	Responsible Department	Responsible Owner	KPI	Unit of Measurement	Source of Evidence	Top Layer KPI	Target Type	Calculation Type	Original Annual Target	April 2026				May 2026*			
										Target	Actual	R	Status	Target	Actual	R	Status
D84	Corporate Services - Administration Services	Manager: Administration Services	Quarterly Portfolio Committee meetings scheduled	Twenty-FourPortfolio Committee meetings scheduled for the financial year	Agenda/and or minutes of the Portfolio Committee Meetings		Number	Accumulative	24	0	0	NA		0	0	NA	
D85	Corporate Services - Administration Services	Manager: Administration Services	Monthly distribution of service requests received from the public to the responsible Directorates through Customer Relations Management	Fourty Service Request Reports distributed to responsible Directorates for the financial year	Monthly Service Request Progress Report		Number	Accumulative	40	0	0	NA		0	0	NA	

Ignite Assist

Knysna Municipality

SDBIP Assist: +Manage +Report MAIN MENU

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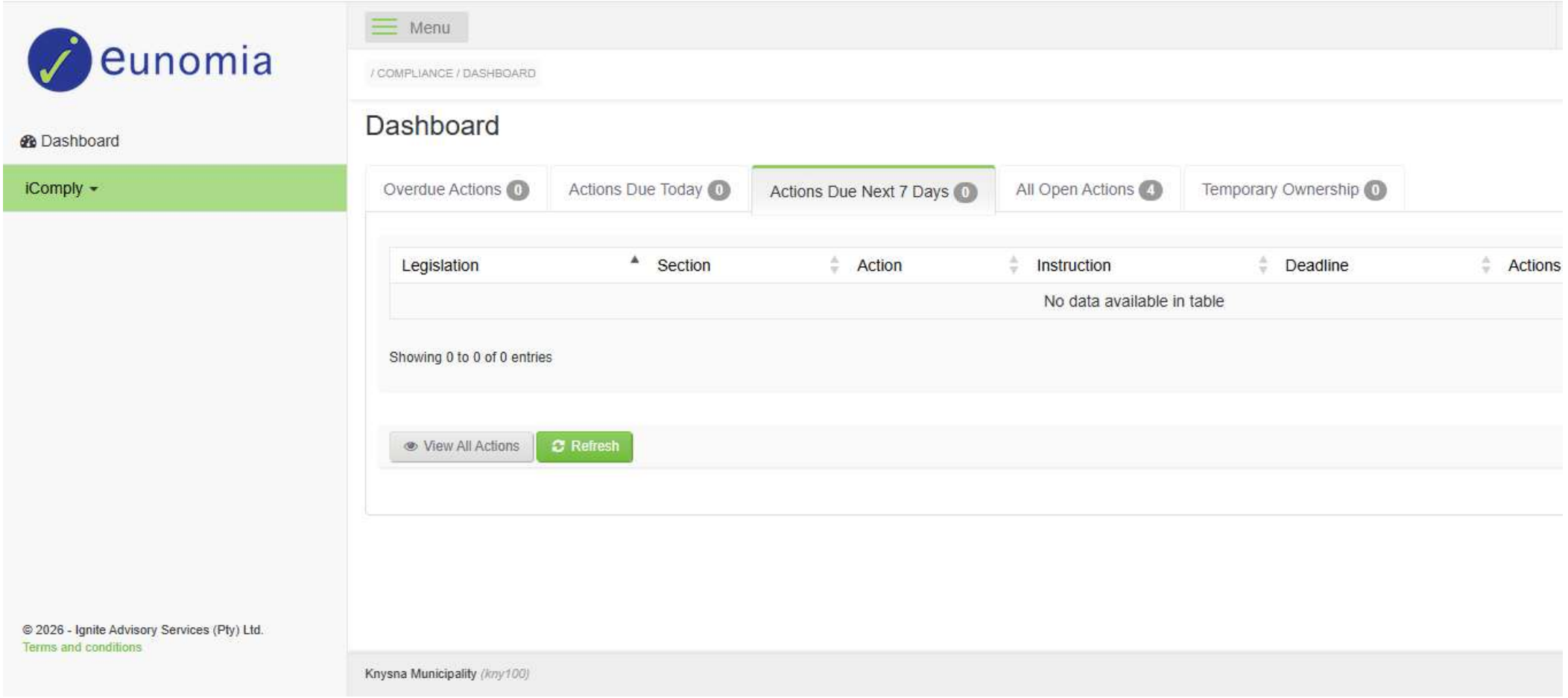
Filter: *SDBIP:* 2025-2026 *Who:* - Administration Services *What:* All *When:* June 2026 *Display:* List Columns Apply Filters

KPI Ref	Responsible Department	Responsible Owner	KPI	Unit of Measurement	Source of Evidence	Top Layer KPI	Target Type	Calculation Type	Original Annual Target	May 2026				June 2026*				
										Target	Actual	R	Status	Target	Actual	R	Status	
D84	Corporate Services - Administration Services	Manager: Administration Services	Quarterly Portfolio Committee meetings scheduled	Twenty- FourPortfolio Committee meetings scheduled for the financial year	Agenda/and or minutes of the Portfolio Committee Meetings		Number	Accumulative	24	0	0	NA		6	6	G		Open
D85	Corporate Services - Administration Services	Manager: Administration Services	Monthly distribution of service requests received from the public to the responsible Directorates through Customer Relations Management	Fourty Service Request Reports distributed to responsible Directorates for the financial year	Monthly Service Request Progress Report		Number	Accumulative	40	0	0	NA		10	10	G		Open
D86	Corporate Services - Administration Services	Manager: Administration Services	Submit Draft Municipal Public Accounts Committee minutes to the Chairperson for consideration, within three days after the meeting	Four draft Minutes submitted to the Chairperson for the financial year	E-mail correspondence		Number	Accumulative	4	0	0	NA		1	1	G		Open
D87	Corporate Services - Administration Services	Manager: Administration Services	Develop SOP for Disposal of Records	One Standard Operating Procedure Development for Disposal of Records			Number	Stand-Alone	1	0	0	NA		0	0	NA		Open

2.2 UPDATING DEPARTMENTAL KPI INPUTS: JUNE 2026

The Compliance 2025|2026 action plans have been updated on the system already, see below quarter 4 (April-June 2026) monthly updates from following Sections in Administrative Services:

Up-to-date as seen below


eunomia
Menu
/ COMPLIANCE / DASHBOARD
Dashboard
Dashboard
iComply
Overdue Actions 0
Actions Due Today 0
Actions Due Next 7 Days 0
All Open Actions 4
Temporary Ownership 0
Legislation
Section
Action
Instruction
Deadline
Actions
No data available in table
Showing 0 to 0 of 0 entries
View All Actions
Refresh
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Knysna Municipality (kny100)

RECORDS DEPARTMENT

REPORT COMPILED BY ADMINISTRATIVE OFFICER: RECORDS

1. INTRODUCTION

The Records Section is there to control, preserve and care of the Knysna Municipality's correspondence files and records and promote effective, efficient and accountable management. Ensuring the Municipality's compliance with the Act and all other relevant legislation.

2. DEPARTMENTAL PROGRAMMES

2.1 File Plan & Records Control Schedule

2.1.1 File Plan additions & amendments were submitted to WCARS in May 2026 and approval has been received.
2.1.2 Records Control Schedule additions & amendments were submitted to WCARS in May 2026 and approval has been received.

2.2 DISPOSAL PROGRAMME

2.2.1 Paper-Based Record Disposal

The Destruction Certificate has been submitted to Western Cape Archives and Records Service; we are waiting for the Authorisation / Approval.

2.2.2 Electronic Record Disposal

We have not implemented this and have been waiting for advice from the Western Cape Archives and Records Service, and the emphasis to the Municipal staff to use file numbers that are on our Approved KM File Plan so there will be no Archival documents found to be destroyed.

2.3 INTERNAL DESK INSPECTION & AUDIT

Internal Desk Inspection was conducted on the 16 October 2025 in the following department.

- Town Planning & Development
- Building Control
- Water & Roads
- Electrical

Comments:

- Records are not properly filed as per KM File Plan that was approved in 2000. Officials not using the file numbers and records are kept in boxes.
- Records kept in dusty, sunlight, near to water and chemicals.
- No security measures are in place.

- The report was submitted for compliance to the Western Cape Archives and Records Service.
- The response from WCARS is attached hereto and is to be attended to by the Director: Planning & Development, working hand in hand with the Director: Corporate Services and the Manager: Administration Services.

2.4 WESTERN CAPE ARCHIVES AND RECORDS SERVICE

- Knysna Municipality was amongst the municipalities that were selected for the Electronic Records Management Audit.
- The audit was conducted and concluded on 14 April 2026, and we are waiting for the Audit Report.

STAFF

2.4.1 Staff Matters

2.4.1.1 **Current Staff Structure:**

1	-	Administrative Officer
2	-	Snr. Clerks
1	-	Messenger

- There is a need to employ a third Snr. Clerk to capacitate our Records Section.

2.4.2 Training for Staff

2.4.2.1 Records personnel have ongoing training guided by the Registry Procedure Manual.

2.4.2.2 **Western Cape Archives and Records Service (WCARS);**

- **Registry Clerk Course:**

  Western Cape Archives and Records Service has advised that the entry training will be in June 2025.

- **Records Management Course**

  None

- **Electronic Records Management Course**

  None

2.4.3 Reporting in terms of Code of Conduct for Staff

2.4.3.1 The code of conduct is attached within the employee letter of each staff member and during the induction process the staff member is taken through the Code of conduct by HR personnel.

- There is no budget allocated for Records Section stationery, and that makes it difficult for the section to comply with what the Provincial Archives requires. The stationery vote we are currently using is for Administration Services.

- A big shredder machine is required, and there is engagement with Snr. Manager: ICT to include it when the new Tender is published.

3. KEY PERFORMANCE INDICATORS (RELATING TO RECORDS)

3.1 KPI's: Manager Administration

DEPARTMENTAL REPORT: ADMINISTRATION SERVICES (RECORDS) May 2026					
KPI Ref	**Departmental Focus Areas**	**Priorities**	**Progress**	**Challenges**	**Intervention & Timeline**
D40	Submit an application for the Department: Cultural Affairs and Sport, Western Cape Archives and Records Service for the disposal of official records	Two applications to be submitted for the financial year	We are waiting for the response from WCARS.	Storage capacity is not enough to keep our documents.	

Comments:

- We are in the process of submitting our first destruction certificate for this year, 2026.

CUSTOMER CARE ACTIVE SERVICE REQUESTS

From 1 April 2026 – 30 June 2026

Report Definition
This report displays departmental performance in managing service requests. It shows the total number of requests received, outstanding, and overdue during the selected date period, as of the date the report was run.

Department	Total Request Received	Total Request Outstanding	Outstanding Request Overdue
Community Services	213	6	6
Corporate Services	4	0	0
Financial Services	126	57	57
Infrastructure Services	2810	306	246
Integrated Human Settlements	3	2	2
Planning and Economic Development	21	2	2

COUNCIL COMMITTEES & COUNCILLOR SUPPORT

1. SEC 80 MEETINGS

April Meetings 2026:

Meeting Type	Date
Community Services Committee Meeting	21 April 2026
Planning; Economic & Development and Tourism Committee Meeting	22 April 2026
HIS Committee Meeting	23 April 2026

May Meetings 2026:

Meeting Type	Date
Infrastructure Services Committee Meeting	5 May 2026
Infrastructure Services Committee Meeting (Continuation)	19 May 2026
Finance and Governance Committee Meeting (Corporate)	21 May 2026

2. MAYCO MEETINGS

May Meeting 2026:

Meeting Type	Date
Mayoral Committee Meeting	27 May 2026

3. COUNCIL MEETINGS

Meeting Type	Date
Ordinary Council Meeting	11 June 2026

4. SPECIAL COUNCIL MEETINGS

Meeting Type	Date
Special Council Meeting	30 April 2026
Special Council Meeting	15 May 2026
Special Council Meeting	29 May 2026
Special Council Meeting	18 June 2026

RECOMMENDATION FROM ACTING MUNICIPAL MANAGER

That the report from the Administration Services Section for April 2026 to June 2026, be noted.

7.6

F&G06/08/26 RISK MANAGEMENT PROGRESS REPORT QUARTER: 3 & 4 (JANUARY – JUNE 2026)

REPORT FROM THE MUNICIPAL MANAGER

PURPOSE OF THE REPORT

The purpose of this report is for the Committee to note the progressive performance of the Risk Management Unit to date in carrying out its risk responsibilities.

DISCUSSION

The need for Knysna Municipality to implement effective risk management are clearly described in the MFMA, and the Local Government Risk Management Framework has been developed in response to the requirements of the Municipal Finance Management Act to assist municipalities in driving risk management.

Responsibility of the Chief Risk Officer is to monitor the KM's risk profile, ensuring that major risks are identified and reported upwards.

Work done:

- Risk Register:
  During the review of the risk register for Qtr. 3 & Qtr. 4 of 25|26 financial we noted that the municipality has managed to partially achieve of its IDP linked objectives.

Action plans assessment	**Original Q3 - 36%**		**Updated Q4 – 39%**	
Action plans were achieved as 100%	2	7%	6	21%
Action plans were achieved as 75%	2	7%	1	4%
Action plans were achieved as 50%	1	4%	0	0%
Action plans were achieved as 25%	5	18%	4	14%
Action plans were not achieved as 0%	**19**	**64%**	**17**	**61%**
	28	100%	28	100%

Challenges:
Non updating of the risk registers that results in late submission to the Sec80 and Council as prescribed in the approved Risk Management Implementation Plan.

FINANCIAL IMPLICATIONS

None

RELEVANT LEGISLATION

Municipal Finance Management Act

Local Government Risk Management Framework

RECOMMENDATION OF THE ACTING MUNICIPAL MANAGER

That the Committee takes note and recommends to Council that the Risk Management is fully embedded in the KM.

APPENDIX / ADDENDUM

Quarter 3 & 4: Reviewed Strategic Risk Register
Quarter 3 & 4 Compliance Management Report.

Compliance Management Report



2025/2026 Financial Year Qtr.3 Report

As of 01 July 2025 – 31 March 2026

Compliance Management Report [2025/2026 Financial Year]

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Compliance Management Report [2025/2026 Financial Year]

1. EXECUTIVE SUMMARY

During the quarter ended 31 March 2026, a total of 535 compliance actions and legislative requirements were monitored through the compliance management system. Overall compliance performance stood at 81%, with 436 actions successfully closed and 99 actions (19%) remaining overdue.

Corporate Services recorded the strongest compliance performance, while the Municipal Manager's Office recorded the highest number of overdue actions. Key risks identified include delayed closure of compliance actions, inadequate supporting evidence, and inconsistent updating of the compliance management system.

The report highlights areas requiring management intervention and provides recommendations aimed at improving compliance performance and strengthening accountability across the Municipality.

Key risks identified include delayed closure of compliance actions, inadequate supporting evidence, inconsistent updating of the compliance management system, and overdue actions relating to key legislative requirements such as the Municipal Finance Management Act and Municipal Systems Act.

2. INTRODUCTION AND PURPOSE

This report provides the Audit Committee with an overview of Knysna Municipality's compliance performance against monitored legislative and regulatory requirements for the quarter ended 31 March 2026. It highlights compliance trends, areas of non-compliance, and actions required to strengthen compliance management.

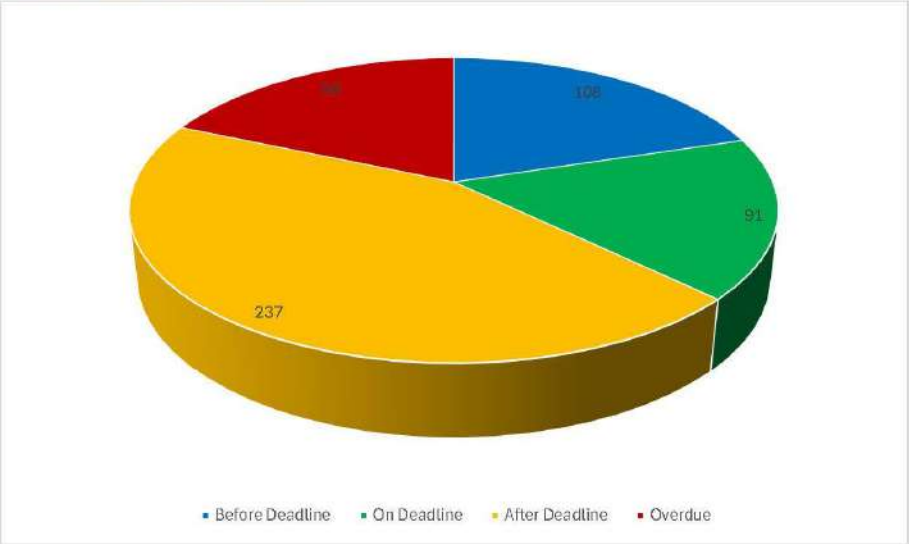
3. OVERALL COMPLIANCE STATUS AS PER DIRECTORATE

The Pie chart below illustrates the compliance status of KM municipality as of 31 March 2026.

The red shading represents the number of actions that have not been closed by the respective section owners, while the green shading indicates actions closed within the prescribed deadline. The blue shading reflects actions that were closed before the due date, and the orange shading represents actions that were closed after the deadline date.

Compliance Management Report [2025/2026 Financial Year]

Figure 1: Overall Compliance Status



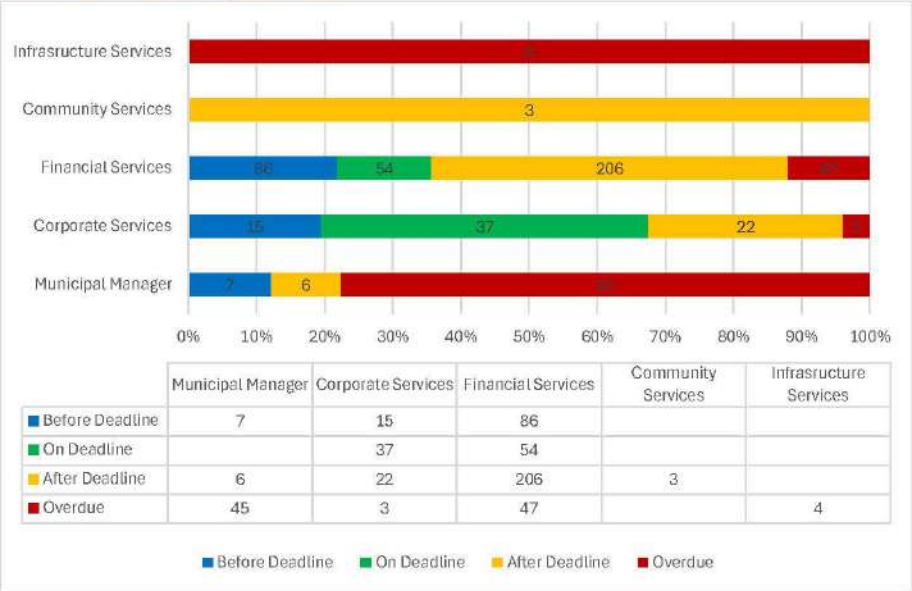
Compliant Before Deadline	(108 of 535) 19%
Compliant On Deadline	(91 of 535) 17%
Compliant After Deadline	(237 of 535) 44%
Overdue	(99 of 535) 19%

Data Generated on 10 June 2026

As reflected in the graph below, the Municipal Manager's Office and Financial Services directorates had the most outstanding actions that had not yet been updated on the compliance management system at the end of the reporting period.

Compliance Management Report [2025/2026 Financial Year]

Figure 2: Directorate Compliance Status



	Municipal Manager	Corporate Services	Financial Services	Community Services	Infrasructure Services
Before Deadline	7	15	86		
On Deadline		37	54		
After Deadline	6	22	206	3	
Overdue	45	3	47		4

Data Generated on the 10 June 2026

4. TREND ANALYSIS

Compliance performance improved from 77% in Quarter 2 to 81% in Quarter 3, reflecting a positive recovery in overall compliance levels. Although overdue actions increased from 78 in Quarter 2 to 99 in Quarter 3, the total number of monitored actions also increased significantly from 341 to 535, resulting in an improvement in the overall compliance rate from 77% to 81%.

The proportion of actions closed after their due dates continues to exceed those closed on or before deadline, indicating that compliance activities are often addressed reactively. Overdue actions remain concentrated within the Municipal Manager's Office and Financial Services, suggesting ongoing challenges in monitoring and accountability.

While overall performance has improved compared to the previous quarter, focused management intervention is required to improve the timeliness of action closure and reduce recurring overdue actions.

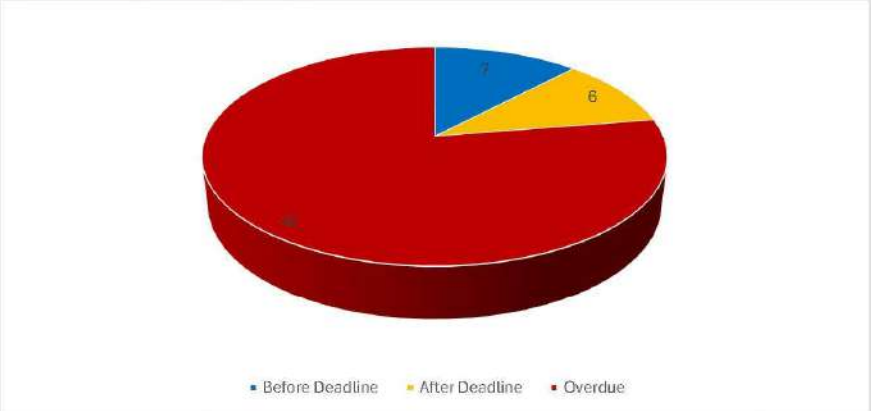
Compliance Management Report [2025/2026 Financial Year]

Quarter	Total Actions	Closed	Overdue	Compliance Rate
Q1 of 2025/26	196	171	25(13%)	87%
Q2 of 2025/26	341	263	78(23%)	77%
Q3 of 2025/26	535	436	99(19%)	81%

5. COMPLIANCE STATUS OF MUNICIPAL MANAGER'S OFFICE

The red shading represents the number of actions that have not been closed by the respective section owners, while the green shading indicates actions closed within the prescribed deadline. The blue shading reflects actions that were closed before the due date, and the orange shading represents actions that were closed after the deadline date.

Figure 3: Municipal Manager's Office



Compliance Status:	Internal Auditing	Communications	Performance & IDP	Total
Before Deadline	6		1	**7**
After Deadline	5	1		**6**
Overdue			45	**45**
Total Actions	**11**	**1**	**46**	**58**

Data Generated on 10 June 2026

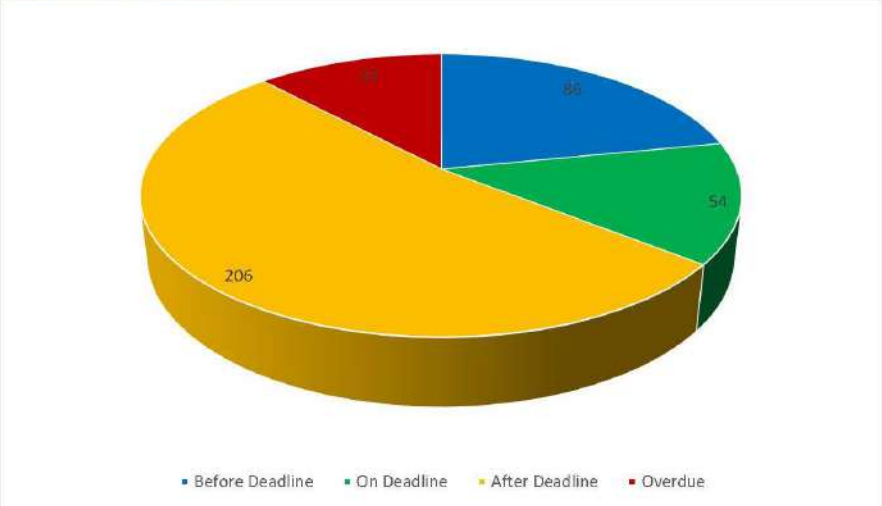
The Municipal Manager's Office recorded the highest level of overdue actions, with Performance & IDP accounting for most outstanding compliance actions.

Management intervention is required to improve action updating and closure rates.

6. COMPLIANCE STATUS OF FINANCIAL SERVICES

The red shading represents the number of actions that have not been closed by the respective section owners, while the green shading indicates actions closed within the prescribed deadline. The blue shading reflects actions that were closed before the due date, and the orange shading represents actions that were closed after the deadline date.

Figure 4: Financial Services



Compliance Status:	Assets	Budget & Reporting	Revenue Services	Statements & Reporting	Expenditure	Supply Chain Management	**Total**
Before Deadline		6		52		28	**86**
On Deadline	9	1		23	1	19	**54**
After Deadline	2	3		34	19	147	**196**
Overdue		27	4			16	**47**

Compliance Management Report [2025/2026 Financial Year]

Total Actions	**11**	**37**	**4**	**109**	**21**	**211**	**393**

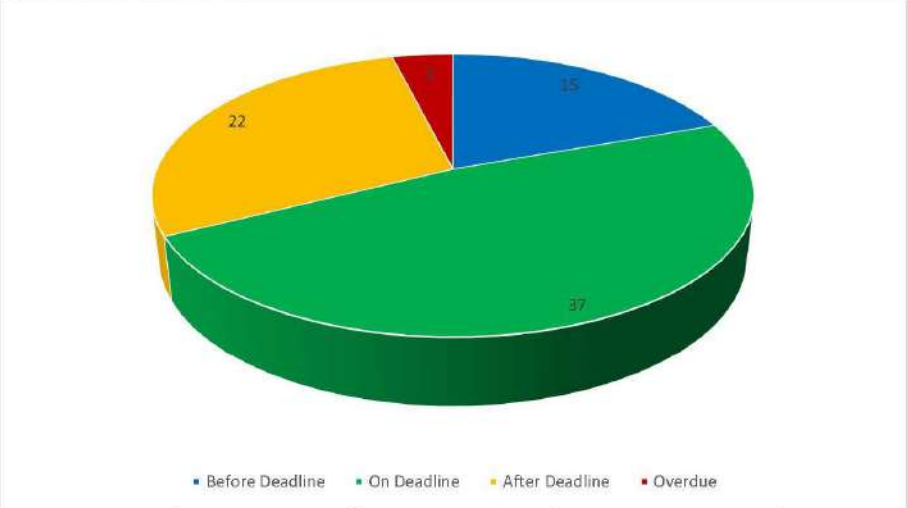
Data Generated on 10 June 2026

Financial Services recorded the second-highest number of overdue actions, mainly within Budget & Reporting and Supply Chain Management. Improved monitoring and follow-up are required to address outstanding actions.

7. COMPLIANCE STATUS OF CORPORATE SERVICES

The red shading represents the number of actions that have not been closed by the respective section owners, while the green shading indicates actions closed within the prescribed deadline. The blue shading reflects actions that were closed before the due date, and the orange shading represents actions that were closed after the deadline date

Figure 5: Corporate Services



Compliance Status:	Administration	Legal services	Human Resources Management	**Total**
Before Deadline			15	**15**
On Deadline			37	**37**
After Deadline	9	11	2	**22**
Overdue	3			**3**
Total Actions	**12**	**11**	**54**	**77**

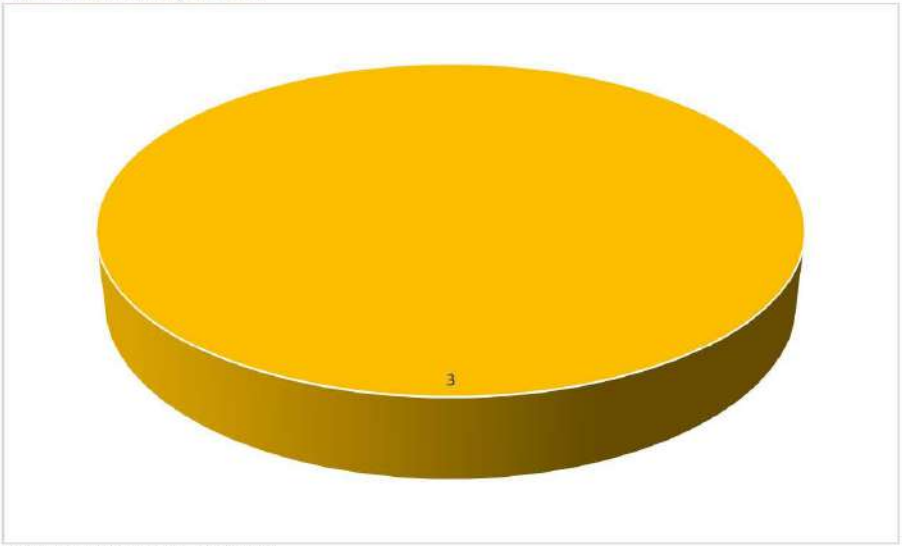
Data Generated on 10 June 2026

Corporate Services demonstrated strong compliance performance, with only a small number of overdue actions recorded during the reporting period.

8. COMPLIANCE STATUS OF COMMUNITY SERVICES

The red shading represents the number of actions that have not been closed by the respective section owners, while the green shading indicates actions closed within the prescribed deadline. The blue shading reflects actions that were closed before the due date, and the orange shading represents actions that were closed after the deadline date

Figure 6: Community Services



Data Generated on 10 June 2026

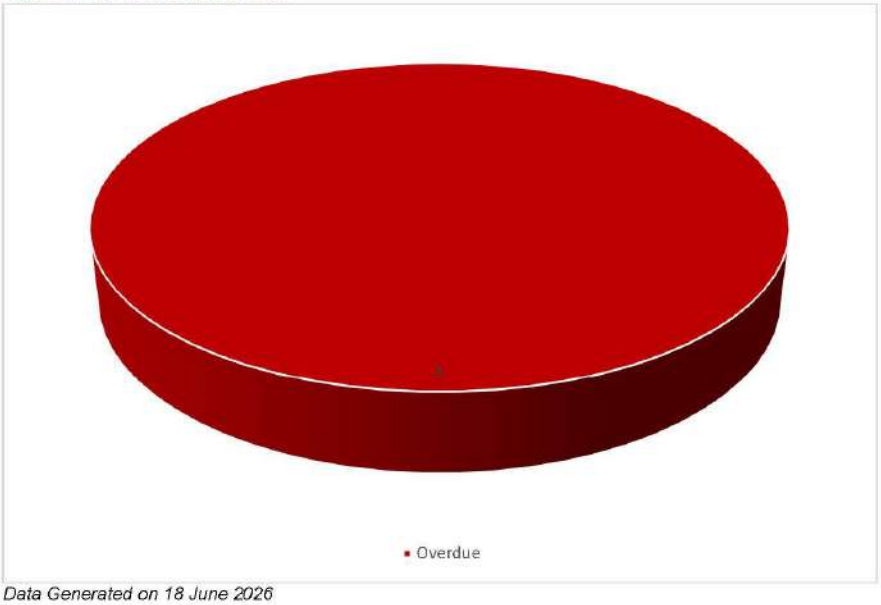
Community Services achieved full compliance, with all monitored actions successfully closed.

9. COMPLIANCE STATUS OF INFRASTRUCTURE SERVICES

The red shading represents the number of actions that have not been closed by the respective section owners, while the green shading indicates actions closed within the prescribed deadline. The blue shading reflects actions that were

closed before the due date, and the orange shading represents actions that were closed after the deadline date

Figure 7: Infrastructure Services



Data Generated on 18 June 2026

Infrastructure Services did not close any monitored compliance actions during the reporting period, resulting in all actions remaining outstanding.

10. FINDINGS AND OBSERVATION

The following findings and observations were identified during the review of compliance actions and legislative requirements monitored through the compliance management system for the quarter ended 31 March 2026:

a) Overdue actions remain concentrated within the Municipal Manager's Office and Financial Services.
b) A significant number of overdue actions were not updated by responsible action agents.
c) Some actions were closed without adequate supporting evidence.
d) A high number of actions were closed after the prescribed due dates.
e) Weaknesses in monitoring and accountability continue to affect compliance performance.

f) Overdue actions were identified against key legislative requirements, including the Municipal Finance Management Act, Municipal Systems Act, Municipal Budget and Reporting Regulations, and Municipal Supply Chain Management Regulations, which may increase the risk of governance, financial management, and regulatory non-compliance.

Figure 8: Key Legislative Requirements with Overdue Actions

Legislation / Regulation	Directorate	No. of Overdue Actions
Local Government: Municipal Planning and Performance Management Regulations	Municipal Manager's Office	1
Local Government: Municipal Finance Management Act (MFMA)	Financial Services and Municipal Manager's Office	30
Local Government: Municipal Performance Regulations for Municipal Managers and Managers Directly Accountable to Municipal Managers	Municipal Manager's Office	7
Local Government: Municipal Property Rates Act	Financial Services	6
Local Government: Municipal Structures Act	Municipal Manager's Office and Corporate Services	2
Local Government: Municipal Systems Act	Municipal Manager's Office and Corporate Services	19
Municipal Budget and Reporting Regulations	Financial Services and Municipal Manager's Office	17

Municipal Supply Chain Management Regulations	Financial Services	13
Water Services Act	Infrastructure Services	4

11. RECOMMENDATIONS

a) All directorates with overdue compliance actions should develop and implement corrective action plans to address outstanding actions and prevent recurring non-compliance.
b) Section owners and action agents should ensure that compliance actions are updated regularly on the compliance management system and closed within the prescribed timeframes.
c) Monthly compliance review meetings should be conducted within each directorate to monitor progress on outstanding compliance actions and legislative requirements.
d) Executive Directors should actively monitor overdue actions within their respective directorates and hold responsible officials accountable for non-performance.
e) Supporting evidence submitted for compliance actions should be reviewed and verified before actions are approved as closed to ensure that compliance requirements have been fully met.
f) Refresher training should be provided to action agents and section owners on the effective use of the compliance management system, evidence requirements, and compliance reporting responsibilities.
g) Repeat instances of non-updating or non-closure of compliance actions should be escalated to senior management for intervention and corrective action.
h) Quarterly compliance performance reports should continue to highlight recurring areas of non-compliance to enable management to implement targeted corrective measures.
i) Directorate management should prioritise the closure of actions before the prescribed due dates to improve overall compliance performance and reduce the number of late closures.

j) Continuous monitoring and follow-up by the Compliance Management Function should be maintained to provide assurance on the implementation of corrective actions and the Municipality's compliance with applicable legislative and regulatory requirements.

12. CONCLUSION

Based on the compliance monitoring conducted for the quarter ended 31 March 2026, overall compliance performance remains satisfactory at 81%. However, overdue actions, late closures, and inadequate supporting evidence continue to present compliance risks. Focused management intervention, improved accountability, and continuous monitoring are required to strengthen compliance performance and provide assurance regarding compliance with applicable legislative and regulatory requirements.

Risk Management Committee Meeting
Minutes
16 April 2026

KNYSNA
Municipality
Munisipaliteit
uMasipala

MINUTES

Risk Management Committee Meeting:

Approval of the Annual Risk Assessment

Held on

16 April 2026

At 10:00

On Microsoft Teams

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Risk Management Committee Meeting
Minutes
16 April 2026

Item	Discussion
1.	**Opening and welcoming:** The meeting commenced at 10:03. The Chairperson welcomed all members present and confirmed that a quorum was achieved.
2.	**Adoption of Agenda:** The agenda was adopted as tabled. Proposed by: Chairperson
3.	**Attendance Register:** Ms A. Labuschagne – Risk Management Chairperson Mr R. Wesso – Director: Infrastructure Services Mrs A. Dunywa – Director: Planning and Economic Development Mrs L. Plaatjies – Acting Director: Corporate Services Ms Z. Gutas – Chief Risk Officer Mr C. Julies – Chief Financial Officer Ms N. George– Clerk: Risk & Compliance **Apologies were received and noted from the following members:** *Mr J. Douglas – Director: Community Services* *Ms M. Boyce – Director: Corporate Services*
4.	**Declaration of interests:** No conflicts of interest were declared.
5.	**Approval of previous meeting minutes of:** Quarter 1&2 Risk & Compliance Management held on 29 January 2026. The minutes were approved as a true reflection of the proceedings. Recommended By: Ms A Dunywa: Director Planning & Economic Development Seconded by: C Julies : Chief Financial Officer

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Risk Management Committee Meeting
Minutes
16 April 2026

6.	**Matters arising from previous minutes:**
6.1	**Capacity of the ERM** The Committee noted that most matters arising had been addressed and were reflected in the previous minutes. An administrative matter regarding the extension of the intern within the Risk Management Unit was raised. It was agreed that this would be addressed offline between the Chairperson and the Chief Risk Officer (CRO). The CRO confirmed that a request had been submitted to Human Resources and feedback would be provided to the Chairperson. The Committee agreed that any remaining matters would be deferred to the next meeting to allow progression to the Risk Register discussion.
7	**New Items:** **Matters for Discussion & Approval**
7.1	Risk Register: Results of the Annual Risk Assessment for 2026|2027 The Chief Risk Officer (CRO) provided feedback on the progress made in preparation for the 2026/2027 Risk Register. The Committee was informed that the Annual Risk Assessment process has been undertaken through a series of departmental workshops, including one-on-one engagements with departmental managers. Risk Champions who were available also participated in the process. Engagements were successfully conducted with departments, including Community Services, Corporate Services, and Finance. The contribution of officials from finance department Morne Michaels who was filling the gap for the finance officials, was acknowledged for their valuable participation and support during the process. It was further noted that internal support within the Risk Management Unit contributed positively to the process, including assistance rendered in coordinating engagements across various municipal sections. All departments engaged thus far, particularly Community Services, were reported to be cooperative from the initial stage of the risk assessment process. Risk registers were reviewed and updated during these engagements.

3

The Chairperson requested clarity from the Chief Risk Officer (CRO) on whether the Risk Register for the 2026/2027 financial year is complete. The CRO confirmed that the Risk Register is not yet fully complete, as engagements are still ongoing with certain directorates and their managers.

It was noted that for the Municipal Manager's Office:
Only Internal Audit, Risk Management submitted their inputs, the manager at Institutional Performance and IDP section stated his unavailability to amend or review his section's risk – the risk for the section is not reviewed for 2026|2027 financial year, as well as the Communications section as there was not feedback response from the manager. Several follow-ups have been conducted, and the Acting Municipal Manager (Dr Martin) has engaged with relevant officials to submit outstanding risk information. Inputs were still awaited until the time of the meeting.

Some risk matters arising from prior discussions remain outstanding and will be incorporated once final inputs are received.
The CRO indicated that these outstanding areas are expected to be finalised upon receipt of the required inputs from the respective departments.
The Chief Risk Officer (CRO) provided further clarification on the status of the Risk Register and updates arising from departmental engagements.
The CRO confirmed that the same approach was applied across all departments, including Community Services, Corporate Services, and Infrastructure Services, particularly in relation to emerging risks identified by the Auditor-General (AG) and internal assessments.

It was noted that emerging risks relating to water supply challenges within the municipality and the ageing infrastructure were already captured in the existing Risk Register as operational risks.
Following engagements with the Director: Infrastructure Services, the following updates were made:

- Risk ratings were reviewed and elevated where necessary;
- Action plans and existing controls were updated; and
- Updates were aligned with current interventions and ongoing mitigation measures reported by the department.

The CRO further highlighted additional risks and outstanding matters, including:

- Risks relating to the upcoming local government elections, which were noted as an emerging institutional risk area;
- Outstanding risk inputs relating to the Municipal Manager's Office, where engagements are still ongoing to finalise departmental risk submissions;
- Certain risk matters previously raised in discussions with the former Municipal Manager regarding formalisation and capture of risks within the MM's Office, which are still under consideration;

- A risk relating to office space constraints, which has been previously raised through Audit Committee processes and remains to be formally incorporated into the Risk Register due to timing and availability of relevant officials during initial workshops. The matter will be re-engaged to ensure inclusion.

The CRO indicated that these matters will be revisited and finalised once all relevant Directors have submitted outstanding inputs.
It was further noted that:

- Not all departments have fully completed their risk assessments; some submissions are still outstanding despite follow-ups and escalation to the Municipal Manager; and
- Confirmation was received that follow-up actions are being undertaken to ensure final submissions, particularly from IDP-related functions.

The Chairperson invited the CRO to proceed with formal recommendations once all inputs have been clarified and consolidated.

The Chairperson acknowledged the update provided by the Chief Risk Officer (CRO) and noted the explanation regarding the current status of the Risk Register development process.

The Chairperson indicated that no further questions or comments were raised from members at this stage and confirmed understanding that the Risk Register is still in progress. It was reiterated that:

- The Risk Register is still in a consolidation phase;
- Outstanding departmental inputs must be prioritised for completion; and
- The next critical step will be the finalisation, ranking, and prioritisation of risks for consolidation into the strategic institutional risk profile.

The next key step in the process is the ranking and prioritisation of risks, which will serve as an input into the development of the Strategic (Institutional) Risk Register.

The Chairperson further indicated that the CRO may proceed to the next section of the presentation. It was noted that any additional matters or risks requiring attention could be highlighted under the relevant sections/tabs during the presentation for committee consideration.

Community Services:
No further inputs were raised from Committee members.

Financial Services:
The Chairperson drew attention to specific items within the Financial Services Risk Register and requested clarification on entries highlighted in blue, particularly:

- Non-compliance with Treasury Regulations on MSCOA; and
- Unfunded Budget.

Clarification was sought on whether these items are still in progress or require further updating, and whether they represent active risk reviews or pending finalisation.
The Chief Risk Officer (CRO) explained that the colour coding (blue highlights) in the working document is used internally as a tracking and reminder mechanism. These highlights indicate risks that are still under review and require further refinement, particularly in relation to:

- Risk wording and articulation;
- Control descriptions;
- Risk ratings; and
- Alignment of supporting information.

It was further explained that the spreadsheet is a working document used during departmental workshops, where information is captured and subsequently consolidated into the master Risk Register. The highlighted items serve as prompts to ensure that outstanding refinements are revisited prior to finalisation.

The CRO confirmed that:

- Information has already been obtained from departments through workshop engagements;
- A separate working spreadsheet is used to compile and consolidate departmental inputs;
- Data is transferred into the master Risk Register for final review; and
- No further engagement with departments is required at this stage, as inputs have already been received.

The current phase involves ensuring accuracy of:
Risk descriptions, Control measures; and Risk ratings prior to final submission.

The Chairperson noted the explanation and emphasised the importance of ensuring that:

- Risk descriptions and controls are clearly articulated;
- All outstanding refinements are completed; and

- The Risk Register is submitted to Internal Audit by **17 April 2026**, noting that this is beyond the original submission deadline of **31 March 2026**.
- It was further emphasised that alignment between risk owners, control owners, and the Risk Management Unit remains critical to ensure consistency, accuracy, and compliance.

Corporate Services:
The Chief Risk Officer (CRO) presented updates on the Corporate Services Risk Register.
It was noted that most risks within Corporate Services had been reviewed and updated in line with departmental engagements. A **new risk** was identified and added by the Director: Corporate Services, namely "Ineffective disciplinary processes within the Labour Relations section".
This risk was confirmed as the only new addition to the Corporate Services Risk Register during this cycle.

The Chairperson noted an inconsistency in the numbering of risks, where the sequence did not start at number one.
The CRO confirmed that this was due to the consolidation of risks from separate working documents. It was further clarified that:

- The numbering will be corrected during final consolidation of the master Risk Register; and
- Risks will be renumbered appropriately to ensure consistency and avoid duplication or confusion.

The Chairperson acknowledged the explanation and confirmed that this was acceptable as part of the consolidation process.

The Chairperson sought confirmation regarding the previously discussed office space risk under Corporate Services.
The CRO confirmed that the matter will be followed up with the Director: Corporate Services and the risk will be updated and formally included in the Corporate Services Risk Register once final engagement has been completed.

The Chairperson highlighted that due to time constraints and the continuation of the Audit Committee meeting, it may not be feasible to finalise all outstanding engagements by close of business on the same day.

It was noted that:

- The Audit Committee meeting is scheduled to continue immediately after this session and;
- Some adjustments and refinements to the Risk Register may still be required before final submission.

The Chairperson emphasised that:

- Outstanding inputs from Performance Management, IDP, and Communications are noted; and
- These will be incorporated once received and prior to final submission to the Audit Committee.

The CRO acknowledged the instruction and confirmed that follow-up engagements will continue to ensure finalisation of all outstanding areas.

Planning and economic Development:
It was noted that engagements had been held with both the Acting Environmental Manager and the newly appointed Permanent Environmental Manager, who confirmed and validated the identified risks within the environmental section.
The CRO explained that refinements were made to the risk descriptions, including adjustments to the "weighting" and colour coding within the working document. It was reiterated that the colour coding system is used as an internal working tool to support tracking and review of outstanding updates.
The CRO further indicated that this specific risk is shared and linked to the Performance Management System (PMS), particularly in relation to action planning and monitoring of implementation.

It was confirmed that, going forward for the 2026/2027 financial year:
- Each risk will have clearly assigned Action Owners responsible for implementation of mitigation actions; and
- Corresponding Control Owners will be designated to ensure oversight and effectiveness of controls.

This approach is intended to ensure that:
- Risks are appropriately distributed across responsible officials;
- Accountability is clearly defined; and
- Risks can be effectively monitored through the PMS and Risk Register systems.

The CRO further noted that this approach will be applied consistently across all departments to ensure standardisation and improved governance.

The Chairperson acknowledged the approach and emphasised the importance of ensuring that:
- Performance Management is fully aware of assigned actions and responsibilities;
- Alignment is maintained between planning, risk management, and performance reporting; and
- Clear allocation of responsibilities will assist in improving the quality and consistency of quarterly reporting.

It was further noted that previous challenges experienced in quarterly reporting were often linked to unclear assignment of tasks, and that the proposed approach would address this gap.
The Director: Planning and Development provided a detailed input regarding risks associated with the Expanded Public Works Programme (EPWP), grant funding compliance, and municipal reporting obligations.

EPWP Funding and Compliance Risks
The Director highlighted that there is a significant compliance risk relating to the municipality's implementation of the EPWP programme. It was noted that:
- The EPWP grant is a conditional grant that requires municipalities to co-fund and comply with specific implementation requirements;
- The municipality is currently largely reliant on the integrated grant, without adequate top-up funding from other internal sources.
- Temporary and casual employment practices across departments are not consistently aligned with EPWP grant conditions;
- As a result, certain employment activities are not being recognised within the EPWP reporting system.
- It was further explained that non-compliance with EPWP conditions results in the automatic rejection of reported job outputs by the system, particularly where remuneration structures and contract conditions do not meet prescribed requirements.

The Director further noted that:
- The municipality is experiencing challenges in reporting internally funded casual labour, particularly those funded through the equitable share;
- Due to non-compliant contract structures, such employment cannot be accurately reported under EPWP; and
- This has contributed to a reduction in grant allocations, as performance targets linked to job creation are not being fully achieved.

It was emphasised that EPWP targets are set by national and provincial government, and municipalities are expected to align employment practices and budget allocations accordingly to maximise grant funding.

The Director expressed concern that:
- The municipality risks further reduction in grant funding if compliance and reporting issues are not addressed;
- Only limited co-funding from service departments has been achieved, with Planning and Development being the only department that has consistently aligned to co-funding requirements; and
- This presents an institutional risk with potential reputational and financial implications for the municipality.

Additional challenges were highlighted, including:
Misalignment of remuneration levels for casual workers, where payments exceed EPWP prescribed thresholds, resulting in non-recognition of employment outputs; and
Administrative and documentation errors (e.g., unclear identity documents), which lead to system rejection of submissions.

DORA – Questions raised why targets not met in line with Provisional and National Departments Infrastructure targeted jobs based on grants

that affects:
- Equitable share
- MIG
- Human Settlement

The Director emphasised that EPWP compliance, funding alignment, and reporting challenges should be formally recognised as a key institutional risk across all service departments, including infrastructure, community services, and finance.
It was recommended that:
- This matter be explicitly included in the municipal Risk Register; and
- Senior management and political leadership be sensitised to the risk and its implications for funding, service delivery, and compliance.

The Director concluded by stressing the importance of addressing the issue at strategic level due to its cross-cutting impact on municipal performance and grant sustainability.

The Chairperson acknowledged the concerns raised by the Director: Planning and Development regarding EPWP compliance, grant utilisation, and reporting challenges.
The Chairperson confirmed that the matter is a critical and recurring issue, previously also raised at Audit Committee level. It was noted that there is evidence of both reduced grant allocations and under-utilisation of available funding due to compliance and reporting constraints.
It was further emphasised that:
- All service departments must ensure that risk registers adequately reflect EPWP and other conditional grant-related risks;
- Compliance with grant requirements is essential to ensure continued and improved funding allocations; and
- Risk management processes must support improved alignment with funding criteria and performance reporting requirements.

The Chairperson requested the CRO and Risk Management Unit to ensure that the EPWP and related grant risks are properly captured across all relevant departments and these risks are consistently reflected in departmental and institutional risk registers.

The CRO confirmed that the matter will be followed up with the IDP and Performance Management Unit.
It was further noted that:
- The EPWP and grant-related risks are considered transversal institutional risks; and
- It is recommended that these risks be incorporated into Directorate Performance Agreements (DPAs) to strengthen accountability and implementation.

Infrastructure Services:
The CRO provided an update on the Infrastructure Services Risk Register, noting the following:
Two key risks were identified and updated within the register:
Shortage of municipal fleet vehicles, and Malfunctioning of municipal vehicles and equipment.
These risks were previously present in earlier risk registers but have now been reactivated and updated following recent departmental engagements.

The CRO confirmed that several previously identified high risks remain active and unchanged, including:
Water losses, Ageing infrastructure and Outdated master plans.
These risks remain prioritised in the Risk Register, with elevated residual risk ratings following updates based on Audit General (AG) findings and internal assessments.
The Chairperson invited the Director: Infrastructure Services to provide additional comments where necessary.

The Director: Infrastructure Services responded that there were no additional comments to be made. It was confirmed that the Chief Risk Officer (CRO) had accurately captured and summarised the discussions held with the directorate. The Director expressed appreciation for the presentation and confirmed concurrence with the content reflected in the Risk Register.

Chairperson's Closing Remarks on Infrastructure Risks
The Chairperson acknowledged the input provided by the CRO and confirmed that the Infrastructure Services risks had been adequately captured.

It was noted that although not all risks are explicitly detailed in narrative form, key issues—particularly the water-related challenges within the municipality—are sufficiently reflected within the Risk Register through:
Identified risk statements, Weaknesses in existing controls and Associated action plans.
The Chairperson confirmed satisfaction that the matter is appropriately incorporated into the Risk Register and aligned with ongoing mitigation efforts.

The CRO confirmed that engagement will be undertaken with the relevant managers to validate and update departmental inputs, particularly in relation to EPWP-related risks. It was noted that feedback from directors will be consolidated and communicated back to the Risk Management

Committee to ensure alignment.

The Director: Infrastructure Services indicated that the EPWP matter is an **institutional risk** and should be discussed further offline to clarify implementation details.
It was noted that:
- EPWP implementation is guided by existing municipal policies and service-level agreements;
- There may be gaps in the current EPWP policy framework, which could impact consistent implementation;
- Current capital projects are largely executed using industry-standard remuneration structures, particularly for skilled and semi-skilled labour;
- This may be contributing to challenges in fully capitalising EPWP reporting outputs.

The Director further emphasised that:
- Weak EPWP reporting negatively affects grant allocations, as reporting performance is linked to funding; and
- Strengthening EPWP compliance and reporting could improve future grant funding.

It was proposed that:
- The EPWP policy be reviewed and strengthened, and requirements be incorporated into project planning and procurement processes, ensuring that tender documentation includes EPWP compliance expectations.
- The Director confirmed agreement that EPWP remains a transversal institutional risk requiring coordinated action across departments.

The Chairperson welcomed the proposal and expressed support for improved alignment between policy, procurement, and risk management processes.

Resolution:
The Chief Risk Officer (CRO) confirmed that all directorates had been engaged, with only limited outstanding inputs remaining. It was noted that final outstanding inputs were expected from PMS, IDP, and Communications; and these inputs would be followed up and incorporated upon receipt.

The CRO recommended that the Risk Management Committee:
- Approve the 2026/2027 Risk Register as presented, subject to incorporation of outstanding inputs; and

- Authorise submission of the Risk Register to Internal Audit for inclusion in the audit planning process, prior to submission to the Audit Committee.

The Chairperson summarised the recommendation and confirmed that approval would be subject to:
- Receipt of outstanding inputs from outstanding sections
- Final refinement of highlighted (blue) items requiring articulation updates; and
- Alignment of final adjustments by close of business.

The Chairperson confirmed support for the recommendation, subject to the above conditions, and requested formal confirmation from the Risk Management Committee.
Supported by: Chief Financial Officer
Seconded by: Director Infrastructure Services

Approval of Risk Management Implementation Plan for 2026|2027
The Chairperson introduced the Risk Management Plan, noting that the document had been circulated to members prior to the meeting for review.
It was indicated that the plan outlines the key activities, timelines, and deliverables of the Risk Management Unit for the 2026/2027 financial year and is a required governance document.
The Chairperson invited the Chief Risk Officer (CRO) to provide a brief overview.

The CRO confirmed that:
- The Risk Management Plan sets out the operational framework and timelines for implementing risk management activities; and
- Approval by the Risk Management Committee (RMC) is required to formalise implementation.

The Chairperson noted that:
- No comments or questions were raised by members of the Committee; and
- The document had been circulated in advance, allowing sufficient time for review.

The Chairperson sought confirmation from Committee members regarding their readiness to approve the Risk Management Plan.
It was further clarified by the CRO that formal approval by the Risk Management Committee is required.
Resolution:
The Risk Management Committee approved the Risk Management Plan for the 2026/2027 financial year, as presented and circulated.
Recommended By: Chief Financial Officer

	Seconded by: Director Infrastructure Services. Cancellation of SLA with BarnOwl The Chief Risk Officer (CRO) informed the Committee that the Service Level Agreement (SLA) with BarnOwl has not been renewed. The decision was based on low system utilisation, with approximately 20% of users actively using the system. It was further noted that the CRO had to manually update information on behalf of users, reducing the efficiency and value derived from the system. The Committee was advised that: ▪ The Municipality will continue using the existing system without vendor support or updates. ▪ There will be no access to system upgrades or technical support going forward. ▪ Alternative processes, including the use of spreadsheets, will be implemented for users who do not utilise the system. Impact: ▪ Loss of system support and updates. ▪ Increased reliance on manual processes. ▪ Potential inefficiencies in risk management reporting. **Resolution:** The Committee noted the cancellation of the SLA and the reasons provided.
8.	**General:** The Risk Management Committee (RCM) meeting was scheduled for one hour; however, all attendees were required to attend the Audit Committee meeting immediately thereafter. This resulted in time constraints, preventing any extension beyond the allocated time.
9.	**Date of next meeting:** To be circulated.
10.	**Closure:** The Chairperson thanked all members for their participation and cooperation. The meeting adjourned at 11:03.

7.7

F&G07/08/26 ELECTRONIC RECORDS MANAGEMENT AUDIT REPORT

REPORT FROM THE ACTING DIRECTOR: CORPORATE SERVICES

PURPOSE OF THE REPORT

The purpose of this submission is for the noting of the Electronic Records Management Audit Report.

BACKGROUND

Knysna Municipality was amongst the other Municipalities that were selected for Electronic Records Management Auditing for 2025/26 Financial year by the Provincial office of Western Cape Archives And Records Service. The ERM Audit was conducted on the 14 April 2026 by Western Cape Archives And Records Service.

DISCUSSION

The functional area “Archives other than national archives” is a Provincial function in terms of Schedule 5, Part A, of the Constitution of the RSA, 1996. Therefore, a Provincial Archives and Records Service was established for the Western Cape Province with the promulgation of the Provincial Archives and Records Service of the Western Cape Act, 2005 (as amended). This Act is applicable to, among others, all Municipalities in our Province.

It should also be noted that the Municipal Manager is, in terms of Section 117 of the Local Government: Municipal Systems Act, 2000, the custodian of all records, documents and that certain functions and powers pertaining to records management have been delegated to the Manager: Administration.

RELEVANT LEGISLATION

The Constitution of South Africa, 1996;
Local Government: Municipal Systems Act, 2000;
National Archives and Records Service of South Africa Act, 1996 (Act No. 43 of 1996 as amended);
Provincial Archives and Records Services of the Western Cape Act, 2005(Act No. 3 of 2005;
Electronic Communications and Transaction Act 2002 (Act No. 25 of 2002);
National Heritage Resources Act, 1999 (Act No. 25 of 1999);
Promotion of Access to Information Act, 2000 (Act No. 2 of 2000);
Promotion of Administrative Justice Act, 2000 (Act No. 3 of 2000);
Protection of Personal Information Act, 2013 (Act No. 4 of 2013);
National Archives and Records Service of South Africa: Digitisation Strategy, August 2013 and its Regulations, 2006.

RECOMMENDATION OF THE ACTING MUNICIPAL MANAGER

[a] That the report of the Electronic Records Management Audit be noted.

[b] The Knysna Municipal to fully utilise the Collaborator Electronic Records Management System for record-keeping, audit trail data for all electronic records to ensure that authentic and reliable records are created.

ANNEXURES

A – Electronic Records Management Audit Report

File number: 9/1/2/9
Execution: Director: Corporate Services

Tutuzelwa Tsese

From: Rashique Ajamdien <Rashique.Ajamdien@westerncape.gov.za>
Sent: Wednesday, 15 July 2026 10:16
To: Charl Botha; Tutuzelwa Tsese
Cc: Mandy Mashazi
Subject: Knysna Municipality Audit Report
Attachments: 2026_03_25_Knysna Municipality_Audit Report ERM.pdf

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

WCA13/12/4/B-20

Colab No.:

Hi Charl and Tutuzelwa,

Please see attached for your records.

File No.: 2/4/3

Kind regards

Rashique Ajamdien
Systems Analyst
Western Cape Archives and Records Service
Department of Cultural Affairs and Sport
Western Cape Government

1st Floor, 72 Roeland Street, Cape Town, 8001
Private Bag X9025, Cape Town, 8000

Tel: 021 483 0440
E-mail: Rashique.Ajamdien@westerncape.gov.za
Website: www.westerncape.gov.za

Western Cape Government
FOR YOU

Be 110% Green. Read from the screen.

MUNISIPALITEIT / MUNICIPALITY
KNYSNA
2026 -07- 15
Action: C Botha
CC: AMM, Dir Corp
T Guzana-Tsese
N Muller
V Klein
A Strydom

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1

Western Cape Government

Department of Cultural Affairs and Sport
Rashique Ajamdien
Western Cape Archives and Records Service
Rashique.Ajamdien@westerncape.gov.za | Tel: 021 483 0440
Our reference: WCA13/12/4/B-20

For attention: Mr Charl G Botha | Ms Tutuzelwa Guzana-Tsese

Mr Lulamile Mapholoba
The Municipal Manager
Knysna Municipality
PO Box 21
KNYSNA
6570

Dear Mr Mapholoba

ELECTRONIC RECORDS AUDIT REPORT: KNYSNA MUNICIPALITY

I attach the report following an Electronic Records Management Audit that was held at Knysna Municipality by the Western Cape Archives and Records Service on 14 April 2026.

The action plan to address the recommendations must be submitted to this office by 14 September 2026. If there is any uncertainty or problems that might occur, with which we can be of assistance, you are welcome to contact this office.

I would like to take this opportunity to convey my gratitude to Mr Charl G Botha, Ms Tutuzelwa Guzana-Tsese and the rest of the team for completing the survey, and their availability during the audit.

Your co-operation is much appreciated.

Yours faithfully

Nomaza Dingayo

Nomaza Dingayo
Digitally signed by Nomaza Dingayo
Date: 2026.06.10 10:37:37 +02'00'

HEAD: WESTERN CAPE ARCHIVES AND RECORDS SERVICE

KNYSNA MUNICIPALITY

ELECTRONIC RECORDS MANAGEMENT AUDIT REPORT

DATE OF AUDIT: 14 APRIL 2026

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KNYSNA MUNICIPALITY

ELECTRONIC RECORDS MANAGEMENT AUDIT REPORT

DATE OF AUDIT: 14 APRIL 2026

1. BACKGROUND

Mr R Ajamdien and Ms M Mashazi of the Western Cape Archives and Records Service conducted an electronic records management audit at Knysna Municipality on 14 April 2026. Discussions were held with the Admin Officer for Records, Ms Tutuzelwa Guzana-Tsese and her team concerning various aspects of electronic records management. A completed online survey on electronic records management systems and functions was submitted on 14 April 2026 by the Municipality.

2. CLASSIFICATION SYSTEMS

File Plan

The Municipality's file plan was last reviewed on 29 January 2026, with the most recent updates approved by the Western Cape Archives and Records Service on 3 February 2026. Amendments to the A20 disposal instructions were incorporated into the File Plan, submitted to the Western Cape Archives and Records Service on 18 February 2026, and subsequently approved on 20 February 2026.

Comments

- The File Plan should be regularly updated, with all amendments and additions submitted to the Western Cape Archives and Records Service for review and approval.
- The Records Manager must ensure that all records created or received by the Municipality are classified in accordance with the approved file plan.

Records Control Schedule

The last amendments and additions were submitted on 18 February 2026 and approved by the Western Cape Archives and Records Service on 20 February 2026.

Recommendation

- The Records Control Schedule must be reviewed regularly to ensure it includes all municipal records and that any amendments and additions are submitted to the Western Cape Archives and Records Service for approval.

Policy Documents

Records Management Policy

Replacement pages to the Records Management Policy for recommendations made were received on 18 November 2024 and approved on 11 December 2024.

Recommendations:

- The Records Management Policy must be reviewed regularly to ensure alignment with the *Records Management Policy of the Western Cape Governmental Bodies, 2017 (as amended)*, and the Electronic Records Management Guidelines.
- The Records Management Policy must be placed on the Electronic Records Management System for ease of use.

Registry Procedure Manual

The Municipality's Registry Procedure Manual was evaluated and approved by the Western Cape Archives and Records Service on 11 December 2024. The manual provides procedures for managing electronic documents and offers clear, consistent guidelines for handling incoming and outgoing documents.

Comments

- The Registry Procedure Manual must be reviewed regularly to ensure that it is kept up to date.
- The Registry Procedure Manual must be aligned to the Electronic Records Management Guidelines.
- The Registry Procedure Manual must be reviewed regularly and must be aligned to the *Records Management Policy of the Western Cape Governmental Bodies ,2017*(as amended).

Business Continuity Plan / Disaster Management Plan

The Municipality's disaster recovery plan is designed to ensure the uninterrupted operation of critical business systems during a disaster.

Recommendations

- The Records Manager must attend meetings regarding the Disaster Management Plan and Business Continuity Plan, to remain informed.
- The Municipality must ensure revision of the ICT Data Backup and Recovery policy and a copy must be forwarded to the Western Cape Archives and Records Service for evaluation and approval.

3. MANAGEMENT AND OPERATION OF THE ELECTRONIC SYSTEMS

The Knysna Municipality utilises the Collaborator system to securely store records, providing controlled access, workflow tracking, and audit trails. While the system accommodates retention periods, the procedures for disposal are still under discussion.

Scanning and imaging

The Records Manager stated that there are processes in place for the scanning of records. The format for the scanned records is PDF.

Electronic Records Management Training

Two officials have completed the Electronic Records Management course, while one official still needs to complete it. Training on Collaborator is provided at the start of system use, with refresher sessions available upon request. The Business Engineering consultant responsible for maintaining Collaborator conducts the training.

Comments

- The Record Manager must continue to encourage officials to attend training as and when they require it.
- All new staff members must be nominated to attend the Electronic Records Management course presented by the Western Cape Archives and Records Service.

4. SYSTEMATIC DISPOSAL PROGRAMME

No electronic records are currently being disposed of within the Municipality. While the system accommodates retention periods, the procedures for disposal are still under discussion.

Comments

- The Records Manager must obtain approval from the Western Cape Archives and Records Service before any disposal action is taken.
- The responsibility of actual deletion should not be assigned to a single person; instead, the Records Manager must be in full control along with their ICT Department.

5. GENERAL REMARKS AND RECOMMENDATIONS

General Remarks

The Municipality has made progress with electronic records management through the Collaborator system, but further improvements are needed to fully comply with the Provincial Archives and Records Service of the Western Cape Act, 2005 (Act 3 of 2005). Priorities include timely reporting of records management activities, ongoing staff training, and integration of electronic records management into the overall records strategy. The Records Manager will oversee the disposal of records in Collaborator, in consultation with Business Engineering and with approval from the Western Cape Archives and Records Service. Regular audits and reviews should be conducted to maintain compliance and identify areas for improvement.

Audit recommendations to be attended to:

- The Records Control Schedule must be reviewed regularly to ensure it includes all municipal records and that any amendments and additions are submitted to the Western Cape Archives and Records Service for approval.
- The Records Management Policy must be reviewed regularly to ensure alignment with the Records Management Policy of the *Western Cape Governmental Bodies, 2017 (as amended)*, and the Electronic Records Management Guidelines.
- The Records Management Policy must be placed on the Electronic Records Management System for ease of use.
- The Records Manager must attend meetings regarding the Disaster Management Plan and Business Continuity Plan, to remain informed.
- The Municipality must ensure revision of the ICT Data Backup and Recovery policy and a copy must be forwarded to the Western Cape Archives and Records Service for evaluation and approval.

Audit comments to take note of:

- The File Plan should be regularly updated, with all amendments and additions submitted to the Western Cape Archives and Records Service for review and approval.
- The Records Manager must ensure that all records created or received by the Municipality are classified in accordance with the approved file plan.
- The Registry Procedure Manual must be reviewed regularly to ensure that it is kept up to date.
- The Registry Procedure Manual must be aligned to the Electronic Records Management Guidelines.
- The Registry Procedure Manual must be reviewed regularly and must be aligned to the *Records Management Policy of the Western Cape Governmental Bodies ,2017(as amended)*.
- The Record Manager must continue to encourage officials to attend training as and when they require it.

- All new staff members must be nominated to attend the Electronic Records Management course presented by the Western Cape Archives and Records Service.
- The Records Manager must obtain approval from the Western Cape Archives and Records Service before any disposal action is taken.
- The responsibility of actual deletion should not be assigned to a single person; instead, the Records Manager must be in full control along with their ICT Department.

6. APPRECIATION

We extend our appreciation to Mr Charl Botha and his team, for their dedication to establishing effective electronic records management and ensuring the creation of authentic and reliable records. They are encouraged to remain motivated in their engagement with management to facilitate the successful implementation of comprehensive records management practices.

Rashique Ajamdien
Digitally signed by Rashique Ajamdien
Date: 2026.06.08 10:01:12 +02'00'

R Ajamdien: Systems Analyst: Electronic Records Management

Mandy Mashazi (C0820425)
Digitally signed by Mandy Mashazi (C0820425)
Date: 2026.06.08 10:09:47 +02'00'

M Mashazi: Assistant Director: Electronic Records Management

Signed by:Goodman Mandlenkosi Mazibu
Signed at:2026-06-09 08:56:16 +02:00
Reason:I approve this document
Western Cape Government FOR YOU

M Mazibuko: Deputy Director: Records Management

ELECTRONIC AUDIT REPORT OF KNYSNA MUNICIPALITY

CONTENTS OF REPORT NOTED/COMMENTS

Signed by:Nomaza Dingayo
Signed at:2026-06-10 10:36:42 +02:00
Reason:I approve this document
Western Cape Government FOR YOU

N Dingayo: Director: Western Cape Archives and Records Service

Annexure A

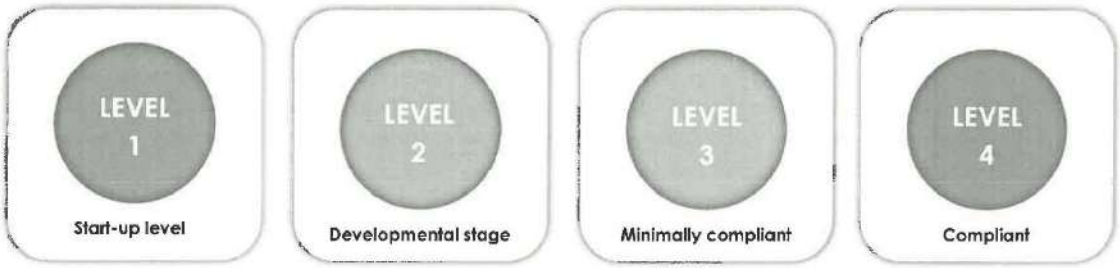
Electronic Records Management Checklist

KNYSNA MUNICIPALITY

Baseline scores were generated based on each principle, and high-level observations were documented. The electronic records management checklist is a reporting baseline of scores assuming that the findings of Knysna Municipality reflect the actual state of the office records and information management practices. Findings/Recommendations based on the Provincial Archives and Records Service of the Western Cape Act, 2005 (Act 3 of 2005), and Regulations (P.N. 122/2005).

NO	PRINCIPLE	LEVEL	RECOMMENDATIONS/ COMMENTS
1.	Implementation of an Electronic Records Management System.	4	The system is well implemented and fully functional for electronic records management.
2.	Classifications: How well is file plan classifications captured on system; Is it corrected if captured incorrect?	4	The Municipality has permission to manage classifications and has captured all records. Issues can be easily corrected. Additional entries can be added, and any incorrect classifications can be easily corrected.
3.	Does the Electronic Records Management system have Version Control?	2	Collaborator includes version control, but the Municipality does not actively use this feature.
4.	Is there a clear and concise audit trail?	3	Collaborator offers audit trail functionality; however, the Municipality does not make active use of this feature.
5.	Security of records and information on the Electronic Records Management system.	4	Yes, they have access view, and security management is applied through multiple permission levels and multi-factor authentication.
6.	All staff shall be trained in electronic records management and trained to use an Electronic Records Management System.	4	All staff are trained in both Electronic Records Management and Collaborator.
7.	Metadata Management	4	Metadata is captured and there are no restrictions on characters. They follow a naming convention for consistency.
8.	Does Electronic Records Management System make provision for the life cycle of records?	4	The system supports the full records lifecycle, and retention periods are clearly indicated. However, disposals remain disabled until approval is granted by the Western Cape Archives and Records Service.
9.	Have retention periods been added to the Electronic Records Management System; Is there a process in place to dispose electronic records on the system?	3	The Municipality needs to liaise with Business Engineering to determine where retention periods are displayed within the system. There is currently no process in place for the disposal of records.

10.	Does the organisation's Records Management Policy include the management of electronic records and managing emails as official records?	3	Yes, the policy does include the management of electronic records. Emails are included in the policy.





Red (Level 1): Typically associated with danger, urgency, and stopping. It clearly indicates a low level of compliance and a need for immediate improvement.

Orange (Level 2): Often linked to caution, warning, and preparation. It suggests a moderate level of compliance and a need for further development.

Yellow Green (Level 3): Commonly associated with optimism, creativity, and intellect. It indicates a baseline level of compliance but with room for improvement.

Green (Level 4): Linked to growth, renewal, and positive progress. It signifies a good level of compliance and adherence to standards.

Blue (Level 5): Often associated with trust, stability, and intelligence. It represents a high level of compliance and a commitment to continuous improvement.

Based on the audit findings, Knysna Municipality currently operates at a **Level 4: Compliant** level of records management.

ELECTRONIC RECORDS AUDIT REPORT: KNYSNA MUNICIPALITY

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N Dingayo: Director: Western Cape Archives and Records Service

PROPERTIES ITEMS

7.8

F&G08/08/26 APPLICATION TO PURCHASE ERVEN 213, 214 & 215, KARATARA – LIEZEL BRAZIER

REPORT FROM THE ACTING DIRECTOR: CORPORATE SERVICES

PURPOSE OF THE REPORT

To request the Municipal Council to consider the alienation of erven 213, 214 & 215, Karatara, to Ms. Liezel Brazier, in terms of the Asset Transfer Regulations, 2008, and the Management of Immovable Property Policy.

PROPERTY DESCRIPTION:



ERF DESCRIPTION	
Erf Number	Erven 213, 214 & 215, Karatara
Area	Karatara
Street Address	Elephant Street
Ward	2
Ownership	Knysna Municipality
Zoning	Single Residential Zone I
Usage	Vacant
Valuation Roll	R 30 000.00 each
Current Income	R 0.00
Title Deed Number	T93252/2007

BACKGROUND/ DETAILS OF APPLICATION

The Properties Department received an application to purchase erven 213, 214 & 215, Karatara. (See attached application marked as **Annexure A**).

The properties in question, erven 213, 214 & 215, Karatara is situated in Kamferboom Avenue in Karatara (see attached GIS Map marked as **Annexure B**). The property is registered in the name of the Municipality.

The applicant stated that she is a single parent of two children and due to the high prices of living she isn't able to purchase a home or property in Knysna, where she is currently renting.

The applicant stated she is applying for the properties in order to fulfil her long-term dream of owing her own property and create a small lifestyle farm, where she can live sustainably, grow food and provide stability for her children.

CURRENT ZONING

The properties in question, erven 213, 214 & 215, Karatara is currently zoned as 'Single Residential Zone I' as per the Knysna Municipality zoning scheme by-law (2020).

CURRENT USAGE OF PROPERTY (VIABLE OR NON VIABLE MUNICIPAL LAND)

The subject properties are currently vacant land and is classified as viable municipal property. In terms of the Knysna Management of Immovable Property Policy viable property is defined as: "*Property that can be developed and function as a separate entity capable of registration by the Registrar of Deeds*."

CURRENT VALUE OF THE PROPERTY AS PER GENERAL VALUATION ROLL

The subject properties are currently valued at R 30 000 each on the General Valuation Roll of 2023 – 2028.

INTENDED FUTURE USAGE OF PROPERTY

The Municipality has no future intended use of the property other than the current use.

LEGISLATIVE FRAMEWORK

Section 14 of the Local Government: Municipal Finance Management Act, 2003 (Act 56 of 2003) deals with disposal of capital assets of municipalities and reads as follows:

"14. Disposal of capital assets:

(1) A municipality may not transfer ownership as a result of a sale or other transaction or otherwise permanently dispose of a capital asset needed to provide the minimum level of basic municipal services.

(2) A municipality may transfer or otherwise dispose of a capital asset other than one contemplated in subsection (1), but only after the municipal council, in a meeting open to the public –

(a) has decided on reasonable grounds that the asset is not needed to provide the minimum level of basic municipal services; and

(b) has considered the fair market value of the asset and the economic and community value to be received in exchange for the asset.

(3) A decision by a municipal council that a specific capital asset is not needed to provide the minimum level of basic municipal services, may not be reversed by the municipality after that asset has been sold, transferred or otherwise disposed of.

(4) A municipal council may delegate to the accounting officer of the municipality its power to make the determinations referred to in subsection 2(a) and (b) in respect of movable capital assets below a value determined by the council.

(5) Any transfer of ownership of a capital asset in terms of subsection (2) or (4) must be fair, equitable, transparent, competitive and consistent with the supply chain management policy which the municipality must have and maintain in terms of section 111…"

Our Infrastructure Services would need to confirm whether the subject properties, erven 213, 214 & 215, Karatara, is deemed not needed to provide the minimum level of basic services. It should be noted that the property is already being used by the applicant. There is no municipal services shown on the municipal GIS.

The application to purchase erven 213, 214 & 215, Karatara is being brought before the Municipal Council to determine the process to dispose of the property in question and to make sure the process is consistent with the Supply Chain Management Policy of the Municipality.

The Knysna Municipality Supply Chain Management Policy states the following with regards to "Disposal Management";

"***39. Disposal management***

(1) The criteria for the disposal or letting of assets, including unserviceable, redundant or obsolete assets will be subject to Sections 14 of the Act, and asset transfer regulations;

(2) Assets may be disposed of by –
- *(i) transferring the asset to another organ of state in terms of a provision of the Act enabling the transfer of assets;*
- *(ii) transferring the asset to another organ of state at market related value or, when appropriate, free of charge;*
- *(iii) selling the asset; or*
- *(iv) destroying the asset*

(3) The Accounting Officer must ensure that –
- *(a) immovable property is sold only at market related prices except when the public interest or the plight of the poor demands otherwise;*
- *(b) movable assets are sold either by way of written price quotations, a competitive bidding process, auction or at market related prices, whichever is the most advantageous;*
- *(c) firearms are not sold or donated to any person or institution within or outside the Republic unless approved by the National Conventional Arms Control Committee;*
- *(d) immovable property is let at market related rates except when the public interest or the plight of the poor demands otherwise;*
- *(e) all fees, charges, rates, tariffs, scales of fees or other charges relating to the letting of immovable property are reviewed annually;*
- *(f) where assets are traded in for other assets, the highest possible trade-in price is negotiated; and*
- (g) *in the case of the free disposal of computer equipment, the provincial department of education is first approached to indicate within 30 days whether any of the local schools are interested in the equipment.*"

Should the Municipal Council confirms that erven 213, 214 & 215, Karatara may be disposed, the property must be sold at a market value determined by a professional valuer.
All costs related to the sale of erven 213, 214 & 215, Karatara will be borne by the purchaser(s).

Section 5 of the Local Government: Municipal Finance Management Act, 2003 (Act 56 of 2003): Municipal Asset Transfer Regulations deals with the decision-making process for municipalities when alienating Municipal owned property:

"5. (1) A municipality may transfer or dispose of a non-exempted capital asset only after –

[a] the accounting officer has in terms of regulation 6 conducted a public participation process to facilitate the determinations a municipal council must make in terms of section 14(2)(a) and (b) of the Act; and

[b] the municipal council –

(i) has made the determinations required by section 14(2)(a) and (b); and

(ii) has a consequence of those determinations approved in principle that the capital asset may be transferred or disposed of.

(2) Subregulation (1)(a) must be complied with only if the capital asset proposed to be transferred or disposed of is a high value capital asset. If the combined value of any capital assets a municipality intends to transfer or dispose of in any financial year exceeds five per cent of the total value its assets, as determined from its latest available audited annual financial statements, subregulation (1)(a) must be complied with in relation to all the capital assets proposed to be transferred or disposed of during that year."

The Municipal Asset Transfer Regulations define "**high value**" as, "*in relation to a capital asset of a municipality or municipal entity, means that the fair market value of the capital asset exceeds any of the following amounts:*

(a) R50 million;

(b) One per cent of the total value of the capital assets of the municipality or municipal entity, as determined from the latest available audited annual financial statements of the municipality or entity; or

An amount determined by resolution of the council of the municipality or of the parent municipality of the municipal entity which is less than (a) or (b)."

Erven 213, 214 & 215, Karatara is only valued at R 30 000 each on the Municipal Valuation Roll and is thus not deemed a "high value" capital asset.

As per regulation 7 of the Asset Transfer Regulations the following should be taken into account:

(a) It is not fore seen that the Municipality would require erven 213, 214 & 215, Karatara for the Municipality's own use at a later date;

(b) There would be no expected losses only gains as the property should be disposed of at a price not lower than market related;

(c) The compensation of not lower than market related value to be received by the Municipality will result in a significant financial benefit to the municipality and increased rates and taxes.

(d) There would be no risks for the Municipality after erven 213, 214 & 215, Karatara is alienated as the new owner(s) will carry all the risks;

(e) The alienation of the properties would have no significant effect on the credit rating of the municipality, its ability to raise long-term or short-term borrowings in the future and its financial position and cash flow;

(f) No consequences for the Municipality in alienating of erven 213, 214 & 215, Karatara because of limitations or conditions attached to the capital asset;

(g) It is anticipated that erven 213, 214 & 215, Karatara will be alienated at a market value determined by a Registered Professional Valuer;

(h) There is no liabilities or reserve funds associated with erven 213, 214 & 215, Karatara;

(i) Not necessary to conduct public participation process as the property is not a High Value property. However, the intended alienation will be advertised for public comments and/or objections or other interested persons;

(j) Not necessary to conduct public participation process as the property is not a High Value property. No written views and recommendations needed from the National or Provincial Treasury;

(k) Not necessary to conduct public participation process as the property is not a High Value property. No interests of any affected organ of state and interests of the local community requested. However, the intended alienation will be advertised for public comments and/or objections; and

(l) The request for the application of erven 213, 214 & 215, Karatara is being tabled before the Municipal Council to comply with all relevant legislation and policies applicable to the transferring of Municipal owned capital.

The Municipality's Management of Immovable Property Policy allows for a property transaction may be approved without any competitive process having been followed, including in response to an unsolicited application, on the basis that no purposes would be served by a competitive process.

As previously indicated, the applicant is the owner of the property adjacent to the property in question.

PUBLIC PARTICIPATION PROCESS

The intended alienation of erven 213, 214 & 215, Karatara will be advertised for public comments.

FINANCIAL IMPLICATIONS

These Municipal properties must be alienated at a market related price as determined by the Registered Professional Valuer. All other cost should be covered by the applicant, as stated in the application.

RELEVANT LEGISLATION

Local Government: Municipal Finance Management Act, 2003
Local Government: Municipal Finance Management Act (56/2003): Municipal Asset Transfer Regulations
Management of Immovable Property Policy
Knysna Municipality Supply Chain Management Policy

COMMENTS FROM OTHER MUNICIPAL DEPARTMENTS

Manager: Land Use Management

GIS shows Erven 213, 214 & 215, Karatara, as being part of Rem of Erf 242, Karatara, that is zoned "Transport Zone II". The necessary land use applications will have to submitted by the applicant after acquisition of the land.

Director: Infrastructure

No objection.

RECOMMENDATION OF THE ACTING MUNICIPAL MANAGER

[a] That the report and annexure's regarding the alienation of erven 213, 214 & 215, Karatara, be noted;

[b] That the comments received from other Municipal Departments be noted;

[c] That in terms of the Knysna Municipality's Management of Immovable Property Policy, erven 213, 214 & 215, Karatara as applied for by Ms. Liezel Brazier is classified as viable property;

[d] That in terms of Section 14(6) of the Local Government: Municipal Finance Management Act, 2003, the Municipal Council confirms that erven 213, 214 & 215, Karatara, applied for is a non-exempted capital asset;

[e] That in terms of Regulation 5(2) of the Local Government: Municipal Finance Management Act, 56/2003: Municipal Asset Transfer Regulations, 2008, the Municipal Council confirms that erven 213, 214 & 215, Karatara is not a "high value" assets and that a public participation should be followed although not mandatory;

[f] That the Municipal Council approves the advertising of the intended alienation of erven 213, 214 & 215, Karatara (at the applicants cost);

[g] That the Municipal Manager should be instructed to appoint a Registered Professional Valuer to determine the fair market value of erven 213, 214 & 215, Karatara, the cost should be for the applicant (at the applicants cost); and

[h] That after the advertising period the matter must be resubmitted to the next section 80 (Corporate Service Committee).

ANNEXURES

ANNEXURE A – APPLICATION FROM MS. LIEZEL BRAZIER

ANNEXURE B – GIS MAP OF ERVEN 213, 214 & 215, KARATARA

References: 7/2/1/2

Execution: Acting Municipal Manager
Acting Director: Corporate Services

Collab No.:

File No.: 7/2/1/2

Tutuzelwa Tsese

From: Liezel Brazier <liezelb@live.co.za>
Sent: Monday, 09 March 2026 09:19
To: Knysna Municipality
Cc: Renwill Hardnick
Subject: Application to purchase Municipal land
Attachments: Application for puchase of municpal porperty.pdf

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

To whom it may concern

Kindly see attached my application to purchase municipal land.
Please confirm receipt.

Kind regards
Liezel Brazier
0847931898

Virus-free.www.avg.com

MUNISIPALITEIT / MUNICIPALITY
KNYSNA
2026 -03- 10
Action: R Hardnick
CC: Dir. Corp., C Botha
MBotta
SNeto

1

Knysna
Municipality || Munisipaliteit || uMasipala
inclusive || innovative || inspired

APPLICATION TO LEASE OR PURCHASE MUNICIPAL PROPERTY:

Name of Applicant : Liezel Brazier

Residential Address : 34 Fraser Street, Hunters Home, Knysna (rental)

Erf Number :

Telephone/Cell No : 0847931898

Email address : liezelb@live.co.za

[X] **To buy property**

[ ] **To lease property for a period of .....**

[ ] **To lease by means of encroachment**

Description of municipal owned property. Its 3 adjacent properties. Currently it is vacant plots with 2 neighbours on the one side, no neighbours in front or behing as its adjacent to the road

(Portion of Erf. Erf 215/214 and 213.....**).**

Size of property to be considered (...not sure of the exact size.....**m²).**

Zoning of Property.... Residential

Intended Use of Property..... Residential with idea of small life style farm

www.knysna.gov.za

Reason/Motivation for application:

Kindly see attached.
Annexure 1 - Motivational letter
Annexure 2 - Google map of the area showing the property
Annexure 3 - Knysna Integrated Zoning Map
Annexure 4 - Sketch Plan
Annexure 5 - Copy of ID
Annexure 6 - Proof of payment

Support/Objections/Comments of Neighbours and/or Residents Associations to the property that is being applied for *(only registered property owners may comment)*

Erf No. 216

Address. Bosbouweg 15, Karatara

Name and Signature. Léona - Léage

Contact Details. 076 487 6454

☑ Approved ☐ Disapproved

Comments

I approve of neighbours applying for the purchase of property applied for. I have no objections.

Erf No. 235

Address. Hoofstraat 16, Karatara

Name and Signature. Mercia Roberts

Contact Details. 0713631936

☑ Approved ☐ Disapproved

Comments

I don't have a problem with anyone applying for the property next to me to buye it. I approve 100%.

Yours Sincerely,

Mercia Roberts

Page | 3

The following documents must be attached to the application:

- Any additional motivation or comments
- Sketch plan that indicates the property that is being applied for.
- Copy of identity document of the applicant.
- If the applicant is a non-profit of non-governmental organization, NPO or NGO registration certificate must be attached.
- If the applicant is a registered business, the company/trust/close corporation must submit the relevant registration documents with the application and disclose the particulars of the Directors or Trustees.

Please note:

- Incomplete applications will not be considered.
- A non-refundable application fee is payable on submission; proof of payment must be attached to the application form.
- Application to lease property will be finalized between 4 - 6 months after the date on which the complete application was received subject to no objections being received.
- Applications to purchase property will be finalized between 6 - 12 months after the date on which the complete application was received subject to no objections being received.
- In the event that a person purchases property from the Municipality, he will be responsible for some or all of the following costs depending on the specific transaction, namely: Sub division costs, advertisement costs, land use costs, road closure costs, consolidation costs, surveyor costs, transfer costs, valuation costs, and connection costs to Municipal services.
- In the event that a person leases property from the Municipality, he will be responsible for the advertisement costs, valuation costs (in some cases) and monthly Municipal service costs.
- I hereby give permission and consent that my name, surname and personal information contained in this application form, may be presented to Council and made available to interested and affected parties for the purpose of this application.

TARIFFS FOR THE 2025/2026 FINANCIAL YEAR (Vote number:358550588212)

Kindly note the **non-refundable application fee** is payable on submission. An application form that is incomplete, missing supporting documentation, or lacking proof of payment of the application fee will not be processed.

	Alienation and leasing of Municipal Land		
1.	**Application Fee to lease/Purchase Municipal Property (Commercial uses)**	**per application**	**R2.000.00**
2.	**Application Fee to lease/Purchase Municipal Property (Residential uses)**	**per application**	**R1.000.00**
3.	**Application Fee to lease/Purchase Municipal Property (Social care, emerging farmers and community garden uses)**	**per application**	**R500.00**
4.	**Valuation Fee**	**per valuation**	**Cost plus 15%**
5.	**Advertising Fee**	**per advert**	**Cost plus 15%**
	Encroachment on municipal land		
6.	**Encroachment over the property boundary**	**Per annum**	**Market Related**

09/03/2026

Signature of Applicant Date:

For Official use

COLLAB NUMBER OF APPLICATION:.....

DATE ITEM SERVED BEFORE COUNCIL:.....

DATE ADVERTISEMENT WAS PLACED IN THE NEWSPAPER:.....

DATE ON WHICH THE AGREEMENT WAS SIGNED:.....

COLLAB NUMBERS OF CORRESPONDENCE WITH APPLICANT IN REGARDS TO THIS APPLICATION:.....

To whom it may concern,

My name is Liezel Brazier. I am a single parent of two children and currently employed as an Office Administrator at Knysna Montessori School. I am writing this letter as motivation to support my application to purchase municipal property in **Karatara (Erf 213, Erf 214 and Erf 215)**.

I am currently renting in Knysna, as my income does not allow me to purchase a home or property in the area. While I have managed to save a small amount, it is not sufficient to qualify for a traditional home loan. My long-term dream has always been to own my own property and create a small lifestyle farm where I can live sustainably, grow food, and provide stability for my children. After much consideration and many conversations with residents, Karatara feels like the ideal place to make this dream a reality.

Over time, I have spent time in Karatara speaking to local residents about the area and the community. I have experienced the people there as incredibly welcoming, supportive, and community-driven. Many households grow fruit and vegetables and share produce amongst one another, which is something I deeply admire and would love to be part of. My intention is to look after the property responsibly, integrate into the community, and contribute positively to the area.

I am applying for residential permission, with the understanding that development will need to take place gradually. Due to financial constraints, I would need to build the home in phases as funds become available. To strengthen this commitment, I intend to be present on the property from the outset to begin the agricultural and lifestyle elements of this project. I am willing to ensure that the land is maintained, secured, and cared for even before the permanent home is constructed. Any necessary initial shelter or temporary structures will be responsibly managed in line with municipal requirements, and I will continue to work with neighbours and the municipality throughout this process.

I understand that the Knysna Municipality's Property Management Section evaluates applications for the alienation (sale) or leasing of municipal land in accordance with its policies, including verification of ownership, extent, zoning, and future usage before any decision is made by Council. I am committed to following all required processes and providing any additional documents or plans that may be requested as part of this application.

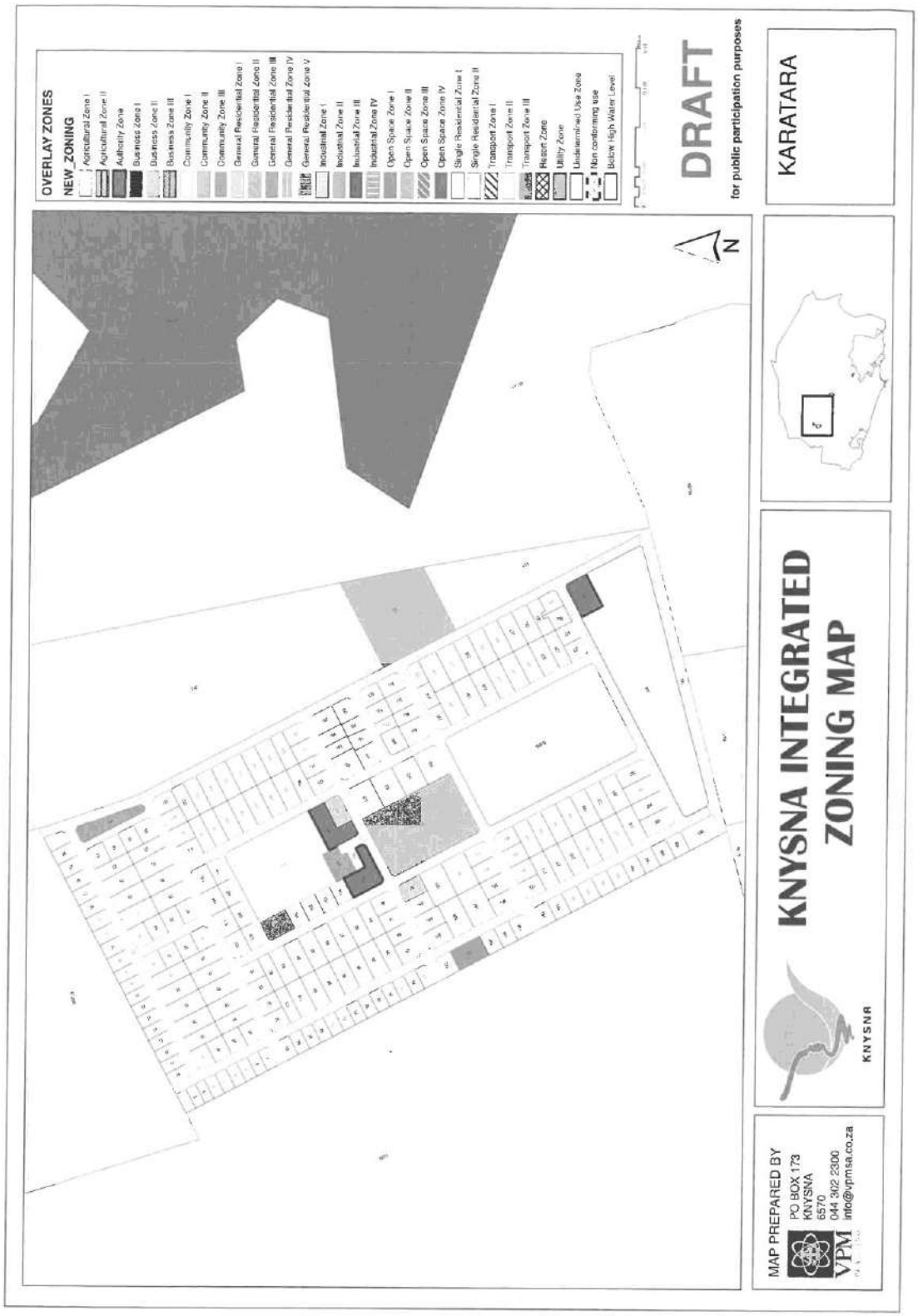
I believe that investment in property, even on a small scale, contributes positively to Karatara and the wider municipal area. Over time, responsible development brings maintenance, improvement, and potential opportunities — whether through local labour, small building projects, gardening, or sourcing services locally. My aim is not only to build a home, but to do so in a way that respects the character of Karatara and supports its sustainable growth.

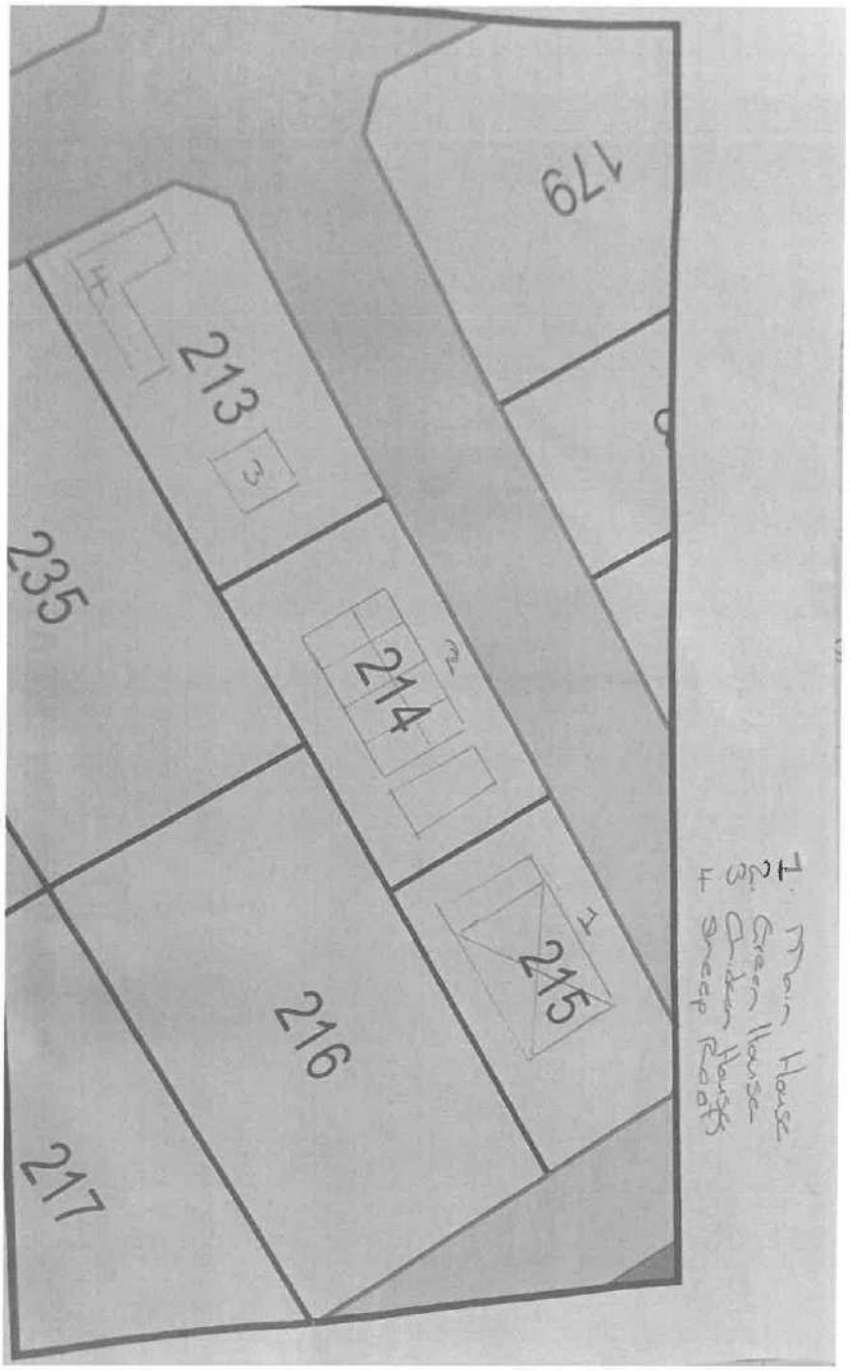
I have explored purchasing existing homes through various estate agencies, but unfortunately, even at the lower price ranges, I do not qualify for financing. Purchasing municipal land and developing it gradually is the only viable path available to me, and I am fully committed to complying with all municipal requirements and processes.

Thank you for considering my application and for taking the time to review this motivation. I sincerely hope to be given the opportunity to invest in Karatara, become an active part of the community, and create a long-term home for my family.

Yours sincerely,
Liezel Brazier


Google Maps
Google Maps
Imagery ©2026 Airbus, Maxar Technologies, Map data ©2026 AfriGIS (Pty) Ltd 20 m


OVERLAY ZONES
NEW_ZONING
Agricultural Zone I
Agricultural Zone II
Authority Zone
Business Zone I
Business Zone II
Business Zone III
Community Zone I
Community Zone II
Community Zone III
General Residential Zone I
General Residential Zone II
General Residential Zone III
General Residential Zone IV
General Residential Zone V
Industrial Zone I
Industrial Zone II
Industrial Zone III
Industrial Zone IV
Open Space Zone I
Open Space Zone II
Open Space Zone III
Open Space Zone IV
Single Residential Zone I
Single Residential Zone II
Transport Zone I
Transport Zone II
Transport Zone III
Resort Zone
Utility Zone
Undetermined Use Zone
Non conforming use
Below High Water Level
DRAFT
for public participation purposes
KARATARA
N
KNYSNA INTEGRATED ZONING MAP
KNYSNA
MAP PREPARED BY
PO BOX 173
KNYSNA
6570
044 302 2300
info@vpmsa.co.za
VPM


179
213
235
214
215
216
217
Main House
Green House
Open House
Shed Roof


REPUBLIC OF SOUTH AFRICA
NATIONAL IDENTITY CARD
Surname
BRAZIER
Names
LIEZEL
Sex
F
Nationality
RSA
Identity Number
7903190048080
Date of Birth
19 MAR 1979
Country of Birth
RSA
Status
CITIZEN
Signature


Signature
This card has been issued by the Department of Home Affairs in terms of the Identification Act, Act 68 of 1997
Date of issue
04 JUN 2022
119067490



KNYSNA Municipality uMasipala
ONLY VALID IF PRINTED BY MACHINE / SLEGS MASJIENGEDRUKTE KWITANSIES GELDIG
RECEIVED WITHOUT PREJUDICE TO RIGHTS / ONTVANG SONDER BENADELING VAN REGTE
044 302 6300
21 KNYSNA 6570
FAX 044 302 6333

KNYSNA
MUNICIPALITY

01/05/2026 12:20:48
Terminal ID: 00000SR5
Merchant ID: 000000001552454

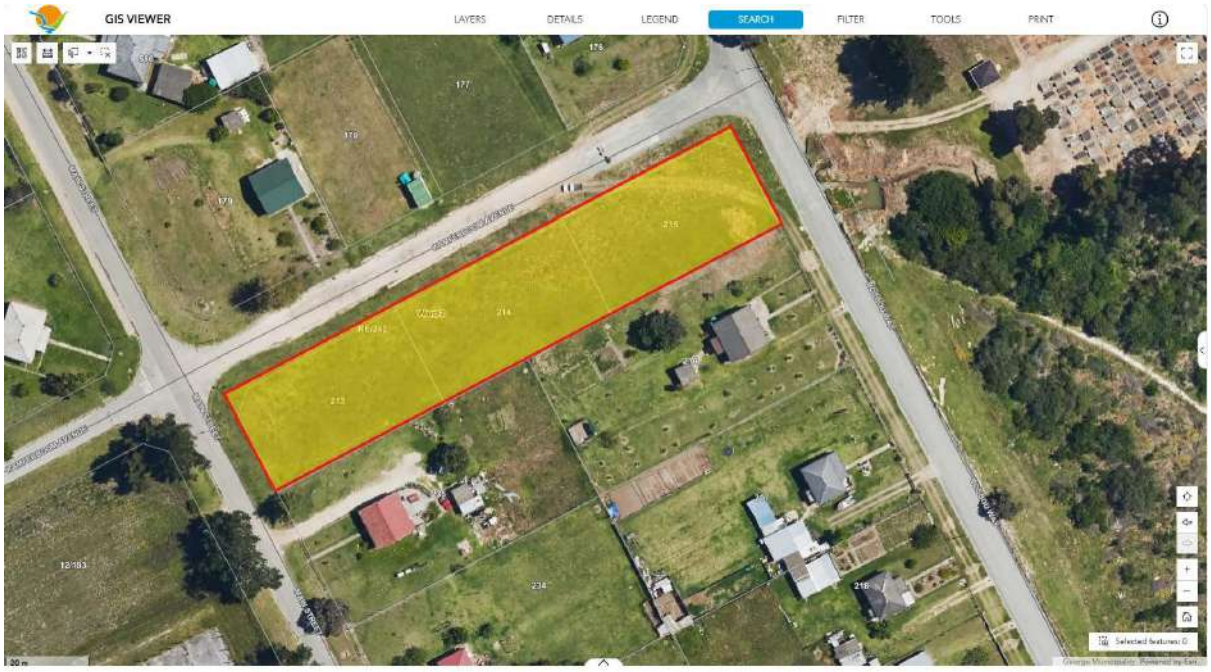
Purchase

Transaction #: 14
Card Type: Extended
Account: 528107******6u1
Description CAPI DEBIT MC
Entry: Contactless
Ref. Number: 000277932153
Trace ID: 000277932453
Global UID:
I&S10511982026030512204827177
STAN: 000046
Auth. Code: 798120

Batch #: 485
Response: 0 - Approved

Mode: Issuer
AID: A0000000041010
TVR: 0000048001
CVR:
0311A01405A7E8000000B7109891
E36FF26119677E113A5E8910190
TSI: 0000
RespCode: 00
AC: E38DB0C88EB2ED17
ATC: 01A7
APPN: Savings
Amount: R1,000.00

CUSTOMER COPY


GIS VIEWER
LAYERS
DETAILS
LEGEND
SEARCH
FILTER
TOOLS
PRINT
177
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215
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12/183

7.9

F&G09/08/26 APPLICATION TO PURCHASE ERF 7318, KNYSNA – LESEGO MOTEANE

REPORT FROM THE DIRECTOR: CORPORATE SERVICES

PURPOSE OF THE REPORT

To request the Municipal Council to consider the alienation of Erf 7318, Knysna, to Mr. Lesego Moteane, in terms of the Asset Transfer Regulations, 2008, and the Management of Immovable Property Policy.

PROPERTY DESCRIPTION:



ERF DESCRIPTION	
Erf Number	Erf 7318, Knysna
Area	Hornlee
Street Address	Dassie Street
Ward	11
Ownership	Knysna Municipality
Zoning	Open Space Zone I
Usage	Vacant
Valuation Roll	R 20 000.00
Current Income	R 0.00
Title Deed Number	T53072/1990

BACKGROUND/ DETAILS OF APPLICATION

The Properties Department received an application to purchase Erf 7318, Knysna (See attached application marked as **Annexure A**).

The applicant followed up on the application as the application wasn't consider due to the moratorium, that was subsequently lifted (See attached e-mail marked as **Annexure B**).

The property in question, Erf 7318, Knysna is situated in Dassie Street in Hornlee (see attached GIS Map marked as **Annexure C**). The property is registered in the name of the Municipality.

The applicant have stated that he want to own his own residence but does not want to illegally invade the land and decided to apply for Erf 7318, Knysna.

CURRENT ZONING

Erf 7318, Knysna is currently zoned as 'Open Space Zone I' as per the Knysna Municipality zoning scheme by-law (2020).

CURRENT USAGE OF PROPERTY (VIABLE OR NON VIABLE MUNICIPAL LAND)

The subject property is currently vacant and is classified as viable municipal property. In terms of the Knysna Management of Immovable Property Policy viable property is defined as: "*Property that can be developed and function as a separate entity capable of registration by the Registrar of Deeds*."

CURRENT VALUE OF THE PROPERTY AS PER GENERAL VALUATION ROLL

The subject property is currently valued at R 20 000 on the General Valuation Roll of 2023 – 2028.

INTENDED FUTURE USAGE OF PROPERTY

The Municipality has no future intended use of the property other than the current use.

LEGISLATIVE FRAMEWORK

Section 14 of the Local Government: Municipal Finance Management Act, 2003 (Act 56 of 2003) deals with disposal of capital assets of municipalities and reads as follows:

"14. Disposal of capital assets:

(6) A municipality may not transfer ownership as a result of a sale or other transaction or otherwise permanently dispose of a capital asset needed to provide the minimum level of basic municipal services.

(7) A municipality may transfer or otherwise dispose of a capital asset other than one contemplated in subsection (1), but only after the municipal council, in a meeting open to the public –

(c) has decided on reasonable grounds that the asset is not needed to provide the minimum level of basic municipal services; and

(d) has considered the fair market value of the asset and the economic and community value to be received in exchange for the asset.

(8) A decision by a municipal council that a specific capital asset is not needed to provide the minimum level of basic municipal services, may not be reversed by the municipality after that asset has been sold, transferred or otherwise disposed of.

(9) A municipal council may delegate to the accounting officer of the municipality its power to make the determinations referred to in subsection 2(a) and (b) in respect of movable capital assets below a value determined by the council.

(10) Any transfer of ownership of a capital asset in terms of subsection (2) or (4) must be fair, equitable, transparent, competitive and consistent with the supply chain management policy which the municipality must have and maintain in terms of section 111…"

Our Infrastructure Services would need to confirm whether Erf 7318, Knysna, is deemed not needed to provide the minimum level of basic services. There is no municipal services shown on the municipal GIS.

The application to purchase Erf 7318, Knysna is being brought before the Municipal Council to determine the process to dispose of the property in question and to make sure the process is consistent with the Supply Chain Management Policy of the Municipality.

The Knysna Municipality Supply Chain Management Policy states the following with regards to "Disposal Management";

"***39. Disposal management***

(4) The criteria for the disposal or letting of assets, including unserviceable, redundant or obsolete assets will be subject to Sections 14 of the Act, and asset transfer regulations;

(5) Assets may be disposed of by –

(v) transferring the asset to another organ of state in terms of a provision of the Act enabling the transfer of assets;

(vi) transferring the asset to another organ of state at market related value or, when appropriate, free of charge;

(vii) selling the asset; or

(viii) destroying the asset

(6) The Accounting Officer must ensure that –

(h) immovable property is sold only at market related prices except when the public interest or the plight of the poor demands otherwise;

(i) movable assets are sold either by way of written price quotations, a competitive bidding process, auction or at market related prices, whichever is the most advantageous;

(j) firearms are not sold or donated to any person or institution within or outside the Republic unless approved by the National Conventional Arms Control Committee;

(k) immovable property is let at market related rates except when the public interest or the plight of the poor demands otherwise;

(l) all fees, charges, rates, tariffs, scales of fees or other charges relating to the letting of immovable property are reviewed annually;

(m) where assets are traded in for other assets, the highest possible trade-in price is negotiated; and

(n) *in the case of the free disposal of computer equipment, the provincial department of education is first approached to indicate within 30 days whether any of the local schools are interested in the equipment.*"

Should the Municipal Council confirms that Erf 7318, Knysna may be disposed, the property must be sold at a market value determined by a professional valuer.
All costs related to the sale of Erf 7318, Knysna will be borne by the purchaser.

Section 5 of the Local Government: Municipal Finance Management Act, 2003 (Act 56 of 2003): Municipal Asset Transfer Regulations deals with the decision-making process for municipalities when alienating Municipal owned property:

"5. (1) A municipality may transfer or dispose of a non-exempted capital asset only after –

[c] the accounting officer has in terms of regulation 6 conducted a public participation process to facilitate the determinations a municipal council must make in terms of section 14(2)(a) and (b) of the Act; and

[d] the municipal council –

(i) has made the determinations required by section 14(2)(a) and (b); and

(ii) has a consequence of those determinations approved in principle that the capital asset may be transferred or disposed of.

(2) Subregulation (1)(a) must be complied with only if the capital asset proposed to be transferred or disposed of is a high value capital asset. If the combined value of any capital assets a municipality intends to transfer or dispose of in any financial year exceeds five per cent of the total value its assets, as determined from its latest available audited annual financial statements, subregulation (1)(a) must be complied with in relation to all the capital assets proposed to be transferred or disposed of during that year."

The Municipal Asset Transfer Regulations define "**high value**" as, "*in relation to a capital asset of a municipality or municipal entity, means that the fair market value of the capital asset exceeds any of the following amounts:*

(c) R50 million;

(d) One per cent of the total value of the capital assets of the municipality or municipal entity, as determined from the latest available audited annual financial statements of the municipality or entity; or

An amount determined by resolution of the council of the municipality or of the parent municipality of the municipal entity which is less than (a) or (b)."

Erf 7318, Knysna is only valued at R 20 000 on the Municipal Valuation Roll and is thus not deemed a "high value" capital asset.

As per regulation 7 of the Asset Transfer Regulations the following should be taken into account:

(m) It is not fore seen that the Municipality would require Erf 7318, Knysna for the Municipality's own use at a later date;

(n) There would be no expected losses only gains as the property should be disposed of at a price not lower than market related;

(o) The compensation of not lower than market related value to be received by the Municipality will result in a significant financial benefit to the municipality and increased rates and taxes.

(p) There would be no risks for the Municipality after Erf 7318, Knysna is alienated as the new owner will carry all the risks;

(q) The alienation of the property would have no significant effect on the credit rating of the municipality, its ability to raise long-term or short-term borrowings in the future and its financial position and cash flow;

(r) No consequences for the Municipality in alienating of Erf 7318, Knysna because of limitations or conditions attached to the capital asset;

(s) It is anticipated that Erf 7318, Knysna will be alienated at a market value determined by a Registered Professional Valuer;

(t) There is no liabilities or reserve funds associated with Erf 7318, Knysna;

(u) Not necessary to conduct public participation process as the property is not a High Value property. However, the intended alienation will be advertised for public comments and/or objections or other interested persons;

(v) Not necessary to conduct public participation process as the property is not a High Value property. No written views and recommendations needed from the National or Provincial Treasury;

(w) Not necessary to conduct public participation process as the property is not a High Value property. No interests of any affected organ of state and interests of the local community requested. However, the intended alienation will be advertised for public comments and/or objections; and

(x) The request for the application of Erf 7318, Knysna is being tabled before the Municipal Council to comply with all relevant legislation and policies applicable to the transferring of Municipal owned capital.

PUBLIC PARTICIPATION PROCESS

The intended alienation of Erf 7318, Knysna will be advertised for public comments.

FINANCIAL IMPLICATIONS

This Municipal property must be alienated at a market related price as determined by the Registered Professional Valuer. All other cost should be covered by the applicant, as stated in the application.

RELEVANT LEGISLATION

Local Government: Municipal Finance Management Act, 2003
Local Government: Municipal Finance Management Act (56/2003): Municipal Asset Transfer Regulations
Management of Immovable Property Policy
Knysna Municipality Supply Chain Management Policy

COMMENTS FROM OTHER MUNICIPAL DEPARTMENTS

Manager: Land Use Management

Erf 7318, Knysna, is indeed zoned “Open Space Zone I” in terms of the Knysna Zoning Scheme By-law. The applicant will have to lodge the required land use applications after the acquisition of the land.

Director: Infrastructure Services

Not supported. Erf 7318, Knysna is a storm water servitude with a open channel as well as a 150 sewer pipeline.

RECOMMENDATION OF THE ACTING MUNICIPAL MANAGER

[a] That the report and annexure’s regarding the alienation of Erf 7318, Knysna, be noted;

[b] That in terms of Section 14 of the Local Government: Municipal Finance Management Act, 2003 (Act 56 of 2003) states that a municipality may not transfer ownership as a result of a sale or other transaction or otherwise permanently dispose of a capital asset needed to provide the minimum level of basic municipal services;

[c] That the comments received from other Municipal Departments be noted, particularly those of the Director: Infrastructure Services; and

[d] That the application to purchase Erf 7318, Knysna, be not approved.

ANNEXURES

ANNEXURE A – APPLICATION FROM MR. LESEGO MOTEANE

ANNEXURE B – FOLLOW UP AFTER MORATORIUM

ANNEXURE C – GIS MAP OF THE PORTION OF ERF 10479, KNYSNA

References: 7/2/1/2

Execution: Municipal Manager
Director: Corporate Services

Colab No.:

File No.: 7/2/1/2/5

KNYSNA
Municipality Munisipaliteit uMasipala

APPLICATION TO LEASE OR PURCHASE MUNICIPAL PROPERTY:

Name of Applicant :

Residential Address :1064 FREDERICK STR.
HORNLEE
KNYSNA

Erf Number :

Telephone/Cell No :0713757792.

Email address :MODGBOSS@YMAIL.COM.

[X] To buy property

[ ] To lease property for a period of .....

[ ] To lease by means of encroachment

Description of municipal owned property.VACANT PIECE OF LAND. ERF 7318 KNYSNA

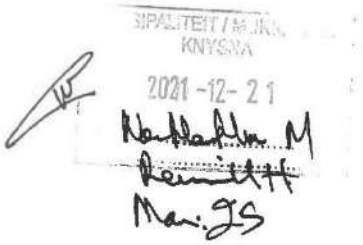
(Portion of Erf.....).

Size of property to be considered (.....1525.....m²).

Zoning of Property.....RESIDENTIAL.....

Intended Use of Property.RESIDENCE(FAMILY HOUSE ONLY)

1


SIPALITEIT / MUNI
KNYSNA
2021 -12- 21

Reason/Motivation for application:

NEED OWN RESIDENCE AND INDEPENDENCE FROM MY PARENTS. I ALSO REACHED MATURITY FOR MARITAL STATUS WITH A PEACE OF MIND AND SETTLED ONE IS LOOKING FORWARD FOR INCURING POSITIVE CONSTRIBUTION TO THE COMMUNITY AT LARGE

I ALSO HAVE CHOSEN TO BUY LAND RATHER THAN TAKE IT. I WAS BORN IN HORNLEE AND I WISH TO OWN MY OWN PIECE OF LAND.

2

Support/Objections/Comments of Neighbours and/or Residents Associations to the property that is being applied for *(only registered property owners may comment)*

Erf No. 7335

Address. 1283 Dassie Str Hamlee Knysna

Name and Signature ELSANIE JANTJES

Contact Details. 0795761734

[✓] Approved [ ] Disapproved

Comments

I as a neighbour is satisfied with Lesego Lot MOTEANE purchase property.

Erf No. 7319

Address. 1299 Taleesie str. Hamlee knysna

Name and Signature Aubrey Johannes Tait

Contact Details. 078 116 8880

[✓] Approved [ ] Disapproved

Comments

Ek gee Toestemming laat tee Lesego die plot koop om 'n huis te bou.

3

The following documents must be attached to the application:

- Any additional motivation or comments
- Sketch plan that indicates the property that is being applied for.
- Copy of identity document of the applicant.
- If the applicant is a non-profit of non-governmental organization, NPO or NGO registration certificate must be attached.
- If the applicant is a registered business, the company/trust/close corporation must submit the relevant registration documents with the application and disclose the particulars of the Directors or Trustees.

Please note:

- Incomplete applications will not be considered.
- Application to lease property will be finalized between 4 - 6 months after the date on which the complete application was received subject to no objections being received.
- Applications to purchase property will be finalized between 6 - 12 months after the date on which the complete application was received subject to no objections being received.
- In the event that a person purchases property from the Municipality, he will be responsible for some or all of the following costs depending on the specific transaction, namely: Sub division costs, advertisement costs, land use costs, road closure costs, consolidation costs, surveyor costs, transfer costs, valuation costs, and connection costs to Municipal services.
- In the event that a person leases property from the Municipality, he will be responsible for the advertisement costs, valuation costs (in some cases) and monthly Municipal service costs.
- I hereby give permission and consent that my name, surname and personal information contained in this application form, may be presented to Council and made available to interested and affected parties for the purpose of this application.



Signature of Applicant
Date: 07/12/21

4

For Official use

COLLAB NUMBER OF APPLICATION:.....

DATE ITEM SERVED BEFORE COUNCIL:.....

DATE ADVERTISEMENT WAS PLACED IN THE NEWSPAPER:.....

DATE ON WHICH THE AGREEMENT WAS SIGNED:.....

COLLAB NUMBERS OF CORRESPONDENCE WITH APPLICANT IN REGARDS TO THIS APPLICATION:.....

.....

OTHER COMMENTS:

.....

.....

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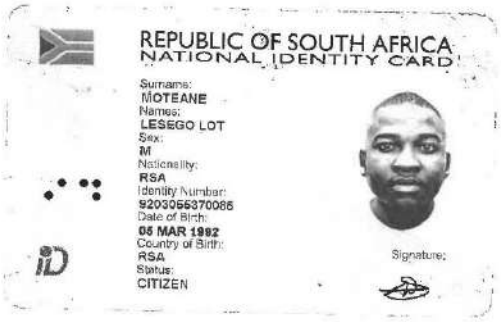
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5



REPUBLIC OF SOUTH AFRICA
NATIONAL IDENTITY CARD

Surname:
MOTEANE
Names:
LESEGO LOT
Sex:
M
Nationality:
RSA
Identity Number:
9203055370086
Date of Birth:
05 MAR 1992
Country of Birth:
RSA
Status:
CITIZEN

Signature:



Conditions:
This card has been issued by the Department of Home Affairs in terms of the Identification Act, Act 68 of 1997
If found please return to the Department of Home Affairs
For enquiry or verification purposes contact 0800 60 11 90

Date of Issue:
22 JUN 2016

RSA

002583351


Knysna Municipality GIS Viewer
Search Address, SG Code, Erf
DE SEVENHOEK STREET
OAKLEAF AVENUE
VALDESIE STREET
DASSIE STREET
LAWSON STREET
esri

Colab No.:

Tutuzelwa Tsese

File No.: 7/2/1/2

From: Lesego Moteane <Lesego.Moteane@ppc.co.za>
Sent: Tuesday, 07 October 2025 8:59 AM
To: Knysna Municipality
Cc: Sibongile Nelo; Renwill Hardnick
Subject: ERF-1023332

Dear administration

Please note that I am enquiring on the finalisation of the request to purchase this ERF 1023332 from the municipality. I have also shared the collab reference number about in the subject line. Too my latest understanding the property is valued at R20600 and I am willing to purchase that land for that price. If the price could be reduced that would also be appreciated as there are no augmented services in place on this land and that I am also willing to install at my own expense. Hope to hear from you soon.

Kind Regards
Lesego Moteane

Get Outlook for iOS

Lesego Moteane
Sales Consultant
PPC Cement SA (Pty) Ltd
George
T: +27448712153 C: +27713757792
Email: Lesego.Moteane@ppc.co.za
www.ppc.africa



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MUNISIPALITEIT
2025 -10- 17
Action: R. Hardnick
Dir Corp / N Botha
SNelo
VKlein

1


GIS VIEWER
LAYERS
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SEARCH
FILTER
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7.10

F&G10/08/26 APPLICATION TO PURCHASE A PORTION OF ERF 10479, KNYSNA – NOMTHANDAZA MHLUZANA

REPORT FROM THE DIRECTOR: CORPORATE SERVICES

PURPOSE OF THE REPORT

To request the Municipal Council to consider the alienation of a portion of Erf 10479, Knysna, to Me. Nomthandaza Mhluzana, in terms of the Asset Transfer Regulations, 2008, and the Management of Immovable Property Policy.

PROPERTY DESCRIPTION:



ERF DESCRIPTION	
Erf Number	Portion of RE/214, Knysna
Area	Knysna
Street Address	Sisulu Street
Ward	4
Ownership	Knysna Municipality
Zoning	Undetermined Use Zone I
Usage	Illegal building
Valuation Roll	Not on the Valuation Roll
Current Income	R 0.00
Title Deed Number	T113/1890

BACKGROUND/ DETAILS OF APPLICATION

The Properties Department received an application to purchase a portion of Erf 10479, Knysna (See attached application marked as **Annexure A**).

The property in question, a portion of Erf 10479, Knysna is situated in Tubatsi Street in Joodsekamp (see attached GIS Map marked as **Annexure B**). The property is registered in the name of the Municipality.

The property, Erf 10479, Knysna is encroached upon by the adjacent neighbours, including the applicant.

All encroachments should first be dealt with before alienation of the property in question can take place.

CURRENT ZONING

Erf 10479, Knysna is currently zoned as ‘Transport Zone II’ as per the Knysna Municipality zoning scheme by-law (2020).

CURRENT USAGE OF PROPERTY (VIABLE OR NON VIABLE MUNICIPAL LAND)

The subject property is currently used by the applicant and is classified as viable municipal property. In terms of the Knysna Management of Immovable Property Policy viable property is defined as: "*Property that can be developed and function as a separate entity capable of registration by the Registrar of Deeds*."

CURRENT VALUE OF THE PROPERTY AS PER GENERAL VALUATION ROLL

The subject property is currently valued at R 108 000 on the General Valuation Roll of 2023 – 2028.

INTENDED FUTURE USAGE OF PROPERTY

The Municipality has no future intended use of the property other than the current use.

LEGISLATIVE FRAMEWORK

Section 14 of the Local Government: Municipal Finance Management Act, 2003 (Act 56 of 2003) deals with disposal of capital assets of municipalities and reads as follows:

"14. Disposal of capital assets:

(11) A municipality may not transfer ownership as a result of a sale or other transaction or otherwise permanently dispose of a capital asset needed to provide the minimum level of basic municipal services.

(12) A municipality may transfer or otherwise dispose of a capital asset other than one contemplated in subsection (1), but only after the municipal council, in a meeting open to the public –

(e) has decided on reasonable grounds that the asset is not needed to provide the minimum level of basic municipal services; and

(f) has considered the fair market value of the asset and the economic and community value to be received in exchange for the asset.

(13) A decision by a municipal council that a specific capital asset is not needed to provide the minimum level of basic municipal services, may not be reversed by the municipality after that asset has been sold, transferred or otherwise disposed of.

(14) A municipal council may delegate to the accounting officer of the municipality its power to make the determinations referred to in subsection 2(a) and (b) in respect of movable capital assets below a value determined by the council.

(15) Any transfer of ownership of a capital asset in terms of subsection (2) or (4) must be fair, equitable, transparent, competitive and consistent with the supply chain management policy which the municipality must have and maintain in terms of section 111…"

Our Infrastructure Services would need to confirm whether the portion of Erf 10479, Knysna, is deemed not needed to provide the minimum level of basic services. It should be noted that the property is already being used by the applicant. There is no municipal services shown on the municipal GIS.

The application to purchase a portion of Erf 10479, Knysna is being brought before the Municipal Council to determine the process to dispose of the property in question and to make sure the process is consistent with the Supply Chain Management Policy of the Municipality.

The Knysna Municipality Supply Chain Management Policy states the following with regards to "Disposal Management";

"***39. Disposal management***

(7) The criteria for the disposal or letting of assets, including unserviceable, redundant or obsolete assets will be subject to Sections 14 of the Act, and asset transfer regulations;

(8) Assets may be disposed of by –

(ix) transferring the asset to another organ of state in terms of a provision of the Act enabling the transfer of assets;

(x) transferring the asset to another organ of state at market related value or, when appropriate, free of charge;

(xi) selling the asset; or

(xii) destroying the asset

(9) The Accounting Officer must ensure that –

(o) immovable property is sold only at market related prices except when the public interest or the plight of the poor demands otherwise;

(p) movable assets are sold either by way of written price quotations, a competitive bidding process, auction or at market related prices, whichever is the most advantageous;

(q) firearms are not sold or donated to any person or institution within or outside the Republic unless approved by the National Conventional Arms Control Committee;

(r) immovable property is let at market related rates except when the public interest or the plight of the poor demands otherwise;

(s) all fees, charges, rates, tariffs, scales of fees or other charges relating to the letting of immovable property are reviewed annually;

(t) where assets are traded in for other assets, the highest possible trade-in price is negotiated; and

(u) *in the case of the free disposal of computer equipment, the provincial department of education is first approached to indicate within 30 days whether any of the local schools are interested in the equipment.*"

Should the Municipal Council confirms that the portion of Erf 10479, Knysna may be disposed, the property must be sold at a market value determined by a professional valuer.
All costs related to the sale of the portion of Erf 10479, Knysna will be borne by the purchaser.

Section 5 of the Local Government: Municipal Finance Management Act, 2003 (Act 56 of 2003): Municipal Asset Transfer Regulations deals with the decision-making process for municipalities when alienating Municipal owned property:

"5. (1) A municipality may transfer or dispose of a non-exempted capital asset only after –

[e] the accounting officer has in terms of regulation 6 conducted a public participation process to facilitate the determinations a municipal council must make in terms of section 14(2)(a) and (b) of the Act; and

[f] the municipal council –

(i) has made the determinations required by section 14(2)(a) and (b); and

(ii) has a consequence of those determinations approved in principle that the capital asset may be transferred or disposed of.

(2) Subregulation (1)(a) must be complied with only if the capital asset proposed to be transferred or disposed of is a high value capital asset. If the combined value of any capital assets a municipality intends to transfer or dispose of in any financial year exceeds five per cent of the total value its assets, as determined from its latest available audited annual financial statements, subregulation (1)(a) must be complied with in relation to all the capital assets proposed to be transferred or disposed of during that year."

The Municipal Asset Transfer Regulations define "**high value**" as, "*in relation to a capital asset of a municipality or municipal entity, means that the fair market value of the capital asset exceeds any of the following amounts:*
(e) R50 million;
(f) One per cent of the total value of the capital assets of the municipality or municipal entity, as determined from the latest available audited annual financial statements of the municipality or entity; or
An amount determined by resolution of the council of the municipality or of the parent municipality of the municipal entity which is less than (a) or (b)."

Erf 10479, Knysna is only valued at R 108 000 on the Municipal Valuation Roll and is thus not deemed a "high value" capital asset.

As per regulation 7 of the Asset Transfer Regulations the following should be taken into account:

(y) It is not fore seen that the Municipality would require the portion of Erf 10479, Knysna for the Municipality's own use at a later date;

(z) There would be no expected losses only gains as the property should be disposed of at a price not lower than market related;

(aa) The compensation of not lower than market related value to be received by the Municipality will result in a significant financial benefit to the municipality and increased rates and taxes.

(bb) There would be no risks for the Municipality after the portion of Erf 10479, Knysna is alienated as the new owner will carry all the risks;

(cc) The alienation of the property would have no significant effect on the credit rating of the municipality, its ability to raise long-term or short-term borrowings in the future and its financial position and cash flow;

(dd) No consequences for the Municipality in alienating of a portion of Erf 10479, Knysna because of limitations or conditions attached to the capital asset;

(ee) It is anticipated that the portion of Erf 10479, Knysna will be alienated at a market value determined by a Registered Professional Valuer;

(ff) There is no liabilities or reserve funds associated with the portion of Erf 10479, Knysna;

(gg) Not necessary to conduct public participation process as the property is not a High Value property. However, the intended alienation will be advertised for public comments and/or objections or other interested persons;

(hh) Not necessary to conduct public participation process as the property is not a High Value property. No written views and recommendations needed from the National or Provincial Treasury;

(ii) Not necessary to conduct public participation process as the property is not a High Value property. No interests of any affected organ of state and interests of the local community requested. However, the intended alienation will be advertised for public comments and/or objections; and

(jj) The request for the application of a portion of Erf 10479, Knysna is being tabled before the Municipal Council to comply with all relevant legislation and policies applicable to the transferring of Municipal owned capital.

The Municipality's Management of Immovable Property Policy allows for a property transaction may be approved without any competitive process having been followed, including in response to an unsolicited application, on the basis that no purposes would be served by a competitive process.

As previously indicated, the applicant is the owner of the property adjacent to the property in question.

PUBLIC PARTICIPATION PROCESS

The intended alienation of the portion of Erf 10479, Knysna will be advertised for public comments.

FINANCIAL IMPLICATIONS

This Municipal property must be alienated at a market related price as determined by the Registered Professional Valuer. All other cost should be covered by the applicant, as stated in the application.

RELEVANT LEGISLATION

Local Government: Municipal Finance Management Act, 2003
Local Government: Municipal Finance Management Act (56/2003): Municipal Asset Transfer Regulations
Management of Immovable Property Policy
Knysna Municipality Supply Chain Management Policy

COMMENTS FROM OTHER MUNICIPAL DEPARTMENTS

Manager: Land Use Management

Erf 1079, Knysna is zoned "Transport Zone II" and will require inter alia road closure, subdivision/consolidation and rezoning applications after the municipal land has been acquired by the applicant.

Director: Infrastructure

No objection

RECOMMENDATION OF THE ACTING MUNICIPAL MANAGER

[a] That the report and annexure's regarding the alienation of a portion of Erf 10479, Knysna, be noted;

[b] That in terms of the Knysna Municipality's Management of Immovable Property Policy, the portion of Erf 10479, Knysna as applied for by Me. Nomthandaza Mhluzana is classified as viable property;

[c] That in terms of Section 14(6) of the Local Government: Municipal Finance Management Act, 2003, the Municipal Council confirms that the portion of Erf 10479, Knysna, applied for is a non-exempted capital asset;

[d] That in terms of Regulation 5(2) of the Local Government: Municipal Finance Management Act, 56/2003: Municipal Asset Transfer Regulations, 2008, the Municipal Council confirms that Erf 10479, Knysna is not a "high value" asset and that a public participation should be followed although not mandatory;

[e] That the Municipal Council approves the advertising of the intended alienation of a portion of Erf 10479, Knysna (at the applicants cost);

[f] That the Municipal Manager should be instructed to appoint a Registered Professional Valuer to determine the fair market value of the portion of Erf 10479, Knysna, the cost should be for the applicant (at the applicants cost)

[g] That the allocation of Erf 10479, Knysna be investigated to determine if property was properly allocated to a Church; and

[h] That after the advertising period the matter must be resubmitted to the next section 80 (Corporate Service Committee).

ANNEXURES

ANNEXURE A – APPLICATION FROM ME. NOMTHANDAZA MHLUZANA

ANNEXURE B – GIS MAP OF THE PORTION OF ERF 10479, KNYSNA

References: 7/2/1/2

Execution: Municipal Manager
Director: Corporate Services

Colab No.:

File No.: 7/2/1/2

Knysna
Municipality || Munisipaliteit || uMasipala
inclusive || innovative || inspired

APPLICATION TO LEASE OR PURCHASE MUNICIPAL PROPERTY:

Name of Applicant : Nonthandazo Mhlwana

Residential Address : 8 Tubetsi Street Jacobskamp
Knysna
6570

Erf Number : 10484

Telephone/Cell No : 0732088701

Email address : tmhlwana@yahoo.com

[✓] To buy property

[ ] To lease property for a period of .....

[ ] To lease by means of encroachment

Description of municipal owned property: Open Land behind My Property. Cewena Street

(Portion of Erf: 10479 Knysna.

Size of property to be considered (: 94 m²).

Zoning of Property: TRANSPORT ZONE

Intended Use of Property: Residential Properties.

MUNISIPALITEIT / MUNICIPALITY
KNYSNA
2026 -03- 19
Action: R Hardnick
CC: Dir Corp J Lakay
M Botha
SNelo

www.knysna.gov.za

Support/Objections/Comments of Neighbours and/or Residents Associations to the property that is being applied for *(only registered property owners may comment)*

Erf No. 10479

Address. 12 Celwang Street

Name and Signature.....

Contact Details. 0832577100

[✓] Approved [ ] Disapproved

Comments

.....

.....

.....

.....

Erf No. 10485

Address. 10 Tubatsi Toolsekan

Name and Signature. Ndanzi Ndebbonga

Contact Details. 071 574 7229

[✓] Approved [ ] Disapproved

Comments

I do not have a problem of here buying the land. She has been occupying it for years now.

.....

.....

Page | 3

Reason/Motivation for application:

I have been using the land for the past 20 years. My intensions with the peace of land is to harvest, I also utilize the space for hanging clean clothes

I am a person who believes in ancestors. Therefore I perform their duties in that piece of land.

This piece of land is very important and valuable to My family. I will be glad if My application could be highly considered.

Thank you.

I have been waiting for church congregation to respond till now, but I met with the elder of the church he agreed on occupying and. Will work will what they occupied..

TARIFFS FOR THE 2025/2026 FINANCIAL YEAR (Vote number:358550588212)

Kindly note the **non-refundable application fee** is payable on submission. An application form that is incomplete, missing supporting documentation, or lacking proof of payment of the application fee will not be processed.

	Alienation and leasing of Municipal Land		
1.	**Application Fee to lease/Purchase Municipal Property (Commercial uses)**	**per application**	**R2.000.00**
2.	**Application Fee to lease/Purchase Municipal Property (Residential uses)**	**per application**	**R1.000.00**
3.	**Application Fee to lease/Purchase Municipal Property (Social care, emerging farmers and community garden uses)**	**per application**	**R500.00**
4.	**Valuation Fee**	**per valuation**	**Cost plus 15%**
5.	**Advertising Fee**	**per advert**	**Cost plus 15%**
	Encroachment on municipal land		
6.	**Encroachment over the property boundary**	**Per annum**	**Market Related**

Signature of Applicant Date:

For Official use

COLLAB NUMBER OF APPLICATION: .....

DATE ITEM SERVED BEFORE COUNCIL.....

DATE ADVERTISEMENT WAS PLACED IN THE NEWSPAPER.....

DATE ON WHICH THE AGREEMENT WAS SIGNED:.....

COLLAB NUMBERS OF CORRESPONDENCE WITH APPLICANT IN REGARDS TO THIS APPLICATION:.....

KNYSNA Municipality Municipaliteit uMasipala
ONLY VALID IF PRINTED BY MACHINE / SLEGS MASJIENGEDRUKTE KWITANSIES GELDIG
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☎ 044 302 6300
✉ 21 KNYSNA 6570
FAX 044 302 6333

VAT INVOICE/RECEIPT
RECEIPT: 004092 DATE: 17/03/2026 PIC NO:013 TIME: 13:24
KNYSNA MUNICIPALITY VAT REG: 4360193876
* DUPLICATE *
CST:9/242-13-15 Application Fees zy 65.21 500.00 *

CREDIT CARD
APP FEE LEASE/PURCHASE
8 TUBATSI STREET

TOTAL:	500.00	
VAT:	65.21	*
TENDERED:	500.00	
CHANGE:	0.00	

KNYSNA Municipality Municipaliteit uMasipala
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RECEIVED WITHOUT PREJUDICE TO RIGHTS / ONTVANG SONDER BENADELING VAN REGTE
☎ 044 302 6300
✉ 21 KNYSNA 6570
FAX 044 302 6333

VAT INVOICE/RECEIPT
RECEIPT: 004092 DATE: 17/03/2026 PIC NO:013 TIME: 13:24
KNYSNA MUNICIPALITY VAT REG: 4360193876

CST:9/242-13-15 Application Fees zy 65.21 500.00 *

CREDIT CARD
APP FEE LEASE/PURCHASE
8 TUBATSI STREET

TOTAL:	500.00	
VAT:	65.21	*
TENDERED:	500.00	
CHANGE:	0.00	

KNYSNA
MUNICIPALITY

03/17/2026 15:01:09
Terminal ID: 00000585
Merchant ID: 000000004552253

Purchase

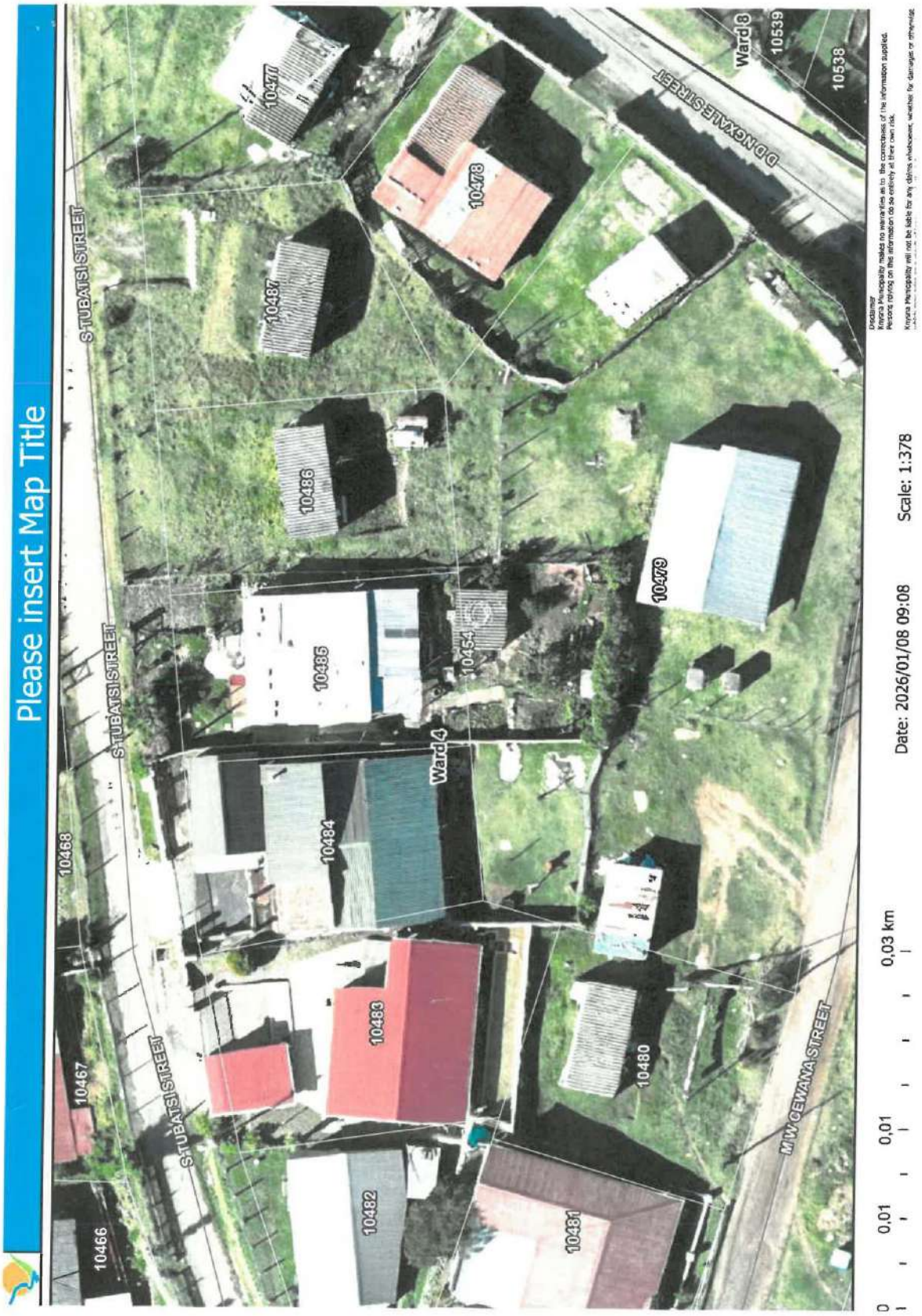
Transaction #: 12
Card Type: Extended
Account: 528497******A2
Description: CAPI DEBIT MC
Entry: Chip
Ref. Number: 000301783637
Trace ID: 000301783637
Global UID: 1351051798202603172150109633G
STAN: 000234
Auth. Code: 921780

Batch #: 489
Response: 0 - Approved

Mode: Issuer
AID: A0000000041010
TVR: 0000008000
CVR:
011167720502000003C126804F5AC
3BA8600102O6
TSI: E800
RespCode: 00
AC: 04766ZBCB1712AEC
ATC: 0206
APPN: Savings

Amount: R500.00

CUSTOMER COPY


Please insert Map Title
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S.TUBATSI STREET
M.W.GEWANA STREET
D.D.NKXALE STREET
Ward 4
Ward 8
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10467
10468
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10485
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10480
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10539
Date: 2026/01/08 09:08
Scale: 1:378
0 0,01 0,01 0,03 km
Disclaimer
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Persons relying on the information do so entirely at their own risk.
Knysna Municipality will not be liable for any claims whatsoever, whether for damages or otherwise.


REPUBLIC OF SOUTH AFRICA
NATIONAL IDENTITY CARD
MHLUZANA
LILIAAN NOBUTHANDAZA
F
RSA
7203240744088
24 MAR 1972
RSA
CITIZEN


10 SEP 2018
This card has been issued by the Department of Home Affairs in terms of the Identification Act, Act 68 of 1997
108629074


GIS VIEWER
LAYERS
DETAILS
LEGEND
SEARCH
FILTER
TOOLS
PRINT
CONCORDIA ROAD
RE/214
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10516
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7.11

F&G11/08/26 APPLICATION TO PURCHASE A PORTION OF ERF 5005, KNYSNA – OWNER ERF 5002, KNYSNA

REPORT FROM THE ACTING DIRECTOR: CORPORATE SERVICES

PURPOSE OF THE REPORT

To request the Municipal Council to consider the alienation of a portion of Erf 5005, Knysna, to Mrs. Avitha Jagaysor, in terms of the Asset Transfer Regulations, 2008, and the Management of Immovable Property Policy.

PROPERTY DESCRIPTION:



ERF DESCRIPTION	
Erf Number	Erf 5005, Knysna
Area	Knysna Heights
Street Address	Pickard Street
Ward	10
Ownership	Mere Distrik Dorspontwikkelaar
Zoning	Single Residential Zone I
Usage	Vacant
Valuation Roll	R 20 000.00
Current Income	R 48.00 per annum
Title Deed Number	T93252/2007

BACKGROUND/ DETAILS OF APPLICATION

The Properties Department received an application to purchase a portion of Erf 5005, Knysna (see attached application marked as **Annexure A**).

The property in question, a portion of Erf 5005, Knysna is situated in Knysna Heights (between Ridge Drive, Pickard Street and McClelland Circle) (see attached GIS Map marked as **Annexure B**). The property is registered in the name of Mere Distrik Dorpsontwikkelaars (Pty) Ltd, but as it is zoned "Open Space" it thus vests in the name of the local authority, which is the Knysna municipality.

It should be noted that the Schoongezicht Home Owners Association (HOA) have a lease agreement with the Knysna Municipality for Erf 5005, Knysna (marked as **Annexure C**).

The Schoongezicht Home Owners Association (HOA) applied to purchase Erf 5005, Knysna but the Municipal Council on 5 June 2025 resolved the following:

"***F&G10/04/25*** ***APPLICATION TO PURCHASE ERF 5005, KNYSNA – SCHOONGEZICHT HOA***

UNANIMOUSLY RESOLVED

[a] That the report and annexure's regarding the alienation of Erf 5005, Knysna, be noted;

[b] That the application to purchase Erf 5005, Knysna from Schoongezicht Home Owners Association, not be approved; and

[c] That the Administration attend to the breach of the contract with regards to the lease agreement with regards to the structures on a portion of Erf 5005, Knysna by Schoongezicht Home Owners Association.

File Number: 7/2/1/2
Execution: Municipal Manager
Director: Corporate Services
Acting Head: Properties"

The administration informed the Schoongezicht Home Owners Association that their application was not approved and that the possible breach had been investigated. The matter now needs to be finalised by terminating the lease agreement.

CURRENT ZONING

Erf 5005, Knysna is currently zoned as 'Transport Zone II' as per the Knysna Municipality zoning scheme by-law (2020). It is however noted that the zoning should be a split zone of 'Transport Zone II' and 'Open Space Zone I'.

CURRENT USAGE OF PROPERTY (VIABLE OR NON VIABLE MUNICIPAL LAND)

The subject property is currently used by the Schoongezicht Home Owners Association and is classified as viable municipal property. In terms of the Knysna Management of Immovable Property Policy viable property is defined as: "*Property that can be developed and function as a separate entity capable of registration by the Registrar of Deeds*."

CURRENT VALUE OF THE PROPERTY AS PER GENERAL VALUATION ROLL

The subject property is currently valued at R 20 000.00 on the General Valuation Roll of 2023 – 2028.

INTENDED FUTURE USAGE OF PROPERTY

The Municipality has no future intended use of the property other than the current use.

LEGISLATIVE FRAMEWORK

Section 14 of the Local Government: Municipal Finance Management Act, 2003 (Act 56 of 2003) deals with disposal of capital assets of municipalities and reads as follows:

"14. Disposal of capital assets:

(16) A municipality may not transfer ownership as a result of a sale or other transaction or otherwise permanently dispose of a capital asset needed to provide the minimum level of basic municipal services.

(17) A municipality may transfer or otherwise dispose of a capital asset other than one contemplated in subsection (1), but only after the municipal council, in a meeting open to the public –

(g) has decided on reasonable grounds that the asset is not needed to provide the minimum level of basic municipal services; and
(h) has considered the fair market value of the asset and the economic and community value to be received in exchange for the asset.

(18) A decision by a municipal council that a specific capital asset is not needed to provide the minimum level of basic municipal services, may not be reversed by the municipality after that asset has been sold, transferred or otherwise disposed of.
(19) A municipal council may delegate to the accounting officer of the municipality its power to make the determinations referred to in subsection 2(a) and (b) in respect of movable capital assets below a value determined by the council.
(20) Any transfer of ownership of a capital asset in terms of subsection (2) or (4) must be fair, equitable, transparent, competitive and consistent with the supply chain management policy which the municipality must have and maintain in terms of section 111…"

Our Infrastructure Services would need to confirm whether the portion of Erf 5005, Knysna, is deemed not needed to provide the minimum level of basic services. There is no municipal services shown on the municipal GIS.
The application to purchase a portion of Erf 5005, Knysna is being brought before the Municipal Council to determine the process to dispose of the property in question and to make sure the process is consistent with the Supply Chain Management Policy of the Municipality.

The Knysna Municipality Supply Chain Management Policy states the following with regards to "Disposal Management";

"***39. Disposal management***
(10) The criteria for the disposal or letting of assets, including unserviceable, redundant or obsolete assets will be subject to Sections 14 of the Act, and asset transfer regulations;
(11) Assets may be disposed of by –
(xiii) transferring the asset to another organ of state in terms of a provision of the Act enabling the transfer of assets;
(xiv) transferring the asset to another organ of state at market related value or, when appropriate, free of charge;
(xv) selling the asset; or
(xvi) destroying the asset
(12) The Accounting Officer must ensure that –
(v) immovable property is sold only at market related prices except when the public interest or the plight of the poor demands otherwise;
(w) movable assets are sold either by way of written price quotations, a competitive bidding process, auction or at market related prices, whichever is the most advantageous;
(x) firearms are not sold or donated to any person or institution within or outside the Republic unless approved by the National Conventional Arms Control Committee;
(y) immovable property is let at market related rates except when the public interest or the plight of the poor demands otherwise;
(z) all fees, charges, rates, tariffs, scales of fees or other charges relating to the letting of immovable property are reviewed annually;
(aa) where assets are traded in for other assets, the highest possible trade-in price is negotiated; and

(bb) *in the case of the free disposal of computer equipment, the provincial department of education is first approached to indicate within 30 days whether any of the local schools are interested in the equipment.*"

Should the Municipal Council confirm that the portion of Erf 5005, Knysna may be disposed, the property must be sold at price not lower than the market value as determined by a professional valuer.
All costs related to the sale of the portion of Erf 5005, Knysna will be borne by the purchaser.

Section 5 of the Local Government: Municipal Finance Management Act, 2003 (Act 56 of 2003): Municipal Asset Transfer Regulations deals with the decision-making process for municipalities when alienating Municipal owned property:

"5. (1) A municipality may transfer or dispose of a non-exempted capital asset only after –

[g] the accounting officer has in terms of regulation 6 conducted a public participation process to facilitate the determinations a municipal council must make in terms of section 14(2)(a) and (b) of the Act; and
[h] the municipal council –
(i) has made the determinations required by section 14(2)(a) and (b); and
(ii) has a consequence of those determinations approved in principle that the capital asset may be transferred or disposed of.

(2) Subregulation (1)(a) must be complied with only if the capital asset proposed to be transferred or disposed of is a high value capital asset. If the combined value of any capital assets a municipality intends to transfer or dispose of in any financial year exceeds five per cent of the total value its assets, as determined from its latest available audited annual financial statements, subregulation (1)(a) must be complied with in relation to all the capital assets proposed to be transferred or disposed of during that year."

The Municipal Asset Transfer Regulations define "**high value**" as, "*in relation to a capital asset of a municipality or municipal entity, means that the fair market value of the capital asset exceeds any of the following amounts:*
(g) R50 million;
(h) One per cent of the total value of the capital assets of the municipality or municipal entity, as determined from the latest available audited annual financial statements of the municipality or entity; or
An amount determined by resolution of the council of the municipality or of the parent municipality of the municipal entity which is less than (a) or (b)."

Erf 5005, Knysna is only valued at R 20 000.00 on the Municipal Valuation Roll and is thus not deemed a "high value" capital asset.

As per regulation 7 of the Asset Transfer Regulations the following should be taken into account:

(kk) It is not fore seen that the Municipality would require the portion of Erf 5005, Knysna for the Municipality's own use at a later date;

(ll) There would be no expected losses only gains as the property should be disposed of at a price not lower than market related;

(mm) The compensation of not lower than market related value to be received by the Municipality will result in a significant financial benefit to the municipality and increased rates and taxes.

(nn) There would be no risks for the Municipality after the portion of Erf 5005, Knysna is alienated as the new owner will carry all the risks;

(oo) The alienation of the property would have no significant effect on the credit rating of the municipality, its ability to raise long-term or short-term borrowings in the future and its financial position and cash flow;

(pp) No consequences for the Municipality in alienating of a portion of Erf 5005, Knysna because of limitations or conditions attached to the capital asset;

(qq) It is anticipated that the portion of Erf 5005, Knysna will be alienated at a market value determined by a Registered Professional Valuer;

(rr) There is no liabilities or reserve funds associated with the portion of Erf 5005, Knysna;

(ss) Not necessary to conduct public participation process as the property is not a High Value property. However, the intended alienation will be advertised for public comments and/or objections or other interested persons;

(tt) Not necessary to conduct public participation process as the property is not a High Value property. No written views and recommendations needed from the National or Provincial Treasury;

(uu) Not necessary to conduct public participation process as the property is not a High Value property. No interests of any affected organ of state and interests of the local community requested. However, the intended alienation will be advertised for public comments and/or objections; and

(vv) The request for the application of a portion of Erf 5005, Knysna is being tabled before the Municipal Council to comply with all relevant legislation and policies applicable to the transferring of Municipal owned capital.

The Municipality's Management of Immovable Property Policy allows for a property transaction may be approved without any competitive process having been followed, including in response to an unsolicited application, on the basis that no purposes would be served by a competitive process.

PUBLIC PARTICIPATION PROCESS

The intended alienation of the portion of Erf 5005, Knysna will be advertised for public comments.

FINANCIAL IMPLICATIONS

This Municipal property must be alienated at a market related price as determined by the Registered Professional Valuer. All other cost should be covered by the applicant, as stated in the application.

RELEVANT LEGISLATION

Local Government: Municipal Finance Management Act, 2003
Local Government: Municipal Finance Management Act (56/2003): Municipal Asset Transfer Regulations
Management of Immovable Property Policy
Knysna Municipality Supply Chain Management Policy

RECOMMENDATION OF THE ACTING MUNICIPAL MANAGER

[a] That the report and annexure's regarding the alienation of a portion of Erf 5005, Knysna, be noted;

[b] That in terms of the Knysna Municipality's Management of Immovable Property Policy, the portion of Erf 5005, Knysna as applied for by Mrs. Avitha Jagaysor is classified as viable property;

[c] That in terms of Section 14(6) of the Local Government: Municipal Finance Management Act, 2003, the Municipal Council confirms that the portion of Erf 5005, Knysna, applied for is a non-exempted capital asset;

[d] That in terms of Regulation 5(2) of the Local Government: Municipal Finance Management Act, 56/2003: Municipal Asset Transfer Regulations, 2008, the Municipal Council confirms that Erf 5005, Knysna is not a "high value" asset and that a public participation should be followed although not mandatory;

[e] That the Municipal Council approves the advertising of the intended alienation of a portion of Erf 5005, Knysna (at the applicants cost);

[f] That the Acting Municipal Manager finalise the matter pertaining to the breach of contract in respect of the lease agreement relating to the structures situated on a portion of Erf 5005, Knysna, occupied by the Schoongezicht Home Owners Association;

[g] That the Acting Municipal Manager should be instructed to appoint a Registered Professional Valuer to determine the fair market value of the portion of Erf 5005, Knysna, the cost should be for the applicant (at the applicants cost); and

[h] That after the advertising period the matter must be resubmitted to the next section 80 (Corporate Service Committee).

ANNEXURES

ANNEXURE A – APPLICATION FROM MRS. AVITHA JAGAYSOR

ANNEXURE B – GIS MAP OF THE PORTION OF ERF 5005, KNYSNA

ANNEXURE C – LEASE AGREEMENT FOR ERF 5005, KNYSNA

References: 7/2/1/2
Execution: Acting Municipal Manager
Acting Director: Corporate Services

KNYSNA
Municipality Munisipaliteit uMasipala

APPLICATION TO PURCHASE MUNICIPAL PROPERTY:

Name of Applicant	:	**Avitha Krishna Jagaysor**
Residential Address	:	**2 Pickard Street Knysna Heights Knysna 6570**
Erf Number	:	**5000**
Telephone/Cell No	:	**082 828 3038**
Email address	:	**suntek@vodamail.co.za**

☒ **To buy property**

☐ **To lease property for a period of .....**

☐ **To lease by means of encroachment**

Description of municipal owned property: Portion of Erf 5005

Size of property to be considered: 150.70m² - Portion of Erf 5005

Zoning of Property: Transport Zone 2

Intended Use of Property: Private Use / Recreational

1

Reason / Motivation for application:

1. Refer to the attached SG diagrams. Erf 5005 belongs to Knysna Municipality.

2. I am currently the owner of Erf 5000, which is situated in the Schoongezicht complex in Knysna Heights. There is no registered Schoongezicht Body Corporate, neither is there a registered Schoongezicht Homeowners Association nor a Schoongezicht Ratepayers Association in relation to this complex. All erven in this complex are stand-alone / individual properties.

3. I identified a portion of Erf 5005 (owned by the Municipality), which is adjacent to my existing property (Erf 5000), and would like to purchase a portion of Erf 5005 for private use.

4. I have in the interim applied to the Municipality to encroach on this portion of Erf 5005 however, the encroachment application was declined by the Municipality as there is an existing Lease Agreement between the Municipality and the Schoongezicht Ratepayers Association (questionable legality), which is currently under review by the Municipality.

5. My property (Erf 5000) is situated on quite a small plot (348m^2), which leaves me with very limited space. The portion of Erf 5005 sought will allow me much needed additional space for private use.

6. The portion of Erf 5005 is currently not being utilised for any other specific purpose (except for gardening and maintenance purposes, which is mainly at my own expense).

7. The portion of Erf 5005 has remained vacant since the construction of the Schoongezicht complex in the 1980's.

8. The portion of Erf 5005 is not required to provide minimum levels of basic municipal services.

9. The portion of Erf 5005 is not considered a high value asset, and is furthermore classified as a non-viable municipal asset.

10. The portion of Erf 5005 cannot be developed for any other purpose or form, and can therefore only be functional if adjoined to my existing property (Erf 5000).

11. The Municipality has no future intended use for the property other than the current use (i.e. none).

12. As per the latest valuation report (copy attached), the **full** portion of Erf 5005 (2,251m^2) is valued at R20 000.

13. Currently, the Municipality receives payment of encroachment fees from myself. Apart from this payment, and the annual R48 lease payment per annum, there is no other revenue contribution to the Municipality. Should my purchase application be approved by Council, the Council will benefit in terms of (1) Revenue from the sale of the portion of Erf 5005 and (2) property rates revenue.

14. Should my application be successful, any form of invasive alien species will be managed / controlled / removed at my expense. This will limit the risk exposure of Knysna Municipality.

2

15. The portion of Erf 5005 will be purchased at the market value as determined by a professional valuer.

16. All costs related to the purchase of the portion of Erf 5005 will be borne by myself.

17. I firmly believe that preference should be afforded to my purchase application, based on the following contributing factors:
    - I am a municipal employee.
    - I am an Indian female.
    - I am divorced, with one dependent.
    - The acquisition of this property will promote:
        - Women Development.
        - Racial Equality in a currently white-dominated suburb.

Should this application be pre-approved by Council, the proposed purchase of the property will be advertised in the media for comments. In relation to the requirements hereunder, the neighbours will be allowed an opportunity to comment when advertised in the media.

Support/Objections/Comments of Neighbours and/or Residents Associations to the property that is being applied for *(only registered property owners may comment)*

Erf No.....

Address.....

Name and Signature.....

Contact Details.....

☐ Approved ☐ Disapproved

Comments

.....

.....

.....

Erf No.....

Address.....

Name and Signature.....

Contact Details.....

☐ Approved ☐ Disapproved

Comments

.....

.....

.....

4

The following documents must be attached to the application:

- Any additional motivation or comments
- Sketch plan that indicates the property that is being applied for.
- Copy of identity document of the applicant.
- If the applicant is a non-profit of non-governmental organization, NPO or NGO registration certificate must be attached.
- If the applicant is a registered business, the company/trust/close corporation must submit the relevant registration documents with the application and disclose the particulars of the Directors or Trustees.

Please note:

- Incomplete applications will not be considered.
- Application to lease property will be finalized between 4 - 6 months after the date on which the complete application was received subject to no objections being received.
- Applications to purchase property will be finalized between 6 - 12 months after the date on which the complete application was received subject to no objections being received.
- In the event that a person purchases property from the Municipality, he will be responsible for some or all of the following costs depending on the specific transaction, namely: Sub division costs, advertisement costs, land use costs, road closure costs, consolidation costs, surveyor costs, transfer costs, valuation costs, and connection costs to Municipal services.
- In the event that a person leases property from the Municipality, he will be responsible for the advertisement costs, valuation costs (in some cases) and monthly Municipal service costs.
- I hereby give permission and consent that my name, surname and personal information contained in this application form, may be presented to Council and made available to interested and affected parties for the purpose of this application.



Signature of Applicant

Date: 12 NOVEMBER 2024

5

For Official use

COLLAB NUMBER OF APPLICATION:.....

DATE ITEM SERVED BEFORE COUNCIL:.....

DATE ADVERTISEMENT WAS PLACED IN THE NEWSPAPER:.....

DATE ON WHICH THE AGREEMENT WAS SIGNED:.....

COLLAB NUMBERS OF CORRESPONDENCE WITH APPLICANT IN REGARDS TO THIS APPLICATION:.....

.....

OTHER COMMENTS:

.....

.....

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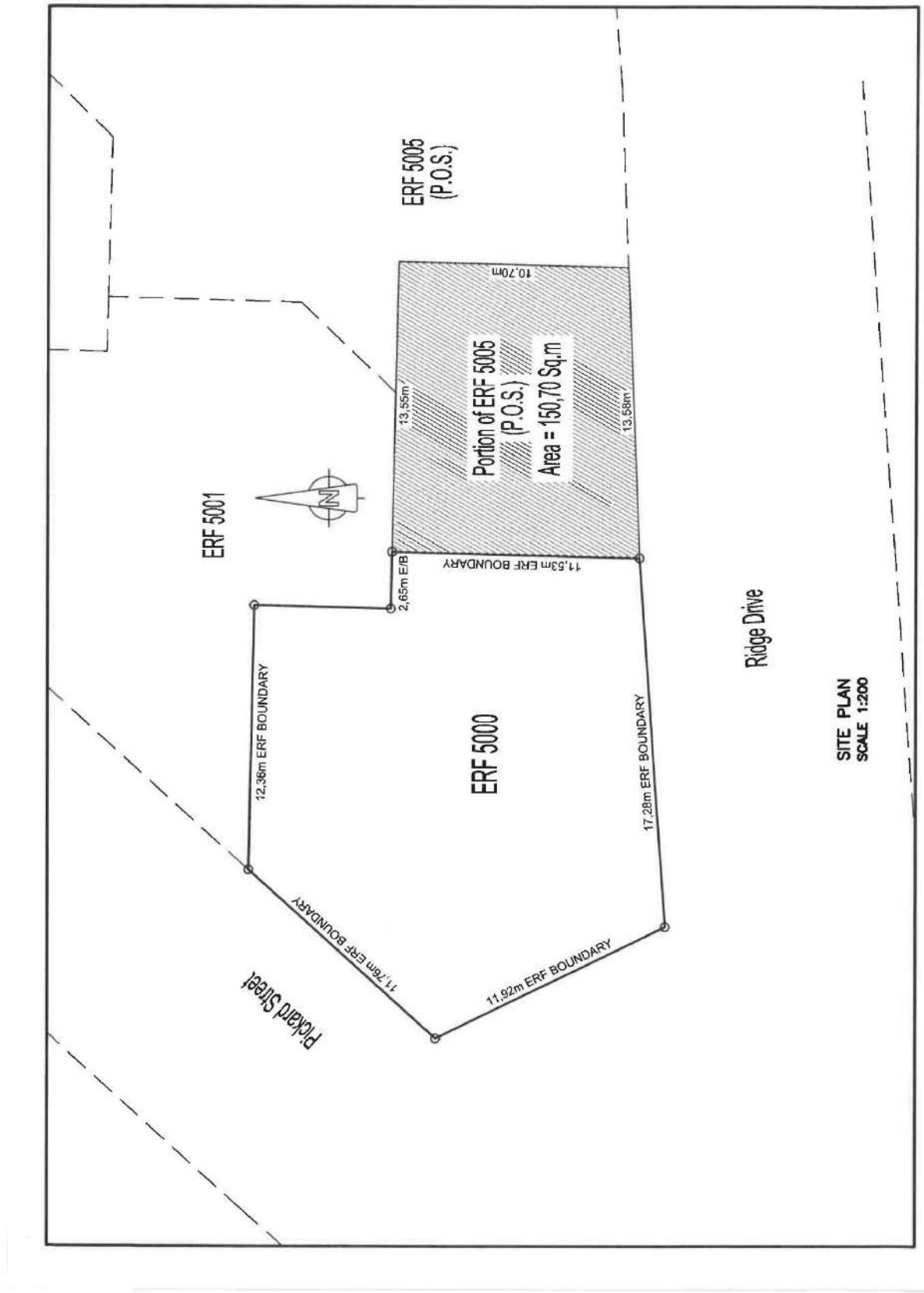
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6


REPUBLIC OF SOUTH AFRICA
NATIONAL IDENTITY CARD
Surname:
JAGAYSOR
Names:
AVITHA KRISHNA
Sex:
F
Nationality:
RSA
Identity Number:
7605160005087
Date of Birth:
16 MAY 1976
Country of Birth:
RSA
Status:
CITIZEN
Signature


Date of Issue
106295257


ERF 5005
(P.O.S.)
10.70m
Portion of ERF 5005
(P.O.S.)
Area = 150,70 Sq.m
13.55m
13.58m
ERF 5001
N
11.53m ERF BOUNDARY
2.65m E/B
12.36m ERF BOUNDARY
ERF 5000
17.28m ERF BOUNDARY
Ridge Drive
SITE PLAN
SCALE 1:200
11.78m ERF BOUNDARY
11.92m ERF BOUNDARY
Pickard Street

Notification of Payment

Nedbank Limited confirms that the following payment has been made:

Date of Payment	:	12/11/2024
Reference Number	:	2024-11-12/Nedbank/004921658184

Beneficiary details

Recipient	:	Knysna Municipality-2 Pickard Street
Amount	:	R277.99
Recipient Reference	:	AK Jagaysor - 357450668509
Bank	:	STANDARD BANK OF SOUTH AFRICA
Account Number	:	...265043
Channel	:	Internet payment

Payer details

Paid from Account Holder	:	JAGAYSOR A K

Nedbank will never send you an e-mail link to access Verify payments, always go to Online Banking on www.nedbank.co.za and click on Verify payments.

This notification of payment is sent to you by Nedbank Limited Reg No 1951/000009/06. Enquiries regarding this payment notification should be directed to the Nedbank Contact Centre on 0860 555 111. Please contact the payer for enquiries regarding the contents of this notification.
Nedbank Ltd will not be held responsible for the accuracy of the information on this notification and we accept no liability whatsoever arising from the transmission and use of the information.
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We subscribe to the Code of Banking Practice of The Banking Association South Africa and, for unresolved disputes, support resolution through the Ombudsman for Banking Services.
We are an authorised financial services provider. We are a registered credit provider in terms of the National Credit Act (NCR Reg no NCRCP16).


GIS VIEWER
LAYERS
DETAILS
LEGEND
SEARCH
FILTER
TOOLS
PRINT

KNYSNA MUNICIPALITY - 0832588651 G. MEYER.

MEMORANDUM OF AGREEMENT of lease entered into between the

KNYSNA MUNICIPALITY

as LESSOR (hereinafter termed the "LESSOR") of the one part; and

SCHOONGEZICHT RATEPAYERS ASSOCIATION

herein represented by the Chairman of the Association (hereinafter termed the "LESSEE") of the other part.

WITNESSETH

1. The LESSOR hereby agrees to let and the LESSEE agrees to lease the open space known as erf 5005 as shown in red on the sketch plan annexed hereto and signed by both parties for identification purposes (hereinafter called the "LAND") at the pleasure of the LESSOR on a year to year basis.

2. The LESSEE shall pay to the LESSOR the sum of Forty-Eight Rand (R48.00) per annum, free of Municipal rates, in advance, as and for rent of the said LAND.

3. The LAND hereby leased shall be used for gardening purposes only and the LESSEE shall maintain the area at its own cost to the Council's satisfaction. The LESSEE shall not have the right to erect any structure of whatsoever kind on the

LAND without the prior consent of the LESSOR.

4. The LESSEE hereby agrees to indemnify and keep the LESSOR indemnified against all actions, proceedings, claims and demands, costs, damages and expenses which may be levied, brought or made against the LESSOR or which the LESSOR may pay, sustain or incur by reason of any negligent act on the part of the LESSEE, its employees or persons acting under its control or its members.

5. The LESSEE shall not sublet or part with the possession of any portion of the said LAND, neither shall the LESSEE cede this agreement or part thereof without the prior consent of the LESSOR in writing.

6. Should the LESSEE commit or permit a breach of any of the conditions of this Lease or in the opinion of the LESSOR be guilty of misconduct or disorderly behaviour on the premises, the LESSOR shall have the right notwithstanding anything to the contrary contained in this Lease, to cancel this Lease forthwith and retake possession of the leased premises without prejudice to the LESSOR'S claims for any damage which the LESSOR may suffer by reason of such breach

and or cancellation.

7. The grant of the lease hereby constituted shall under no circumstances be deemed to confer any real right or servitude of any kind in favour of the LESSEE. Upon a demand, made in terms of this lease, by the LESSOR for quite possession of the leased LAND, the LESSEE shall be bound to give such possession without any right of retention or right of compensation.

8. Should the lease be terminated at any time the LESSEE shall, before termination of the agreement and at his own expense, remove all obstructions from the LAND which have been placed or provided on the LAND during the currency of this lease. The LESSEE shall not be entitled to any compensation from the LESSOR for any improvements so removed.

9. The LESSOR or any of its employees, shall at all times have the right of access to the Municipal services for the purposes of effecting repairs and/or for any reason that such access is required.

10. The LESSEE shall pay for all advertising costs relating to

this lease.

11. The LESSEE acknowledges that :-

a) This document sets out the entire agreement with the LESSOR, and

b) Neither the LESSOR nor its agents or employees have given any warranties or made any statements or representations of any nature whatsoever which are not recorded in this lease.

SIGNED ON BEHALF OF THE LESSOR at KNYSNA on the 26th DAY OF ...May... 1992

AS WITNESSES :

1. .....

2. .....

.....

TOWN CLERK

SIGNED ON BEHALF OF THE LESSOR at KNYSNA on the .... DAY OF ..... 19....

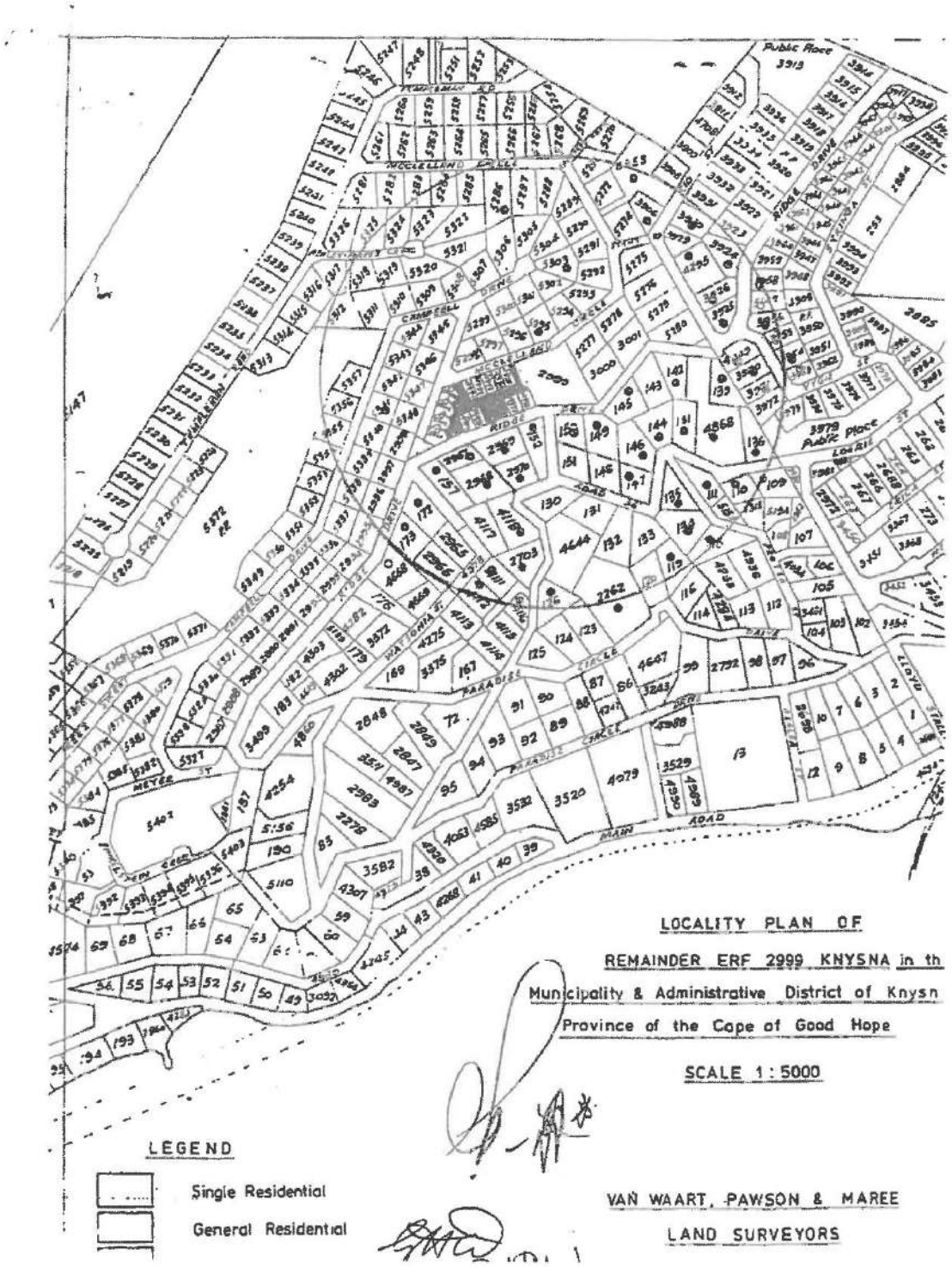
AS WITNESSES :

1. .....

2. .....

.....

LESSEE


LOCALITY PLAN OF
REMAINDER ERF 2999 KNYSNA in th
Municipality & Administrative District of Knysn
Province of the Cape of Good Hope
SCALE 1 : 5000
LEGEND
Single Residential
General Residential
VAN WAART, PAWSON & MAREE
LAND SURVEYORS
MAIN ROAD
Public Place
3979 Public Place

7.12

F&G12/08/26 APPLICATION FOR A LEASE AGREEMENT ON ERVEN 19390 & 19391, KNYSNA (DAM-SE-BOS) – ISISEKO EDUCARE CENTRE

REPORT FROM ACTING DIRECTOR CORPORATE SERVICES

PURPOSE OF THE REPORT

To request the Municipal Council to consider a long term lease agreement for erven 19390 & 19391, Knysna (Dam-se-Bos), in terms of the Asset Transfer Regulations, 2008 and the Management of Immovable Property Policy.

PROPERTY DESCRIPTION:



ERF DESCRIPTION	
Erf Number	Erven 19390 & 19391, Knysna
Area	Dam-se-Bos North
Street Address	
Ward	3
Ownership	Knysna Municipality
Zoning	Single Residential Zone II
Usage	Early Childhood Development
Valuation Roll	Not on valuation roll
Current Income	R 100.00 per month
Title Deed Number	T29151/2006

BACKGROUND/DETAILS OF APPLICATION

The Properties Department received a request from Miss Brenda Somerset for a long-term lease for erven 19390 & 19391, Knysna for use as an Early Childhood Development Centre (See attached **Annexure A**).

A short-term lease agreement was concluded between Knysna Municipality and Isiseko Educare Centre during September 2025 for a period of 12 months for the purpose of an Early Childhood Development Centre (See attached **Annexure B**).
According to the application, Isiseko Educare Centre has been operating for the past 21 years.

The centre is applying to be compliant with all relevant legislation and be able to apply for funding.

Erven 19390 & 19391, Knysna is located in Knysna (Dam-se-Bos) (See attached **Annexure C**).

CURRENT ZONING

The subject property is currently zoned “Single Residential Zone II” as per the Knysna Municipality zoning scheme (2020).

CURRENT USAGE OF PROPERTY (VIABLE OR NON VIABLE MUNICIPAL LAND)

The subject property is currently used as Early Childhood Development Centre by the applicant.

CURRENT VALUE OF THE PROPERTY AS PER GENERAL VALUATION ROLL

The subject property is not on the current General Valuation Roll.

INTENDED FUTURE USAGE OF PROPERTY

The Municipality has no intended future usage for the property, other than the current use.

LEGISLATIVE FRAMEWORK

Section 34 of the Asset Transfer Regulations 2008, deals with Granting of rights to use, control or manage municipal capital assets and reads as follows:
"Granting of rights to use, control or manage municipal capital assets
34. (1) A municipality may grant a right to use, control or manage a capital asset only after –

(i) the accounting officer has in terms of regulation 35 conducted a public participation process regarding the proposed granting of the right; and
(j) The municipal council has approved in principle that the right may be granted.
(2) Subregulation (1) (a) must be complied with only if –
(a) the capital asset in respect of which the proposed right is to be granted has a value in excess of R10 million; and
(b) a long term right is proposed to be granted in respect of the capital asset.

(3) (a) Only the Municipal council may authorise the public participation process referred to in subregulation (1)(a).

(b) A request to the municipal council for authorisation of a public participation process must be accompanied by an information statement stating –
(i) the reason for the proposal to grant a long term right to use, control or manage the relevant capital asset;
(ii) any expected benefits to the municipality that may result from the granting of the right;
(iii) any expected proceeds to be received by the municipality from the granting of the right; and
(iv) any expected gain or loss that will be realised or incurred by the municipality arising from the granting of the right."

The area identified is not valued more than R10 million. The Asset Transfer Regulations describes "a long term" as "*a period of longer than three years*". A public participation process regarding the proposed granting of the right is thus required.

The application to lease erven 19390 & 19391, Knysna is being brought before the Municipal Council to make sure the process is consistent with the Supply Chain Management Policy of the Municipality.

"Consideration of proposals to grant rights to use, control or manage municipal capital assets
36. The municipal council must, when considering in terms of regulation 34(1)(b) approval for any proposed granting of a right to use, control or manage a capital asset, take into account –

(a) *whether the capital asset may be required for the municipality's own use during the period for which the rights is to be granted;*
(b) *the extent to which any compensation to be received for the right together with the estimated value of any improvements or enhancements to the capital asset that the private sector party or organ of state to whom the right is granted will be required to make, will result in a significant economic or financial benefit to the municipality;*
(c) *the risks and rewards associated with the use, control or management of the capital asset in relation to the municipality's interests;*
(d) *any comments or representations on the proposed granting of the right received from the local community and other interested persons;*
(e) *any written views and recommendations on the proposed granting of the right by the National Treasury and the relevant provincial treasury;*
(f) *the interests of any affected organ of state, the municipality's own strategic, legal and economic interests and the interests of the local community; and*
(g) *compliance with legislative regime applicable to the proposed granting of the right."*

A market-related rental does not need to be determined and considered, as the Management of Immovable Property Policy states that "*The rental of immovable property to social care organisations is permitted and the rental amount is between 10% and 25% of the rental market value*.". Isiseko Educare Centre is classified as a "Social Care user", as "c*hildcare facilities in so far as they contribute to the functioning of multipurpose childcare facilities and are operated on a non-profit basis*.".

It is not intended that the capital asset in question may be required for the municipality's own use during the period for which the rights is to be considered.

A below-market related rental, being an "*amount between 10% and 25% of the rental market value*" is proposed. Isiseko Educare Centre is a Childcare facility and in terms of the Municipality's Management of Immovable Property Policy, the Municipality shall be entitled to adopt a rental amount between 10% and 25% of the rental market value.

All risks associated with the leased portion will be transferred to the applicant, the Isiseko Educare Centre.

No comments or representations on the proposed granting of the right requested from the local community and other interested persons is required.

No written views and recommendations on the proposed granting of the right by the National Treasury and the relevant provincial treasury is required.

The application is tabled before the Municipal Council for an in principle approval that the right be granted and that all relevant legislation be complied with.

"***39. Disposal management***

(13) The criteria for the disposal or letting of assets, including unserviceable, redundant or obsolete assets will be subject to Sections 14 of the Act, and asset transfer regulations;
(14) Assets may be disposed of by –
(xvii) transferring the asset to another organ of state in terms of a provision of the Act enabling the transfer of assets;
(xviii) transferring the asset to another organ of state at market related value or, when appropriate, free of charge;

(xix) selling the asset; or
(xx) destroying the asset

(15) The Accounting Officer must ensure that –

(cc) immovable property is sold only at market related prices except when the public interest or the plight of the poor demands otherwise;

(dd) movable assets are sold either by way of written price quotations, a competitive bidding process, auction or at market related prices, whichever is the most advantageous;

(ee) firearms are not sold or donated to any person or institution within or outside the Republic unless approved by the National Conventional Arms Control Committee;

(ff) immovable property is let at market related rates except when the public interest or the plight of the poor demands otherwise;

(gg) all fees, charges, rates, tariffs, scales of fees or other charges relating to the letting of immovable property are reviewed annually;

(hh) where assets are traded in for other assets, the highest possible trade-in price is negotiated; and

(ii) *in the case of the free disposal of computer equipment, the provincial department of education is first approached to indicate within 30 days whether any of the local schools are interested in the equipment.*"

The leasing of the property involved should be done at a rental amount between 10% and 25% of the rental market value.

Section 5 of the Local Government: Municipal Finance Management Act, 2003 (Act 56 of 2003): Municipal Asset Transfer Regulations deals with the decision-making process for municipalities when alienating Municipal owned property:

"5. (1) A municipality may transfer or dispose of a non-exempted capital asset only after –

[i] the accounting officer has in terms of regulation 6 conducted a public participation process to facilitate the determinations a municipal council must make in terms of section 14(2)(a) and (b) of the Act; and

[j] the municipal council –

(i) has made the determinations required by section 14(2)(a) and (b); and

(ii) has a consequence of those determinations approved in principle that the capital asset may be transferred or disposed of.

(2) Subregulation (1)(a) must be complied with only if the capital asset proposed to be transferred or disposed of is a high value capital asset. If the combined value of any capital assets a municipality intends to transfer or dispose of in any financial year exceeds five per cent of the total value its assets, as determined from its latest available audited annual financial statements, subregulation (1)(a) must be complied with in relation to all the capital assets proposed to be transferred or disposed of during that year."

The Municipal Asset Transfer Regulations define "**high value**" as, "*in relation to a capital asset of a municipality or municipal entity, means that the fair market value of the capital asset exceeds any of the following amounts:*

(i) R50 million;

(j) One per cent of the total value of the capital assets of the municipality or municipal entity, as determined from the latest available audited annual financial statements of the municipality or entity; or

An amount determined by resolution of the council of the municipality or of the parent municipality of the municipal entity which is less than (a) or (b)."

Section 45 of the Asset Transfer Regulations 2008, which deals with Granting of rights to use, control or manage municipal capital assets and reads as follows:

Agreements granting of rights to use, control or manage municipal capital assets

45. (1) A municipality or municipal entity may grant a right to use, control or manage a capital asset to a private sector party or organ of state only by way of a written agreement concluded between the municipality or entity and the private sector party or organ of state to whom the right is granted.

(2) An agreement referred to in subregulation (1) must –

(a) set out the terms and conditions on which the right is granted, including, as a minimum –

(i) a sufficient description of the capital asset in respect of which the right is granted, in order to identify the asset;

(ii) particulars of any subsidiary assets that are to be made available with the capital asset;

(iii) the period for which the right is granted;

(iv) the amount of compensation payable to the municipality or municipal entity for granting of the right, and the terms and conditions of payment;

(v) requirements for the private sector party or organ of state to whom the right is granted to maintain and safeguard the asset for its intended purpose, taking into account the condition of the asset and its estimated remaining life at the date of granting of the right;

(vi) where the asset is to be used by the municipality or municipal entity and the public sector party or organ of state to whom the right is granted, the basis of how the asset is to be shared as well as how the costs and benefits of the shared asset will be apportioned between the parties;

(vii) the extent to which the public sector party or organ state to whom the right is granted will be required to make improvements or enhancements to the asset, and the terms and conditions regulating such improvements or enhancements;

(viii) a statement to the effect that the risk and accountability for the asset is transferred to the public sector party or organ of state to whom the right is granted;

(ix) the effective date from which the risk and accountability for the asset is transferred; and

(x) a clause disallowing the private sector party or organ of state to whom the right is granted from ceding or subcontracting the right to another person; and

(b) be signed on behalf of the municipality or municipal entity and the private sector party or organ of state to whom the right is granted.

(3) If a long term right to a capital asset with a value in excess of R10 million is granted following the selection of a service provider for the performance of a municipal service referred to in regulation 41(2)(a) or for the performance of a commercial service referred to in regulation 41(2)(b), the agreement referred to in subregulation (1) –

(a) must contain provision for –

(i) contract termination in the case of non- or underperformance;

(ii) dispute resolution mechanisms to settle disputes between the parties; and

(iii) a periodic review of the agreement once every three years, in the case of an agreement for longer than three years; and

(a) may be incorporated into any service delivery agreement or procurement contract to be concluded with the service provider.

(jj) firearms are not sold or donated to any person or institution within or outside the Republic unless approved by the National Conventional Arms Control Committee;

(kk) immovable property is let at market related rates except when the public interest or the plight of the poor demands otherwise;

(ll) all fees, charges, rates, tariffs, scales of fees or other charges relating to the letting of immovable property are reviewed annually;
(mm) where assets are traded in for other assets, the highest possible trade-in price is negotiated; and
(nn) *in the case of the free disposal of computer equipment, the provincial department of education is first approached to indicate within 30 days whether any of the local schools are interested in the equipment.*"

The rental income of a rental amount between 10% and 25% of the rental market value to be received by the Municipality will not result in a financial benefit to the municipality but Isiseko Educare Centre will contribute to the functioning of multipurpose childcare facility and are operated on a non-profit basis, this will be of unmeasurable worth for the community.

Isiseko Educare Centre will be responsible for all other costs relating to the leasing of erven 19390 & 19391, Knysna.

PUBLIC PARTICIPATION PROCESS AND OUTCOME

The provisions of the Asset Transfer Regulations Act regarding public participation will be followed by means of an advertisement of the intended leasing of erven 19390 & 19391 for 9 years to Isiseko Educare Centre.

FINANCIAL IMPLICATIONS

In terms of the Municipalities management of Immovable Property Policy, the Municipality shall be entitled to adopt a rental amount between 10% and 25% of the rental market value for Social Care uses, which includes “Childcare facilities”. It is proposed that a rental amount between 10% and 25% of the rental market value be charged.

RELEVANT LEGISLATION

Local Government: Municipal Finance Management Act, 2003
Local Government: Municipal Finance Management Act (56/2003): Municipal Asset Transfer Regulations
Management of Immovable Property Policy
Knysna Municipality Supply Chain Management Policy

RECOMMENDATION OF THE ACTING MUNICIPAL MANAGER

[a] That the report and annexure’s regarding the request to consider a long-term lease agreement for erven 19390 & 19391, Knysna (Dam-se-Bos), be noted,

[b] That a rental amount between 10% and 25% of the rental market value be charged be determined, as Isiseko Educare Centre is a Social Care User;

[c] That the Acting Municipal Manager advertise the intended leasing of erven 19390 & 19391, Knysna (Dam-se-Bos) for Childcare Facility purposes,

[d] That in terms of Section 14(2)(a) of the Local Government: Municipal Finance Management Act, 2003, and on reasonable grounds, the Municipal Council confirms that erven 19390 & 19391, Knysna (Dam-se-Bos), is deemed not needed to provide the minimum level of basic Municipal Services;

[e] That the applicant be responsible for all costs related to leasing of erven 19390 & 19391, Knysna (Dam-se-Bos); and

[f] That a follow up item be submitted after the public participation process.

ANNEXURES

ANNEXURE A - APPLICATION FOR LEASE AGREEMENT FROM ISISEKO
ANNEXURE B - CURRENT SHORT TERM LEASE AGREEMENT
ANNEXURE C - GIS MAP OF ERVEN 19390 & 19391, KNYSNA (DAM-SE-BOS)

References: C.166
Execution: Acting Municipal Manage
Acting Director: Corporate Service

File No.: 7/2/2/1

Tutuzelwa Tsese

From: Renwill Hardnick
Sent: Friday, 05 June 2026 10:24
To: Knysna Municipality
Subject: FW: Isiseko Educare Centre.Lease Application
Attachments: Xerox Scan_04062026141153.PDF

Renwill Hardnick : Administrative Officer: Properties
P O Box 21. Knysna. 6570. Western Cape. South Africa
Tel +27 (0)44 302 6300 (switchboard) or 302 6459 (direct)
Fax +27 (0)86 629 5042 e-mail rhardnick@knysna.gov.za

From: Brenda Somerset <brendasomerset0@gmail.com>
Sent: Friday, June 5, 2026 9:22 AM
To: Renwill Hardnick <rhardnick@knysna.gov.za>
Cc: Sibongile Nelo <snelo@knysna.gov.za>
Subject: Isiseko Educare Centre.Lease Application

You don't often get email from brendasomerset0@gmail.com. Learn why this is important

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Good morning
To whom it may concern
Please find attached documents for re-appplication for Lease Agreement.
Yours sincerely
Brenda Somerset(principal)

---------- Forwarded message ---------
From: **Lastminutedotcom** <salesknysna@gmail.com>
Date: Thu, 04 Jun 2026, 14:07
Subject: scans
To: <brendasomerset0@gmail.com>

MUNISIPALITEIT / MUNICIPALITY
KNYSNA
2026 -06- 08
Action: R Hardnick
cc: Dir Corp, MP, MM
S Nelo
V Klein

--
Kind Regards,



Shop 1A+B
36 Main Road
Knysna, 6571
Tel: 044 382 2057
Whatsapp: 061 306 9574

2

Knysna
Municipality || Munisipaliteit || uMasipala
inclusive || innovative || inspired

APPLICATION TO LEASE OR PURCHASE MUNICIPAL PROPERTY:

Name of Applicant : Brenda Somerset

Residential Address : 1212 Damsebos North
Ward 3
Knysna 6570

Erf Number : ERF NR 19390 + 19390

Telephone/Cell No : 063 862 0623

Email address : brendasomerset@gmail.com

[ ] To buy property

[X] To lease property for a period of 9 years

[ ] To lease by means of encroachment

Description of municipal owned property. Property is used for an ECD centre by Isiseko Educare Centre

(Portion of Erf.....).

Size of property to be considered (30²m Length 12²m Width m²).

Zoning of Property. Informal Residential

Intended Use of Property. Early Childhood Development.

www.knysna.gov.za

Reason/Motivation for application:

Isiseko Educare Centre is an Early Childhood Development centre that has been operating for the past 21 years and is situated in Ward 3. We have currently moved into our new building which is beautifully build and furnished but we need to re-apply for our Lease Agreement between Isiseko and Municipality to continue operating as an ECD centre. It will also help us to stay compliant within the Norms and Standards of the Department of Basic Education. (DBE) We kindly ask the Municipality to assist us in obtaining our Lease Agreement.

Thank You

Brenda Somerset (Principal)

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Support/Objections/Comments of Neighbours and/or Residents Associations to the property that is being applied for *(only registered property owners may comment)*

Erf No. 19390 & 19391

Address. 12238 Damsebos North Knysna

Name and Signature. Alda A. Kiewiets

Contact Details. 0635065956

[✓] Approved [ ] Disapproved

Comments

I fully support Isisieko Educare Centre This is the only Centre in our area. I truely beliefe that we will get the Lease Agreement that will allow us to operate.

Erf No. 19390 & 19391

Address. 1209

Name and Signature. Catherine Mkoko

Contact Details. 0792916046

[✓] Approved [ ] Disapproved

Comments

I fully support Isisieko Educare centre operating as an ECD in our community as it is the only ECD in the area where our children attends. The school accommodates more then 80 children from different communities within the Knysna.

Page | 3

The following documents must be attached to the application:

- Any additional motivation or comments
- Sketch plan that indicates the property that is being applied for.
- Copy of identity document of the applicant.
- If the applicant is a non-profit of non-governmental organization, NPO or NGO registration certificate must be attached.
- If the applicant is a registered business, the company/trust/close corporation must submit the relevant registration documents with the application and disclose the particulars of the Directors or Trustees.

Please note:

- Incomplete applications will not be considered.
- A non-refundable application fee is payable on submission; proof of payment must be attached to the application form.
- Application to lease property will be finalized between 4 - 6 months after the date on which the complete application was received subject to no objections being received.
- Applications to purchase property will be finalized between 6 - 12 months after the date on which the complete application was received subject to no objections being received.
- In the event that a person purchases property from the Municipality, he will be responsible for some or all of the following costs depending on the specific transaction, namely: Sub division costs, advertisement costs, land use costs, road closure costs, consolidation costs, surveyor costs, transfer costs, valuation costs, and connection costs to Municipal services.
- In the event that a person leases property from the Municipality, he will be responsible for the advertisement costs, valuation costs (in some cases) and monthly Municipal service costs.
- I hereby give permission and consent that my name, surname and personal information contained in this application form, may be presented to Council and made available to interested and affected parties for the purpose of this application.

TARIFFS FOR THE 2025/2026 FINANCIAL YEAR (Vote number:358550588212)

Kindly note the **non-refundable application fee** is payable on submission. An application form that is incomplete, missing supporting documentation, or lacking proof of payment of the application fee will not be processed.

	Alienation and leasing of Municipal Land		
1.	**Application Fee to lease/Purchase Municipal Property (Commercial uses)**	**per application**	**R2.000.00**
2.	**Application Fee to lease/Purchase Municipal Property (Residential uses)**	**per application**	**R1.000.00**
3.	**Application Fee to lease/Purchase Municipal Property (Social care, emerging farmers and community garden uses)**	**per application**	**R500.00**
4.	**Valuation Fee**	**per valuation**	**Cost plus 15%**
5.	**Advertising Fee**	**per advert**	**Cost plus 15%**
	Encroachment on municipal land		
6.	**Encroachment over the property boundary**	**Per annum**	**Market Related**

_____

Signature of Applicant Date:

For Official use

COLLAB NUMBER OF APPLICATION:.....

DATE ITEM SERVED BEFORE COUNCIL:.....

DATE ADVERTISEMENT WAS PLACED IN THE NEWSPAPER:.....

DATE ON WHICH THE AGREEMENT WAS SIGNED:.....

COLLAB NUMBERS OF CORRESPONDENCE WITH APPLICANT IN REGARDS TO THIS APPLICATION:.....

GP-S 012-0123

CERTIFICATE OF REGISTRATION OF NONPROFIT ORGANIZATION

In terms of the Nonprofit Organisation Act, 1997, I am satisfied that .....

Isiseko Educare Centre

(*name of the nonprofit organization*)

meets the requirements for registration.

The organisation's name was entered into the register on **23 May 2012**

(*date*)

Registration number

102-491-NPO

Director's signature .....

Date **23 May 2012**

Department of Social Development

FORM 12

CERTIFICATE OF RENEWAL OF REGISTRATION OF A PARTIAL CARE FACILITY

(Regulation 15)
[SECTION 83 OF THE CHILDREN'S ACT, ACT 38 OF 2005]

It is hereby certified that:

- [ ] the following partial care facility has been registered in terms of S.82 of the Act
- [ ] the following partial care facility has been conditionally registered in terms of S.83 of the Act
- [ ] the registration of the following partial care facility has been renewed in terms of S.82 of the Act
- [x] **the registration of the following partial care facility has been conditionally renewed in terms of S.83 of the Act**
- [ ] the reinstatement of the following partial care facility has been approved in terms of S.84 of the Act

ON: **02 November 2023**

Name of partial care facility: **Isiseko Educare Centre**
Physical address of partial care facility: **67 Damsebos North**
Knysna
6570

The validity of this registration expires on: **02 November 2025**
(The renewal of the registration certificate remains the responsibility of the applicant)

The partial care facility is registered subject to the following conditions indicating the maximum number of children that may be accommodated:

Indicate Registration Level	Type of Partial Care Facility	Maximum number of children that may be accommodated
Conditional	Early Childhood Development Centre	93 (2-6 years)

Minimum age of admission: **2 years**
Maximum age of admission: **6 years**

Hours of operation: **07h00 - 16h00 (Monday – Friday)**

The registration is subject to the following additional conditions:

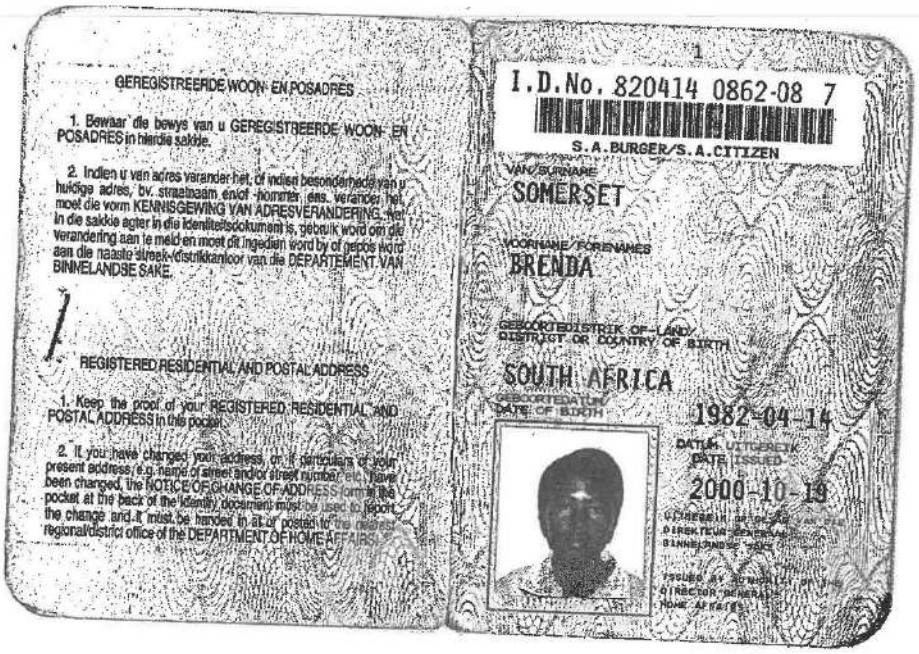
- That the facility provides this Department with a copy of an approved Building Plan.

Provincial Head: WCED
Date of issue: 02/11/2023

Western Cape Government

QUALITY EDUCATION
for every child | in every classroom | in every school in the province

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GEREGISTREERDE WOON- EN POSADRES

1. Bewaar die bewys van u GEREGISTREERDE WOON- EN POSADRES in hierdie sakkie.

2. Indien u van adres verander het, of indien besonderhede van u huidige adres, bv. straatnaam en/of -nommer, ens. verander het, moet die vorm KENNISGEWING VAN ADRESVERANDERING, wat in die sakkie agter in die identiteitsdokument is, gebruik word om die verandering aan te meld en moet dit ingedien word by of gepos word aan die naaste streek-/distrikkantoor van die DEPARTEMENT VAN BINNELANDSE SAKE.

REGISTERED RESIDENTIAL AND POSTAL ADDRESS

1. Keep the proof of your REGISTERED RESIDENTIAL AND POSTAL ADDRESS in this pocket.

2. If you have changed your address, or if particulars of your present address (e.g. name of street and/or street number) etc. have been changed, the NOTICE OF CHANGE OF ADDRESS form in the pocket at the back of the identity document must be used to report the change and it must be handed in at or posted to the nearest regional/district office of the DEPARTMENT OF HOME AFFAIRS.

1

I.D.No. 820414 0862-08 7

S.A.BURGER/S.A.CITIZEN

VAN/SURNAME
SOMERSET

VOORNAME/FORENAMES
BRENDA

GEBOORTEDISTRIK OF LAND/
DISTRICT OR COUNTRY OF BIRTH
SOUTH AFRICA

GEBOORTEDATUM/
DATE OF BIRTH
1982-04-14

DATUM UITGEREIK
DATE ISSUED
2000-10-19

UITGEREIK OPDEUR
DIREKTEUR-GENERAAL
BINNELANDSE SAKE

ISSUED BY ON BEHALF OF THE
DIRECTOR-GENERAL
HOME AFFAIRS

Isiseko Educare Centre ERF-19390/19391





Knysna
Municipality || Munisipaliteit || uMasipala
inclusive || innovative || inspired

APPLICATION TO LEASE OR PURCHASE MUNICIPAL PROPERTY:

Name of Applicant : Brenda Somerset

Residential Address : 1212 Damsebos North
Ward 3
Knysna 6570

Erf Number : ERF NR 19390 + 19390

Telephone/Cell No : 063 862 0623

Email address : brendasomerset@gmail.com

☐ To buy property

☒ To lease property for a period of 9 years

☐ To lease by means of encroachment

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(Portion of Erf.....).

Size of property to be considered (30²m Length 12²m Width m²).

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Intended Use of Property. Early Childhood Development.

www.knysna.gov.za

Reason/Motivation for application:

Tsiseko Educare Centre is an Early Childhood Development centre that has been operating for the past 21 years and is situated in Ward 3. We have currently moved into our new building which is beautifully build and furnished but we need to re-apply for our Lease Agreement between Tsiseko and Municipality to continue operating as an ECD centre. It will also help us to stay compliant within the Norms and Standards of the Department of Basic Education. (DBE) We kindly ask the municipality to assist us in obtaining our Lease Agreement.

Thank You

Brenda Somerset (Principal)

Page | 2

Support/Objections/Comments of Neighbours and/or Residents Associations to the property that is being applied for *(only registered property owners may comment)*

Erf No. 19390 & 19391

Address. 12128 Damsebos North Knysna

Name and Signature. Aldia A. Kiewiets

Contact Details. 0635065956

[✓] Approved [ ] Disapproved

Comments

I fully support Isiseko Educare Centre This is the only Centre in our area. I truely beliefe that we will get the Lease Agreement that will allow us to operate.

Erf No. 19390 & 19391

Address. 1209

Name and Signature. Catherine Mkoko

Contact Details. 0792916046

[✓] Approved [ ] Disapproved

Comments

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Page | 3

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- If the applicant is a registered business, the company/trust/close corporation must submit the relevant registration documents with the application and disclose the particulars of the Directors or Trustees.

Please note:

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- Application to lease property will be finalized between 4 - 6 months after the date on which the complete application was received subject to no objections being received.
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- I hereby give permission and consent that my name, surname and personal information contained in this application form, may be presented to Council and made available to interested and affected parties for the purpose of this application.

TARIFFS FOR THE 2025/2026 FINANCIAL YEAR (Vote number:358550588212)

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2.	**Application Fee to lease/Purchase Municipal Property (Residential uses)**	**per application**	**R1.000.00**
3.	**Application Fee to lease/Purchase Municipal Property (Social care, emerging farmers and community garden uses)**	**per application**	**R500.00**
4.	**Valuation Fee**	**per valuation**	**Cost plus 15%**
5.	**Advertising Fee**	**per advert**	**Cost plus 15%**
	Encroachment on municipal land		
6.	**Encroachment over the property boundary**	**Per annum**	**Market Related**

Signature of Applicant Date:

For Official use

COLLAB NUMBER OF APPLICATION:.....

DATE ITEM SERVED BEFORE COUNCIL:.....

DATE ADVERTISEMENT WAS PLACED IN THE NEWSPAPER:.....

DATE ON WHICH THE AGREEMENT WAS SIGNED:.....

COLLAB NUMBERS OF CORRESPONDENCE WITH APPLICANT IN REGARDS TO THIS APPLICATION:.....



GPW 012-0123

CERTIFICATE OF REGISTRATION OF NONPROFIT ORGANIZATION

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Isiseko Educare Centre

(name of the nonprofit organization)

meets the requirements for registration.

The organisation's name was entered into the register on 23 May 2012

(date)

Registration number

102-491-NPO

Director's signature

Date 23 May 2012

Department of Social Development

FORM 12

CERTIFICATE OF RENEWAL OF REGISTRATION OF A PARTIAL CARE FACILITY

(Regulation 15)
[SECTION 83 OF THE CHILDREN'S ACT, ACT 38 OF 2005]

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- [ ] the registration of the following partial care facility has been renewed in terms of S.82 of the Act
- [x] **the registration of the following partial care facility has been conditionally renewed in terms of S.83 of the Act**
- [ ] the reinstatement of the following partial care facility has been approved in terms of S.84 of the Act

ON: 02 **November 2023**

Name of partial care facility: **Isiseko Educare Centre**
Physical address of partial care facility: **67 Damsebos North**
Knysna
6570

The validity **of this registration expires on: 02 November 2025**
(The renewal of the registration certificate remains the responsibility of the applicant)

The partial **care facility is registered subject to the following conditions indicating the maximum number of children that may be accommodated:**

Indicate Registration Level	Type of Partial Care Facility	Maximum number of children that may be accommodated
Conditional	Early Childhood Development Centre	33 (2-6 years)

Minimum age of admission: **2 years**
Maximum age of admission: **6 years**

Hours of operation: **07h00 - 16h00 (Monday – Friday)**

The registration is subject to the following additional conditions:

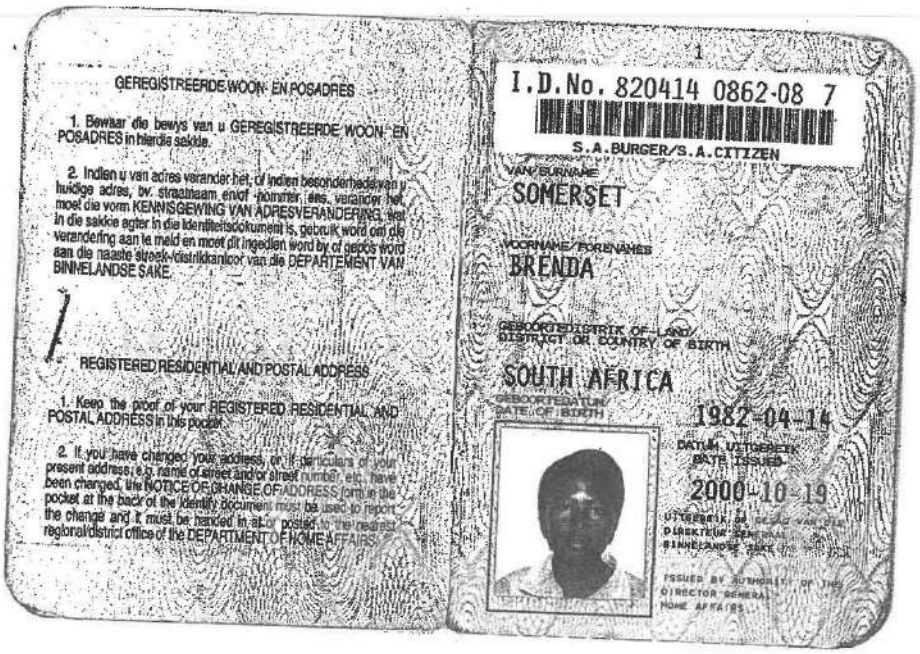
- That the facility provides this Department with a copy of an approved Building Plan.

Provincial Head: WCED
Date of issue: 02/11/2023

Western Cape Government

QUALITY EDUCATION
for every child | in every classroom | in every school in the province

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GEREGISTREERDE WOON- EN POSADRES

1. Bewaar die bewys van u GEREGISTREERDE WOON- EN POSADRES in hierdie sakkie.

2. Indien u van adres verander het, of indien besonderhede van u huidige adres, bv. straatnaam en/of -nommer, ens. verander het, moet die vorm KENNISGEWING VAN ADRESVERANDERING, wat in die sakkie agter in die identiteitsdokument is, gebruik word om die verandering aan te meld en moet dit ingedien word by of gepos word aan die naaste streek-/distrikkantoor van die DEPARTEMENT VAN BINNELANDSE SAKE.

REGISTERED RESIDENTIAL AND POSTAL ADDRESS

1. Keep the proof of your REGISTERED RESIDENTIAL AND POSTAL ADDRESS in this pocket.

2. If you have changed your address, or if particulars of your present address, e.g. name of street and/or street number, etc., have been changed, the NOTICE OF CHANGE OF ADDRESS form in the pocket at the back of the identity document must be used to report the change and it must be handed in at or posted to the nearest regional/district office of the DEPARTMENT OF HOME AFFAIRS.

1

I.D.No. 820414 0862 08 7

S.A.BURGER/S.A.CITIZEN

VAN/SURNAME
SOMERSET

VOORNAME/FORENAMES
BRENDA

GEBOORTEDISTRIK OF LAND/
DISTRICT OR COUNTRY OF BIRTH
SOUTH AFRICA

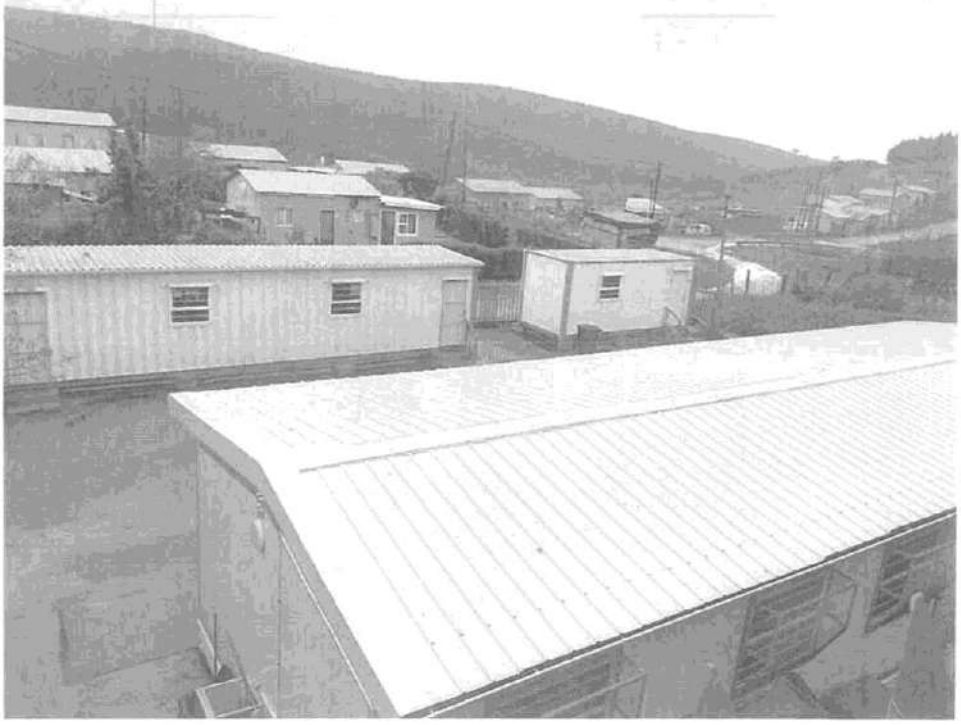
GEBOORTEDATUM/
DATE OF BIRTH
1982-04-14

DATUM UITGEREIK
DATE ISSUED
2000-10-19

UITGEREIK OP GESAG VAN DIE DIREKTEUR-GENERAAL: BINNELANDSE SAKE

ISSUED BY AUTHORITY OF THE DIRECTOR-GENERAL HOME AFFAIRS

Isiseko Educare Centre ERF-19390/19391





KNYSNA
Municipality Munisipaliteit uMasipala

AGREEMENT OF LEASE ENTERED INTO BY AND BETWEEN

KNYSNA MUNICIPALITY
(Herein represented by **Lulamile Houghton Mapholoba**, identity number **6701 2756 8908 8** in his capacity as **Municipal Manager**, he being duly authorised thereto):

(Hereinafter referred to as the LESSOR)

AND

Isiseko Educare Centre
(Herein represented by **Brenda Somerset**
identity number **8204140862087** in her capacity as **Principal**,
she being duly authorized thereto):

(Hereinafter referred to as the LESSEE)

WHEREAS the LESSOR has agreed to lease the PROPERTY situated on **Erven 19390 & 19391, Knysna** (± **535,26** Square Meters as indicated in red on the attached diagram "A") to the LESSEE and the LESSEE is prepared to rent the PROPERTY from the LESSOR;

AND WHEREAS the LESSOR and the LESSEE have reached agreement as to the terms upon which the PROPERTY shall be let, subject to such terms being reduced to writing;

NOW THEREFORE IT IS HEREBY AGREED AS FOLLOWS:

1

LEASE AND DURATION

1.1 The LESSOR hereby lets, and the LESSEE hereby hires, the PROPERTY for a period of **12 months** commencing on the **1 October 2025** and ending on the **30 September 2026**, notwithstanding the date of the signing of this agreement.

2

THE RENT

2.1 The rent payable by the LESSEE to the LESSOR under this lease shall be the sum of **R100.00 per month (One Hundred Rand only Vat Inclusive).**

3

USE

The LESSEE shall not be entitled to utilize the PROPERTY for any use other than a **Early Childhood Development Centre.**

4

RATES AND TAXES, ELECTRICITY AND MAINTENANCE

The LESSEE shall be liable for:

4.1 Payment of all municipal service charges i.e in respect of refuse removal, sewerage etc. or any other service charges raised by the LESSOR;

THE LESSEE'S OBLIGATIONS

4.1.1 any maintenance and/or renovations as the leasing of the premises is "*voetstoots*";

B.S

S.G

4.1.2 use its reasonable efforts to prevent any blockage of any sewerage or water pipes or drains in or used in connection with the leased premises and shall remove at its cost any obstruction or blockage which occurs in the Leased premises during the operation of the lease;

4.1.3 not permit the accumulation of domestic refuse in or outside the leased premises, save in the refuse bins;

4.1.4 shall not do, or cause or allow to be done, anything which shall or might have the effect of vitiating the fire or other insurance now or hereafter affected by the lessor on the PROPERTY or of increasing the premiums payable in respect thereof. Should such premium be increased as 'n consequence of any act, or omission by the LESSEE, the amount of the increase shall be paid by the lessee to the lessor on demand; and

4.1.5 shall comply with all legislation including but not limited to Municipal By-laws for the whole term of the lease, failure to do so will result in the cancellation of the lease agreement.

5

THE LESSOR'S OBLIGATIONS

The responsibility of the LESSOR for maintenance of the property shall be limited to the following:

5.1 The repairs of any major structural defects of the sewerage and water system, excluding any blockages, tap leaks and other defects caused by normal wear and tear and have not been caused by the LESSEE, provided that such repairs are necessary to ensure that the property is habitable.

6

LESSEE NOT TO CREATE A NUISANCE

During the currency of this lease, the lessee shall not do, or cause or allow to be done, anything which is or may be a nuisance or annoyance to anyone.

S.S AK S.G ST

7

FAILURE TO MAINTAIN

Should the LESSEE fail to maintain the PROPERTY properly in terms of this clause, the LESSOR shall have the right to notify the LESSEE in writing to rectify such failure within 14 (FOURTEEN) days and if the LESSEE should thereafter still fail to respond, the LESSOR shall be entitled to undertake such maintenance and to recover the costs thereof from the LESSEE which costs shall be payable on demand. In addition to the rights contained in this clause, the LESSOR shall, in case of failure to maintain, have the normal rights of cancellation as provided for in this agreement.

8

INDEMNIFICATION

The LESSOR will not be responsible for any damage, loss or injury sustained by the LESSEE, his family members, visitors or occupants of the property at any time caused as a result of any defect in the dwelling or outbuildings during the operation of this lease beyond the liability imposed on the LESSOR by operation of section 61 of Act 68 of 2008 and the LESSEE indemnifies the LESSOR against any claim resulting from such damage, loss or injury.

8.1 The LESSOR will not be responsible for any damage, loss or injury sustained by the LESSEE, its employees, persons acting under its control, its members or any person making use of its facilitiesat any time caused as a result of any negligent act or omission of the LESSEE, its employees persons acting under its control, its members or any person making use of its facilities and the LESSEE indemnifies the LESSOR against any claim resulting from such damage, loss or injury.

8.2 Notwithstanding the above, the LESSOR shall not be liable for damages caused by death or personal injury of the LESSEE or any persons referred to above, unless such damage is the result of an act or omission on the part of the LESSOR.

9

REGULATIONS AND BY-LAWS

The LESSEE shall not contravene or permit any contravention of any statutes, legislation, proclamation or by-laws or any township or title deed condition applying to or affecting the PROPERTY, the contents of which the LESSEE acknowledges that he is acquainted with.

INSPECTION

10.1 The LESSOR shall be entitled, personally or by way of an agent at all reasonable times to inspect the PROPERTY, both externally and internally. In the event of any damages found during these inspections, the LESSEE shall effect repairs within **21 (twenty-one)** days from date of notification of such. And the LESSEE shall be obliged during the last two months of this lease to grant access to all potential purchasers and/or LESSEES to view the PROPERTY externally as well as internally.

10.2 The LESSEE further acknowledges that the PROPERTY is leased as it stands on the day of the lease becomes effective, without any guarantees given by the LESSOR by implication or otherwise.

MISCELLANEOUS

10.3 It is an express condition of this agreement that the LESSOR shall, depending on demand, have the right at any time during the term of this Lease agreement to retake possession of the whole or portion of the PROPERTY as the case maybe, should it be required for State or Municipal purpose. Should the Lessor exercise this right, the LESSOR shall;

10.3.1 inform the LESSEE by written notification 3 (three) months in advance of its intention to exercise such right;

10.3.2 be liable to compensate the LESSEE on a pro rata basis for improvements effected on the PROPERTY with the LESSOR'S approval (The pro rata amount of compensation to be determined by the LESSOR).

10.4 The LESSEE shall without compensation be obliged to allow electricity cables, wires, mains and/or other water pipes, sewerage and drainage including storm water of any other erf or erven inside or outside the PROPERTY to be conveyed across the leased property if deemed necessary by the LESSOR and in such a manner and position as may from time to time be reasonably required. This shall include the right of access of constructing, altering, removing or inspecting any works in connection with the above. It is agreed that these provisions in this paragraph shall not be considered as repossessions of a portion of the property as provided for in paragraph 12.1.

11

CANCELLATION

Should the LESSEE fail to pay any rent on its due date, or commit a breach of any of the other terms of this lease, the LESSOR shall have the right forthwith and without any further notice to the LESSEE,

11.1 to cancel this lease and to eject or have ejected from the PROPERTY the LESSEE or any other person occupying the PROPERTY without prejudice to the LESSOR'S rights to claim unpaid rent together with interest thereon at a rate of 15,5% (FIFTEEN COMMA FIVE PERCENT) per annum calculated from the date on which such rent became payable to the date of payment thereof, including collection commission of 10% (TEN PERCENT) on such arrears and any damages the LESSOR may have sustained consequent upon any such failure or breach ;

ALTERNATIVELY

11.2 to claim payment of the rent payable or to become payable in terms of this lease, without prejudice to the LESSOR'S rights to recover damages to the PROPERTY or damages caused as a result of the failure or breach by the LESSEE as well as any other monies that are outstanding. Should the LESSEE remain in occupation of the PROPERTY after the above cancellation of the lease, or should a dispute arise as to the cancellation of the lease the LESSEE shall be not be entitled to withhold rental due to such dispute or cancellation and shall be liable to pay the monthly rent as stipulated herein.

12

DELIVERY ON EXPIRATION OF LEASE

The property will revert to the Knysna Municipality when the lease expires.

13

INDULGENCE BY LESSOR

No relaxation or any indulgence, or any postponement granted by the LESSOR to the LESSEE with regard to any matter contained in this lease or with regard to the payment of rent shall be construed as being a waiver of any of the LESSOR'S rights in terms of this lease, nor shall such relaxation, indulgence of postponement operate as an *estoppel* against the LESSOR.

MB.S LNM S.G AK SH

DISPUTE RESOLUTION

14.1 The parties hereby consent that they will first endeavour to resolve any dispute arising as a result of this agreement by mutual consent. The parties will delegate their senior officials to try and resolve such dispute. If such dispute is not resolved within 14(fourteen) days after the date of the mutual discussions, then the provisions as laid out below shall apply.

14.2 The parties hereby consent, in terms of section 45 of the Magistrate's Courts Act, No 32 of 1944, to the jurisdiction of a magistrate's court in respect of any action or proceeding arising directly or indirectly out of this agreement or the cancellation thereof. This consent is without prejudice to the right of a party to proceed in any other court of competent jurisdiction or by way of arbitration.

14.3 Any dispute which may arise between the parties relating to the interpretation, effect or termination of this agreement or to their rights or obligations in terms hereof shall be submitted for arbitration if any party to the dispute so requires. In such an event the following provisions shall apply:

14.3.1 The party which elects to make use of arbitration shall give notice of his election to the other party prior to or within 10 (TEN) days after the institution of proceedings.

14.3.2 The arbitration shall be conducted –

14.3.2.1 At Knysna, Western Cape Province;

14.3.2.2 in accordance with the formalities and procedures to be settled by the arbitrator;

14.3.2.3 in accordance with the formalities and procedures to be settled by the arbitrator;

14.3.2.4 as soon as reasonably possible with a view to its being completed within 30 (THIRTY) days after the appointment of the arbitrator;

14.3.2.5 save as provided for to the contrary herein, in accordance with the provisions of the Arbitration Act, 1965, or such other legislation as may be enacted in its stead from time to time.

14.3.3 The arbitrator shall be a practising or retired attorney or advocate who has had not less than 10 (TEN) years' experience in practise. He shall be appointed by agreement between the parties to the dispute, and failing such agreement within 7 (SEVEN) days after the date upon which the arbitration is demanded, by the President of the Law Society of the Cape of Good Hope, or his nominee.

14.3.4 The arbitrator shall be entitled –

14.3.4.1 to require or dispense with pleadings or discovery of documents:

14.3.4.2 to depart the strict rules of the law of evidence to such extent and in such manner as he may in his sole discretion determine;

14.3.4.3 to investigate or cause to be investigated any matter, fact or thing which he considers necessary or desirable in connection with the dispute and for that purpose shall have the widest powers of investigating all the books and records of any of the parties to this agreement whether or not that party is a party to the dispute, and the right to make copies or take extracts therefrom and the right to have them produced or delivered at any reasonable place required by him for the aforesaid purposes;

14.3.4.4 to interview and question under oath any of the parties;

14.3.4.5 to decide the dispute according to what he considers just and equitable in the circumstances;

14.3.4.6 to make such award, including an award for specific performance, an interdict, damages or a penalty or otherwise as he in his sole discretion may deem fit and appropriate.

14.4 Any award that may be made by the arbitrator –

14.4.1 shall be final and binding;

14.4.2 will be carried into effect; and

B.S S.G AK

14.4.3 may be made an order of the Western Cape High Court (Cape Town) or the Magistrates Court for the district of Knysna to whose jurisdiction the parties hereby submit.

14.4.4 Should any party take legal proceedings against another arising directly or indirectly out of this agreement or the cancellation thereof, the successful party shall be entitled to recover costs on the scale as between attorney and client from the other party.

15

DOMICILIUM CITANDI ET EXECUTANDI

As *domicilium citandi et executandi (the address for delivery of notices and court documents)* the LESSEE chooses the address at **12 Dam se Bos North, Knysna** and the LESSOR at **Municipal Buildings, 5 Clyde Street, Knysna**. Any notice by the LESSOR to the LESSEE in connection with this lease, addressed to the LESSEE and posted to such *domicilium* shall be deemed to have been received by the LESSEE on the day after the day upon which it was posted, and *vice versa*.

16

COSTS OF LEGAL ACTION

In the event of the LESSOR and LESSEE being engaged in litigation regarding the lease, cancellation of enforcement thereof or any claim pertaining thereto, the party being ordered by any court to pay the costs of such litigation, shall be obliged to pay the successful party's costs on a scale as between attorney and client, including such collection commission or other charges as any representative of either party being awarded a costs order may in law be entitled to charge.

17

JURISDICTION

The parties hereby consent to the jurisdiction of the Magistrates Court for the institution of any action resulting from this lease, however the LESSOR reserves the right to institute action in any other competent court of law.

B.S S.G AK SH

NON-VARIATION

This agreement contains all the conditions of the lease and no agreement at variance with any term of this lease, or addendum or supplement to this agreement or cancellation hereof, or waiver by any party of its rights or any aspect hereof, inclusive of this clause, shall be binding upon the parties unless contained in a written document signed by the LESSOR and the LESSEE.

SIGNED AT Tsiseka Knysna ON THIS DAY OF 13 September 2025

AS WITNESSES:

1. _____

2. _____

_____
LESSEE (**Brenda Somerset**)

SIGNED AT **KNYSNA** ON THIS DAY OF 1 September 2025

AS WITNESSES

1. _____

2. _____

_____
LESSOR (**Municipal Manager**)

DIAGRAM A


Knysna GIS Viewer
Layers
Surveyor General
Property Information
Finance and Billing
Planning & Development
Fibre Network
Electrical & Mechanical Services
Water & Wastewater Services
Roads, Transport, Stormwater & Building Maintenance
Environment
Heritage
Parks
Elevation
Basemap
WOG Points of interest
OpenStreetMap
Selected features: 0


GIS VIEWER
LAYERS
DETAILS
LEGEND
SEARCH
FILTER
TOOLS
PRINT

7.13

F&G13/08/26 REPORT BACK ON THE ALLOCATION OF A PORTION OF ERF 3801 & ERF 3805, KNYSNA AS A SKILLS DEVELOPMENT CENTRE TO SOUTH CAPE COLLEGE

REPORT FROM THE ACTING DIRECTOR CORPORATE SERVICES

PURPOSE OF THE REPORT

To report back to the Municipal Council on the public participation process relating to the allocation of a portion of Erf 3801 (**see Annexure A**) and Erf 3805 (**see Annexure B**), Knysna to South Cape College.

PROPERTY DESCRIPTION:



ERF DESCRIPTION	
Erf Number	Portion of RE/3801 & Erf 3805, Knysna
Area	Knysna
Street Address	Boswerker Street
Ward	9
Ownership	Knysna Municipality
Zoning	Open Space Zone I – Erf 3801 Industrial Zone I – Erf 3805
Usage	Vacant
Valuation Roll	R 5 185 000 – Erf 3801 R 450 000 – Erf 3805
Current Income	R 0.00
Title Deed Number	T25400/1979 – Erf 3801, Knysna T28869/1990 – Erf 3805, Knysna

BACKGROUND

The Municipal Council on 11 June 2026 *inter alia* resolved the following:

F&G10/05/26 ALLOCATION OF A PORTION OF ERF 3801 & ERF 3805, KNYSNA AS A SKILLS DEVELOPMENT CENTRE TO SOUTH CAPE COLLEGE

UNANIMOUSLY RESOLVED

[a] That the report and annexures regarding the allocation of a portion of Erf 3801, Knysna as a skills development center for South Cape College, be noted;

[b] That the Municipal Managers letter to the Western Cape Government dated 03 November 2025, be noted;

[c] That the Western Cape Government, Department of Infrastructure's reply letter dated 11 November 2025, be noted;

[d] That in terms of the Knysna Municipality's Management of Immovable Property Policy, Erf 3805, Knysna is classified as viable property;

[e] That in terms of Section 14(6) of the Local Government: Municipal Finance Management Act, 2003, the Municipal Council confirms that the portions of Erf 3801 & Erf 3805, Knysna, are non-exempted capital assets;

[f] That in terms of Regulation 5(2) of the Local Government: Municipal Finance Management Act, 56/2003: Municipal Asset Transfer Regulations, 2008, the Municipal Council confirms that erven 3801 & 3805, Knysna are not a "high value" assets and that a public participation should be followed although not mandatory;

[g] That the Municipal Council approves the advertising of the intended alienation of a portion of Erf 3801, Knysna & Erf 3805, Knysna by way of donation; and

[h] That after the advertising period the matter must be resubmitted to the next section 80 (Corporate Service Committee).

File Number: 7/2/1/2
Execution: Acting Municipal Manager
Director: corporate services

The intended alienation of a portion of Erf 3801, Knysna & Erf 3805, Knysna was advertised for public participation, with a closing date 7 August 2026 (See attached **Annexure C**). No comments or objections were received before the closing date.

DISCUSSION

The Remainder of Erf 3801, Knysna, will need to be subdivided, rezoned, and subsequently transferred to South Cape College. South Cape College should be responsible for all costs relating to the subdivision, rezoning, and registration of the portion of Erf 3801 and 3805, Knysna to be allocated to them.

CURRENT ZONING

As per the Knysna Municipality zoning scheme by-law (2020) Erf 3801, Knysna is zoned as Open Space Zone I.

As per the Knysna Municipality zoning scheme by-law (2020) Erf 3805, Knysna is zoned as Industrial Zone I.

CURRENT USAGE OF PROPERTY (VIABLE OR NON-VIABLE MUNICIPAL LAND)

In terms of the Knysna Management of Immovable Property Policy Erf 3801, Knysna is viable property, of which a portion is utilised as a parks depot.
In terms of the Knysna Management of Immovable Property Policy Erf 3805, Knysna is non-viable property.

CURRENT VALUE OF THE PROPERTY AS PER GENERAL VALUATION ROLL

Erf 3801, Knysna is valued at R 5 185 000 on the General Valuation Roll.
Erf 3805, Knysna is valued at R 450 000 on the General Valuation Roll.

INTENDED FUTURE USAGE OF PROPERTY

The Municipality has no other future intended use for the portion of Erf 3801, Knysna and Erf 3805, Knysna other than the current use.

FINANCIAL IMPLICATIONS

Land use development and transfer costs must be borne by the South Cape College.

RELEVANT LEGISLATION

Local Government: Municipal Finance Management Act, 2003
Local Government: Municipal Finance Management Act (56/2003): Municipal Asset Transfer Regulations
Management of Immovable Property Policy
Knysna Municipality Supply Chain Management Policy

DELEGATION

N/A

RECOMMENDATION OF THE ACTING MUNICIPAL MANAGER

[a] That the report and annexures regarding the allocation of a portion of Erf 3801, Knysna as a skills development center for South Cape College, be noted;

[b] That the advertising of the intended alienation of a portion of Erf 3801 Erf 3805, Knysna by way of donation to South Cape College, be noted;

[c] That it be noted that no comments or objections were received during the advertising period;

[d] That in terms of Section 14(6) of the Local Government: Municipal Finance Management Act, 2003, the Municipal Council confirms that the portion of Erf 3801 & Erf 3805, Knysna, are non-exempted capital assets;

[e] That the Acting Municipal Manager be authorised to enter into and sign a donation agreement with South Cape College for the establishment of a skills development centre on a portion of Erf 3801 and Erf 3805, Knysna; and

[f] All costs will be borne by the South Cape College.

APPENDIX / ADDENDUM

ANNEXURE A – GIS MAP OF ERF 3801, KNYSNA
ANNEXURE B – GIS MAP OF ERF 3805, KNYSNA
ANNEXURE C – ADVERT

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

ED 1966 - 9 July 2026

"Don't judge each day by the harvest you reap but by the seeds that you plant."
– Robert Louis Stevenson

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Knysna
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PUBLIC INVITATION FOR COMMENTS/INPUTS TO THE INTENDED LEASING, ALIENATION AND UTILISATION OF VARIOUS MUNICIPAL PROPERTIES

Notice is hereby given, in terms of the Asset Transfer Regulations, that the Municipal Council intends to:

1. Donate a portion of Erf 3801, Knysna and Erf 3805, Knysna to the South Cape College for a skills development center;
2. Lease a portion of Erf 211, Knysna, to the Knysna Bowling Club for bowls purposes; and
3. Utilising a portion of the remainder of Erf 1343, Knysna (the Milkwood Flats) as a temporary Homeless Shelter.

Additional information may be obtained from the Property Management Department: Mr. Renwill Hardnick at telephone number 044 302 6459 or via e-mail at rhardnick@knysna.gov.za, during normal business hours.

Any comments or objections regarding the proposed leasing or donation must be submitted by email to the Acting Municipal Manager, at knysna@knysna.gov.za by no later than 12h00 on 7 August 2026.

MR BOY MANQOBA NGUBO
ACTING MUNICIPAL MANAGER

www.knysna.gov.za

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LIFE IS TOO SHORT TO SKIP *coffee. Pop in at King Pie for the bestest coffee and delicious pies. Shop 54 Woodmill Lane, Knysna*

WINTER CLEARANCE *on 2nd hand building items until 13th July @ Blue Water Consytruction. 24 Boswerker St, Knysna Industrial. Maritsa 073 389 4530*

FOAM CUT TO SIZE *@ Cazco. 24 Vigilance Drive. 078 407 8538*

RESTAURANT / PUB / SLOTS *for sale R450 000. Contact Eugene 083 442 8363*

PAPA'S PIZZERIA *makes the bestest vegetarian pizza you will ever have tasted. The sweet treats are delicious too. Ph 044 382 0655*

STAVNIC OFFICE CONSUMABLES *for all your stationary requirements. W1 Storage Park, Progress St, Industrial Area, Knysna. Phone: 044 382 2548*

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KNYSNA PICTURE FRAMERS *– 21 Cove Street. Michael 071 522 8135*

PLANT SALE *@ Pledge Nature Reserve every Wednesday, 10am to 1pm. Don't miss out!*

BUSINESS CARDS. *Action Ads 044 382 3222*

THYME & AGAIN FARMSTALL *Breakfast, lunch or brunch. We're on the N2 opposite the Keurboomstrand turn-off.*

SOLUTION

6	8	1	5	2	3	9	7	4
4	9	3	6	8	7	5	1	2
7	2	5	9	4	1	3	6	8
1	4	8	2	5	6	7	9	3
9	3	6	8	7	4	2	5	1
2	5	7	3	1	9	8	4	6

7.14

F&G14/08/26 REPORT BACK ON APPLICATION TO RENEW LEASE AGREEMENT OF KNYSNA BOWLING CLUB – A PORTION OF ERF 211, KNYSNA

REPORT FROM ACTING DIRECTOR CORPORATE SERVICES

PURPOSE OF THE REPORT

To report back to the Municipal Council on the public participation process relating to the leasing a portion of Erf 211, Knysna, in terms of the Asset Transfer Regulations, 2008 and the Management of Immovable Property Policy.

PROPERTY DESCRIPTION:



ERF DESCRIPTION	
Erf Number	A portion of Erf 211, Knysna
Area	Knysna (CBD)
Street Address	Rawson Street
Ward	10
Ownership	Knysna Municipality
Zoning	Single Residential Zone I
Usage	Vacant
Valuation Roll	R 10 968 000
Current Income	R 2.00 per annum rental
Title Deed Number	T29151/2006

BACKGROUND/DETAILS OF APPLICATION

The Properties Department received a request from the Knysna Bowling Club for the renewal of the Bowls Club lease on a portion of Erf 211, Knysna and further motivation (See attached **Annexure A**).

A lease agreement was concluded between Knysna Municipality and Knysna Bowling Club on October 1955 for a period of 25 years for the purpose of a bowling club and bowling green (See attached **Annexure B**).

On 3 January 1969 the lease was extended for 12 years and 9 months reckoned from 1 October 1968. Then on 23 July 1981 the lease period was extended from 1 July 1981 for 25 years until 30 June 2006. On 22 December 1997 a further extension from 1 July 2006 until 30 June 2026 was agreed upon (See attached **Annexure C**).

The Knysna Bowling Club's municipal account is up to date (See attached **Annexure D**).

The Knysna Bowling Club has indicated that by 30 June 2026 they would be occupying the current location for 70 years and have maintained the premises in excellent condition, however, major repairs and maintenance is now at hand to ensure the same quality is kept.

They have also indicated that the premises has not been restricted to the Knysna Bowling Club only as the facility is also hired for fundraising, presentations, training courses, motivational days etc., by non-profit organisations, other clubs, the public, businesses and even the municipality in the past.

The Knysna Bowling Club have indicated that the leasehold facilities have been improved by some R500 000 over the last two years but that the facilities are now in need of major refurbishing and upgrading and costs for roof and ceiling repairs together with improvements for users thereof to run in excess of R 1 million.

RESOLUTIONS

The Municipal Council on 11 June 2026 *inter alia* resolved the following:

F&G12/05/26 APPLICATION TO RENEW LEASE AGREEMENT OF KNYSNA BOWLING CLUB – A PORTION OF ERF 211, KNYSNA

RESOLVED BY MAJORITY

[a] That the report and annexure's regarding the request for the renewal of the lease agreement entered into by and between Knysna Municipality and Knysna Bowling Club for the leasing of a portion of Erf 211, Knysna, be noted;

[b] That a below market-related tariff be determined, as the Knysna Bowling Club is delivering a service to the community and is a Sporting Body;

*[c] That the Municipal Manager advertise the intended leasing of a portion of Erf 211, Knysna for sporting purposes, **for a period of three (3) years**,*

[d] That in terms of Section 14(2)(a) of the Local Government: Municipal Finance Management Act, 2003, and on reasonable grounds, the Municipal Council confirms that the area in question, on a portion of Erf 211, Knysna, is deemed not needed to provide the minimum level of basic Municipal Services;

[e] That the applicant be responsible for all costs related to leasing of a portion of Erf 211, Knysna; and

[f] That a follow up item be submitted after the public participation process.

File Number: C.02
Execution: Acting Municipal Manager
Director: Corporate Services

As per the above-mentioned Municipal Council Resolution, the following was done:

The intended leasing of a portion of Erf 211, Knysna was advertised for public participation, with a closing date 7 August 2026 (See attached **Annexure C**). No comments or objections were received before the closing date.

CURRENT ZONING

The subject property is currently zoned "Open Space Zone I" as per the Knysna Municipality zoning scheme (2020).

CURRENT USAGE OF PROPERTY (VIABLE OR NON VIABLE MUNICIPAL LAND)

The subject property is currently used as sporting purposes by the applicant.

CURRENT VALUE OF THE PROPERTY AS PER GENERAL VALUATION ROLL

The subject property is currently valued at R 10 968 000 on the current General Valuation Roll.

INTENDED FUTURE USAGE OF PROPERTY

It should be noted that discussions in previous Municipal Council meetings indicated that the property could be used for Municipal offices. However, its historical use has been for the applied purpose.

LEGISLATIVE FRAMEWORK

Section 34 of the Asset Transfer Regulations 2008, deals with Granting of rights to use, control or manage municipal capital assets and reads as follows:

"Granting of rights to use, control or manage municipal capital assets

34. (1) A municipality may grant a right to use, control or manage a capital asset only after –

(k) the accounting officer has in terms of regulation 35 conducted a public participation process regarding the proposed granting of the right; and

(l) The municipal council has approved in principle that the right may be granted.

(2) Subregulation (1) (a) must be complied with only if –

(c) the capital asset in respect of which the proposed right is to be granted has a value in excess of R10 million; and

(d) a long term right is proposed to be granted in respect of the capital asset.

(3) (a) Only the Municipal council may authorise the public participation process referred to in subregulation (1)(a).

(b) A request to the municipal council for authorisation of a public participation process must be accompanied by an information statement stating –

(i) the reason for the proposal to grant a long term right to use, control or manage the relevant capital asset;

(ii) any expected benefits to the municipality that may result from the granting of the right;

(iii) any expected proceeds to be received by the municipality from the granting of the right; and

(iv) any expected gain or loss that will be realised or incurred by the municipality arising from the granting of the right."

The area identified is not valued more than R10 million. The Asset Transfer Regulations describes "a long term" as "*a period of longer than three years*". A public participation process regarding the proposed granting of the right is thus required.

The application to lease a portion of Erf 211, Knysna is being brought before the Municipal Council to make sure the process is consistent with the Supply Chain Management Policy of the Municipality.

"Consideration of proposals to grant rights to use, control or manage municipal capital assets

36. The municipal council must, when considering in terms of regulation 34(1)(b) approval for any proposed granting of a right to use, control or manage a capital asset, take into account –

(h) whether the capital asset may be required for the municipality's own use during the period for which the rights is to be granted;
(i) the extent to which any compensation to be received for the right together with the estimated value of any improvements or enhancements to the capital asset that the private sector party or organ of state to whom the right is granted will be required to make, will result in a significant economic or financial benefit to the municipality;
(j) the risks and rewards associated with the use, control or management of the capital asset in relation to the municipality's interests;
(k) any comments or representations on the proposed granting of the right received from the local community and other interested persons;
(l) any written views and recommendations on the proposed granting of the right by the National Treasury and the relevant provincial treasury;
(m) the interests of any affected organ of state, the municipality's own strategic, legal and economic interests and the interests of the local community; and
(n) compliance with legislative regime applicable to the proposed granting of the right."

A market related rental does not need to be determined and considered, as the Knysna Bowling Cub is a Sporting Body and the Municipality shall be entitled to adopt below market-related tariffs.

It is not intended that the capital asset in question may be required for the municipality's own use during the period for which the rights is to be considered.

A below-market related rental is proposed. Knysna Bowling Cub is a Sporting Body and in terms of the Municipality's Management of Immovable Property Policy, the Municipality shall be entitled to adopt below market-related tariffs.

All risks associated with the leased portion will be transferred to the applicant, the Knysna Bowling Cub.

No comments or representations on the proposed granting of the right requested from the local community and other interested persons is required.

No written views and recommendations on the proposed granting of the right by the National Treasury and the relevant provincial treasury is required.

The application is tabled before the Municipal Council for an in principle approval that the right be granted and that all relevant legislation be complied with.

"***39. Disposal management***

(16) The criteria for the disposal or letting of assets, including unserviceable, redundant or obsolete assets will be subject to Sections 14 of the Act, and asset transfer regulations;
(17) Assets may be disposed of by –
(xxi) transferring the asset to another organ of state in terms of a provision of the Act enabling the transfer of assets;
(xxii) transferring the asset to another organ of state at market related value or, when appropriate, free of charge;

(xxiii) selling the asset; or
(xxiv) destroying the asset

(18) The Accounting Officer must ensure that –

(oo) immovable property is sold only at market related prices except when the public interest or the plight of the poor demands otherwise;

(pp) movable assets are sold either by way of written price quotations, a competitive bidding process, auction or at market related prices, whichever is the most advantageous;

(qq) firearms are not sold or donated to any person or institution within or outside the Republic unless approved by the National Conventional Arms Control Committee;

(rr) immovable property is let at market related rates except when the public interest or the plight of the poor demands otherwise;

(ss) all fees, charges, rates, tariffs, scales of fees or other charges relating to the letting of immovable property are reviewed annually;

(tt) where assets are traded in for other assets, the highest possible trade-in price is negotiated; and

(uu) *in the case of the free disposal of computer equipment, the provincial department of education is first approached to indicate within 30 days whether any of the local schools are interested in the equipment.*"

The leasing of the property involved should be done at a below market-related tariff.

Section 5 of the Local Government: Municipal Finance Management Act, 2003 (Act 56 of 2003): Municipal Asset Transfer Regulations deals with the decision-making process for municipalities when alienating Municipal owned property:

"5. (1) A municipality may transfer or dispose of a non-exempted capital asset only after –

[k] the accounting officer has in terms of regulation 6 conducted a public participation process to facilitate the determinations a municipal council must make in terms of section 14(2)(a) and (b) of the Act; and

[l] the municipal council –

(i) has made the determinations required by section 14(2)(a) and (b); and

(ii) has a consequence of those determinations approved in principle that the capital asset may be transferred or disposed of.

(2) Subregulation (1)(a) must be complied with only if the capital asset proposed to be transferred or disposed of is a high value capital asset. If the combined value of any capital assets a municipality intends to transfer or dispose of in any financial year exceeds five per cent of the total value its assets, as determined from its latest available audited annual financial statements, subregulation (1)(a) must be complied with in relation to all the capital assets proposed to be transferred or disposed of during that year."

The Municipal Asset Transfer Regulations define "**high value**" as, "*in relation to a capital asset of a municipality or municipal entity, means that the fair market value of the capital asset exceeds any of the following amounts:*

(k) R50 million;

(l) One per cent of the total value of the capital assets of the municipality or municipal entity, as determined from the latest available audited annual financial statements of the municipality or entity; or

An amount determined by resolution of the council of the municipality or of the parent municipality of the municipal entity which is less than (a) or (b)."

Section 45 of the Asset Transfer Regulations 2008, which deals with Granting of rights to use, control or manage municipal capital assets and reads as follows:

Agreements granting of rights to use, control or manage municipal capital assets

45. (1) A municipality or municipal entity may grant a right to use, control or manage a capital asset to a private sector party or organ of state only by way of a written agreement concluded between the municipality or entity and the private sector party or organ of state to whom the right is granted.

(2) An agreement referred to in subregulation (1) must –

(a) set out the terms and conditions on which the right is granted, including, as a minimum –

(i) a sufficient description of the capital asset in respect of which the right is granted, in order to identify the asset;

(ii) particulars of any subsidiary assets that are to be made available with the capital asset;

(iii) the period for which the right is granted;

(iv) the amount of compensation payable to the municipality or municipal entity for granting of the right, and the terms and conditions of payment;

(v) requirements for the private sector party or organ of state to whom the right is granted to maintain and safeguard the asset for its intended purpose, taking into account the condition of the asset and its estimated remaining life at the date of granting of the right;

(vi) where the asset is to be used by the municipality or municipal entity and the public sector party or organ of state to whom the right is granted, the basis of how the asset is to be shared as well as how the costs and benefits of the shared asset will be apportioned between the parties;

(vii) the extent to which the public sector party or organ state to whom the right is granted will be required to make improvements or enhancements to the asset, and the terms and conditions regulating such improvements or enhancements;

(viii) a statement to the effect that the risk and accountability for the asset is transferred to the public sector party or organ of state to whom the right is granted;

(ix) the effective date from which the risk and accountability for the asset is transferred; and

(x) a clause disallowing the private sector party or organ of state to whom the right is granted from ceding or subcontracting the right to another person; and

(b) be signed on behalf of the municipality or municipal entity and the private sector party or organ of state to whom the right is granted.

(3) If a long term right to a capital asset with a value in excess of R10 million is granted following the selection of a service provider for the performance of a municipal service referred to in regulation 41(2)(a) or for the performance of a commercial service referred to in regulation 41(2)(b), the agreement referred to in subregulation (1) –

(a) must contain provision for –

(i) contract termination in the case of non- or underperformance;

(ii) dispute resolution mechanisms to settle disputes between the parties; and

(iii) a periodic review of the agreement once every three years, in the case of an agreement for longer than three years; and

(a) may be incorporated into any service delivery agreement or procurement contract to be concluded with the service provider.

(vv) firearms are not sold or donated to any person or institution within or outside the Republic unless approved by the National Conventional Arms Control Committee;

(ww) immovable property is let at market related rates except when the public interest or the plight of the poor demands otherwise;
(xx) all fees, charges, rates, tariffs, scales of fees or other charges relating to the letting of immovable property are reviewed annually;
(yy) where assets are traded in for other assets, the highest possible trade-in price is negotiated; and
(zz) *in the case of the free disposal of computer equipment, the provincial department of education is first approached to indicate within 30 days whether any of the local schools are interested in the equipment.*"

The rental income of below market-related rental to be received by the Municipality will not result in a financial benefit to the municipality but the service that the Knysna Bowling Club is of unmeasurable worth for the community.

The Knysna Bowling Club will be responsible for all other costs relating to the leasing of a portion of Erf 211, Knysna.

PUBLIC PARTICIPATION PROCESS AND OUTCOME

The intended leasing of a portion of Erf 211, Knysna was advertised for public participation, with a closing date 7 August 2026 (See attached **Annexure C**). No comments or objections were received before the closing date.

FINANCIAL IMPLICATIONS

In terms of the Municipalities management of Immovable Property Policy, the Municipality shall be entitled to adopt below market-related tariffs in respect of Property Rights, including but not limited to, land leased for gardening purposes, land leased to non-Profit Organisations, NGOs and **Sporting Bodies**. It is proposed that a below market-related tariff be charged, as the Knysna Bowling Club is delivering a service to the community and is a Sporting Body. It is proposed that a monthly rental of R120 be charged, escalating annually by 6%.

RELEVANT LEGISLATION

Local Government: Municipal Finance Management Act, 2003
Local Government: Municipal Finance Management Act (56/2003): Municipal Asset Transfer Regulations
Management of Immovable Property Policy
Knysna Municipality Supply Chain Management Policy

RECOMMENDATION OF THE ACTING MUNICIPAL MANAGER

[a] That the report and annexure's regarding the request for the renewal of the lease agreement entered into by and between Knysna Municipality and Knysna Bowling Club for the leasing of a portion of Erf 211, Knysna, be noted,

[b] That the advertising of the intended leasing of a portion of Erf 211, Knysna to the Knysna Bowling Club be noted;

[c] That it be noted that no comments or objections were received during the advertising period;

[d] That in terms of Section 14(2)(a) of the Local Government: Municipal Finance Management Act, 2003, and on reasonable grounds, the Municipal Council confirms that the area in question, on a portion of Erf 211, Knysna, is deemed not needed to provide the minimum level of basic Municipal Services;

[e] That the Acting Municipal Manager be authorised to conclude a three (3) year lease agreement with the Knysna Bowling Club at a below market-related rental of R120 per month, with an annual escalation of 6%; and

[f] That the applicant be responsible for all costs related to leasing of a portion of Erf 211, Knysna.

ANNEXURES

ANNEXURE A - APPLICATION FOR RENEWAL FROM KNYSNA BOWLING CLUB
ANNEXURE B - LEASE AGREEMENT
ANNEXURE C - ADVERT

References: C.02
Execution: Acting Municipal Manager
Acting Director: Corporate Service

ED 1966 - 9 July 2026

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– Robert Louis Stevenson

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PUBLIC INVITATION FOR COMMENTS/INPUTS TO THE INTENDED LEASING, ALIENATION AND UTILISATION OF VARIOUS MUNICIPAL PROPERTIES

Notice is hereby given, in terms of the Asset Transfer Regulations, that the Municipal Council intends to:

1. Donate a portion of Erf 3801, Knysna and Erf 3805, Knysna to the South Cape College for a skills development center;
2. Lease a portion of Erf 211, Knysna, to the Knysna Bowling Club for bowls purposes; and
3. Utilising a portion of the remainder of Erf 1343, Knysna (the Milkwood Flats) as a temporary Homeless Shelter.

Additional information may be obtained from the Property Management Department: Mr. Renwill Hardnick at telephone number 044 302 6459 or via e-mail at rhardnick@knysna.gov.za, during normal business hours.

Any comments or objections regarding the proposed leasing or donation must be submitted by email to the Acting Municipal Manager, at knysna@knysna.gov.za by no later than 12h00 on 7 August 2026.

MR BOY MANQOBA NGUBO
ACTING MUNICIPAL MANAGER

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SOLUTION

6	8	1	5	2	3	9	7	4
4	9	3	6	8	7	5	1	2
7	2	5	9	4	1	3	6	8
1	4	8	2	5	6	7	9	3
9	3	6	8	7	4	2	5	1
2	5	7	3	1	9	8	4	6

7.15

F&G15/08/26 REPORT BACK ON THE USE OF REMAINDER OF ERF 1343, KNYSNA (MILKWOOD FLATS) FOR TEMPORARY HOMELESS SHELTER

REPORT FROM THE ACTING DIRECTOR: CORPORATE SERVICES

PURPOSE OF THE REPORT

To report back to the Municipal Council on the public participation process relating to using the remainder of Erf 1343, Knysna (Milkwood Flats), as a temporary homeless shelter.

PROPERTY DESCRIPTION:



ERF DESCRIPTION	
Erf Number	RE/Erf 1343, Knysna
Area	CBD
Street Address	C/O Church Street & Waterfront Drive
Ward	10
Ownership	Knysna Municipality
Zoning	General Residential Zone III
Usage	Vacant
Valuation Roll	R 2 790 000
Current Income	R 0.00
Title Deed Number	T13589/1942

BACKGROUND/ DETAILS OF APPLICATION

The Municipal Council on 6 August 2020 *inter alia* resolved the following:

C03/06/26 ***USE OF REMAINDER OF ERF 1343, KNYSNA (MILKWOOD FLATS) FOR TEMPORARY HOMELESS SHELTER***

Proposal 1

That the matter with regard to the use of remainder of Erf 1343, Knysna (Milkwood Flats) for temporary homeless shelter, be withdrawn and that a report with an update on the permanent shelter and feedback on temporary homeless shelter be submitted to the relevant Section 80 Committee Meeting, in order to determine the way forward.

Proposer : Cllr C Vanston
Seconder : Cllr S Campbell

In favour of recommendations as submitted	***Against recommendations as submitted***

Cllr A Van Schalkwyk	*Cllr T Matika*
Cllr L Davis	*Cllr A Tsengwa*
Cllr C Vanston	*Cllr M Khumelwana*
Cllr S Campbell	*Cllr L Nohana*
Cllr P Bester	*Cllr N Louw*
Cllr J White	*Cllr R Kakora*
Cllr S Sabbagh	*Cllr M Gericke*
Cllr L Tyokolo	*Cllr P Petros*
Cllr H Stroebel	*Cllr B Charlie*
	Cllr R Arends
	Cllr K Andrews
Not present at time of voting	
None	
Did not vote	
None	
Abstained from voting	
Cllr M Willemse	

<u>Proposal 2</u>

That the recommendation as submitted, be approved

Proposer : Cllr T Matika
Seconder : Cllr A Tsengwa

In favour of recommendations as submitted	***Against recommendations as submitted***
Cllr T Matika	*Cllr A Van Schalkwyk*
Cllr A Tsengwa	*Cllr L Davis*
Cllr M Khumelwana	*Cllr H Stroebel*
Cllr L Nohana	*Cllr C Vanston*
Cllr N Louw	*Cllr S Campbell*
Cllr R Kakora	*Cllr P Bester*
Cllr M Gericke	*Cllr J White*
Cllr P Petros	*Cllr S Sabbagh*
Cllr B Charlie	*Cllr L Tyokolo*
Cllr R Arends	
Cllr K Andrews	
Not present at time of voting	
None	
Did not vote	
None	
Abstained from voting	
Cllr M Willemse	

The recommendations as submitted, was carried.

RESOLVED BY MAJORITY

[a] That the request to the Municipal Council to consider using the remainder of Erf 1343, Knysna (Milkwood Flats) as a temporary Homeless Shelter, be noted;

[b] That the municipal council amend the council resolution dated 31 July 2025 to exclude the remainder of Erf 1343, Knysna:

a. That all reference to Re/1343, Knysna be removed.

[c] That the Municipal Council confirm that the remainder of Erf 1343, Knysna (Milkwood Flats) be used as a temporary Homeless Shelter;

[d] That the Municipal Council authorises the Acting Municipal Manager to advertise the intended using of the remainder of Erf 1343, Knysna (Milkwood Flats) be used as a temporary Homeless Shelter;

[e] That Council authorizes the Municipal Manager to sign the relevant powers of attorney to bring land use applications in respect the remainder of Erf 1343 Knysna, so that it can be used as a Homeless Shelter;

[f] That Council authorizes the waiver of any fess pertaining to the land use application processes the remainder of Erf 1343 Knysna; and

[g] That the acting municipal manager report back to the municipal council after the public participation process.

References: *7/1/2/5*

Execution: *Municipal Manager*
Director: Corporate Services
Director: Community Services

As per the above-mentioned Municipal Council Resolution, the following was done:

The intended utilization of a portion of Remainder of Erf 1343, Knysna for temporary homeless shelter was advertised for public participation, with a closing date 7 August 2026 (See attached **Annexure A**).

The proposed temporary homeless shelter was met with strong objections. Objections were received from the following residents to name few (See **Annexure B**):

a. Mark van Schaik – maXem Equipment
b. Alessandro Cheline – Costa Sarda resident
c. Lizl Engelbrecht – Costa Sarda resident
d. Jacqui Jax Kennedy
e. Pat young
f. Nadia de Jongh – Tides End resident

g. Eben Strydom – Spring Street resident

CURRENT ZONING

The remainder of Erf 1343, Knysna, is currently zoned as 'General Residential Zone III', in terms of the Knysna Municipality zoning scheme by-law (2020).
Should the property be used as a homeless shelter, it would need to be rezoned to the most appropriate zoning category to allow for the lawful operation of a homeless shelter on the property.

CURRENT USAGE OF PROPERTY (VIABLE OR NON-VIABLE MUNICIPAL LAND)

The subject property is currently being used for residential purposes and is classified as viable municipal property. In terms of the Knysna Management of Immovable Property Policy, viable property is defined as: "*Property that can be developed and function as a separate entity capable of registration by the Registrar of Deeds*."

CURRENT VALUE OF THE PROPERTY AS PER GENERAL VALUATION ROLL

The subject property is currently valued at R 2 790 000 on the General Valuation Roll of 2023 – 2028.

INTENDED FUTURE USAGE OF PROPERTY

The Municipal Council has resolved to include the property with its Social Housing.

LEGISLATIVE FRAMEWORK

- Local Government: Municipal Finance Management Act, 2003 (Act 56 of 2003).
- The Knysna Municipality Supply Chain Management Policy.
- Local Government: Municipal Finance Management Act, 2003 (Act 56 of 2003): Municipal Asset Transfer Regulations.

PUBLIC PARTICIPATION PROCESS

The intended use of the remainder of Erf 1343, Knysna, must be advertised for public comment. It should be noted that various residents objected to the previous intention during 2020.

FINANCIAL IMPLICATIONS

The establishment and operating costs will need to be determined by the relevant user department.

RELEVANT LEGISLATION

Local Government: Municipal Finance Management Act, 2003
Local Government: Municipal Finance Management Act (56/2003): Municipal Asset Transfer Regulations
Management of Immovable Property Policy
Knysna Municipality Supply Chain Management Policy

RECOMMENDATION OF THE ACTING MUNICIPAL MANAGER

[a] That the request to the Municipal Council to consider using the remainder of Erf 1343, Knysna (Milkwood Flats) as a temporary Homeless Shelter, be noted;

[b] That the advertising of the intended utilization of the remainder for Erf 1343, Knysna for temporary homeless shelter be noted;

[c] That it be noted that we received strong objections during the advertising period;

[d] That the request to consider the remainder of Erf 1343, Knysna (Milkwood Flats) as temporary Homeless Shelter, be not approved; and

[e] That the user department must fence the property to ensure the safeguard of municipal assets.

ANNEXURES

ANNEXURE A – ADVERT

ANNEXURE B – OBJECTIONS

References: 7/1/2/5

Execution: Municipal Manager
Director: Corporate Services

ED 1966 - 9 July 2026

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– Robert Louis Stevenson

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PUBLIC INVITATION FOR COMMENTS/INPUTS TO THE INTENDED LEASING, ALIENATION AND UTILISATION OF VARIOUS MUNICIPAL PROPERTIES

Notice is hereby given, in terms of the Asset Transfer Regulations, that the Municipal Council intends to:

1. Donate a portion of Erf 3801, Knysna and Erf 3805, Knysna to the South Cape College for a skills development center;
2. Lease a portion of Erf 211, Knysna, to the Knysna Bowling Club for bowls purposes; and
3. Utilising a portion of the remainder of Erf 1343, Knysna (the Milkwood Flats) as a temporary Homeless Shelter.

Additional information may be obtained from the Property Management Department: Mr. Renwill Hardnick at telephone number 044 302 6459 or via e-mail at rhardnick@knysna.gov.za, during normal business hours.

Any comments or objections regarding the proposed leasing or donation must be submitted by email to the Acting Municipal Manager, at knysna@knysna.gov.za by no later than 12h00 on 7 August 2026.

MR BOY MANQOBA NGUBO
ACTING MUNICIPAL MANAGER

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SOLUTION

6	8	1	5	2	3	9	7	4
4	9	3	6	8	7	5	1	2
7	2	5	9	4	1	3	6	8
1	4	8	2	5	6	7	9	3
9	3	6	8	7	4	2	5	1
2	5	7	3	1	9	8	4	6

Colab No.:

Tutuzelwa Tsese

File No.: 7/1/2/5

From: alessandro chelini <alessi.che@gmail.com>
Sent: Wednesday, 15 July 2026 09:12
To: Knysna Municipality
Subject: Acting municipal manager

You don't often get email from alessi.che@gmail.com. Learn why this is important

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

I am a resident of Costa Sarda and protest the planned allocation of a home for homeless people near the dog units area , I having nothing personally against homeless people and I do help them when I can but the position is not practical , it is between to very busy roads and difficult access , there has to be a more practical area / place

Regards
Alessandro chelini
Waterside village

MUNISIPALITEIT / MUNICIPALITY
KNYSNA
2026 -07- 16
Action: R Hardrick
CC: Dir: Cor
MBotha
E Nelo
Dir Comm
L Baatjies
N Faneri
V Klein

1

Colab No.:

Tutuzelwa Tsese

File No.: 7/1/2/5

From:	Eben Strydom <strydomebs@gmail.com>
Sent:	Friday, 03 July 2026 12:40
To:	Boy Manqoba Ngubo; Knysna Municipality; Director Community; Renwill Hardnick; Marlene Boyce; Mark Willemse; Peter Bester; Thando Matika; Lizel Baatjies; Marilyn Botha; Jacky Kalani; Sibongile Nelo
Cc:	info@knysnaprimary.co.za; george@gwinc.co.za; info@vreken.co.za; andries@kdpg.co.za; ciffiestears@gmail.com; markvs@maxem.co.za
Subject:	Objection to the use of remainder of Erf 1343 Knysna (Milkwood Flats) for temporary homeless shelter
Attachments:	objection erf 1343 E Strydom .pdf

You don't often get email from strydomebs@gmail.com. Learn why this is important

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Dear Sir

Attached please find an objection in the above regard for Council consideration.

Thank you

Mr Eben Strydom
25 Spring Street, Knysna

MUNISIPALITEIT / MUNICIPALITY
KNYSNA
2026 -07- 06
Action: R Hardnick
CC: Admin Dir. Corp

Dir Comm
L Baatjies
M Botha
S Nelo
V Klein
A. Strydom

1

Mr E Strydom
25 Spring Street
KNYSNA
6571
E-mail Address: strydomebs@gmail.com

2026-06-28

Acting Municipal Manager, Mr Boy Ngubo
Knysna Municipality
PO Box 21
KNYSNA
6571
E-mail Address: knysna@knysna.gov.za / bngubo@knysna.gov.za

Dear Mr Ngubo

OBJECTION TO THE USE OF REMAINDER OF ERF 1343 KNYSNA (MILKWOOD FLATS) FOR TEMPORARY HOMELESS SHELTER

The Council Meeting held on 11 June 2026 where the above item was discussed refers. The Ward Councillor informed residents in the vicinity, who previously objected in 2020 to the property adjacent to the abovementioned erf to be utilised as a homeless shelter, that there will be another public participation process where affected parties will be able to raise their point of view. (Annexure A)

To date I have not seen any information on the promised public participation process and as such submit this letter of objection to converting the Milkwood Flats to a temporary homeless shelter. My objection in terms of the specific location of Erf 1343, Knysna is based on the following points:

- The majority of homeless people, especially in the Knysna CBD, battle addictions and first needs rehabilitation. For years, our family has supported a homeless individual in our street who successfully overcame addiction. Placing newly clean individuals into a shared facility with active substance abusers creates a dangerous environment where peer pressure is highly likely to cause a relapse.

- Every week, homeless people battling substance abuse are locked up in the SAPS overnight holding cells right opposite our home. During the day, they are detained in the Magistrate's Court holding cells to appear in Court. Week after week we recognise the same voices, seeing the same friends on the street that come for illegal visitation conversing through gates situated at the back of the Magistrates Court. We are witnesses of the same homeless people with substance abuse problems getting on the wrong side of the law and because they do not have money to pay the fines, they are let off the hook and stay stuck in the same cycle.

- Right across the road from the Milkwood Flats (Erf 1343) is the Forest Edge School Waterfront Campus and down the street from the Milkwood Flats in Church Street, the Little Elephants Pre-primary school. Should Erf 1343 be utilised as a temporary shelter for the homeless, this will be the routes that many of the homeless still battling addictions, will roam daily. This poses a security risk for young children and will expose children to daily witness negative, unhealthy social behaviour. As adults, we

frequently must request some of the vagrants not to undress in front of our home in Spring Street and to refrain from using the pavement in front of the Magistrate's Court holding cells as ablution facilities upon which we are sworn at. Consolidating all individuals, including active substance abusers, onto Erf 1343, Knysna will naturally increase the volume of foot traffic passing directly by the aforementioned schools. Exposing students and the broader public to the resulting behavioural disruptions creates significant child safety concerns and compromises community well-being.

- Council is reminded of the time during COVID-19 when the homeless were temporarily accommodated at Loeriepark and how the majority refused to abide by the rules and still roamed the streets during lockdown. The temporary homeless shelter closed during April 2021, due to vandalism and numerous other factors as per an open report that served before Council at the time, resulting in thousands of rands wasted to address the vandalism. As per my previous objection, the SAPS and Law Enforcement do not have sufficient capacity to address criminal activities forthcoming from substance abuse and loitering on the streets.

- Noise pollution is at the order of the day in Church, Spring- and Queen Streets with vagrants shouting, swearing, singing and screaming at nighttime when they abuse substances. Accommodating everyone in one homeless shelter whilst the addictions have not been addressed in a rehabilitation facility will create a nightmare for ratepayers who reside in this neighbourhood.

- A temporary shelter will result in the decreasing of property value of properties within close proximity of the proposed temporary shelter including a decline of investment within the existing CBD.

- Furthermore, the proposed temporary shelter is in close proximity of business premises that will result in homeless people operating as parking attendance and beg from customers.

- A temporary shelter at Erf 1343, Knysna will have influx of more criminal activity to an already troubled and out of control neighbourhood, especially with the number of vagrants being locked up in SAPS overnight cells for criminal activities when they are intoxicated and detained during the day to appear in Court and released again.

Driven by the Country's economic slump, a wave of business closures is quietly draining the life out of Knysna's tourism industry. Placing a temporary facility at Erf 1343, Knysna directly jeopardises our local economy and risks inviting a wave of crime, noise, and anti-social behaviour that this small town is ill-equipped to handle.

Taking all the above comments into consideration, it is requested that the Municipality rescind their decision to use this specific location for the establishment of a temporary shelter for the homeless in town and identify another location that will not negatively impact young school going children and an already troubled neighbourhood.

Yours faithfully



MR. E STRYDOM
CONTACT NUMBER: 083 495 4813

ANNEXURE A

From: **Peter Bester** <
Date: Thu, 11 Jun 2026, 12:57
Subject: Milkwood Flats to be converted to a Homeless shelter
To: <
<
>, Andries Fourie <

Afternoon All

Please note council voted today to convert the Milkwood Flats next to 14 Church street into a temporary Homeless shelter.

As you objected to the shelter previously I wish to bring this to your attention. There will be another public participation process where you will be able to raise your point of view. See the attached item to see the resolution taken today.

Regards,

13.3

C03/06/26 USE OF REMAINDER OF ERF 1343, KNYSNA (MILKWOOD FLATS) FOR TEMPORARY HOMELESS SHELTER

REPORT FROM THE DIRECTOR: CORPORATE SERVICES

PURPOSE OF THE REPORT

To request the Municipal Council to consider using the remainder of Erf 1343, Knysna (Milkwood Flats), as a temporary homeless shelter.

PROPERTY DESCRIPTION:



ERF DESCRIPTION	
Erf Number	RE/Erf 1343, Knysna
Area	CBD
Street Address	C/O Church Street & Waterfront Drive
Ward	10
Ownership	Knysna Municipality
Zoning	General Residential Zone III
Usage	Vacant
Valuation Roll	R 2 790 000
Current Income	R 0.00
Title Deed Number	T13589/1942

BACKGROUND/ DETAILS OF APPLICATION

The Municipal Council on 6 August 2020 *inter alia* resolved the following:

"CC11/07/2020 ***PROGRESS REPORT ON THE ESTABLISHMENT OF A SHELTER FOR HOMELESS PEOPLE IN GREATER KNYSNA MUNICIPAL AREA***

UNANIMOUSLY RESOLVED

[a] *That the report on the Establishment of a Shelter for homeless people in the Greater Knysna Municipal area, be noted;*

[b] *That the portion of Erf 1343, Knysna in Church Street on which the dwelling is situated be provisionally earmarked for a homeless shelter; and*

[c] *That the intention to utilise this property as mentioned in [b] above, be advertised for public comment.*

File Number : 9/1/2/5
Execution : Director : Community Services"

The intention to utilise the property was advertised, and a report back was submitted to the Municipal Council on 3 December 2020. The Municipal Council, *inter alia*, resolved the following:

"MC04/11/2020 ***HOMELESS PEOPLE: PROGRESS REPORT ON EXITING LOERIE PARK***

UNANIMOUSLY RECOMMENDED TO COUNCIL

[a] *That the Homeless People: Progress Report on Exiting Loerie Park, be noted;*

[b] *That the following recommendations be referred to Council for consideration:*

[a] *...;*

[b] *...;*

[c] *That the objections received against the establishment of a shelter at Church Street (Erf 1343) and the proposals received to consider Erf 255(present day market, corner of George Rex & Vigilance), be noted;*

[d] *...; and*

[e] *That a follow-up progress report be submitted to a following Community Services Committee meeting;*

File Number: 9/1/2/5
Execution: Acting Director: Community Services"

The proposed establishment of a shelter for the homeless was met with strong objections, resulting in the decision to abandon the plan. Objections were received from the following residents (See **Annexure A**):

a. Knysna Primary School, Principal, Mr. Ivor White;
b. Petition by Residents objecting to the Establishment of Homeless Shelter in Town;
c. Mrs. T. Van Rensburg;
d. Mr. E. Strydom;
e. Mnr. C. Stears;
f. K.M Adamson;
g. George Whitehead Inc (Food Lovers Market);
h. Marike Vreken Townplanners;
i. Angie Manser;
j. Mr & Mrs Bern; and
k. Tide Street Residents.

The remainder of Erf 1343, Knysna, was part of the municipal owned properties intended to be used as office space. On 31 July 2025, the Municipal Council resolved the following:

"SC05/07/25 **AUTHORISATION TO BRING LAND USE APPLICATIONS IN RESPECT OF ERVEN 3534, 568, 571 AND RE/1343 KNYSNA**

This item was discussed as an In Committee item

UNANIMOUSLY RESOLVED

[a] *That Council notes the report;*

[b] *That Council authorizes the Municipal Manager to sign the relevant powers of attorney to bring land use applications in respect of erven 3534, 568, 571 and Re/1343 Knysna, so that they can be used as office space.*

[c] *That Council authorizes the waiver of any fess pertaining to the land use application processes for erven 3534,568, 571 and Re/1343 Knysna.*

File Number :
Execution : Director : Corporate Services
Properties Department"

Should Council agree to the use of the Milkwood Flats on the remainder of Erf 1343, Knysna, all references to this space to be used as office space should be rescinded from the Council Resolution dated 31 July 2025.

On 21 April 2026, the Executive Mayor requested the Administration to look into the proposal to establish an interim safe space for homeless persons at the Milkwood flats (See **Annexure B**).

There are four (4) flats at the Milkwood flats, with four (4) garages. Each flat has the following available:

a) One Kitchen;
b) One living Room;
c) One bathroom with bath;
d) One Toilet;
e) Two big bedrooms; and
f) One smaller room.

CURRENT ZONING

The remainder of Erf 1343, Knysna, is currently zoned as 'General Residential Zone III', In terms of the Knysna Municipality zoning scheme by-law (2020).
Should the property be used as a homeless shelter, it would need to be rezoned to the most appropriate zoning category to allow for the lawful operation of a homeless shelter on the property.

CURRENT USAGE OF PROPERTY (VIABLE OR NON-VIABLE MUNICIPAL LAND)

The subject property is currently being used for residential purposes and is classified as viable municipal property. In terms of the Knysna Management of Immovable Property Policy, viable property is defined as: "*Property that can be developed and function as a separate entity capable of registration by the Registrar of Deeds.*"

CURRENT VALUE OF THE PROPERTY AS PER GENERAL VALUATION ROLL

The subject property is currently valued at R 2 790 000 on the General Valuation Roll of 2023 – 2028.

INTENDED FUTURE USAGE OF PROPERTY

The Municipal Council has resolved to include the property with its Social Housing.

LEGISLATIVE FRAMEWORK

- Local Government: Municipal Finance Management Act, 2003 (Act 56 of 2003).
- The Knysna Municipality Supply Chain Management Policy.
- Local Government: Municipal Finance Management Act, 2003 (Act 56 of 2003): Municipal Asset Transfer Regulations.

PUBLIC PARTICIPATION PROCESS

The intended use of the remainder of Erf 1343, Knysna, must be advertised for public comment. It should be noted that various residents objected to the previous intention during 2020.

FINANCIAL IMPLICATIONS

The establishment and operating costs will need to be determined by the relevant user department.

RELEVANT LEGISLATION

Local Government: Municipal Finance Management Act, 2003
Local Government: Municipal Finance Management Act (56/2003): Municipal Asset Transfer Regulations
Management of Immovable Property Policy
Knysna Municipality Supply Chain Management Policy

RECOMMENDATIONS OF THE ACTING MUNICIPAL MANAGER

[a] That the request to the Municipal Council to consider using the remainder of Erf 1343, Knysna (Milkwood Flats) as a temporary Homeless Shelter, be noted;

[b] That the municipal council amend the council resolution dated 31 July 2025 to exclude the remainder of Erf 1343, Knysna:

a. *That all reference to Re/1343, Knysna be removed.*

[c] That the Municipal Council confirm that the remainder of Erf 1343, Knysna (Milkwood Flats) be used as a temporary Homeless Shelter;

[d] That the Municipal Council authorises the Acting Municipal Manager to advertise the intended using of the remainder of Erf 1343, Knysna (Milkwood Flats) be used as a temporary Homeless Shelter;

[e] That Council authorizes the Municipal Manager to sign the relevant powers of attorney to bring land use applications in respect the remainder of Erf 1343 Knysna, so that it can be used as a Homeless Shelter;

[f] That Council authorizes the waiver of any fess pertaining to the land use application processes the remainder of Erf 1343 Knysna; and

[g] That the acting municipal manager report back to the municipal council after the public participation process.

ANNEXURES

ANNEXURE A – PREVIOUS OBJECTIONS

ANNEXURE B – EXECUTIVE MAYOR REQUEST

References: 7/1/2/5

Execution: Municipal Manager
Director: Corporate Services

Knysna Municipality
Jun 11 •

NEW TEMPORARY HOME FOR HOMELESS SHELTER

Knysna Municipal Council has resolved to utilise the remainder of Erf 1343, Knysna (Milkwood Flats), as a temporary homeless shelter. This decision was taken at its Ordinary Council Meeting held on 11 June 2026.

According to Executive Mayor Thando Matika the intended use of the property will be advertised for public comment in accordance with the applicable public participation processes. Council further mandated the administration to initiate the necessary land use applications to facilitate the establishment of the temporary shelter.

"This decision marks a significant step in addressing homelessness within the Greater Knysna area while longer-term solutions are being implemented," said Matika. "Council approved the 2026/27 Annual Budget earlier this month, which includes R2.8 million towards the construction of a permanent homeless shelter.

"Homelessness is a complex social challenge that requires compassion, practical interventions and strong partnerships. Council's decision creates a pathway for immediate relief while we continue working towards a permanent facility that can provide dignity, support and opportunities for those living on the margins of society," he said.

"We remain committed to engaging with residents and stakeholders throughout the public participation process, as we realise that sustainable solutions require the involvement of the broader community," Matika concluded. "This resolution demonstrates Council's determination to move from planning to implementation, while ensuring that all statutory processes are followed."

Details of the public participation process will be communicated once the required notices have been published.

#inclusive #innovative #inspired

Knysna Executive Mayor Cllr Thando Matika The Greater Knysna Business Chamber Knysna Infrastructure Group - KIG Levael Davis Councillor Cleone Vanston Hilton Stroebel Kay Andrews Sharon Sabbagh DA Councillor Ward 9 Knysna Peter Bester DA Councillor

Tutuzelwa Tsese Colab No.:

From: Jax Kennedy <jaxx.kennedy12@gmail.com>
Sent: Friday, 10 July 2026 09:41
To: Knysna Municipality
Subject: Objection Erf 1343

File No.: 7/1/2/S

You don't often get email from jaxx.kennedy12@gmail.com. Learn why this is important

To whom it may concern,

I hereby wish to state my objection to ERF 1343 being used as a homeless shelter. This is on the corner of the 2 main roads in and out of Knysna.

Please confirm receipt of this objection.

And while we are here, is the KM just going to ignore the informal settlement growing next to the fire station?

Regards
Jacqui

MUNISIPALITEIT / MUNICIPALITY
KNYSNA
2026 -07- 13
Action: R Hardnick
CC: Dir Corp, Dir Com
C Botha
M Botha
S Nelo
V Klein
N Faneri
A Strydom

1

Colab No.:

Tutuzelwa Tsese

File No.: 7/1/2/S

From: Lizl <yourbodywantstomove@gmail.com>
Sent: Monday, 13 July 2026 11:02
To: Knysna Municipality
Subject: Dispute 26 Market street Knysna Central

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CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

The Acting Municipal manager Erf 1343

Good day,
As a resident of Costa Sarda, and living on the waters edge of the pedestrian pathway that leads to Food Lovers: we strongly object to utilising this erf 1343 as a homeless shelter. Recently (up until February 26) homeless vagrants were making their home in 44 Tide street and had to be forcibly removed with the support of Mr October.
The effect it had on the pleasure of being able to walk safely on this path is still felt, and less people are doing so for leisure and as a means of pedestrian transport, which effects not only locals BUT tourists alike who frequent our lagoon or River Club in Costa Sarda, or a walk to Thesen or the Waterfront.
A shelter in the area will have the same effect on safety, and economy, not to mention the unfortunate added problems of sanitation, whereby soon, the entire section (being close to the taxi rank at Food Lovers) will become a place for people to set up home , as it so conveniently located , yet will certainly have the same problems of security and containment to just one erf 1343.
As homeowners we strongly object
Regards Lizl Engelbrecht

--

Come move, absolutely , barefoot with me- Lizl 084 208 7668

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KNYSNA
2026 -07- 13
Action: R. Harchick
cc: Dir Corp C Botha
MBotha
SNelo
VKlein
1

Colab No.:

Tutuzelwa Tsese

File No.: 7/1/2/1/5

From:	Mark Van Schaik <markvs@maxem.co.za>
Sent:	Tuesday, 04 August 2026 08:31
To:	Collab@knysna.gov.za; Boy Manqoba Ngubo; Knysna Municipality; Director Community; Renwill Hardnick; Marlene Boyce; Mark Willemse; Peter Bester; Thando Matika; Lizel Baatjies; Marilyn Botha; Jacky Kalani; Sibongile Nelo; Anita Strydom
Cc:	info@knysnaprimary.co.za; george@gwinc.co.za; info@vreken.co.za; andries@kdpg.co.za; ciffiestears@gmail.com; Martin Hansson (Martin.hansson@hastensstores.com); J.langheim@forestedgeshools.co.za; c.sanda@forestedgeschools.co.za; j.devilliers@forestedgeschools.co.za; b.bouffe@forestedgeschools.co.za; Eben van Huyssten (eben@topsaw.co.za); Keith (blackwells@mweb.co.za)
Subject:	RE: OBJECTION TO PROPOSED LOCATION OF A TEMPORARY HOMELESS SHELTER AT ERF 1343 KNYSNA
Attachments:	20260630 Letter - maXem Equipment - Knysna Municipality, objection.pdf
Importance:	High

[You don't often get email from markvs@maxem.co.za. Learn why this is important at https://aka.ms/LearnAboutSenderIdentification]

Good Moring

It has been a month and despite being informed in the below email that I would receive a response, I have not?

Since then, we have noticed an increase in people living in the bush in this area, and I have experienced more break in's to my court yard to access our rubbish bins, as well as more lights being stolen from my property.

Please, this simply cannot continue, Knysna cannot afford to let this side of town deteriorate as well, it is a main through road in a high presence / value business and tourist area! This area plays a massive role in keeping Knysna viable!!!

Is Knysna municipality taking financial responsibility for our losses? This is just unacceptable and needs immediate action, before the problem grows any bigger and becomes even more difficult to solve!

YOU'RE KILLING OUR TOWN! PLEASE URGENTLY CORRECT THIS!

Thank you

Best Regards

Mark van Schaik
maXem
+27 83 234-0133

MUNISIPALITEIT / MUNICIPALITY
KNYSNA
2026 -08- 04
Action: R Hardnick
CC: Anita, Dir Com
C Botha, Dir Com
M Botha, L Baatjies
S Nelo, N Tamsen
V Klein, A Strydom

-----Original Message-----
From: Collab@knysna.gov.za <Collab@knysna.gov.za>
Sent: Tuesday, 30 June 2026 3:33 pm
To: Mark Van Schaik <markvs@maxem.co.za>
Subject: OBJECTION TO PROPOSED LOCATION OF A TEMPORARY HOMELESS SHELTER AT ERF 1343 KNYSNA
Importance: High

Dear Sir / Madam

1

ACKNOWLEDGEMENT OF RECEIPT
We acknowledge receipt of your letter regarding OBJECTION TO PROPOSED LOCATION OF A TEMPORARY HOMELESS SHELTER AT ERF 1343 KNYSNA and wish to confirm that the matter is receiving attention and a reply will be forthcoming in the near future.

Kindly use the Collab reference number 2973886 in future correspondence regarding this matter.

Yours faithfully

Geagte Meneer/Mevrou/Mejuffrou

ONTVANGSERKENNING
Die ontvangs van u brief rakende OBJECTION TO PROPOSED LOCATION OF A TEMPORARY HOMELESS SHELTER AT ERF 1343 KNYSNA word hiermee erken. Die aangeleentheid geniet aandag en 'n antwoord daarop sal in die nabye toekoms aan u verstrek word.

Geliewe in toekomstige korrespondensie oor hierdie aangeleentheid te verwys na Collab 2973886.

Die Uwe

Molo Mnumzana/Nkosazana

Lo ngumyalezo woba siwufumene umba wakho kwaye siwunike ingqalelo, impendulo uzakuyifumana kwakwamsinya.

Nceda sebenzisa le Nombolo kaCollab 2973886 xa ulandelela umba lowo.

Ozithobileyo

Municipal Manager

P O Box 21 – Knysna - 6570 - Tel: 044 302 6300 - Fax: 044 302 6333 - E-mail: knysna@knysna.gov.za

33 Clyde Street
Knysna Central
Western Cape
South Africa

E-Mail: markvs@maXem.co.za
Tel: +27 (0)83 234-0133

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30 June 2026

To whom it may concern,

RE: Objection to proposed location of a temporary homeless shelter at ERF 1343 Knysna

Please accept my most severe objections to this proposal.

The root issue is not homelessness, it's unemployment. Building a shelter will not solve this problem, it will add to it.

People need to be given the opportunity to build something for themselves. If everything is provided for them, they will only continue to "leech" off of the hard working people in our community and take advantage of the system.
This will inevitably lead to the destruction of one of Knysna's prime business regions.
The proposed property is too small for a sustainable homeless shelter. It's only a matter of time before overpopulation becomes an out of control, irreversible problem.
The proposed property is on the main road and having a poorly managed homeless shelter in view of well established businesses will only bring harm to everyone in the area. This has already become clear after Freshline Fisheries had to relocate due to the homeless population encroaching on their business.
Knysna Central, and specifically this end of Waterfront drive is quickly developing into a thriving hub for all kinds of businesses. These businesses support and add value to each other through a shared interest in success. This success brings money to all of Knysna people, it is incredibly important to keep these businesses successful to continue bringing money into Knysna

I have a premium tenant who trades on good image and businesses cannot present a good image when they are surrounded by the type of circumstances that lead to Freshline having to relocate!

I chose to invest in the area because of its proximity to other prosperous businesses and because the area was developing to be a prime location in knysna. When I renovated my property, I was specifically made to adhere to the standard of the area to ensure Knysna's image continues growing in a positive direction. An overpopulated homeless shelter nearby will undermine all that the surrounding businesses have worked for.

Not only will this development decrease the value of my property, my investment and my rental returns, it will also add to my maintenance and security costs. We have already had numerous issues with homeless people destroying the property, breaking into the courtyard, rummaging through the refuse bins, littering. urinating on the walls, intimidating customers and recently even stealing our outside lights. These situations have been reported to SAPS and case numbers have been given but nothing has come from it. Other safety concerns include the two schools near by - Knysna Pre-primary School on Clyde Street and Forest Edge on Waterfront Drive. These schools are responsible for the wellbeing and education of their children. A noisy community of unemployed people does not make for a suitable learning environment.

Knysna Municipality has a very poor reputation for managing anything effectively. For example, the traffic department is constantly herding cattle out of the streets, the streets are full of potholes and sinkholes, the whole town has a water shortage and the crime is already not being dealt with. Therefore, there is no reason to believe that this new homeless shelter will be managed at all. And like I have already explained, if it is not managed it will become an overcrowded mess of people who think everyone else must provide for them.

Director: Mark van Schaik (MD)

33 Clyde Street
Knysna Central
Western Cape
South Africa

E-Mail: markvs@maXem.co.za
Tel: +27 (0)83 234-0133

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A better solution would be to implement a plan that gives these people an opportunity to make something for themselves so that the issue can be resolved rather than transferred onto the taxpayers of the town. The current tenants are paying rent in that building right now. They are bringing money into the town and supporting a business. Where will these tenants have to move to? You will be removing paying tenants and replacing them with people who will add nothing to the town. That is disgraceful and very soon it will push away the rest of the businesses that are bringing money into the area because no successful business wants to be associated with a community who has no respect for anyone around them.

A more suitable location should be found, something close enough for the homeless people, but not in the prime income generating business areas!

Should this development be approved, will the municipality be taking responsibility for my losses and/or additional expenses? If I need added security, will the council provide it? Who will cover the cost from loss of rental income and decrease property value?

I hereby object to the proposal of a homeless shelter.

Kind regards

Mark van Schaik
Managing Director

Director: Mark van Schaik (MD)

Colab No.:

Tutuzelwa Tsese

File No.: 7/1/2/5

From: Nadia D J <nadiadejongh@gmail.com>
Sent: Thursday, 09 July 2026 20:58
To: Knysna Municipality
Subject: Formal Objection – Proposed Utilisation of Erf 1343 (Milkwood Flats) as a Temporary Homeless Shelter

You don't often get email from nadiadejongh@gmail.com. Learn why this is important

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Dear Acting Municipal Manager,

I write to formally object to the proposed utilisation of a portion of the remainder of Erf 1343, Knysna (Milkwood Flats), as a temporary homeless shelter.

I am an owner at Tides End, which is situated immediately adjacent to the proposed site. While I fully recognise the need to provide assistance to vulnerable members of our community, I do not believe this location is suitable for such a facility.

My concerns include the following:

- The proposal is immediately adjacent to a residential complex and holiday accommodation, which may have a significant impact on the safety, security and quality of life of residents and visitors.
- The potential impact on property values and the attractiveness of the area as a tourism destination.
- Possible increases in traffic, parking demand, noise and pressure on municipal services.
- The absence of any publicly available information regarding the management of the facility, including security measures, operating hours, capacity, staffing, funding and emergency procedures.
- The lack of information demonstrating that the impact on neighbouring property owners has been properly assessed.

In terms of the principles of lawful, reasonable and procedurally fair administrative action, I respectfully request that Council carefully considers the impact this proposal will have on neighbouring residents before any decision is taken.

I further request copies of, or access to, the following documents, should they exist:

- The motivation and feasibility study supporting this proposal.
- Any traffic, safety or environmental impact assessments.
- The proposed operational and management plan for the shelter.
- The security and access control plan.
- Records of any consultation with affected residents, property owners, bodies corporate or local businesses.

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- Any reports considered by Council in reaching its intention to utilise this property for this purpose.

I respectfully request that my objection be formally recorded and fully considered before any final decision is made.

Yours faithfully,

Nadia de Jongh
Owner – Tides End
Knysna

MUNISIPALITEIT / MUNICIPALITY
KNYSNA
2026 -07- 10
Action: R Hardnick
cc: BMM, Dir Cor
C Botha, MB Tha
Dir Comm, S Nelo
L Baatjies
V Klein
A Strydom

2

Colab No.:

Tutuzelwa Tsese

Item No.: 7.1.2.5

From: Pat Young <pa.young1@gmail.com>
Sent: Friday, 10 July 2026 12:31
To: Knysna Municipality
Subject: Objection to Item 3 . Attention Mr Boy Manqoba Ngubo

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Good day Mr Boy Manqoba Ngubo

I hereby object to the utilization of the remainder of Erf 1343 Knysna (the Milkwood Flats) as a temporary Homeless Shelter.

Regards,

Pat Young
--

Pat Young
Mobile: 083 272 7431
Email: pa.young1@gmail.com

MUNISIPALITEIT / MUNICIPALITY
KNYSNA
2026 -07- 13
Action: R Hardnick
cc: Dir Corp Serv
MBotha
SNelo
VKlein
Dir Comm
L Baatjies
Nfaneri

7. IN COMMITTEE (SEE SEPARATE AGENDA)

8. CLOSURE

-oOo-