

SPECIAL COUNCIL MEETING
AGENDA
25 AUGUST 2026



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Notice is hereby given, in terms of Section 19(b) of the Local Government: Municipal Systems Act, 32 of 2000 as amended, that a **SPECIAL MEETING** of the **MUNICIPAL COUNCIL** of Knysna Municipality will be held in the Council Chamber on **TUESDAY, 25 AUGUST 2026** at **9:00** to consider the business set forth in the attached agenda.

Kennis geskied hiermee as gevolg van Artikel 19(b) van die Plaaslike Regering : Munisipale Stelsels Wet, 32 van 2000, dat 'n **SPESIALE VERGADERING** van die **MUNISIPALE RAAD** van Knysna Munisipaliteit in die Raadsaal op **DINSDAG, 25 AUGUSTUS 2026** om **9:00** gehou sal word ten einde sake soos uiteengesit in die aangehegte agenda te oorweeg.

Ibhunga lika**MASIPALA** waseKnysna lazisa ngomthetho okwisolotya 19(b) wenkqubo mgaqo olawula oMasipala, 32 of 2000, njengoko utshintshiwe, **NGENTLANGANISO EKHETHEKILEYO** ye**BHUNGA** lika**MASIPALA** waseKnysna eyakubanjelwa ku Council Chamber **NGOLWESIBINI, NGOMHLA WE 25 EYETHUPHA 2026** ngentsimbi ye **9:00** umba iyakuba lushishino oluchazwe kwi-agenda.

CLLR M WILLEMSE

The Speaker
Die Speaker
Usomlomo

MR B M NGUBO

Acting Municipal Manager
Waarnemende Munisipale Bestuurder
Mphathi kaMasipala

Date : 19 August 2026

TABLE OF CONTENTS

1.	OPENING AND WELCOMING	3
2.	SILENT PRAYER	3
3.	ATTENDANCE OF MEMBERS	3
3.1	COUNCILLORS PRESENT	3
3.2	COUNCILLORS ABSENT WITH LEAVE	3
3.3	COUNCILLORS ABSENT WITHOUT LEAVE	3
4.	NOTING OF THE PROVISIONS OF CODE OF CONDUCT FOR COUNCILLORS AND CODE FOR ETHICAL LEADERSHIP AS ADOPTED BY COUNCIL	3
5.	DISCLOSURE OF INTEREST	3
6.	NEW MATTERS SUBMITTED BY THE ACTING MUNICIPAL MANAGER	
6.1	AUDIT COMMITTEE OVERSIGHT REPORT TO COUNCIL	4
6.2	GREATER KNYSNA MUNICIPALITY : EMERGENCY DISASTER-RESPONSE INTERVENTIONS UNDERTAKEN BY THE INTEGRATED HUMAN SETTLEMENTS DEPARTMENT	49
6.3	ROLL-OVER ADJUSTMENTS BUDGET FOR THE 2026-27 MTREF	52
6.4	SUNRIDGE PRIMARY SCHOOL DUAL PURPOSE LIBRARY	94
6.5	FINAL APPROVAL OF THE 2027/2028 IDP, BUDGET AND PMS TIME SCHEDULE, FOLLOWING PUBLIC AND STAKEHOLDER CONSULTATION	97
7.	IN COMMITTEE (<i>See separate agenda</i>)	119
8.	ADJOURNMENT	119

A G E N D A

1. **OPENING AND WELCOMING**
2. **SILENT PRAYER**
3. **ATTENDANCE OF MEMBERS**
 - 3.1 **COUNCILLORS PRESENT**
 - 3.2 **COUNCILLORS WITH LEAVE**
 - 3.3 **COUNCILLORS WITHOUT LEAVE**
4. **NOTING OF THE PROVISIONS OF CODE OF CONDUCT FOR COUNCILLORS AND CODE FOR ETHICAL LEADERSHIP AS ADOPTED BY COUNCIL**
5. **DISCLOSURE OF INTERESTS BY COUNCILLORS**

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

6.1

SC01/08/26 AUDIT COMMITTEE OVERSIGHT REPORT TO COUNCIL
--

REPORT FROM THE ACTING MUNICIPAL MANAGER

PURPOSE OF THE REPORT

The purpose of this report is to provide Council with the audit committee's oversight report on its activities.

PREVIOUS RESOLUTIONS

Not applicable

BACKGROUND

The Audit Committee is required to report to Council on the work it is doing focusing on its primary responsibilities outlined in terms of Section 166 of the Municipal Finance Management Act for advising the Municipal Council, political office bearers and the Accounting Officer.

DISCUSSION

The reports outlines the activities of the audit committee for the period 01 April 2026 to 30 June 2026. Attached to this item is the detailed report.

FINANCIAL IMPLICATIONS

Not applicable

RELEVANT LEGISLATION

The Municipal Finance Management Act, Act no 56 of 2003.

RECOMMENDATION OF THE ACTING MUNICIPAL MANAGER

- [a] That the Council notes the oversight report of the Audit Committee for the period 01 April 2026 to 30 June 2026;
- [b] That the detailed recommendations as made in the oversight reports be adopted by Council and implemented by management.

APPENDIX / ADDENDUM

APPENDIX A AUDIT COMMITTEE OVERSIGHT REPORT

File Number: 9/1/2/10/4
Execution: Municipal Manager
Chief Audit Executive
All Directors

Manager IDP & PMS
Chief Risk Officer
MPAC Co-ordinator

**KNYSNA MUNICIPALITY AUDIT COMMITTEE
OVERSIGHT REPORT
01 April 2026 to 30 June 2026**



Knysna

Municipality Munisipaliteit uMasipala

inclusive · innovative · inspired

**AUDIT COMMITTEE REPORT
TO
COUNCIL**

KNYSNA MUNICIPALITY AUDIT COMMITTEE
OVERSIGHT REPORT
01 April 2026 to 30 June 2026

1. Purpose

- 1.1. The Committee is submitting its oversight report to the Council for noting and recommending implementation by management.

2. Legislative requirements

- 2.1. The Audit Committee is required to report to the Council on the work it is doing focusing on its primary responsibilities outlined in terms of Section 166 of the Municipal Finance Management Act for the purpose of advising the Municipal Council and Accounting Officer.
- 2.2. The committee has in terms of circular 65 of MFMA adopted an appropriate formal terms of reference clearly setting out the establishment, purpose, authority, composition and the relationship with council, management , internal and external auditors as per its charter.
- 2.3. The committee has adopted the Audit Committee Charter for the 2025/2026 financial years.

3. Matters relating to the structure of the committee and its responsibilities:

3.1. The structure of the Committee

The established committee consists of 5 independent external members.

Mr J Jacobs: Chairperson	Chairperson with effect 01 May 2023 to 30 April 2026
Mrs R Shaw: Member	01 January 2023 to 31 December 2028 Interim Chairperson from 01 May 2026
Ms G Bolton: Member	01 January 2023 to 31 December 2028
Adv.D.Block: Member	06 June 2026 to 05 June 2029
Ms.A.Labuschagne: Member	01 May 2025 to 30 April 2028

KNYSNA MUNICIPALITY AUDIT COMMITTEE
OVERSIGHT REPORT
01 April 2026 to 30 June 2026

4. Meetings held

The committee held two meetings during this period to execute its mandate in accordance with the approved charter.

The details of attendance of the meetings were as follow:

Committee Member	25 June 2026	23 July 2026	31 July 2026 (continuation)
Ms R Shaw (Interim Chairperson)	0	1	1
Ms G Bolton	1	1	1
Adv.D.Block	1	1	0
Ms.A.Labuschagne	1	1	1

In as far as members' attendance is concerned, overall the Chairperson is satisfied with the members' conduct. Members who have been unable to attend a meeting, tendered an apology in advance.

The term of Mr. Jacobs ended on 30 April 2026 and Ms. Shaw is the interim chairperson from 01 May 2026 until the vacancy is filled.

5. Internal Audit

- 5.1. The Audit Committee is required to continuously evaluate the activities and performance of Internal Audit to ensure that it remains independent and objective in discharging its responsibilities.
- 5.2. The Committee continues to raise its concerns regarding the under resourcing of the internal audit function and notes the Acting Municipal Manager's commitment to address some of these issues during the adjustment budget period.
- 5.3. The Internal Audit function reports administratively to the Municipal Manager and functionally to the Audit Committee to ensure its independence and objectivity in the performance of its duties.
- 5.4. On 25 June 2026, the committee considered the Internal Audit Plan for the 2026/2027 financial year and subsequently approved the plan on 23 July 2026.

KNYSNA MUNICIPALITY AUDIT COMMITTEE

OVERSIGHT REPORT

01 April 2026 to 30 June 2026

- 5.5. On 25 June 2026, the committee also approved the Internal Audit Charter for 2026/27. The adopted Charter provides the Internal Audit Function with the authority and responsibility to fulfil the duties in line with MFMA Section 165 and the Global internal audit standards.
- 5.6. The committee monitors the progress on the approved internal audit plan at each quarterly meeting held and noted that the internal audit plan for the 2025/26 has been executed, with some reports to be finalised.
- 5.7. The committee urges management to implement internal audit recommendations and action plans properly and on time in order to
- improve the control environment within the municipality
 - prevent repeat audit findings that will ultimately result in improved audit outcomes.

The following internal reports were submitted to the committee:

- Traffic Fines
- Status of records reviews
- Ad-hoc audit: Managerial Job Descriptions
- Ad-hoc audit: T20/2024/2025

A redacted version of these reports are attached as Appendix A to this report.

6. Internal Control and Performance Management

- 6.1. Based on the reviews conducted by internal audit and engagements held during the committee's meeting, the committee is still of the opinion that the system of internal control is not entirely effective. Management must review and implement internal controls as recommended by the internal auditors in order to improve the control environment.
- 6.2. The committee was unable to review the Quarter 4 performance report as the report was still undergoing an internal review process. It was agreed that the report would be circulated to all members once it has been finalised.
- 6.3. The committee noted that the Council approved an amendment to the SDBIP for 2025/2026,

KNYSNA MUNICIPALITY AUDIT COMMITTEE
OVERSIGHT REPORT
01 April 2026 to 30 June 2026

7. Risk Management and Compliance

- 7.1. The risk management implementation is the responsibility of the management in terms of the MFMA. The role of the audit committee is to advise management on the implementation of effective risk management in the municipality.
- 7.2. The committee received and provided inputs into the compliance reports for the 3rd quarter of 2025/2026 financial year.
- 7.3. The committee also reviewed the progress of mitigating actions against the strategic risk register.
- 7.4. The committee raised with concern the lack of timeous actioning of implementation plans by risk owners.

8. Section 154 Diagnostic Report Progress

- 8.1 The committee took note of the strengthened section 154 process and commented on the submitted report.
- 8.1 Concerns were raised regarding critical vacancies, identified in the plan that has not been filled.

9. Financial Information and Financial Statement Preparation Plan

- 9.1 The committee discussed the monthly Section 71 reports and other financial management related reports including the supply chain management report and Grant expenditure reports in relation to Infrastructure, Integrated Human Settlements, Planning and Economic Development and Finance.
- 9.2 The following recommendations specific to the Section 71 reports were made:

KNYSNA MUNICIPALITY AUDIT COMMITTEE
OVERSIGHT REPORT
01 April 2026 to 30 June 2026

- 9.2.1 Although quarterly reports are submitted at the end of each quarter, critical ~~year-end~~ accounting adjustments, including accruals, depreciation (wear and tear), and the recognition of outstanding invoices, are only finalised during the year-end closure process. As a result, the Quarter 4 reports presented to the Committee were still incomplete and subject to change, limiting the Committee's ability to effectively perform its oversight function. The Committee observed that several matters remain work in progress at the time of reporting.
- 9.2.2 The Audit Committee expressed concern about apparent systemic weaknesses in recent tender processes and emphasised the need for continuous oversight of the SCM function, particularly regarding changes to the composition of Bid Evaluation Committees (BECs) and the use of deviations to ensure full compliance.
- 9.2.3 The Audit Committee expressed concern regarding the cancellation of twelve (12) bids during the quarter and noted the potential impact this may have on service delivery, grant expenditure, and the Municipality's overall budget performance.
- 9.2.4 The Committee further noted concerns regarding scope of work that's not clearly articulated and does not provide for the right criteria.

10. AGSA 2024/2025 audit and audit action plan

- 10.1 The Audit Committee took note of the audit action plan for the 2024/2025 financial year with concern and advised management to ensure continuous monitoring and reporting of implementation against the plan on a quarterly basis to the committee and Council until it has reached 100%.
- 10.2 It's recommended that the plan includes the detailed progress made on the findings to date and whether the root cause of the finding has been resolved or not. The progress must include how much progress has been made to resolve the finding and whether the deadline will indeed be met.
- 10.3 The committee took note that the Auditor-General has issued a material irregularity in relation to the significant water losses and requested that quarterly reports in relation to both electricity and water losses be submitted to the committee. These reports must cover the procedures to minimize the losses, root-cause analysis and challenges being experienced.

11. Corporate Services

KNYSNA MUNICIPALITY AUDIT COMMITTEE

OVERSIGHT REPORT

01 April 2026 to 30 June 2026

- 11.1. The committee reviewed corporate services reports related to legal matters, vacancies, the review of the municipal organizational structure and policies, ICT and MPAC amongst others.
- 11.2. The committee recommended that an SOP be developed by Legal, that includes how the municipality will deal with finalising litigations that indicates a withdrawal notices eg which department should initiate such action, when will the debtor be raised, the collection terms, how it should be classified in the monthly reports, etc
- 11.3. The Audit Committee took note of an MPAC matter regarding motor vehicle licensing and enquired how the misalignment occurred between fleet management and finance during the budget process that gave rise to the fact that inadequate funds were budgeted for licencing the municipal fleet. The committee urged the officials to ensure that sufficient budget allocation is made available to renew municipal owned vehicle licenses.
- 11.4. The Audit Committee requested that management submit a report to the next Audit Committee meeting comparing the Municipality's owned vehicle fleet with rented vehicles. The report should include the number of owned and rented vehicles, the monthly cost of vehicle rentals, the reasons for utilising rented vehicles.

12. Conclusion

The committee would like to thank the Internal Audit Unit, Management and Council for the ongoing support provided.

13. Recommendation to Council

The committee recommends this report to the Council for noting and implementation of specific recommendations under each section, by management.



Ms Ronel Shaw

17 August 2026

Interim Chairperson of the Audit Committee

KNYSNA MUNICIPALITY AUDIT COMMITTEE
OVERSIGHT REPORT
01 April 2026 to 30 June 2026

KNYSNA MUNICIPALITY AUDIT COMMITTEE

OVERSIGHT REPORT

01 April 2026 to 30 June 2026

Annexure A: Summary of findings

2025/2026 Traffic Fines Management

Finding & Root Cause	Recommendation and Action Plans
1. Summons for handwritten tickets [section 341] are not printed and served to the offenders	
Finding Summons for handwritten tickets [section 341] are not printed and served to the offenders, they are only served to the offenders during roadblocks for those motorists that are stopped.	Recommendation Management should ensure that all the vacancies in the traffic sections are filled to ensure that the end-to-end processing, validation, and administrative lifecycle of traffic fines is managed. • Develop policies and standard operating procedures [SOP] for the traffic fines management. The SOP should include: • Standard operating procedures on issuance of summons, warrants of arrest for outstanding fines • A report on all fines past due date, excluding those under dispute, appeal, or authorised withdrawal should be generated monthly • Management should confirm that that no payment, settlement discount, or valid appeal has been recorded against the fine before escalation • The report on summonses and warrants issued, settlements post-issuance, and outstanding enforcement cases should be submitted for monitoring to the Director and relevant council committees. <u>Contract management</u> The contract owner should ensure that the service provider's performance is monitored at least monthly against the agreed scope and milestones as outlined in the SLA and tender document. Under performance should be dealt with immediately as outlined in the GCC and SLA.
Root Cause • Inadequate contract management, resulting in non-adherence to the signed Service Level Agreement • Internal capacity constraints in the traffic section	Management Action Plan Response The drafting of an SOP shall address the findings as listed above Action Plan Drafting of policy/SOP to include recommendations as listed above Estimated Completion Date and Timing: 2026/27 Budgetary provisions made Responsible Person

KNYSNA MUNICIPALITY AUDIT COMMITTEE
OVERSIGHT REPORT
01 April 2026 to 30 June 2026

	Contract Manager/Manager Public Safety Auditor's Conclusion Internal audit notes the management comment and action plan. A follow up audit will be scheduled during the next audit cycle.
2. Inadequate controls for non-paid fines	
Finding There is no monitoring by the municipality on traffic fines issued to ensure that summons are being served in compliance with legislation.	Recommendation Management should ensure that all the vacancies in the traffic sections are filled to ensure that the end-to-end processing, validation, and administrative lifecycle of traffic fines is managed Contract management The contract owner should ensure that the service provider's performance is monitored at least monthly against the agreed scope and milestones as outlined in the SLA and tender document. Under performance should be dealt with immediately as outlined in the GCC and SLA. A monthly report, reporting on the following should be developed - the number of traffic fines issued by the traffic officers - traffic fines that have not been processed/captured, with reasons - monthly management review of deleted fines should be documented - traffic fines aging to ensure that issued fines are acted upon The report should be submitted to the relevant section 80 committee
Root Cause - Inadequate contract management, resulting in non-adherence to the signed Service Level Agreement - Internal capacity constraints in the traffic section	Management Action Plan Response The drafting of an SOP shall address the findings as listed above Action Plan

KNYSNA MUNICIPALITY AUDIT COMMITTEE

OVERSIGHT REPORT

01 April 2026 to 30 June 2026

	Drafting of policy/SOP to include recommendations as listed above Estimated Completion Date and Timing: 2026/27 Budgetary provisions made Responsible Official Contract Manager/Manager Public Safety Auditor's Conclusion Internal audit notes the management comment and action plan. A follow up audit will be scheduled during the next audit cycle.
3. Storage of documents not in line with the Provincial Archives Act.	
Finding Storage of fine documents not in line with records requirements.	Recommendation Management should ensure that all the vacancies in the traffic sections are filled to ensure that the end-to-end processing, validation, and administrative lifecycle of traffic fines is properly managed Management should develop policies and standard operating procedures [SOP] for the traffic fines management. The SOP should include ▪ Procedures on creation, handling, review, and approval of all control document. • All documents should be stored in the municipality's electronic document management system according to the correct file plan for easy tracking and to ensure that all documents are accounted for. • The Senior Clerk: Public Safety should perform a review and approval of all completed control documents before they are filed The records management unit should examine the area where the documents for traffic services are stored in order to ensure compliance with the Western Cape Archives and Records Services Act and provide training to officials on document handling requirements as per the municipality's records management policy. Upon outsourcing of these services, the SLA's must also address the document management process, which also covers storing requirements.
Root Cause • Capacity constraints in the traffic section • Lack of knowledge on document management	Management Action Plan Response

KNYSNA MUNICIPALITY AUDIT COMMITTEE
OVERSIGHT REPORT
01 April 2026 to 30 June 2026

Outsourcing SLA that does not specify document storing requirements.	Service level agreement with new supplier currently in draft format and finding will be addressed as part of the SLA Action Plan To be addressed within the commencement of the new SLA with the appointed service provider Estimated Completion Date and Timing: Contract to commence 01 June 2026 Responsible Person Contract manager/Manager Public Safety Auditor's Conclusion Internal audit notes the management comment and action plan. A follow up audit will be scheduled during the next audit cycle
4. Lack of corrective controls for fine reduction/amendment	
Finding No monitoring controls are in place to ensure that all the adjusted fines by the prosecutor and the Chief Traffic Officer are adjusted in the system	Recommendation Management should ensure that all the vacancies in the traffic sections are filled to ensure that the end-to-end processing, validation, and administrative lifecycle of traffic fines is managed Management should develop policies and standard operating procedures [SOP] for the traffic fines management. - Procedures for written-off fines should also be documented to ensure that fines deemed irrecoverable are formally removed from the municipality's receivables in line with Council-approved policy, the MFMA, and GRAP requirements. - A list of outstanding fines that meet write-off criteria, such as prescription (expired collection period), confirmed insolvency of the offender, court withdrawal, or evidence-based non-recoverability should be generated - Each case for write off should be checked against the municipality's Write-off Policy and legal framework, confirming that fines meet conditions for de-recognition and that sufficient supporting evidence is available. Procedures for fines reduction/adjustment should also be documented to ensure that authorised reductions granted under municipal policies or in terms of the Criminal Procedure Act are correctly applied and recorded

KNYSNA MUNICIPALITY AUDIT COMMITTEE

OVERSIGHT REPORT

01 April 2026 to 30 June 2026

	- Fine reduction should only be approved a delegated authority [e.g. traffic officer-in-charge, magistrate] - An updated notice or statement to the offender reflecting the reduced fine amount, new due date (if applicable), and payment instructions should be issued to the offender - Traffic fine reductions should be captured in the Fine Management System and correctly classified under the Mscoa segment [item, function, fund, project] for accurate reporting - All documentation relating to the reduction (e.g. authorization letter, magistrate order) should be filled in under the municipality's records management system
Root Cause - Inadequate contract management - Capacity constraints in the traffic section	Management Action Plan Response Service level agreement with new supplier currently in draft format and finding will be addressed as part of the SLA Action Plan To be addressed within the commencement of the new SLA with the appointed service provider Estimated Completion Date and Timing: Contract to commence 01 June 2026 Responsible Person Contract manager/Manager Public Safety Auditor's Conclusion Internal audit notes the management comment and action plan. A follow up audit will be scheduled during the next audit cycle.
5. Inadequate controls [detective and preventative] for Hand written ticket fines issued	
Finding Fines not captured on the system	Management should ensure that all the vacancies in the traffic sections are filled to ensure that the end-to-end processing, validation, and administrative lifecycle of traffic fines is managed Management should develop policies and standard operating procedures [SOP] for the traffic fines management. The SOP should include

KNYSNA MUNICIPALITY AUDIT COMMITTEE

OVERSIGHT REPORT

01 April 2026 to 30 June 2026

	▪ Procedures on creation, handling, review, and approval of all control document. • All documents should be stored in the municipality's document management system for easy tracking and to ensure that all documents are accounted for they are not misplaced • The Senior Clerk: Public Safety should perform a review and approval of all completed control documents before they are filled ▪ Operating procedures on all returned valid traffic fines for processing can be compared and reconciled against the fine book: The Senior Clerk: Public Safety should reconcile the following on the fine document on a daily basis to ensure validity and accuracy a) Offenders' name b) Offenders' residential address c) Offenders' occupation (s56 fines) d) Vehicle registration number e) Nature of offence (e.g. exceeded speed limit – travelled 90 km in 60 km zone) f) Amount of fine g) Compare amount as per fine-to-fine amount on TCMS. h) Confirm that the fine contains the officers' number and signature. ▪ Standard operating procedures for the ordering, receipts, distributing, returning and accounting of all traffic fines books should also be documented ▪ The Senior Clerk: Public Safety should monitor both traffic fines registers to ensure that all books are returned books and signed back in before a new fine book is issued ▪ When a traffic book is lost, an affidavit should be completed by the responsible Traffic Officer ▪ In both registers, the official who has issued the traffic book should also be indicated. ▪ Orders for new traffic books should specify unique pre-printed serial numbers for each book and each individual fine within the book to ensure traceability ▪ The specification should be authorised by the Chief Traffic Officer ▪ Upon delivery of the new traffic books, the Senior Clerk; Public Safety should verify the number of books received against the order
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KNYSNA MUNICIPALITY AUDIT COMMITTEE
OVERSIGHT REPORT
01 April 2026 to 30 June 2026

	and the sequence of serial numbers and any discrepancies should be recorded and investigated immediately. ▪ Management should keep an inventory register, recording the date, supplier details and the serial numbers received ▪ Development of report monthly, reporting on e) the number of traffic fines issued by the traffic officers f) traffic fines that have not been processed/captured, with reasons g) monthly management review of deleted fines should be documented h) traffic fines aging to ensure that issued fines are acted upon
Root Cause • Inadequate contract management • Capacity constraints in the traffic section • Non-adherence to the signed Service Level Agreement	Management Action Plan Response Service level agreement with new supplier currently in draft format and finding will be addressed as part of the SLA Action Plan To be addressed within the commencement of the new SLA with the appointed service provider Estimated Completion Date and Timing: Contract to commence 01 June 2026 Responsible Person Contract manager/Manager Public Safety Auditor's Conclusion Internal audit notes the management comment and action plan. A follow up audit will be scheduled during the next audit cycle.
6. Lack of corrective controls for Ticket Fines not issued	
Finding There are no corrective controls in place to ensure that all notices are printed and issued within the 30-day time frame by the service provider	▪ Management should ensure that all the vacancies in the traffic sections are filled to ensure that the end-to-end processing, validation, and administrative lifecycle of traffic fines is managed. ▪ Procedures for cancelled traffic fines should also be documented to ensure that they are consistently implemented by all traffic officers:

KNYSNA MUNICIPALITY AUDIT COMMITTEE
OVERSIGHT REPORT
01 April 2026 to 30 June 2026

	▪ There should be a cancellation form completed by the Traffic Officer when a traffic fine is cancelled. ▪ The reason for the cancellation should be documented on the cancellation form ▪ The Administration officer should, when the tickets fines are being returned, review whether there were any fines that were cancelled and whether a cancellation form is filled ▪ A delegated official should approve the cancellation of fines
Root Cause • Capacity constraints in the traffic section	Management Action Plan Response Service level agreement with new supplier currently in draft format and finding will be addressed as part of the SLA Action Plan To be addressed within the commencement of the new SLA with the appointed service provider Estimated Completion Date and Timing: Contract to commence 01 June 2026 Responsible Person Contract manager/Manager Public Safety Auditor's Conclusion Internal audit notes the management comment and action plan. A follow up audit will be scheduled during the next audit cycle.
7. Section 341 ticket fines issued not captured	
Finding All Section 341 traffic fines that have been issued in the period of [July-October] have not been captured by the service provider in the DMS system as the notice number on the fines, have been printed incorrectly (duplicated series) This amounts to a total of 280 fines to the value of R231 400.	▪ Management should develop policies and standard operating procedures [SOP] for the traffic fines management. The SOP should include ▪ Operating procedures on all returned valid traffic fines for processing can be compared and reconciled against the fine book ▪ Procedures for cancelled traffic fines should also be documented to ensure that they are consistently implemented by all traffic officers ▪ Standard operating procedures for the ordering, receipts, distributing, returning and accounting of all traffic fines books should also be documented

KNYSNA MUNICIPALITY AUDIT COMMITTEE

OVERSIGHT REPORT

01 April 2026 to 30 June 2026

	Development of report on a monthly basis, reporting on the number of traffic fines actually issued by the traffic officers and forward this report to the service provider, traffic fines that have not been processed/captured, monthly management review of deleted fines should be documented as well and the report should also include traffic fines aging to ensure that issued fines are acted upon
Root Cause - Lack of controls/standard operating procedures to ensure accountability of all traffic fines - Inadequate contract management - Invalid traffic fines books	Management Action Plan Response Service level agreement with new supplier currently in draft format and finding will be addressed as part of the SLA Action Plan To be addressed within the commencement of the new SLA with the appointed service provider Estimated Completion Date and Timing: Contract to commence 01 June 2026 Responsible Person Contract manager/Manager Public Safety Auditor's Conclusion Internal audit notes the management comment and action plan. A follow up audit will be scheduled during the next audit cycle.
8. Balancing of cash on hand[reconciliation] not completed before closing of offices	
Finding Not all daily reconciliations for the month of July 2025 were reviewed/signed off by the senior clerk and discrepancies investigated.	- Management should provide training on the Cash Management and Investment Policy to all cash handling employees to ensure that the employees are thoroughly trained on the reconciliation process - The cash procedures should be reviewed to include a secondary verification of the daily summaries, deposit slips, and supporting documentation (e.g., receipts) by the Chief Clerk in order to ensure accuracy and adherence to cash procedures. - Management should schedule a mandatory "close-out" period at the end of each day specifically for cashing up, ensuring staff have sufficient time to do the reconciliation without being rushed

KNYSNA MUNICIPALITY AUDIT COMMITTEE

OVERSIGHT REPORT

01 April 2026 to 30 June 2026

	▪ Management should strictly enforce the cash management and investment policy by establishing a zero-tolerance policy that the office cannot officially close for the day until the cash reconciliation is signed off by two separate individuals ▪ Management should develop a weekly schedule for daily cash up indicating the senior clerks that would be responsible for the count and hold them accountable for completing it accurately and on time
Root Cause • Ineffective implementation of the Cash Management and Investment Policy • Lack of accountability for the daily cash up	Management Action Plan Response The findings are noted. While cash management procedures and controls are in place. Management acknowledges that delays in sign-off and instances where reconciliation is performed or signed by different officials weaken the control environment and increase risk. Corrective measures will focus on strengthening accountability, enforcing same-day sign-off, and improving oversight and monitoring to ensure full compliance with the Cash Management and Investment Policy. Action Plan Implement strict control that all cash-ups must be completed and signed off on the same day Ensure that daily cash-up is performed on rotational basis by the Senior Clerks Ensure the same Senior Clerk responsible for end of day in the system performs and signs off, with independent review by Head Cashier. Introduce a formal exception register for any delayed cash-ups, with reasons documented and approved Perform monthly review of cash-up compliance and report deviations. Estimated Completion Date and Timing: On going Responsible Person Manager Revenue Services Accountant Services Chief Clerk Senior Clerk

KNYSNA MUNICIPALITY AUDIT COMMITTEE

OVERSIGHT REPORT

01 April 2026 to 30 June 2026

	Head cashiers Cashiers Auditor's Conclusion Internal audit notes the management comment and action plan. A follow up audit will be scheduled during the next audit cycle.
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2025/2026 STATUS OF RECORDS REVIEW

Performance

Focus Area 1: Changes/Amendments in legislation and Changes/Amendments to policy

Pre-Audit of performance Information

In terms of the current performance management policy the performance management unit is required to verify the reliability of the reported information [Pre-Audit]. The policy states that, on a quarterly basis, the performance management manager/officer should support the Municipal Manager in verifying the performance data.

Pre-Audit of the performance information is not conducted continuously and pre-audited POE do not align with the achieved performance results. The unit rely on the internal audit unit to validate the performance information that is being reported

Quarterly Reviews

The Municipal Performance Regulations for Municipal Managers and Managers directly accountable to Municipal Managers, Municipal Performance Management Policy and the signed 2025/2026 Performance Agreement states that performance reviews are performed on a quarterly basis. The performance management unit indicated that these reviews are incorporated in the Mid-year reviews. The performance reviews for Q1 & Q2 are no longer conducted as per the scheduled dates entailed in the performance management policy and the signed performance agreements, these reviews are conducted as the mid-year performance reviews which are conducted with the annual performance reviews of the previous financial year. Quarter 3 & 4 performance reviews are conducted as the annual performance reviews.

Appointment of Municipal Managers

The municipal systems act was amended and Municipal Managers are appointed in terms of section 54A and no longer has section 57. The municipal policy still referred to section 57 managers.

KNYSNA MUNICIPALITY AUDIT COMMITTEE

OVERSIGHT REPORT

01 April 2026 to 30 June 2026

Performance Agreement [Employees in supervisory capacity]

The municipal policy states that performance agreements of the employees in supervisory capacity must be concluded by 31 October of each year while the Staff regulations state that for serving staff member the performance agreement must be concluded within 30 days of the commencement of the new financial year of the municipality and that is by July of each year.

Performance Agreements [Lower Level Staff (Staff not in supervisory capacity)]

The municipal policy state that a supervisor may, in an agreement with the employee, include a KPI that measures the employee's functioning within a team while the staff regulations state that before implementing a team based performance management the municipality must :[a] pilot the system on a team of staff members in all affected occupational streams[b] consult the system with the recognised trade unions within the local labour forum

Establishment of Performance Moderation Committees

The staff regulation states that the Municipal Manager must establish a departmental performance moderation committee and the Council must establish a municipal moderation committee. The municipal performance management policy refers to a third moderation committee at Sub-Directorate level

Composition of the Performance Moderation Committees

The head of the municipal internal audit must also be part of the municipal moderation committee and the municipal policy does not list/has omitted the CAE as part of the committee. The regulations further state that the Municipal Manager must act as the chairperson of this committee and the policy does not indicate the chairperson to this committee

Approval of the In-Year changes to the annual performance plan at appropriate level

The 2025/2026 Service Delivery and Budget Implementation Plan (SDBIP) has not yet been revised after the budget has been adjusted. Circular 134 state that Council must approve the revised SDBIP during the same council meeting where the adjustments budget is approved, if there are no structural changes to the SDBIP or within ten (10) working days of the adjustments budget's approval if the adjustments budget results in structural changes to service delivery targets or key performance indicators (KPIs)

Focus Area 2: In-Year changes to the annual performance plan

Approval of the In-Year changes to the annual performance plan at appropriate level

The 2025/2026 Service Delivery and Budget Implementation Plan (SDBIP) has not yet been revised after the budget has been adjusted. Circular 134 state that Council must approve the revised SDBIP during the same council meeting where the adjustments budget is approved, if there are no structural changes to the SDBIP or within ten (10) working days of the adjustments budget's approval if the adjustments budget results in structural changes to service delivery targets or key performance indicators (KPIs)

Focus Area 3: Alignment of quarterly performance report with the performance plan (SDBIP)

On Assessment of the Q1 Section 52[d] report we had identified the following exceptions:

Indicators that have been duplicated and do not align with the approved 2025/2026 Service delivery and budget implementation [SDBIP]. The approved SDBIP has a total of 63 indicators, and the section 52[d] report for Q1 reported a total of over 100 indicators

An indicator reported as not achieved, however, the target had been met

KNYSNA MUNICIPALITY AUDIT COMMITTEE
OVERSIGHT REPORT
01 April 2026 to 30 June 2026

An indicator that has been reported in the section 52 report as extremely well met; however, the target has not been met. Therefore, the reported performance of extremely well met was inaccurate

On assessment of the Q1&Q3 section 52[d] report we have identified targets that have been inaccurately reported.

Focus Area 4: Achievement of targets over the period reviewed.

The achievement of this target might not be achieved as the KPI do not meet the "Good Characterises".

Ref	DEPARTMENT	STRATEGIC OBJECTIVE	INDICATOR	UNIT OF MEASUREMENT
TL2	Municipal Manager	To encourage the involvement of communities in the matters of local government, through the promotion of open channels of communication.	Ensuring performance by the timeous development and signing of the Section 56 performance agreements in adherence to the Performance Framework	Percentage (%) of signed performance agreements of Section 56 managers concluded within the prescribed legislative timeframes
TL12	Municipal Manager	To structure and manage the municipal administration to ensure efficient service delivery	Review the Macro structure annually and submit to Council for consideration by end May 2026	One reviewed Macro structure presented to Council by end-May 2026
TL15	Corporate Services	To structure and manage the municipal administration to ensure efficient service delivery	Develop and submit quarterly report on implemented Council resolutions	Quarterly report on implemented Council resolutions submitted one month after the end of the quarter

KNYSNA MUNICIPALITY AUDIT COMMITTEE

OVERSIGHT REPORT

01 April 2026 to 30 June 2026

TL27	Municipal Manager	To structure and manage the municipal administration to ensure efficient service delivery	Effective management and functional supervision of all the Directorates	Percentage of indicators of all the Directorates achieved, measured quarterly
TL28	Municipal Manager	To structure and manage the municipal administration to ensure efficient service delivery	Effective management and functional supervision of the Sections in the department	Percentage of indicators of the Department Office of Municipal Manager; achieved, measured quarterly
TL31	ALL DEPARTMENTS	To structure and manage the municipal administration to ensure efficient service delivery	Complete bi-annual departmental risk assessments	Bi-annual departmental risk assessment completed
TL32	Corporate Services	To structure and manage the municipal administration to ensure efficient service delivery	The percentage of the payroll budget spent on implementing the Municipal Workplace Skills Plan (NKPI Proxy- MSA, Reg. S10(f))	Percentage of the municipality's payroll budget actually spent on implementing its Workplace Skills Plan ((Total Actual Training Expenditure / Total Annual payroll Budget) x 100), measured by 30 June 2026
TL33	All Directorates	To grow the revenue base of the municipality	Complete a conditional assessment and a review of the remaining useful life of all assets in the department and submit a certification in this regard to the Head Asset Management within the first week after the financial year end	Conditional Assessment and review of useful life of assets certificate submitted to Assets Unit

KNYSNA MUNICIPALITY AUDIT COMMITTEE

OVERSIGHT REPORT

01 April 2026 to 30 June 2026

TL35	Financial Services	To improve and maintain current basic service delivery through specific infrastructural development projects	Supplying of piped water service points to residential account holders which are connected to the municipal water infrastructure network as at 30 June 2026 as per Reg 10(a)	Number of residential properties with access to Water services as registered on the financial system as at end June 2026
TL36	Financial Services	To improve and maintain current basic service delivery through specific infrastructural development projects	Supplying of electricity services to municipal residential account holders as at 30 June as per Reg 10 (a)	Number of residential properties with access to electricity services registered on the financial system (Promun and Ontec) at 30 June of the financial year
TL37	Financial Services	To improve and maintain current basic service delivery through specific infrastructural development projects	Supply of sanitation services to municipal residential account holders as at 30 June as per Reg 10 (a)	Number of formal residential properties which are billed for sewerage as at 30 June of the financial year
TL38	Financial Services	To improve and maintain current basic service delivery through specific infrastructural development projects	Supplying of refuse removal services to municipal residential account holders as at 30 June as per Reg 10 (a)	Number of formal residential properties which are billed for refuse removal as at 30 June of the financial year
TL45	Infrastructure Services	To improve and maintain current basic service delivery through specific infrastructural development projects	Wastewater quality measured to the Department of Water and Sanitation's License Conditions for physical and micro parameters	Percentage of wastewater quality compliance as per the analysis certificate, measured quarterly

KNYSNA MUNICIPALITY AUDIT COMMITTEE

OVERSIGHT REPORT

01 April 2026 to 30 June 2026

TL46	Infrastructure Services	To improve and maintain current basic service delivery through specific infrastructural development projects	Water quality measure quarterly as per SANS 241 physical and micro parameters	95% compliance to the SANS 241 in regard to the water quality level
TL 49	Infrastructure Services	To improve and maintain current basic service delivery through specific infrastructural development projects	Record quarterly limited unaccounted water losses to less than (<) 35%	Less than (<) 35% water losses reported quarterly
TL50	Infrastructure Services	To improve and maintain current basic service delivery through specific infrastructural development projects	Record quarterly limited electricity losses to less than 11.5% (Number of Electricity Units Purchased and/or Generated - Number of Electricity Units Sold) / Number of Electricity Units Purchased and/or Generated) x 100	Less than 11.5% electricity losses reported quarterly

The achievement of this KPI might not be achieved as the indicator has been duplicated

TL13	Municipal Manager	To structure and manage the municipal administration to ensure efficient service delivery	% of Internal audit actions implemented by 30 June 2026	100% of Internal audit actions implemented by 30 June
TL34	All Directorates	To structure and manage the municipal administration to ensure efficient service delivery	The percentage of Internal audit actions implemented by 30 June 2026	100% of Internal audit actions implemented by 30 June 2026

The achievement of this indicator might not be achieved as the quarterly target have not been met.

KNYSNA MUNICIPALITY AUDIT COMMITTEE

OVERSIGHT REPORT

01 April 2026 to 30 June 2026

DEPARTMENT	STRATEGIC OBJECTIVE	INDICATOR	UNIT OF MEASUREMENT	Quarter 1	Quarter 2	Quarter 3	Quarter 4
Municipal Manager	To encourage the involvement of communities in the matters of local government, through the promotion of open channels of communication	Evaluate the performance of Section 54 and 56 managers in terms of their signed agreement	Percentage (%) of formal evaluations completed per Section 56 employee	-	-	100%	100%
Municipal Manager	To structure and manage the municipal administration to ensure efficient service delivery	Submit the Quarterly Section 154 Support Plan, Progress Report to Council	Number of Section 154 Support Plan, Progress Reports submitted to Council	1	1	1	1
Financial Services	To grow the revenue base of the municipality	Financial viability measured in terms of the Municipality's ability to meet its service debt obligations (NKPI Proxy - MSA, Reg. S10(g)(i))	Debt coverage ratio ((Total operating revenue - conditional operating grants received) / (Debt service payments due within the year)) measured and reported quarterly	15%	15%	15%	15%
Financial Services	To grow the revenue base of the municipality	Financial viability measured in terms of number of days taken for creditors to be paid Trade creditors outstanding/creditors purchases (operating and capital) x 365]	Number of days to pay creditors	30	30	30	30

KNYSNA MUNICIPALITY AUDIT COMMITTEE

OVERSIGHT REPORT

01 April 2026 to 30 June 2026

Financial Services	To grow the revenue base of the municipality	Sound financial management by maintaining an acceptable Liquidity Ratio	Liquidity: Current Ratio, Calculated as (Current Assets / Current Liabilities	1,2	1,2	1,2	1,2
Financial Services	To grow the revenue base of the municipality	Financial viability measured in terms of the collection period (average number of days) as at 30 June ((Gross Debtors - Bad Debt Provision) / Billed Revenue)) × 365	Debtors' ratio in number of days	80	80	80	80
Financial Services	To grow the revenue base of the municipality	Achieve an average payment percentage of 91% by 30 June [Gross Debtors (Opening Balance + Billed Revenue - Gross Debtors Closing Balance - Bad Debts Written Off) / Billed Revenue x 100]	Gross Debtors (Opening Balance + Billed Revenue - Gross Debtors Closing Balance - Bad Debts Written Off) / Billed Revenue x 100	91%	91%	91%	91%
Financial Services	To grow the revenue base of the municipality	Raise / collect Operating Budget Revenue as per approved budget measured on a quarterly basis	One hundred percent of Total Annual Operating Budget Revenue raised / collected measured on a quarterly basis	100%	100%	100%	100%
Financial Services	To grow the revenue base of the municipality	Financial viability measured in terms of the outstanding service debtors (NKPI Proxy - MSA, Reg. S10(g)(ii))	Service debtors to revenue ratio - (Total outstanding service debtors / revenue received for services) measured on a quarterly basis	50%	50%	50%	50%

KNYSNA MUNICIPALITY AUDIT COMMITTEE

OVERSIGHT REPORT

01 April 2026 to 30 June 2026

Financial Services	To grow the revenue base of the municipality	Financial viability measured in terms of the available cash to cover fixed operating expenditure (NKPI Proxy - MSA, Reg. S10(g)(iii))	Cost coverage as at 30 June annually: (Cash and Cash Equivalents -Unspent Conditional Grants - Overdraft) + Short Term Investment) / Monthly Fixed Operational Expenditure excluding (Depreciation, Amortisation, Provision for bad debts, Impairment and Loss on disposal of assets)	1,3	1,3	1,3	1,3
All Directorates	To grow the revenue base of the municipality	Actual expenditure of the approved Capital Budget for the municipality by 30 June (NKPI - MSA, Reg. S10(c))	95% of the approved Capital Budget for the municipality actually spent by 30 June	20%	20%	25%	30%
All Directorates	To grow the revenue base of the municipality	Spend 90% of the operating budget by 30 June	90% of operating budget spent by 30 June	20%	20%	20%	35%

The achievement of this KPI has not been analysed as the targets are either an annual target that is due in June and not broken down per quarter

Focus Area 5: Spending on key projects in terms of the SDBIP

There has not been expenditure from July up to 7 May 2026 on the project below and on some projects the expenditure is less than 60%. There is a possibility that the target will not be achieved.

No.	PROJECT DESCRIPTION	VOTE NUMBER	FEBRUARY ADJUSTMENTS BUDGET	YTD ACTUAL	AVAILABLE	Expenditure in percentage
1	Replacement of Sewerage Line: Gordon Street	9/112-100477-360737	R 300 000,00	R -	R 300 000,00	0%
3	Knysna Heights Retaining Wall	9/117-103577-361009	R 100 000,00	R -	R 100 000,00	0%
4	Upgrade of Howard Street Pipeline	9/119-91677-60635	R 432 000,00	R -	R 432 000,00	0%
6	Re-align Karawater pipeline	9/119-82-82	R 200 000,00	R -	R 200 000,00	0%

KNYSNA MUNICIPALITY AUDIT COMMITTEE
OVERSIGHT REPORT
01 April 2026 to 30 June 2026

12	Establishment of fire stations - Khayaalethu	9/120-22-22	R	250 000,00	R	-	R	250 000,00	0%
15	Refurbishment of Ring Main Units	9/104-210177-60261	R	1 800 000,00	R	1 041 450,00	R	758 550,00	58%
16	New MV Transformers	9/104-211577-360227	R	800 000,00	R	-	R	800 000,00	0%
17	Refurbishment of knysna Waste Water Treatment Works	9/111-210477-60737	R	3 500 000,00	R	-	R	3 500 000,00	0%
18	Rehabilitation of the khayaalethu sewer project	9/112-70477-360737	R	4 000 000,00	R	-	R	4 000 000,00	0%
20	Upgrade of George Rex Drive	9/110-90777-60992	R	300 000,00	R	-	R	300 000,00	0%
22	Public Transport Facilities - Rehabilitation of Roads	9/110-115-115	R	13 043 478,00	R	2 516 488,57	R	10 526 989,43	19%
23	Refurbishment of biodisk in Karatara	9/111-20477-360737	R	400 000,00	R	-	R	400 000,00	0%
24	Refurbishment of biodisk in Belvedere	9/111-50477-360737	R	400 000,00	R	-	R	400 000,00	0%
25	Upgrade of Hornlee Agter Street Sewer Pipeline	9/112-90877-60737	R	700 000,00	R	-	R	700 000,00	0%
26	CBD Main Sewer Pumpstation	9/112-81-81	R	2 500 000,00	R	993 458,53	R	1 506 541,47	40%

Focus Area 6: Implementing recommendations made by monitoring/coordinating departments.

The following recommendations were made by the Provincial Treasury on the SDBIP

1. Strengthen Quarterly Target Phasing
 - Redistribute KPIs and targets more evenly across all four quarters for all Strategic Objectives, especially SO2, SO3, SO5 and SO6.
 - Introduce progressive milestones (planning, implementation, completion) rather than end-of-year "completion only" targets.
2. Explicitly Link Targets to Prior-Year Performance
 - Ensure all KPIs clearly reference 2024/25 actual performance as a baseline.
 - Where significant step-changes are proposed (e.g. revenue, liquidity, payment levels), include brief justifications demonstrating feasibility and capacity.
3. Incorporate Backlog Reduction Indicators
 - Augment service delivery KPIs with explicit backlog reduction targets (e.g. number of households gaining new access, per cent backlog reduced), aligned to verified baseline backlogs.
 - This will strengthen the developmental impact of the SDBIP and improve alignment with the IDP.
4. Enhance the Capital Works Plan Detail and Expand the capital works plan to include:
 - Planned and actual start and completion dates;
 - Monthly or quarterly cashflow projections;

KNYSNA MUNICIPALITY AUDIT COMMITTEE
OVERSIGHT REPORT
01 April 2026 to 30 June 2026

- Clear assignment of responsibility to senior managers.
5. Improve Compliance with Governance Timeframes
- Ensure performance agreements are published within 14 days of SDBIP approval.
 - Strengthen internal controls to ensure timely submission of the SDBIP to Provincial Treasury, as required by regulations.
6. Strengthen Integration and Cross-Referencing
- Improve explicit cross-referencing between the SDBIP, IDP projects, budget programmes, and SA36 schedules.
 - Consider including a simple alignment matrix to support Council and MPAC oversight.

We have noted the following exceptions in relation to above recommendations not being implemented against the amended SDBIP

Linking Targets to Prior-Year Performance	On assessment of the baseline information entailed in the adjusted SDBIP, we identified the following: ▪ Inaccurate baseline recorded-We have identified baselines that did not align to the 2024/2025 audited APR ▪ New KPIs in the 2025/2026 adjusted SDBIP with prior year baseline information.
Incorporate Backlog Reduction Indicators	Recommendation not yet implemented. The amended service delivery plan does not entail service delivery KPIs on backlog reduction targets
Enhance the Capital Works Plan Detail	Recommendation not yet implemented. The amended SDBIP does not entail the capital plan.
Strengthen Integration and Cross-Referencing	Amended SDBIP not aligns with the budget tables
Compliance with Governance Timeframes	Late compilation of the amended SDBIP. Amended SDBIP not approved within ten (10) working days of the adjustments budget's

Recommendations

- The policy needs to be reviewed and amended in terms of the amended Systems Act.
- The responsible department should perform a review of its amended SDBIP against recommendations as made previously by the Provincial department.
- SDBIP information as captured on Ignite should be check and updated where necessary.
- Any further amendments to the SDBIP must be submitted for approval as per the legislative guidelines.
- Performance must be monitored and through the quarterly performance reports, as an early warning sign.
- Action plans to remedy the under or non-performance should be identified, that is relevant, realistic and time bound.
- Action plans and progress must be documented in the quarterly performance reports

Oversight and Monitoring

Focus Area 1: Effectiveness of Council

Submissions to Council

KNYSNA MUNICIPALITY AUDIT COMMITTEE
OVERSIGHT REPORT
01 April 2026 to 30 June 2026

We sampled two items that were submitted to Council

TABLING OF DRAFT ANNUAL BUDGET 2026/2027

On assessment of the draft annual budget for the 2025/2026 financial year, we have noted some errors:

- The Quality Certificate refers to Dr Richard Martin as the Municipal Manager and not the Acting Municipal Manager
- Table 1 Indicates high level summary of total grant 2025/2026 and not 2026/2027
- On Operating Expenditure per Category paragraph, it states the following: The high-level operating expenditure budget per category for the 2025/2026 MTREF and not for the 2026/2027 financial year
- Operating Revenue and Expenditure Summary paragraph it state the following: The high-level draft operating budget summary for the 2025/2026 MTREF and not for the 2026/2027 financial year
- Paragraph 5.5,1 indicates a period from 1 July 2026 to June 2026 instead of June 2027
- Capital Budget per Funding Source paragraph it state the following: The high-level capital expenditure budget per funding source for the 2025/2026 MTREF and not for the 2026/2027 financial year
- Paragraph 7.5 indicates that the IDP was tabled at Council 26 March 2026 instead of 2026

- The Cost Containment policy that was submitted with the draft budget refers to a board of directors and municipal entity whereas the municipality does not have an entity.
- Section 7.2 Communication
- The Accounting Officer must ensure that allowances to officials for private calls and data costs are limited to an amount of R...
- Section 6. Sponsorship, events and Catering
- Entertainment allowances of qualifying officials may not exceed R2,000 (two thousand rand) per person per financial year, unless approved otherwise by the Accounting Officer.

The above sections are not applicable to the municipality as there is no telephone and entertainment allowance paid to officials.

Council schedules that specify what they need to do and when

The council does not have a schedule that specify what they need to do and when as indicated by the Head of Committees.

Recommendations

- Management should consider including the compliance requirements per the MFMA Calendar, in the council schedule, listing documents that should be submitted to council on the scheduled meeting date.

Resource Management

Focus area 1: Human resource management

Vacancies in key position

KNYSNA MUNICIPALITY AUDIT COMMITTEE

OVERSIGHT REPORT

01 April 2026 to 30 June 2026

The following positions have been vacant for more than a year and as per the vacancy report for the period ended 30 April 2026, the recruitment process is as follows:

- Manager Legal Services-Shortlisting Phase
- Manager Solid Waste-The position has been readvertised
- Manager Public Safety-Position routing for final approval

Staff turnover [finance unit, the unit responsible for strategic planning and monitoring, SCM unit]

The staff turnover in the following division is very low as all the approved and funded vacancies are filled, there are no vacancies as at the end of May 2026

- Finance
- SCM

The IDP and performance divisions have a high employee turnover rate at 60% as there are currently 3 vacancies[employees] that have left the municipality.

This has impacted the division in the following:

- The amended SDBIP has not yet been compiled as submitted to council for approval
- Inaccurate reporting in the section 52[d] report due to lack of validation of performance information uploaded in the ignite system

Impact of suspension of key officials on key deliverables of the auditee

In the 2025/2026 financial year the following key officials were suspended:

- Senior Manager: Financial Management Services
- Manager SCM
- Manager Performance/IDP
- Municipal Manager
- Director Corporate Services

The following deliverables were impacted

- The amended of the 2025/2026 SDBIP. The 2025/2026 Service Delivery and Budget Implementation Plan (SDBIP) has not yet been revised after the budget has been adjusted. Circular 134 state that Council must approve the revised SDBIP during the same council meeting where the adjustments budget is approved, if there are no structural changes to the SDBIP or within ten (10) working days of the adjustments budget's approval if the adjustments budget results in structural changes to service delivery targets or key performance indicators (KPIs).As at 25 May 2026[over two months since the adjusted budget was approved by council] the amended SDBIP has not yet been approved by Council

Human Resource plan

Requested the HR plan from management and it was not provided. Therefore we could not assess whether the municipality has an HR plan in place that addresses areas of HR management, such as skills and qualifications required from all levels of employees, retention of employees (succession planning), development of employee's skills (training) etc. specifically competencies and skills of finance and SCM units and how gaps are addressed.

HR policies and procedures updated with changes in applicable legislation/ circulars/determinations, etc.

The following policies were assessed.

Promotion, Demotion and Transfer Policy

KNYSNA MUNICIPALITY AUDIT COMMITTEE

OVERSIGHT REPORT

01 April 2026 to 30 June 2026

- The policy state that an employee may be transferred if the employee request or consent to the transfer while the staff regulation states that an employee may be transferred without his/her consent provided that the transfer is fair. The municipal policy does not cater for that requirement; therefore, it does not align with the staff regulation

Recruitment and selection Policy

- The staff regulations require that shortlisted candidates references and personal credential must be conducted and a written report on the outcome of the verification must be compiled before the appointment is concluded. The municipal policy only deals with referees and not with verifying the candidate's qualification, criminal records, etc. Therefore, this section of the policy is not aligned with regulation 19 of the staff regulation.
- Employment contract of permanent employees entails a clause that state that appointment is subject to a 6 months' probation period as contained in the contract of employment, but the municipal policy on recruitment and selection does not cater for probation as regulated by the staff regulation.
- The recruitment and selection policy does not mention the provision of section 198B of the Labour Relations Act when appointing employees on fixed term contracts

On assessment of the HR policies, we could not establish/identify the following legislated processes:

- Secondment of staff to another municipality
- Secondment of other government employees to the municipality

Focus area 2: Effective use of consultants

Transfer of skills included in the terms of reference and/or contracts for the consultants appointed for financial reporting purposes

Consultants have been appointed under T51-2022/2023 to provide accounting support, actuarial services and asset management for a period of three years and that contract is still valid.

Accounting Support

- mSCOA Implementation / Cleansing / Perfect Alignment
- Develop and implement a new GL short-code account structure
- Compile Annual Financial Statements
- Independent technical review of the Annual Financial Statements
- Compile Budget Schedules (A and B Schedules, and verifications)
- Training, Development and Skills Transfer Programmes
- Assistance with annual stock counts and inventory reconciliations
- General Accounting Support

ACTUARIAL SERVICES

- Actuarial Valuation of the Post-Employment Health Care Benefits liability of the Knysna Municipality
- Actuarial Valuation of Ex-Gratia Pensions Benefits of the Knysna Municipality
- Actuarial Valuation of Long Service Awards to Employees of the Knysna Municipality

Asset Management

- Unbundling of all completed Infrastructure asset projects in accordance with GRAP 17 and providing relevant information for the Geographical Information System (GIS)
- Assets verification and conditional assessment,

KNYSNA MUNICIPALITY AUDIT COMMITTEE
OVERSIGHT REPORT
01 April 2026 to 30 June 2026

- Impairment assessment,
- Valuation
- -ssets management support

Transfer of skills is included as one of the deliverables under the accounting support function and the following trainings were provided by the appointed consultants in 2024.

- Inventories
- Receivables
- Construction Contracts
- Restatement
- General Reconciliation
- Annuity loans
- Revenue
- Contingencies
- Operating leases
- Landfill sites
- Fines
- Commitments
- PPE
- Payables from exchange transactions

However, we note that the finance officials are not part of the team that is doing the actual work

General Review

Focus Area 1: Risk Management

Risk Register

The municipality's risk strategy states that:

To ensure a comprehensive process of risk identification, the municipality shall identify risks by considering both internal and external risk factors, through:

- a) Strategic risk identification
- b) Operational risk identification based on the SDBIP
- c) Project risk identification to identify risks inherent to particular projects

There is a concern as the municipality does not perform a comprehensive risk identification. The lack of a project risk register raises a concern as project risk identification is one of the controls of fraud prevention

The municipality's risk strategy states that:

The Knysna Municipality's ERM Strategy comprises of the following:

- ☐ Risk Management Methodology
- ☐ Anti-Corruption Strategy

KNYSNA MUNICIPALITY AUDIT COMMITTEE
OVERSIGHT REPORT
01 April 2026 to 30 June 2026

☐ Compliance Strategy

The Anti Fraud and Corruption Strategy state that:

A number of combined initiatives result in an overall preventative environment in respect of fraud/ corruption. Elements of a Prevention strategies will include:
-Fraud Risk assessments.

There is a concern on the lack of fraud risk assessment and the lack of an approved compliance strategy. The municipality currently does not perform fraud risk assessment as one of the control measures to prevent fraud in the municipality

Risk Assessment

The municipality's risk strategy states that:

depending on the risk being considered, the following data source shall be used:

- a) Review of external and internal audit reports;
- p) Oversight reports issued by relevant authorities such as National Treasury, Provincial Treasury and others

On assessment of the risk register provided, risks identified in the internal audit reports are not included in the register. On assessment of the 2024/2025 AG report, the following risks that were identified in the procurement and contract management processes were not included in the risk register

- Non-compliance: competitive bidding process
- Conflict of interest
- Non-compliance: quotation process
- Deviations
- Irregular, unauthorised and fruitless and wasteful expenditure not properly investigated

The risk register does not cater for all of the categories of records management risk such as reliability and integrity, accessibility and retrieval, safe custody, retention and ownership. For example, the following risks have not been identified

- Unauthorised alteration of information and data by staff
- Failure to locate and retrieve information assets
- Unauthorised access to non-public information
- Storage of physical records in poor environmental conditions
- Loss or damage to information assets due to natural disasters
- Over/Under-retention of information assets

Risk Appetite

The municipality's risk strategy states that:

The residual risk should be benchmarked against the risk appetite to determine the need for further intervention

There is no formal statement that articulates the Municipality's appetite and tolerance levels. Therefore the 2026/2027 risk assessment is not based on the level of risk that the municipality is willing to accept to achieve its goals.

Focus Area 2: Media

KNYSNA MUNICIPALITY AUDIT COMMITTEE
OVERSIGHT REPORT
01 April 2026 to 30 June 2026

The following media reports were published in the 2025/2026 reporting period

Newspaper	Title of the article	Date
Knysna Plett -Herald	Knysna land use under scrutiny as non-compliance confirmed	23/04/2026
Herald	Knysna water supply at risk after delays in paying for critical pump	31/07/2025
Knysna Plett -Herald	Knysna Battles ongoing water outages	07/11/2025
Knysna Plett -Herald	Municipal worker accused of selling jobs: Trial set for March	14/11/2025
Knysna Plett -Herald	Knysna Acts on livestock Crisis	06/08/2025
Knysna Plett -Herald	Theft, sabotage claims at municipal depot	17/04/2026

The following media statements have been issued by the municipality from July 2025 to date.

Date	Statement released
9/10/2025	Don't fall for fraudulent municipal tender appointments
4/09/2025	Knysna municipality investigates options to deal with roaming animals

On assessment of the media reports and statements that have been issued we have identified areas of concern relating to risk management:

- Non- compliance with the by-laws relating to the impoundment of animals
- Non-compliance with the by-law for the prevention of public nuisances and the keeping of animals, poultry, pigeons and bees.
- Service delivery interruptions due to failing infrastructure
- Non-compliance with land use bylaws
- Theft

Recommendation

- Draft a comprehensive risk appetite and tolerance statement, including both qualitative and quantitative measures aligned with the Municipality's strategic plan.
- Submit the statement to Council for formal endorsement and communicate approved risk thresholds across all managerial levels.
- Review and update the statement annually to reflect changes in the Municipality's strategic direction or external environment.
- Develop standalone, detailed compliance and project risk registers, especially for high-risk areas (e.g., major capital projects)
- Link these specialised registers to the main ERM system, ensuring that critical or escalating risks are promptly escalated for strategic attention
- Conduct a fraud risk assessment to identify, assess and mitigate fraud

KNYSNA MUNICIPALITY AUDIT COMMITTEE

OVERSIGHT REPORT

01 April 2026 to 30 June 2026

- All significant risks identified by internal audit and the external audit should be added to the risk register.

Procurement and Contract Management

Focus Area 1: Procurement Plan

Deviations from the plan

Identified project in the capital expenditure report that are not in the 2025/2026 procurement plan. Therefore management deviated from the plan

#	MSCOA CODE	VOTE DESCRIPTION	FUNDING SOURCES	ORIGINAL BUDGET	FEBRUARY ADJUSTMENTS BUDGET	AVAILABLE
1.	9/115-20-20	New LDV Sports Facilities	Internally Generated Funds	R480 000,00	R391 076,00	-R0,27
2.	9/121-11-11	Breatherlizer Sets	Internally Generated Funds	R250 000,00	R0,00	R0,00
3.	9/121-22677-60074	Vehicle Replacements (3)	Internally Generated Funds	R1 155 000,00	R0,00	R0,00
4.	9/119-95-95	Purchase of new 20mm Water Meters	Borrowings	R40 000 000,00	R0,00	R0,00
5.	9/119-99-99	Bulk Water Supply - Rheenendal	Internally Generated Funds	R917 160,00	R917 160,00	R917 160,00
6.	9/112-90877-60737	Upgrade of Hornlee Agter Street Sewer Pipeline	Internally Generated Funds	R1 000 000,00	R700 000,00	R700 000,00
7.	9/112-213277-360737	Installation of Septic Tanks in Informal Areas	Internally Generated Funds	R500 000,00	R0,00	R0,00
8.	9/110-100777-360992	Sinkholes	Internally Generated Funds	R0,00	R0,00	-R35 925,22
9.	9/101-62-62	New air conditioners	Internally Generated Funds	R0,00	R273 443,00	R254 993,00
10.	9/115-20-20	New Bakkie-Parks Supervisor Belvidere	Internally Generated Funds	R480 000,00	R391 076,00	(0)
11.	9/104-210177-360261	Relay replacement to reduce overloading	Internally Generated Funds	R1 000 000,00	R0,00	R0,00

Identified project that have been overspent as at 31 March 2026 by a total of 4.7 million

#	MSCOA CODE	VOTE DESCRIPTION	FUNDING SOURCES	ORIGINAL BUDGET	FEBRUARY ADJUSTMENTS BUDGET	AVAILABLE
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KNYSNA MUNICIPALITY AUDIT COMMITTEE

OVERSIGHT REPORT

01 April 2026 to 30 June 2026

1.	9/106-6-9	Replacement Desktops	Internally Generated Funds	R250 000,00	R130 000,00	-R1 150,00
2.	9/120-212477-60788	Generator	Internally Generated Funds	R25 000,00	R12 043,00	-R0,48
3.	9/115-212677-360074	New Tipper Truck	Internally Generated Funds	R0,00	R521 217,00	-R0,26
4.	9/105-28-28	Sedgefield Infill - Informal Settlements Upgrading Partnership Grant	Provincial Government Grants	R8 000 000,00	R0,00	-R1 661 808,01
5.	9/110-40787-360992	Surface Gravel Roads- Ward 4	National Government Grant	R4 826 087,00	R483 263,00	-R1 047,02
6.	9/110-30787-360992	Surface Gravel Roads- Ward 3	National Government Grant	R4 456 522,00	R339 991,00	-R146 107,86
7.	9/110-10787-360992	Surface Gravel Roads- Ward 1	National Government Grant	R2 695 652,00	R217 391,00	-R86 956,83
8.	9/112-40-40	MIG 295640 Upgrading of Bulk Sewer Infrastructure Ph2A Sedgefield	National Grant	R10 763 959,00	R3 617 764,00	-R2 526 275,23
9.	9/115-20-20	New LDV Sports Facilities	Internally Generated Funds	R480 000,00	R391 076,00	-R0,27
10.	9/110-100777-360992	Sinkholes	Internally Generated Funds	R0,00	R0,00	-R35 925,22

The below projects are in the procurement plan and have been budgeted for in the 2025/2026 financial year and as at 31 March there has not been expenditure on the projects to the value of R24 million. The budget of some of these projects has been reduced with the February Adjusted Budget

#	MSCOA CODE	VOTE DESCRIPTION	FUNDING SOURCES	ORIGINAL BUDGET	FEBRUARY ADJUSTMENTS BUDGET	AVAILABLE
1.	9/106-212277-360890	New Server	Internally Generated Funds	R0,00	R1 217 391,00	R1 217 391,00
2.	9/120-132077-61043	Refurbish Ablution Facilities	Internally Generated Funds	R200 000,00	R24 000,00	R24 000,00
3.	9/120-22-22	Establishment of fire stations - Khayaletu	Internally Generated Funds	R1 800 000,00	R250 000,00	R250 000,00
4.	9/104-211577-360227	New MV Transformers	Internally Generated Funds	R800 000,00	R800 000,00	R800 000,00
5.	9/104-97-122	Electrification of informal areas - Ward 1	Internally Generated Funds	R0,00	R780 389,00	R767 184,86

KNYSNA MUNICIPALITY AUDIT COMMITTEE
OVERSIGHT REPORT
01 April 2026 to 30 June 2026

6.	9/104-21577-360227	Electrification of informal areas - Ward 2	Internally Generated Funds	R0,00	R317 489,00	R317 489,00
7.	9/104-51377-360414	Rheenendal Spotlights	Internally Generated Funds	R0,00	R400 000,00	R400 000,00
8.	9/104-51577-360227	Electrification of informal areas - Ward 5	Internally Generated Funds	R0,00	R317 489,00	R317 489,00
9.	9/110-90777-60992	Upgrade of George Rex Drive	Internally Generated Funds	R500 000,00	R300 000,00	R300 000,00
10.	9/117-103577-361009	Knysna Heights Retaining Wall	Internally Generated Funds	R1 200 000,00	R100 000,00	R100 000,00
11.	9/111-20477-360737	Refurbishment of biodisk in Karatara	Internally Generated Funds	R400 000,00	R400 000,00	R400 000,00
12.	9/111-50477-360737	Refurbishment of biodisk in Belvedere	Internally Generated Funds	R400 000,00	R400 000,00	R400 000,00
13.	9/112-20877-360737	Sedgefield Bulk Sewer Services Counter-Funding	Internally Generated Funds	R1 800 000,00	R600 000,00	R600 000,00
14.	9/112-70477-360737	Rehabilitation of the khayaletu sewer project	Internally Generated Funds	R8 500 000,00	R4 000 000,00	R4 000 000,00
15.	9/112-100477-360737	Replacement of Sewerage Line: Gordon Street	Internally Generated Funds	R800 000,00	R300 000,00	R300 000,00
16.	9/111-210477-60737	Refurbishment of knysna Waste Water Treatment Works	Internally Generated Funds	R3 500 000,00	R3 500 000,00	R3 500 000,00
17.	9/112-80-80	Bulk Sewer Services Damsebos next to Uniondale Road	Internally Generated Funds	R300 000,00	R197 409,00	R197 409,00
18.	9/112-213277-60737	New Inlets at Sewer Pumpstations	Internally Generated Funds	R500 000,00	R200 000,00	R200 000,00
19.	9/112-59-59	MCC Replacement	Internally Generated Funds	R1 000 000,00	R1 000 000,00	R1 000 000,00
20.	9/112-133-133	Knysna Windheuwel WWTW	Internally Generated Funds	R400 000,00	R400 000,00	R400 000,00
21.	9/119-85-85	Old Place Pipe replacement - Melkhoud, Old Toll Road, Camdeboo, Sand piper	Internally Generated Funds	R250 000,00	R200 000,00	R200 000,00
22.	9/119-82-82	Re-align Karawater pipeline	Internally Generated Funds	R800 000,00	R200 000,00	R200 000,00
23.	9/110-305-305	Upgrade Howard Street Ward 9	Internally Generated Funds	R400 000,00	R100 000,00	R100 000,00

KNYSNA MUNICIPALITY AUDIT COMMITTEE
OVERSIGHT REPORT
01 April 2026 to 30 June 2026

24.	9/119-91677-60635	Upgrade of Howard Street Pipeline	Internally Generated Funds	R1 432 000,00	R432 000,00	R432 000,00
25.	9/119-91777-60635	Upgrade of Reinecke Street pipeline	Internally Generated Funds	R154 050,00	R54 050,00	R54 050,00
26.	9/119-1010077-60635	Upgrade of Westhill Pipeline	Internally Generated Funds	R408 850,00	R108 850,00	R108 850,00
27.	9/119-91877-60635	Upgrade of Sandpiper Street Pipeline	Internally Generated Funds	R410 150,00	R110 150,00	R110 150,00
28.	9/119-101-101	Bulk Water Supply - Karatara	Internally Generated Funds	R650 000,00	R839 035,00	R839 035,00
29.	9/112-90877-60737	Upgrade of Agter Street Pipeline	Internally Generated Funds	R403 650,00	R103 650,00	R103 650,00
30.	9/118-37-37	Refurbish steel section at Akkerkloof	Internally Generated Funds	R0,00	R4 300 000,00	R4 300 000,00
31.	9/119-99-99	Bulk Water Supply - Rheenendal	Internally Generated Funds	R917 160,00	R917 160,00	R917 160,00
32.	9/112-90877-60737	Upgrade of Hornlee Agter Street Sewer Pipeline	Internally Generated Funds	R1 000 000,00	R700 000,00	R700 000,00
33.	9/101-62-62	New airconditioners	Internally Generated Funds	R0,00	R273 443,00	R254 993,00

Focus Area 2: Contract Register

Contracts that have expired and will expire in the 2025/2026 financial year

The contract below has expired in the year under review and procurement process has not commenced. An adjustment budget for the amount of R 600 000 from R1800 000 has been approved by Council and no expenditure to date.

26 OF 2022/23 Upgrade of Sedgfield Bulk Sewer Services 3 years 28/03/2026

The contract below is ending in June of 2026, and no procurement process has been initiated yet.

51 OF 2022/23 Provision of accounting support, Actuarial Services and Asset Management for a period of 3 years 3 Years 30 June 2026

Focus Area 3: Deviation

KNYSNA MUNICIPALITY AUDIT COMMITTEE
OVERSIGHT REPORT
01 April 2026 to 30 June 2026

	Reason		IA Assessment
Ignite Advisory Services	Exceptional Case	R348 200	The municipality has had the performance management system for more than 5 years and the municipality has always made use of the service provider. We note that a tender was advertised for these service and cancelled. Therefore, it is not an exceptional case and that it is not impractical to follow a procurement process. In the 2024/2025 financial year there was a finding that was raised by the external auditors and indicated that there was no formal process followed
Africa Skills Village & Management Services	Sole Supplier	R2 296 900,00	The reason provided by management that the procurement of SETA accredited training was due to sole suppliers is questionable.
Silalele Skills Academy	Sole Supplier	R438 725,00	The reason provided by management that the procurement of SETA accredited training was due to sole suppliers is questionable.
Various Services Providers	Exceptional Case	R 1 814 111,69	The reason provided by management that this was an exceptional case is questionable. The tender was cancelled due to limits being reached. The reason provided by management that this was an exceptional case is questionable. The tender was cancelled due to limits being reached of the contract. Appointing the contractors on a deviation renders such procurement as not being fair, equitable, transparent, competitive and cost-effective. The contract. Appointing the contractors on a deviation renders such procurement as not being fair, equitable, transparent, competitive and cost-effective.
SYNTELL (PTY) LTD	Exceptional Case	R7 785 287,25	Syntel's contract ended in June 2024 the municipality knew on 1 July 2024 that they will require the services and could have started with the tender processes then already. Therefore, municipality started the procurement process too late and it may be due to poor planning The AG also raised a finding in the 2024/2025 financial year.
DEPHETHOGO TRADING	Exceptional Case	R15 464 477,19	The contract with the service provider was terminated and the AG raised a finding [ComAF 63 of 2024] on the fairness and transparency of the process, particularly regarding the re-evaluation of bids, legal compliance with the tender requirements, and potential conflict of interest concerns
DG Incentives	Sole Supplier	R10 000	The reason provided by management that DG incentives is a sole supplier of the Frankline Machine is questionable. In the 2023/2024 financial year management appointed three suppliers for the same services and indicated as they are sole suppliers [Kanon, DG Incentive, Hasler Business]
Entsha Henra (Pty) Ltd	Exceptional Case	R2 145 878,55	The reason provided by management that the Road works on Simola Road was in support of the 2026 Simola Hill Climb is questionable. The

KNYSNA MUNICIPALITY AUDIT COMMITTEE
OVERSIGHT REPORT
01 April 2026 to 30 June 2026

			Simola Hill Climb is annual event, therefore management could have followed a procurement process
George Commercial Tyre Service	Exceptional Case	R300 000	The reason provided by management to enter into a deviation is questionable. Management could have started with the tender processes early
Hayward Building Supplies t/a Build It George	Emergency	R 548 446.09	The reason provided by management to enter into a deviation is questionable.

Recommendation

- Management should ensure that the procurement plan is aligned with the municipality's budget, Integrated Development Plan [IDP] and the service delivery plan [SDBIP] for each financial year.
- Quarterly reports on the procurement plan should be compiled reporting on:
 - i. Actuals against the plan-Actual acquisitions concluded over the quarter
 - ii. Acquisitions concluded through the deviation procurement method
 - iii. Acquisitions concluded through extensions/variation of a contract
- Any amendments to the plan should be approved by the Accounting Officer
- Management should ensure that when contracts are nearing expiration, a procurement process is initiated well in advanced.
- Management should ensure that ensure that there is ongoing monitoring and refinement of demand forecasts
- Management should be cautious and ensure that the reasons for deviations are aligned with the provisions of the MFMA, SCM Regulations, and the municipality's adopted SCM Policy and approved deviations are strictly undertaken in line with the authorised deviation.

Ad-hoc audit: Managerial Job description

Finding & Root Cause	Recommendation and Action Plans
1. Non-continuous performance management	
Finding On assessment of the job description, we noted the following inconsistencies: 1. Positions with unsigned job descriptions 1. New appointees without signed job description	Recommendation ▪ Management should ensure that every position has a signed job description. ▪ Management should review the HR policy to ensure that the job description process is documented and approved and is aligned with the Mscsa regulations ▪ The reviewed policy should be circulated to all departments to solicit their inputs to ensure that there is collaboration ▪ The reviewed policy should be submitted to Council for approval

KNYSNA MUNICIPALITY AUDIT COMMITTEE
OVERSIGHT REPORT
01 April 2026 to 30 June 2026

2. Job Descriptions not certified by all the required representatives	The approved policy should be communicated to all officials
Root Cause - Lack of documented and approved policy and standard operating procedures on development of job description - Departments not signing the JD's.	Management Action Plan Response All the Managers has a signed JD's which were signed and evaluated. Also the MSR does not indicate to a signed JD. It indicates that each post most have a JD and that was done and is existing. It is not compulsory for Unions to sign the JD as it is an agreement between the management and the employee. Each new employee does not sign the evaluated JD as the post is evaluated and not the incumbent. Example if Senior Manager Electro technical starts he does not sign the JD evaluated by Mr Biyela the past two years – relating to the principle that the post is evaluated and not the person. Action Plan Estimated Completion Date and Timing: Responsible Person Manager: Human Resources Management Auditor's Conclusion

KNYSNA MUNICIPALITY AUDIT COMMITTEE
OVERSIGHT REPORT
01 April 2026 to 30 June 2026

Ad-hoc audit: T20/2024/2025

Finding & Root Cause		Recommendation and Action Plans	
1. Preliminary Findings			
Finding		Recommendation	
- Based on the evidence evaluated it appears that Dr.Martin served as the BEC chairperson, whilst being the Acting Municipal Manager. - A Municipal Manager/Acting Municipal who is the Accounting Officer, is prohibited from sitting on a Bid Evaluation Committee (BEC) or Bid Adjudication Committee (BAC) due to the statutory requirements as alluded to in paragraph 4 for the separation of duties and the role of the Accounting Officer as the final approving authority - Therefore, with the available evidence, there was no separation of duties in the recommendations of the BEC; BAC and approval of the award of T20/2025/2026, which constitutes the appointment as irregular and subsequent payments irregular expenditure.		- The Acting Municipal Manager, Mr. Ngubo must identify the extent of non-compliance in this regard (review of all tenders awarded) for the duration of Dr Martin's acting MM tenure. - Confirm and disclose the irregular expenditure as required by the Municipal Finance Management Act. - Refer the matter to the Disciplinary Board as per MFMA section 171(4), through a council resolution, to conduct a full investigation into the award of the tender as well as to determine the intent of the decision to continue as BEC chair whilst being the Acting Municipal Manager. - That the acting Municipal Manager sought legal advise from the Manager: Legal Services and the Manager: Supply chain manager on possible legal remedies	
Management Action Plan Response Agree to findings and recommendations Date 14/07/2026			

6.2

**SC02/08/26 GREATER KNYSNA MUNICIPALITY : EMERGENCY DISASTER-
RESPONSE INTERVENTIONS UNDERTAKEN BY THE INTEGRATED
HUMAN SETTLEMENTS DEPARTMENT**

REPORT FROM THE ACTING MUNICIPAL MANAGER

PURPOSE OF THE REPORT

The purpose of this report is to seek Council approval for the settlement of outstanding payments amounting to R1 595 194.85 to contractors who were appointed to undertake emergency disaster-response work following severe weather conditions, flooding and storms that affected the Greater Knysna Municipal area.

The emergency works primarily related to the repair and reconstruction of collapsed retaining walls and the stabilisation of affected areas in order to prevent further damage to residential properties and protect affected communities.

BACKGROUND

The Greater Knysna Municipal area experienced severe weather conditions, including heavy rainfall, flooding, storms and strong winds from 4 May 2026, resulting in extensive damage to residential properties and municipal infrastructure.

A number of formal and informal settlements were affected, with several RDP houses experiencing roof damage, wall cracks, structural instability and other forms of damage. Following assessments undertaken by the Integrated Human Settlements Department, together with community-based verification and enumeration, approximately 400 households were identified as having been directly affected by the disaster.

In response to the emergency situation and the risk posed to affected households, the Integrated Human Settlements Department implemented emergency interventions to minimise further damage and ensure the safety of affected communities.

The emergency response included, amongst others:

- Assessment of damaged RDP houses;
- Referral of qualifying damages to the relevant insurance service providers;
- Provision of temporary structures where required;
- Submission of requests for emergency assistance to the Provincial and National Departments of Human Settlements; and
- Emergency repair and reconstruction of collapsed retaining walls and stabilisation of unstable areas surrounding affected properties.

Council approved an allocation of R2 million towards the emergency disaster response, while the Department had initially requested an amount of R4 million due to the extent of the damage experienced. As part of the emergency response, contractors were engaged to undertake urgent retaining wall repairs and associated works. The works were undertaken as emergency interventions to mitigate the risk of further property damage, protect residents and restore the affected areas. However, due to budget constraints experienced towards the end of the 2025/26 financial year, a number of contractors who had completed approved emergency works could not be paid before the closure of the financial year.

The following contractors have outstanding amounts in respect of completed emergency disaster-response work:

1. Autumn Skies
2. Ashwin Petersen
3. Ziniya Trading
4. Mashengu Building
5. Donsa Development
6. Malib

The total outstanding amount in respect of the completed emergency works is: R1 595 194.85. The Department therefore seeks Council's approval to facilitate the settlement of these outstanding obligations, subject to the necessary verification of supporting documentation, completion certificates, invoices and compliance with applicable municipal financial and supply chain management requirements.

DISCUSSION

The emergency works were necessary to address immediate risks to households and infrastructure following the severe weather conditions experienced within the Greater Knysna Municipal area. The collapsed retaining walls posed a potential danger to residents and neighbouring properties and required urgent intervention to prevent further structural damage and possible injury. The contractors listed above undertook the required emergency works and the outstanding amounts relate to work that has already been completed.

Failure to settle the outstanding amounts may result in financial and contractual consequences for the Municipality and may negatively affect relationships with service providers who were required to respond to emergency situations.

It is therefore necessary for Council to consider and approve the settlement of the outstanding amounts, subject to the Municipality's normal verification and financial control processes.

FINANCIAL IMPLICATIONS

The total outstanding financial obligation is: R1 595 194.85

The Chief Financial Officer is requested to identify and confirm the appropriate funding source and ensure that the expenditure is processed in accordance with the Municipality's approved budget, applicable financial policies and the requirements of the Municipal Finance Management Act, 2003 (Act 56 of 2003). Payment shall only be processed following verification of the relevant supporting documentation and confirmation that the emergency works were completed and certified.

The emergency disaster-response work was undertaken to protect vulnerable households and affected communities from further damage arising from collapsed retaining walls and unstable areas. Settlement of the outstanding obligations will assist the Municipality in meeting its contractual commitments arising from the emergency response and will support the Municipality's ability to respond effectively to future disaster-related incidents.

RECOMMENDATION OF THE ACTING MUNICIPAL MANAGER

- [a] That Council take note of the severe weather conditions, flooding, storms and strong winds that affected the Greater Knysna Municipal area from 4 May 2026, resulting in damage to residential properties and infrastructure;
- [b] That Council take note of the emergency disaster-response interventions undertaken by the Integrated Human Settlements Department, including the repair and reconstruction of collapsed retaining walls;
- [c] That Council take note of the outstanding payments due to Autumn Skies, Ashwin Petersen, Ziniya Trading, Mashengu Building, Donsa Development and Malib in respect of completed emergency disaster-response work;
- [d] That Council approves the settlement of the outstanding contractor payments amounting to R1 595 194.85 subject to the verification of all supporting documentation and compliance with applicable legislative, financial and Supply Chain Management requirements;
- [e] That Council authorises the Acting Chief Financial Officer to identify and allocate the appropriate funding, within the applicable legal and budgetary framework, to facilitate settlement of the outstanding obligations;
- [f] That Council authorise the Municipal Manager and Chief Financial Officer to take all necessary administrative and financial steps to give effect to the Council resolution; and
- [g] That Council take note that all payments shall be subject to the Municipality's normal financial controls, verification processes and confirmation that the emergency works were completed and certified.
- [h] That the Acting Chief Financial Officer ensures that any unauthorised expenditure is dealt with in accordance with Section 32 of the MFMA and the applicable Municipal processes.

File Number: 9/1/2/5

Execution: Acting Manager Integrated Human Settlements

6.3

SC03/08/26 ROLL-OVER ADJUSTMENTS BUDGET FOR THE 2026-27 MTREF

REPORT FROM THE DIRECTOR FINANCIAL SERVICES

PURPOSE OF THE REPORT

For Council to consider and approve an adjustments budget in terms of section 28(2) (e) of the Municipal Finance Management Act (MFMA).

BACKGROUND

Section 28 of the MFMA read together with section 23 of the Municipal Budget and Reporting Regulations (MBRR) sets out the criteria, timeframes and other prescriptions for when a municipality may revise an approved annual budget through an adjustments budget.

DISCUSSION

Section 28 (2)e of the MFMA indicates that a Municipality may authorise the spending of funds that were unspent at the end of the past financial year where the under-spending could not reasonably have been foreseen at the time to include projected roll-overs when the annual budget for the current year was approved by Council.

Timeframes for tabling an Adjustments Budget.

An Adjustments Budget referred to in section 28 (2) (e) of the Act may only be tabled after the end of the financial year to which the roll overs relate, and must be approved by the municipal Council by 25 August of the financial year following the financial year to which the roll overs relate.

FINANCIAL IMPLICATIONS

The financial implications of the adjustments budget are contained in the Adjustments MTREF B. Schedules for 2026/2027 attached to this report.

RELEVANT LEGISLATION

Municipal Finance Management Act and Municipal Budget and Reporting Regulations
Section 28 (2) (e) of the MFMA and MBRR 23 (5)

RECOMMENDATION OF THE ACTING MUNICIPAL MANAGER

- [a] The total operating revenue budget be increased by R 540,000 to R 1,516,662,041 for the 2026/2027 financial year.
- [b] The total operating expenditure budget be increased by R 540,000 to R 1,528,105,257 for the 2026/2027 financial year.
- [c] The total capital expenditure budget be increased by R 3,481,943 to R 252,791,575 for the 2026/2027 financial year.

- [d] The capital expenditure budget of R 252,791,575 be funded from the following revenue sources for the 2026/2027 financial year –.
- (i) National Government grants (R 41,859,217);
 - (ii) Provincial Government grants (R 12,538,478);
 - (iii) Borrowings (R 99,439,520); and
 - (iv) Internally generated funds (R 98,954,360).
- [e] The Capital Expenditure Budget by Directorate and Department, attached as Appendix A, be approved by Council.
- [f] Council takes note that no taxes and tariffs are affected by the approval of this Roll-over Adjustments Budget.
- [g] The Service Delivery Budget Implementation Plan (SDBIP) be adjusted accordingly.
- [h] The Rollover Adjustments Budget Report for 2026/2027 be submitted to the National Treasury and the Western Cape Provincial Treasury and be published on the municipal website and relevant print media within the required legislative timeframes.

APPENDIX / ADDENDUM

- Annexure A: Roll-Over Adjustments Budget Report (August 2026); and
Annexure B: Chieta Grant MOA.
Appendix A: Capital Line Item Budget per Directorate and Department; and
Appendix B: B-Schedules – B1 to B10.

ANNEXURE A



Roll-Over Adjustments Budget Report

(Section 28 of the MFMA)

August 2026



QUALITY CERTIFICATE

I, Mr Boy Manqoba Ngubo, the Acting Municipal Manager of Knysna Municipality hereby certify that the 2026/2027 Roll-Over Adjustments Budget has been prepared in accordance with the Municipal Finance Management Act (No. 56 of 2003) and Regulations made under that Act, and that the Roll-Over Adjustments Budget and supporting documentation are consistent with the Integrated Development Plan of the Municipality.



BOY MANQOBA NGUBO
ACTING MUNICIPAL MANAGER
24 August 2026

BUSISIWE LUBELWANA
ACTING DIRECTOR: FINANCE
24 August 2026

To the Speaker

Section 28(1) of the Local Government: Municipal Finance Management Act, No 56 of 2003 (MFMA) determines that a municipality may revise an approved annual budget through an adjustments budget.

Section 28(2)(e) of the MFMA determines that an adjustments budget may authorise the spending of funds that were unspent at the end of the past financial year where the under-spending could not reasonably have been foreseen at the time to include projected roll-overs when the annual budget for the current year was approved by the council.

Section 28(4) of the MFMA determines that only the mayor may table an adjustments budget in the municipal council.

Regulation 23(5) of the Municipal Budget and Reporting Regulations (MBRR) determines that an adjustments budget referred to in section 28(2)(e) of the Act may only be tabled after the end of the financial year to which the roll-overs relate, and must be approved by the municipal council by 25 August of the financial year following the financial year to which the roll-overs relate.

In accordance with the above, I herewith submit the August 2026 Roll-Over Adjustments Budget Report for the 2026/2027 financial year to be considered by Council.



THANDO MATIKA
EXECUTIVE MAYOR

24 August 2026

TABLE OF CONTENTS

	<u>PAGE</u>
1. INTRODUCTION.....	5
2. EXECUTIVE SUMMARY.....	6
3. HIGH LEVEL OPERATING ADJUSTMENTS BUDGET.....	7
3.1 Revenue per Category.....	7
3.2 Operating Expenditure per Category.....	8
3.3 Revenue and Operating Expenditure Summary.....	9
4. HIGH LEVEL CAPITAL EXPENDITURE ADJUSTMENTS BUDGET.....	10
4.1 Capital Expenditure Budget per Directorate.....	10
4.2 Capital Expenditure Budget per Funding Source.....	11
4.3 Capital Expenditure Budget Summary.....	12
5. RECOMMENDATIONS.....	13
6. APPENDIX.....	14
7. TABLES.....	14

1. INTRODUCTION

1.1 Section 28 of the MFMA determines that –

- “(1) A municipality may revise an approved annual budget through an adjustments budget.*
- (2) An adjustments budget –*
 - (a) Must adjust the revenue and expenditure estimates downwards if there is material under-collection of revenue during the current year;*
 - (b) May appropriate additional revenues that have become available over and above those anticipated in the annual budget, but only to revise or accelerate spending programmes already budgeted for;*
 - (c) May, within a prescribed framework, authorise unforeseeable and unavoidable expenditure recommended by the mayor of the municipality;*
 - (d) May authorise the utilisation of projected savings in one vote towards spending under another vote;*
 - (e) May authorise the spending of funds that were unspent at the end of the past financial year where the under-spending could not reasonably have been foreseen at the time to include projected roll-overs when the annual budget for the current year was approved by the council;*
 - (f) May correct any errors in the annual budget; and*
 - (g) May provide for any other expenditure within a prescribed framework.*
- (3) An adjustments budget must be in a prescribed form.*
- (4) Only the mayor may table an adjustments budget in the municipal council, but an adjustments budget in terms of subsection (2)(b) to (g) may only be tabled within any prescribed limitations as to timing and frequency.*
- (5) When an adjustments budget is tabled, it must be accompanied by –*
 - (a) An explanation how the adjustments budget affects the annual budget;*
 - (b) A motivation of any material changes to the annual budget;*

- (c) *An explanation of the impact of any increased spending on the annual budget and the annual budgets for the next two financial years; and*
- (d) *Any other supporting documentation that may be prescribed.*

(6) *Municipal tax and tariffs may not be increased during a financial year."*

1.2 Regulation 23(5) of the MBRR determines that –

"An adjustments budget referred to in section 28(2)(e) of the Act may only be tabled after the end of the financial year to which the roll-overs relate, and must be approved by the municipal council by 25 August of the financial year following the financial year to which the roll-overs relate."

1.3 The budget has been evaluated and adjusted based on the above-mentioned legislative requirements.

2. EXECUTIVE SUMMARY

2.1 The appropriation of funds in an annual or adjustments budget will lapse to the extent that they are unspent by the end of the relevant budget year, except for funds relating to capital expenditure. Unspent capital expenditure funds from the previous financial year (2025/2026) may be rolled-over into the new financial year subject to there being committed capital expenditure through tenders awarded and/or orders issued.

2.2 The roll-over of unspent funds for capital expenditure as well as the CHIETA grant for the continuation of the Electrical Internship program, necessitates a Roll-Over Adjustments Budget for the 2026/2027 financial year, to be tabled for Council consideration.

3. HIGH LEVEL OPERATING ADJUSTMENTS BUDGET

3.1 REVENUE PER CATEGORY

3.1.1 The high level revised adjustments budget summary of revenue per category is presented in Table 1 below.

3.1.2 Total operating revenue excluding Capital Grants (Row 24) increases by R540,000 to R 1,516,662,041 resulting in the overall revenue including Capital Grants (Row 27) increasing to R 1,570,208,649 .

3.1.3 The budget adjustments on Transfers and Subsidies: Operational (Row 18) contained in Table 1 below is primarily due to the following the Chemical Industry SETA CHIETA Grant for the continuation of the Electrical internship program through skills Africa.

Table 1: High level Summary of Operating Revenue per Category				
Row Number	Description	2026-27 Original Budget	Adjustments	Roll-Over Adjustments Budget
Column Reference	A	B	C	D
1	Exchange Revenue / Service charges - Electricity	500 277 436	-	500 277 436
2	Exchange Revenue / Service charges - Water	136 197 077	-	136 197 077
3	Exchange Revenue / Service charges - Waste Water Management	51 704 255	-	51 704 255
4	Exchange Revenue / Service charges - Waste Management	70 406 977	-	70 406 977
5	Exchange Revenue / Sale of Goods and Rendering of Services	8 003 945	-	8 003 945
6	Exchange Revenue / Agency services	4 334 552	-	4 334 552
7	Exchange Revenue / Interest earned from Receivables	14 580 926	-	14 580 926
8	Exchange Revenue / Interest earned from Current and Non Current Assets	11 240 674	-	11 240 674
9	Exchange Revenue / Rental from Fixed Assets	7 657 310	-	7 657 310
10	Exchange Revenue / Licence or permits	248 070	-	248 070
11	Exchange Revenue / Special rating levies	-	-	-
12	Exchange Revenue / Construction Contract Revenue	26 890 000	-	26 890 000
13	Exchange Revenue / Development Charges	1 538 705	-	1 538 705
14	Exchange Revenue / Operational Revenue	1 891 212	-	1 891 212
15	Non-Exchange Revenue / Property rates	389 118 322	-	389 118 322
16	Non-Exchange Revenue / Fines, penalties and forfeits	98 017 392	-	98 017 392
17	Non-Exchange Revenue / Licences or permits	1 259 365	-	1 259 365
18	Non-Exchange Revenue / Transfer and subsidies - Operational	171 225 823	540 000	171 765 823
19	Non-Exchange Revenue / Interest Receivables	8 800 000	-	8 800 000
20	Non-Exchange Revenue / Gains on Disposal of Fixed and Intangible Assets	12 730 000	-	12 730 000
24	Total Revenue (Capital Grants Excluded)	1 516 122 041	540 000	1 516 662 041
25	Non-Exchange Revenue / Transfers and subsidies - capital (monetary allocations)	53 546 608	-	53 546 608
26	Public Contributions	-	-	-
27	Total Revenue (Capital Grants Included)	1 569 668 649	540 000	1 570 208 649

3.2 OPERATING EXPENDITURE PER CATEGORY

3.2.1 The high level revised adjustments budget summary of operating expenditure per category is presented in Table 2 below.

3.2.2 Total operating expenditure (Row 12) increases by R540,000 to R1,528,105,257, which is in accordance with the Operational Revenue increase.

3.2.3 The budget adjustments on Transfers and Subsidies: Operational (Row 8) contained in Table 2 below is primarily due to the Chemical Industry SETA CHIETA Grant for the continuation of the Electrical internship program through Skills Africa.

There are no delays in the implementation of the project as the key milestones and targets for the project are to be completed over two financial years.

Table 2: High level Summary of Operating Expenditure per Category

Row Number	Description	2026-27 Original Budget	Adjustments	Roll-Over Adjustments Budget
Column Reference	A	B	C	D
1	Expenditure / Employee related costs	413 590 852	-	413 590 852
2	Expenditure / Remuneration of councillors	11 472 073	-	11 472 073
3	Expenditure / Bulk purchases - electricity	406 069 901	-	406 069 901
4	Expenditure / Inventory consumed	45 968 659	-	45 968 659
5	Expenditure / Debt impairment	122 999 244	-	122 999 244
6	Expenditure / Depreciation, Amortisation and Impairment	152 396 570	-	152 396 570
7	Expenditure / Interest, Dividends and Rent on Land	34 764 969	-	34 764 969
8	Expenditure / Contracted services	212 774 565	540 000	213 314 565
9	Expenditure / Transfers and subsidies	7 422 591		7 422 591
10	Expenditure / Irrecoverable debts written off	8 322 673	-	8 322 673
11	Expenditure / Operational Cost and Other Cost	111 783 160		111 783 160
12	Total Operating Expenditure	1 527 565 257	540 000	1 528 105 257

3.3 REVENUE AND OPERATING EXPENDITURE SUMMARY

3.3.1 The high level revised adjustments budget summary of revenue and operating expenditure is presented in Table 3 below.

3.3.2 The roll-over adjustments in both operating revenue and operating expenditure results in a zero nett effect to the surplus for the year.

Table 3: High level Summary of Operating Budget				
Row Number	Description	2026-27 Original Budget	Adjustments	Roll-Over Adjustments Budget
Column Reference	A	B	C	D
1	Operating Revenue	1 516 122 041	540 000	1 516 662 041
2	Operating Expenditure	1 527 565 257	540 000	1 528 105 257
3	Surplus/Deficit	(11 443 216)	-	(11 443 216)
4	Capital Revenue	53 546 608	-	53 546 608
5	Public Contributions	-	-	-
6	Surplus / (Deficit) for the Year	42 103 392	-	42 103 392

4. HIGH LEVEL CAPITAL EXPENDITURE ADJUSTMENTS BUDGET

4.1 CAPITAL EXPENDITURE BUDGET PER DIRECTORATE

4.1.1 The high level revised adjustments budget of capital expenditure per Directorate is presented in Table 4 below.

4.1.2 The revised adjustments budget for capital expenditure (Row 9) increases by R 3,481,943 to R 252,791,575.

4.1.3 The total adjustments of R 3,481,943 relate to projects funded from Internally Generated Funds.

4.1.4 The projects listed below have processed commitments which necessitates the R6,367,997 Roll-Over Adjustments Budget.

(a) Community Services (Row 6):

The roll-over budget of R 106,810 relates to Ablution facilities at the Sedgefield Library.

(b) Electrical Services (Row 7):

The roll-over budget of R 2,691,383 relates to the Electrification of informal areas in Hornlee, Refurbishment of Ring Main Units, New MV Transformers, and the replacement of 2 Ring Main Units at Eastford and White location.

(c) Technical Services (Row 8):

The roll-over budget of R 683,750 relates to the Salt River sewer pumpstation and Outfall sewers upgrade and the Water Disaster Management: 2026 project.

The Salt River sewer pumpstation and Outfall sewers upgrade project is currently in the process of being advertised, and the associated commitment therefore needs to be rolled over to the 2026/2027 financial year to allow for implementation.

The majority of the expenditure of the Water Disaster Management: 2026 project was funded from MIG funding, as the MIG allocation had to be prioritised and spent before 30/06/2026, resulting in the remaining 2025/2026 own-funded budget being available for rollover. Furthermore, contractors were appointed after March 2026, with the contractor for D28-2025/26 still on site.

SPECIAL COUNCIL MEETING
AGENDA
25 AUGUST 2026

Table 4: Capital Budget per Directorate								
Row Number	Directorate	Original Budget 2025-26	Final Adjustments Budget 2025-26	Actuals 2025-26	Variance 2025-26	Approved Budget 2026-27	Adjustments	Roll-Over Adjustments Budget 2026-27
Column Reference	A	B	C	D	E	F	G	H
1	Executive and Council	84.700	66.240	52.542	-	-	-	-
2	Corporate Services	1.050.000	2.959.869	2.931.707	28.162	1.697.174	-	1.697.174
3	Financial Services	45.000	28.105	28.105	-	200.000	-	200.000
4	Planning and Development	-	374.696	109.940	264.756	1.000.000	-	1.000.000
5	Integrated Human Settlements	9.200.000	880.000	1.432.598	-	13.793.846	-	13.793.846
6	Community Services	20.618.120	20.556.264	17.872.129	2.684.135	31.837.956	106.810	31.944.766
7	Electrical Services	16.495.652	19.945.028	15.111.583	4.833.445	38.825.126	2.691.383	41.516.509
8	Technical Services	125.091.382	92.239.626	61.743.743	30.495.883	161.955.530	683.750	162.639.280
9	Grand Total	172.584.854	137.049.828	99.282.348	37.753.782	249.309.632	3.481.943	252.791.575

4.2 CAPITAL EXPENDITURE BUDGET PER FUNDING SOURCE

4.2.1 The high level revised adjustments budget of capital expenditure per funding source is presented in Table 5 below.

4.2.2 Internally Generated Funds increases from R95,472,417 to R 98,954,360.

Table 5: Capital Budget per Funding Source								
Row Number	Directorate	Original Budget 2025-26	Final Adjustments Budget 2025-26	Actuals 2025-26	Variance 2025-26	Approved Budget 2026-27	Adjustments	Roll-Over Adjustments Budget 2026-27
Column Reference	A	B	C	D	E	F	G	H
1	National Government Grant	52.387.261	56.177.989	56.261.663	- 83.674	41.859.217	-	41.859.217
2	Provincial Government Grant	11.245.913	7.396.650	8.461.184	- 1.064.534	12.538.478	-	12.538.478
3	District Municipality Grant	-	-	-	-	-	-	-
4	Borrowings	40.000.000	-	-	-	99.439.520	-	99.439.520
5	Capital Replacement Reserve	68.951.680	73.475.189	34.559.500	38.915.689	95.472.417	3.481.943	98.954.360
6	Grand Total	172.584.854	137.049.828	99.282.348	37.767.480	249.309.632	3.481.943	252.791.575

4.3 CAPITAL EXPENDITURE BUDGET SUMMARY

- 4.3.1 Historically, the Municipality did not achieve full spending of the capital budget allocations, thus resulting in a significant amount of National Treasury and Western Cape Provincial Treasury grants having to be repaid.
- 4.3.2 Failure to timeously and fully spend the 2026/2027 grant-funded capital budget allocations may result in the repayment of these grants to the relevant treasuries, thereby resulting in the municipality being unduly burdened to honour the associated expenditure through internally generated funds.
- 4.3.3 In consideration of the above, it is essential for each Directorate to closely monitor the progress of their respective capital projects, and to ensure that expenditure is in accordance with this revised capital expenditure budget.

5. RECOMMENDATIONS

It is recommended that –

- [a] The total operating revenue budget be increased by R 540,000 to R 1,516,662,041 for the 2026/2027 financial year.
- [b] The total operating expenditure budget be increased by R 540,000 to R 1,528,105,257 for the 2026/2027 financial year.
- [c] The total capital expenditure budget be increased by R 3,481,943 to R 252,791,575 for the 2026/2027 financial year.
- [d] The capital expenditure budget of R 252,791,575 be funded from the following revenue sources for the 2026/2027 financial year –.
 - (i) National Government grants (R 41,859,217);
 - (ii) Provincial Government grants (R 12,538,478);
 - (iii) Borrowings (R 99,439,520); and
 - (iv) Internally generated funds (R 98,954,360).
- [e] The Capital Expenditure Budget by Directorate and Department, attached as Appendix A, be approved by Council.
- [f] Council takes note that no taxes and tariffs are affected by the approval of this Roll-over Adjustments Budget.
- [g] The Service Delivery Budget Implementation Plan (SDBIP) be adjusted accordingly.
- [h] The Rollover Adjustments Budget Report for 2026/2027 be submitted to the National Treasury and the Western Cape Provincial Treasury and be published on the municipal website and relevant print media within the required legislative timeframes.

6. APPENDIX / ADDENDUM

Annexure A: Roll-Over Adjustments Budget Report (August 2026); and
Annexure B: Chieta Grant MOU.

Appendix A: Capital Line Item Budget per Directorate and Department; and
Appendix B: B-Schedules – B1 to B10.

7. TABLES

Table 1: High Level Summary of Revenue per Category;
Table 2: High Level Summary of Operating Expenditure per Category;
Table 3: High Level Summary of Revenue and Operating Expenditure;
Table 4: High Level Capital Expenditure Budget per Directorate; and
Table 5: High Level Capital Expenditure Budget per Funding Source.

Appendix A

Capital Line Item Budget per Directorate and Department

16

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70 | Page

Rollover Adjustments Budget Report 2026/2027

18

Rollover Adjustments Budget Report 2026/2027

SPECIAL COUNCIL MEETING
AGENDA
25 AUGUST 2026

• Upgrade of Sandford Street Pipeline	9/118-21877-50635	PPSCost Road/Water Supply Infrastructure-Debitments	Internal - Generated Funds	152,150	-	-	152,150	1,500,000	-	1,500,000
- Upgrade of Westhill Pipeline	9/118-102077-50635	PPSCost Road/Water Supply Infrastructure-Debitments	Internal - Generated Funds	108,850	-	-	108,850	1,200,000	-	1,200,000
• Upgrade of August Street Pipeline	9/118-530277-50635	PPSCost Road/Water Supply Infrastructure-Debitments	Internal - Generated Funds	353,620	-	-	353,620	500,000	-	500,000
- Old River Fire replacement: Mainboard, Old Mill Road, Concession, Sand Point	9/118-54545	Assets: Non-current Assets - Property, Plant and Equipment - (2) Internal - Generated Funds	Internal - Generated Funds	282,000	-	-	282,000	4,500,000	-	4,500,000
• Upgrade of Marwick Street Pipeline	9/118-54777-50635	PPSCost Road/Water Supply Infrastructure-Debitments	Internal - Generated Funds	34,650	-	-	34,650	600,000	-	600,000
MMS: 260609 - New Lower River Dam	9/118-232183	Assets: Non-current Assets - Property, Plant and Equipment - (2) Internal - Generated Funds	Internal - Generated Funds	2,020,705	1,976,549	-	-	1,966,651	-	1,966,651
- Lower River Dam: Easement (Co-Drilling)	9/118-231877-365025	PPSCost Road/Water Supply Infrastructure-Debitments	Internal - Generated Funds	603,000	579,444	-	-	20,156	-	-
- Water Transfer Management 2026	9/118-230277-365021	Assets: Non-current Assets - Property, Plant and Equipment - (2) Internal - Generated Funds	Internal - Generated Funds	73,103,841	1,465,154	53,1621	5,337,796	-	531,621	531,621
MMS: Regional Emergency Damaged Relief 26/26	9/118-26022-361305	Assets: Non-current Assets - Property, Plant and Equipment - (2) Internal - Generated Funds	Internal - Generated Funds	80,070,732	8,235,523	2,072,498	(3,117,279)	2,022,261	-	2,022,261
MMS: 822085 Upgrade Karama BWS	9/118-23228-361301	MMS: 822085 Upgrade Karama BWS	Internal - Generated Funds	-	-	-	-	1,798,136	-	1,798,136
Grand Total				127,666,828	199,381,148	13,398,436	(2,688,844)	208,808,620	5,861,144	214,670,524

Appendix B

CHIETA Grant MOA

Appendix B

CHIETA Grant MOA



Annexure B

CHIETA GRANT MOA

2026/27 MTREF
Roll-Over Adjustments
Budget

Entered into between:

AND

PERIOD: DG2025-2026 Cycle 1

Learning Project Funding: Occupational Qualification registered with QCTO

Learning Project Name: Electrician

Contract Number: LEARNER-CONTRACT-DG2025/26-22920

CHIETA Initials			MR
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Company Initials	22	WAG	L.N.V.
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CHARTA HEAD OFFICE:

1. The first step is to identify the problem or question that needs to be answered. This involves understanding the context and the specific requirements of the task.

WESTERN CAPE

1. The first step is to identify the problem. In this case, the problem is that the system is not working properly.

KEWAZULU-NATAL

1. The first step is to identify the problem or question that needs to be answered. This involves understanding the context and the specific requirements of the task.

FORT ELIZABETH

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CONTENTS PAGE	
1	Parties
2	Interpretation
3	Definitions
4	Purpose
5	Duration of agreement
6	Programme Outcomes
7	Obligations of both Parties
8	Organisation's Undertakings
9	Representations and warranties
10	Agency and representation
11	No contract of employment
12	No sub-contracting
13	Claims against a third party
14	Indemnity
15	Breach and termination
16	Arbitration of disputes
17	General
18	Domicilium address and notices
19	Attestation

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1. $\{1, 2, 3, 4, 5, 6, 7, 8, 9, 10\}$

doi:10.1017/S0022292412001902

13. The number of ways in which 1000 can be written as the sum of 10 or more natural numbers is

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SPECIAL COUNCIL MEETING
AGENDA
25 AUGUST 2026



3

1. PARTIES

1.1 The parties to this Agreement are:

1.1.1 The Chemical Industries Education and Training Authority (referred to in this contract as "the CHIETA"); and

1.1.2 Knysna Municipality (referred to in this contract as the "Employer/Enterprise as contemplated under the SETA Grant Regulations).

1.2 The parties wish to record in writing the terms of their agreement, which is set out below.

2. INTERPRETATION

2.1 In this Agreement, the headings to the clauses shall be deemed to have been included for the purposes of convenience only and shall not govern the interpretation thereof.

2.2 In this Agreement, unless the context indicates otherwise, a reference to the singular shall be deemed to include the plural and vice versa and a reference to a natural person shall be deemed to include a body corporate

2.3 The terms defined in this Agreement shall be construed as binding provisions and any rights conferred and obligations imposed upon the Parties by such definitions shall be binding upon them.

3. DEFINITIONS

In this Agreement, unless the context otherwise requires, the following expressions shall have the following meanings:

3.1 "Agreement" shall mean this Agreement, including all annexures.

3.2 "Effective Date" shall mean the date of the last party to sign this Agreement.

3.3 "ETQA" shall mean an Education and Training Quality Assurance body accredited in terms of Section 2(1) of the South African Qualifications Authority (SAQA) Act, Act 58 of 1995, and as delegated by the QCTO to continue performing such functions, on 01 October 2012

3.4 "Finances" shall mean the funds granted to the Employer/Enterprise by the CHIETA for the purpose of giving effect to the project/s or skills development interventions

3.5 "Financial Reports" shall mean reports prepared by the organisation in terms of this Agreement, setting out the status of the project's finances from time to time.

3.6 "Learning Programmes" shall mean a programme as contemplated under the proposed Learning Programmes Regulations and includes Work Integrated Learning (Work Experience, Work placement, Internships), Learnerships (non artisan) and artisan related, Bursaries, Apprenticeships, ABET or bridging or foundational programmes, HET Learnership, industry based learning, real work based learning, placements and experiential learning as contemplated in the Skills Development Amendment Act No.37 of 2008

3.7 Skills programmes is a learning pathway that is unit standard based, a form of learning programmes that are occupationally based and when completed constitutes credits towards a qualification registered in terms of the NQF

3.8 "RPL" shall mean Recognition of Prior Learning

3.9 "Learners" shall mean the persons receiving education and training in terms of this Agreement.

3.10 "Learning Programme Agreement" shall mean a learnerships agreement or apprenticeship contract, between the Employer, the Skills Development Provider and the Learner setting out the content of the Learnership or learning programme as per proposed Learning Programmes Regulations.

3.11 An occupational qualification means a qualification associated with a trade, occupation, or profession resulting from work-based learning and the knowledge component. It can be unit standards based or non unit standards based, and includes professional and vocational qualifications relevant to the chemical industry. Occupational qualifications and part qualifications between Levels 1-8 are required to be within the chemical industries. In terms of the Minister's Notice in Gazette No. 36003 dated 14 December 2012.

3.12 Candidacy means Learning programmes that include candidacy, practical and work experience training towards an occupational qualification as determined by the relevant professional body and follows the completion of an academic qualification required for access to the assessment for the issuing of a professional designation. This learning must lead to the issuing of a designation and/or qualification registered on the NQF.

CHIETA Initials			MR
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Company Initials			
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CHIETA HEAD OFFICE:

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SPECIAL COUNCIL MEETING
AGENDA
25 AUGUST 2026



- 3.13 Structured learning component means knowledge and practical curriculum components of an occupational qualification.
- 3.14 Structured work experience component means the workplace curriculum components of an occupational qualification.
- 3.15 Work integrated learning (WIL) means a process that formally integrates a student's academic qualification or part qualification with work experience in participating employer organisations. The CHIETA includes internships in this definition.
- 3.16 "NQF" shall mean The National Qualifications Framework as defined in the South African Qualifications Authority Act, Act 58 of 1995.
- 3.17 "Party" shall mean a signatory to this Agreement.
- 3.18 "Provider" shall mean an accredited entity providing a learning programme culminating in a qualification as defined in the South African Qualifications Authority Act, Act 58 of 1995.
- 3.19 Primary ETQA shall mean the ETQA accrediting the Provider
- 3.20 "Project" shall mean the intervention to be provided to the in terms of this Agreement
- 3.21 "Services" shall mean the delivery of a Project
- 3.22 "Business/Working days" means any day of the week, excluding a Saturday, Sunday, or any official public holiday of the Republic of South Africa
- 3.23 PIVOTAL means Professional, Institutional, Vocational, Technical and Academic Learning programmes which addresses the scarce and critical skills needs and include work integrated learning.
- 3.24 NON-PIVOTAL means any programmes not defined as scarce and critical skills in the CHIETA Sector Skills Plan or defined in the Sector Skills Plan as NON-PIVOTAL but used in the chemical sector.
- 3.25 Revised BBBEE shall means skills development interventions or learning programmes for workplace transformation aligned to the revised broad-based black economic empowerment code of good practice learning programme matrix.
- 3.26 Discretionary grants shall mean, money allocated by CHIETA to be spent on discretionary grants and strategic projects
- 3.27 Financial year means a year ending 31 March in accordance with the Public Finance Management Act (PFMA)
- 3.28 Employer or Enterprise means a legal person for which the CHIETA may pay discretionary grants to and includes an employer or enterprise not required to pay a skills levy in terms of the Skills Development Levies Act

4. PURPOSE OF THIS MEMORANDUM

- 4.1 The purpose of this memorandum of agreement is:
- 4.1.1 In general to further the implementation of discretionary grants learning projects and programmes identified in the national skills development strategy as National and Macro Government Priorities more specifically to assist the CHIETA to implement its Sector Skills Plan; Strategic Plan and Annual Performance Plan;
- 4.1.2 And to record the respective terms and conditions applicable to both parties.

5. DURATION OF THIS AGREEMENT

- 5.1 This Agreement shall take force and effect for a period of eighteen (18) months commencing on 01/04/2025 and ending on 30/09/2026. The validity period of this agreement shall remain in force for 18 months regardless of the effective date of signatories to the agreement.
- 5.2 Employer or Enterprise must conclude learner contracts before commencement of training and must submit such contracts to the CHIETA for registration within 30 days of signing.
- 5.3 Despite the provisions of clause 5.1 above, this Agreement may be terminated on an earlier date in the event of circumstances contemplated in clause 16 taking place or in circumstances which deliverables are met at an earlier period due to the nature of the intervention
- 5.4 Failure to sign this Agreement within 30 working days of approval of the award via Allocation Letter submitted shall mean that the grant award may result in cancellation and the re-allocation of the award at the discretion of CHIETA. CHIETA shall communicate such in writing to the employer/enterprise.
- 5.5 Notwithstanding the provisions of clause 5.1, the Parties may extend the duration of the agreement, on the same terms and conditions herein contained, by an additional six months at a time (an "extension period"); provided that they have reached written agreement, in the form of a signed addendum to this Agreement, one month before the Termination Date or one month before the expiry of an extension period, as the case may be.

CHIETA Initials			MR
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Company Initials	Z.K.	N.A.G	
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CHIETA HEAD OFFICE:

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WESTERN CAPE

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6. PROGRAMME OUTCOMES

6.1 Partnering with an accredited training provider to implement CHIETA funded Learning programme, in the case where the workplace is not the provider as well. Applicable to Learnerships, Skills Programmes and Apprenticeships.

6.3 Confirming the training requirements and capacity to deliver such with the training provider if appointed,

6.5 Providing the learners with approved Log-books for the workplace curriculum component, for the purposes of capturing daily learning activities where applicable.

6.7 Ensuring that the learners' entry level requirements are in accordance with the registered qualification's learning assumed to be in place as approved by SAQA:

6.9 In the case of Internships or Work Experience, the CHIETA has a once off Work Placement Grant to facilitate and support learner placement after completion of a qualification for the year after the training is completed, subject to approval by CHIETA Governing Board. The host employer is encouraged to then employ the learner at its own cost after the CHIETA Work Placement period has been completed.

6.1.1 Recording, monitoring and retaining the details of training and unit standards covered during the period;

6.13 Compile and Submit reports to the CHIETA as laid out by Annexure "C" covering the deliverables requirements.

6.14.1 All deliverable requirements as outlined by Annexure "C"

6.14.3 Signed Termination of Learnership Agreement Letter where the learner training have been terminated. Termination must be signed by both parties (learner and employer or provider) and must be approved by the CHIETA (if applicable)

6.15 Ensure that Facilitators, Assessors, Mentors, and Moderators are qualified to deliver the learning programmes and on using relevant Unit Standards (where applicable).

6.17 Issue certificates provided by the Relevant Quality Assurance body (where applicable) to learners after completion of learning programme.

Company Initials	ZK.	W.A.G	LHM
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17. How much time did you spend on this assignment?

[illegible][illegible]

FOR ELIZABETH

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SPECIAL COUNCIL MEETING
AGENDA
25 AUGUST 2026



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- 6.18 Employer/Enterprise undertakes to ensure that learning materials are aligned into unit standards or Qualification and NQF Level as per the CHIETA or relevant ETQA requirements.
- 6.19 Pay the unemployed learners Monthly Allowance in accordance with the Sectoral Determination if applicable as laid out by the Department of Labour (DoL) as a minimum and submit statements as per Annexure C.

7. OBLIGATIONS OF BOTH PARTIES

- 7.1 The Employer/Enterprise will implement the activities contemplated in Annexure "A". The CHIETA will grant the Employer/Enterprise funds as contemplated in Annexure "A". Funding of the Project is subject to the period of validity and conditions as set out in this Agreement, as well as all the annexures
- 7.2 The Employer/Enterprise will adhere to the budget as contemplated in Annexure "A" for the sole purposes contemplated in Annexure "A"
- 7.3 The Employer/Enterprise will prepare the reports contemplated in Annexure "C" in compliance with the PFMA (Public Finance Management Act) for timeous submission to the CHIETA which is contained in the Mid-Term and Close-out Report.
- 7.4 The Employer/Enterprise will adhere to Annexure "C" for the sole purposes contemplated in Annexure "A"
- 7.5 The parties will promote the skills development objectives set out in the Skills Development Act, 1998 and regulations and will adhere to all applicable requirements and obligations contemplated in the Skills Development Levies Act, 1999, Grant Regulations, 2012, Learning Programmes Regulations, 2012, Trade Test Regulations, 2012, Section 12H of Income Tax Act and the Public Finance Management Act, 1999
- 7.6 The parties will carry out their duties in terms of this Agreement and in accordance with the principles of good faith and governance.

8. EMPLOYER / ENTERPRISE UNDERTAKINGS

- 8.1 With respect to finances, the Employer/Enterprise undertakes to:
- 8.1.1 manage project development, implementation and monitoring, change and risk management in accordance with timelines prescribed in the SETA Grant Regulations and CHIETA Funding Policy as set out in Annexure "C".
- 8.1.2 provide the CHIETA with Financial Reports against the grant allocations as contemplated in Annexure "A", on submission of the mid-term and project closure report before any disbursement is initiated by CHIETA
- 8.1.3 ensure that utilisation of the CHIETA funding takes place in accordance with the budget approved by the CHIETA, as set out in Annexure "A".
- 8.1.4 refund any unspent funding received from the CHIETA if the Employer/Enterprise ceases to exist or ceases to operate and/or does not implement or finalise the Projects the funding was applied for
- 8.1.5 refund any unspent funds received from the CHIETA if requested to do so by the CHIETA upon inspection of the Project and/or financial records
- 8.1.6 refund / reimburse any funds / tranche payments received from the CHIETA spent on any Projects, functions or activities which in the sole discretion of the CHIETA to the Project, Grants approved or upon unsuccessful completion of the Project / Programme in this Agreement. CHIETA reserves the right to offset any funds owed to it from any future available funds of the allocated employer/enterprise.
- 8.1.7 not issue loans to third parties from funds received from the CHIETA
- 8.1.8 not incur any obligation whatsoever, or expenditure which is not contemplated in Annexure "A"
- 8.1.9 not grant any part of the CHIETA funding to any other institution or organization unless this has been expressly stated in this Agreement; and
- 8.1.10 not claim simultaneously, for the same Project and Learner, from another CHIETA project or any other similar scheme outside CHIETA during the currency of this Agreement

CHIETA Initials			MR
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Company Initials	Z.K	W.A.G	
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CHIETA HEAD OFFICE:

PO BOX 10001, 10001, 10001
10001, 10001, 10001, 10001
10001, 10001, 10001, 10001

WESTERN CAPE

10001, 10001, 10001, 10001
10001, 10001, 10001, 10001
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KWAZULU-NATAL

10001, 10001, 10001, 10001
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PORT ELIZABETH

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SPECIAL COUNCIL MEETING
AGENDA
25 AUGUST 2026



- 8.2 regard to inspections, the Employer/Enterprise undertakes to:
- 8.2.1 permit the CHIETA to visit and inspect, at reasonable times any of the sites where the activities or Project or parts thereof are carried out in pursuance of the objectives of this Agreement
 - 8.2.2 permit the CHIETA, or any person appointed by the CHIETA, to inspect all information and transactions related to the budget and income and expenditure records pertaining to the CHIETA funded activities of the Organisation; and
 - 8.2.3 Co-operate with the CHIETA and any of its agents in any external evaluation of the Project to assess the extent to which the purpose for which the grant was made has been achieved.
 - 8.2.4 Co-operate with the CHIETA grants or project customer relationship management and grant to the CHIETA or delegated staff access to the employer/enterprise premises for learning programme or project monitoring and verification purposes.
- 8.3 Record keeping and reporting: The Employer/Enterprise undertakes to:
- 8.3.1 Provide detailed mid-term and project closure reports in the standard CHIETA format, including accurate cash and expenditure statements and forecasts for the next quarter, as set out in Annexure "C".
 - 8.3.2 Provide a detailed project closure report on each of the Projects for which a grant award has been made within 30 days of the end of project activities as set out in Annexure "C". Failure to submit the reports under 6.13, 6.14 and 7.3 timeously shall be recorded by the CHIETA as poor performance of the project and will affect any future grant allocations of the employer or enterprise.
 - 8.3.3 notify the CHIETA, within 15 (fifteen) business days, of any event that might negatively affect the planned project outcomes or deliverables;
 - 8.3.4 Provide quality evidence within the timeframes so as to allow CHIETA to accurately report such on the SETA Quarterly Monitoring Report (SQMR);
 - 8.3.5 furnish any Project-related information requested by the CHIETA within 10 (ten) business days of receiving the request;
 - 8.3.6 keep at its head office or site at which monitoring is to held, originals of all documents evidencing its expenditure in terms of this Agreement, and shall retain such documentation for a period of not less than three (3) years after termination of this Agreement;
 - 8.3.7 inform the CHIETA immediately in writing of any change in control of the Organisation, as well as any reasonable possibility that performance on key objectives might not be achieved; and
 - 8.3.8 fulfill all information and reporting requirements and furnish all records and reports required in terms of this Agreement, and any further information the CHIETA may reasonably request in the future in connection herewith.
 - 8.3.9 Report any changes to the learning programmes agreement to CHIETA in writing within 7 working days. In the case of learner terminations, a learner termination form must be completed and submitted to the CHIETA for approval.
 - 8.3.10 In the case of replacement of learners due to funding approved as seats allocated and not on the basis of ID's submitted, the employer/enterprise shall inform the CHIETA of the changes and thereafter resubmit the required evidence as per Annexure "A". Replacement of learners are only considered on the basis that the replacement will complete within the required timeframes set out in Annexure "C".
 - 8.3.11 Upload all contracts including supporting documentation on the CHIETA MIS system and send original copies to the relevant Regional Office within the specified timelines.
 - 8.3.12 Excess learners may be reported on the CHIETA DG System, these learners may be considered for additional funding, however there is no precedence set and award of any further funding would be at the discretion of the CHIETA Governing Board.

CHIETA Initials			MR
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Company Initials	26	WAG	
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SPECIAL COUNCIL MEETING
AGENDA
25 AUGUST 2026



- 8.4 Marketing commitments: The Employer/Enterprise may :
- 8.4.1 represent the CHIETA logo on all promotional materials related to the funded Project only.
 - 8.4.2 erect signs, with the said logos, at training and project locations and/or sites
 - 8.4.3 clearly display the contact details of the CHIETA Anti-Fraud Hotline at the training venues and other strategic locations

8.5 Learning Programme Requirements:

The Employer/Enterprise commits to adhere to the following requirements if funded for Learnerships or apprentice training or other CHIETA training programmes that requires workplace approval or inspection

- 8.5.1 provide the workplace component at the premises of a designated employer and the structured learning component through an accredited education and training provider in accordance with applicable legislation and learnership regulations; and
- 8.5.2 submit to the CHIETA all Learning Programme Agreements, duly signed by the Learner, education and training provider and employer representatives before receiving the second tranche payment
- 8.5.3 timelines for the conclusion and submission of the learning programmes agreement are as stipulated as per CHIETA funding policy
- 8.5.4 The Employer/Enterprise commits to implement the discretionary grants project within the CHIETA specified timeframes as per SETA Grants Regulations.
- 8.5.5 The Employer/Enterprise acknowledges that if the previous allocated learning projects are not closed in the financial year that this contract is concluded, CHIETA will consider such track record in future discretionary grants and projects allocations.

THE CHIETA'S UNDERTAKINGS

8.6 The CHIETA undertakes to:

- 8.6.1 make payment of the funds to the Employer/Enterprise in the amount, manner and dates prescribed in Annexure "A" and to the bank account specified in Annexure "B", following receipt of reports/deliverables in the standard format provided by the CHIETA, and on condition that the Employer/Enterprise meets all its material obligations in terms of this Agreement notwithstanding the submission of full deliverables may result in pro-rata payments based on deliverables met at the discretion of CHIETA Management. Payment will be made within 30 working days of evidence submission, subject to no queries being raised against evidence submissions which may extend payment times frames;
- 8.6.2 work with the Employer/Enterprise in a co-operative and consultative manner; and
- 8.6.3 provide advice to the Employer/Enterprise on request and within reasonable time.

8.7 Copyright and Intellectual Property

- 8.7.1 The Employer/Enterprise acknowledges that where new course materials are created (whether for the whole assignment or individual modules) at the CHIETA's expense, the copyright shall vest jointly in the CHIETA and the Employer/Enterprise
- 8.7.2 Future copyright and other rights in all materials created in terms of this Agreement are jointly owned by the CHIETA and the Employer/Enterprise
- 8.7.3 The Employer/Enterprise warrants that the materials that are created by the Employer/Enterprise in terms of this Agreement and the Services that are provided in terms of this Agreement (where such Services are developed by the Employer/Enterprise) will not, to the best of the Employer/Enterprise's knowledge, constitute an infringement of any copyright
- 8.7.4 All learners trained through the use of such CHIETA funded programmes should be reported to the CHIETA
- 8.7.5 Should a third party to this Agreement wish to extract, produce and publish papers based on the information arising from the execution of the Agreement, prior permission shall be requested from the CHIETA and the Employer/Enterprise

CHIETA Initials			MR
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Company Initials		W.A.G	
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CHIETA HEAD OFFICE:

100 The Promenade, 100th Street, Port Elizabeth
6001
Tel: 043 734 1000
Fax: 043 734 1001
Email: info@chieta.org.za

WESTERN CAPE

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KWAZULU-NATAL

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SPECIAL COUNCIL MEETING
AGENDA
25 AUGUST 2026



9

9. REPRESENTATIONS AND WARRANTIES

- 9.1 Each party represents and warrants that it has the authority necessary to enter into this Agreement and to do all things necessary to procure the fulfillment of its obligations in terms of this Agreement.
- 9.2 The Employer/Enterprise warrants that:
- 9.2.1 it has the necessary skills and experience to implement the Project as contemplated in Annexure "A & C"
 - 9.2.2 it will adhere to the deliverable as set out in Annexure "C" and will inform CHIETA of any deviations from such.
 - 9.2.3 all funds received from the CHIETA in terms of this Agreement will be used for the sole purpose for which they have been approved and provided by the CHIETA, as recorded in Annexure "A"
 - 9.2.4 it will provide the services contemplated in this Agreement to the specifications provided for in Annexure "A" and to the standards required by the CHIETA Education, Training and Quality Assurance (ETQA) body.
 - 9.2.5 there will be no corruption or mismanagement of the funds provided by the CHIETA in terms of this Agreement.
 - 9.2.6 acknowledges the statutory functions and duties of the CHIETA and undertakes to perform its obligations under this Agreement in a manner that will not in any way detract from the image and reputation of the CHIETA.

10. AGENCY AND REPRESENTATIONS

Apart from the promotional material contemplated in clause 8.4, this Agreement does not confer on the Employer/Enterprise any right of agency or representation of the CHIETA.

11. NO CONTRACT OF EMPLOYMENT

Nothing in this Agreement must be construed as constituting a contract of employment between the Employer/Enterprise and the CHIETA who by their signatures to this Agreement acknowledge that no such relations exist.

12. NO SUB-CONTRACTING

The Employer/Enterprise may only sub-contract the provision of services contemplated in this Agreement with the prior written approval of the CHIETA. Despite any approval granted by the CHIETA in terms of this clause, the Employer/Enterprise remains solely liable for the performance of its obligations under this Agreement.

13. CLAIMS AGAINST A THIRD PARTY

- 13.1 The Employer/Enterprise grants the CHIETA an irrevocable option to exercise a cession in respect of any claim, which the Employer/Enterprise may have against a third party in respect of the CHIETA funding.
- 13.2 If the CHIETA wishes to exercise the option, it must serve a written notice on the Employer/Enterprise, indicating its intention to do so. The notice shall state the amount of the claim, unless it is not practicable to do so, and the name of the third party. On receipt of the notice by the Employer/Enterprise it will be deemed to have ceded its right, title and interest in the claim to the CHIETA.
- 13.3 Where the Employer/Enterprise institutes legal proceedings against a third party in terms of this clause, it shall be entitled to claim its reasonable attorney/client costs from any amount recovered from the third party. The balance recovered, if any, shall be repaid to the Organisation, unless the CHIETA is entitled to retain such monies by virtue of any of the other provisions in this agreement, in which case it shall notify the Employer/Enterprise of this.

14. INDEMNITY

The Employer/Enterprise indemnifies and holds harmless the CHIETA against all loss or damage whether direct, indirect, consequential, special, exemplary including legal costs on the scale as between attorney and own client and collection commission caused to any person as a result of the incompetence, negligence and/or willful misconduct of the Employer/Enterprise or any of its agents or employees.

CHIETA Initials			MR
Company Initials			

CHIETA HEAD OFFICE: 101-102, 103, 104, 105, 106, 107, 108, 109, 110, 111, 112, 113, 114, 115, 116, 117, 118, 119, 120, 121, 122, 123, 124, 125, 126, 127, 128, 129, 130, 131, 132, 133, 134, 135, 136, 137, 138, 139, 140, 141, 142, 143, 144, 145, 146, 147, 148, 149, 150, 151, 152, 153, 154, 155, 156, 157, 158, 159, 160, 161, 162, 163, 164, 165, 166, 167, 168, 169, 170, 171, 172, 173, 174, 175, 176, 177, 178, 179, 180, 181, 182, 183, 184, 185, 186, 187, 188, 189, 190, 191, 192, 193, 194, 195, 196, 197, 198, 199, 200, 201, 202, 203, 204, 205, 206, 207, 208, 209, 210, 211, 212, 213, 214, 215, 216, 217, 218, 219, 220, 221, 222, 223, 224, 225, 226, 227, 228, 229, 230, 231, 232, 233, 234, 235, 236, 237, 238, 239, 240, 241, 242, 243, 244, 245, 246, 247, 248, 249, 250, 251, 252, 253, 254, 255, 256, 257, 258, 259, 260, 261, 262, 263, 264, 265, 266, 267, 268, 269, 270, 271, 272, 273, 274, 275, 276, 277, 278, 279, 280, 281, 282, 283, 284, 285, 286, 287, 288, 289, 290, 291, 292, 293, 294, 295, 296, 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994, 995, 996, 997, 998, 999, 1000	KWAZULU-NATAL 101-102, 103, 104, 105, 106, 107, 108, 109, 110, 111, 112, 113, 114, 115, 116, 117, 118, 119, 120, 121, 122, 123, 124, 125, 126, 127, 128, 129, 130, 131, 132, 133, 134, 135, 136, 137, 138, 139, 140, 141, 142, 143, 144, 145, 146, 147, 148, 149, 150, 151, 152, 153, 154, 155, 156, 157, 158, 159, 160, 161, 162, 163, 164, 165, 166, 167, 168, 169, 170, 171, 172, 173, 174, 175, 176, 177, 178, 179, 180, 181, 182, 183, 184, 185, 186, 187, 188, 189, 190, 191, 192, 193, 194, 195, 196, 197, 198, 199, 200, 201, 202, 203, 204, 205, 206, 207, 208, 209, 210, 211, 212, 213, 214, 215, 216, 217, 218, 219, 220, 221, 222, 223, 224, 225, 226, 227, 228, 229, 230, 231, 232, 233, 234, 235, 236, 237, 238, 239, 240, 241, 242, 243, 244, 245, 246, 247, 248, 249, 250, 251, 252, 253, 254, 255, 256, 257, 258, 259, 260, 261, 262, 263, 264, 265, 266, 267, 268, 269, 270, 271, 272, 273, 274, 275, 276, 277, 278, 279, 280, 281, 282, 283, 284, 285, 286, 287, 288, 289, 290, 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CHIETA
INNOVATING FOR LIFE

- 15.1 If the Employer/Enterprise has not complied with any of its material obligations set out in this Agreement, then the CHIETA will be obliged to:
 - 15.1.1 Provide the Employer/Enterprise with an opportunity to rectify any breach by requesting the Employer/Enterprise in writing to comply with its obligations and conditions.
 - 15.1.2 If the Employer/Enterprise refuses to comply with its obligations and conditions under this Agreement, within ten (10) business days after receiving the CHIETA's written request, then the Employer/Enterprise shall be deemed to be in material breach of the Agreement.
- 15.2 The CHIETA then has the right to:
 - 15.2.1 Withhold payment of any further financial contributions;
 - 15.2.2 Disqualify the Employer/Enterprise from any future discretionary grant cycles and awards;
 - 15.2.3 Recover all amounts paid to the Employer/Enterprise and/or any property, movable or immovable purchased from the contribution to the Employer/Enterprise, to the extent that such amounts and/or purchases were made after commission of the material breach.
- 15.3 Despite any other rights the CHIETA may have in terms of this Agreement or at common law, the CHIETA may terminate this contract:
 - 15.3.1 if the Employer/Enterprise commits a breach of any material obligation under this Agreement and fails to remedy such breach in terms of the provisions of clause 14), including but not limited to:
 - 15.3.1.1 the use of funds for purposes other than those agreed to in this Agreement;
 - 15.3.1.2 failure to furnish any of the information, documentation or reports required by this Agreement;
 - 15.3.1.3 failure to allow the CHIETA or its appointed financial officer, accountant, auditor or other suitably qualified person to inspect the Employer/Enterprise financial statements or books of records related to the CHIETA funded project; or
 - 15.3.1.4 any other breach considered by the CHIETA, in its sole discretion, to be material
 - 15.3.1.5 If the CHIETA is of the reasonable view that to proceed with the Project will be fruitless and wasteful expenditure as contemplated in the Public Finance Management Act, No.1 of 1999
 - 15.3.1.6 if the CHIETA, in its reasonable discretion, is not confident that the Employer/Enterprise is in a fit state to manage and/or spend the funds responsibly
 - 15.3.1.7 on any other reasonable grounds, having provided the Employer/Enterprise with a written notice of such grounds and providing the Employer/Enterprise with an opportunity to address these grounds within 10 (ten) business days after receiving such notice.

16.1 The parties shall use their best endeavors to amicably resolve all disputes arising between them. It should however be noted that the CHETA will not become involved in the resolution or arbitration of disputes between the organisation, and its appointed service providers, employees or Learners on the Project.

16.2 Any dispute between the parties in connection with the interpretation, application or termination of the Agreement, unless resolved by the parties, must be determined by arbitration in accordance with the rules of the Arbitration Foundation of Southern Africa by an arbitrator appointed by the foundation. Such arbitration shall take place in Gauteng, South Africa

16.3 This clause does not preclude any party from obtaining interim relief on an urgent basis from a court of competent jurisdiction pending the decision of the arbitrator.

16.4 The arbitrator must be appointed by agreement between the parties, or failing such agreement by the Arbitration Foundation of Southern Africa

16.5 The arbitration must take place within one month of the aggrieved party notifying the other party of the dispute.

CHIETA Initials			MR
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Company Initials	Z.K.	N.A.B	ANN
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CHIEF & HEAD OFFICE:

WESTERN CAPE

KWAZULU-NATAL

PORT ELIZABETH

SPECIAL COUNCIL MEETING
AGENDA
25 AUGUST 2026



- 16.6 The arbitrator must first attempt to conciliate the dispute. If conciliation is not possible then the arbitrator must arbitrate the dispute.
- 16.7 The arbitration must be conducted in a manner that the arbitrator considers appropriate in order to determine the dispute fairly and quickly, but must deal with the substantial merits of the dispute with the minimum of legal formalities.
- 16.8 A party to the dispute may give evidence, call witnesses, question witnesses of any other party, and address concluding arguments to the arbitrator.
- 16.9 The parties are entitled to legal representation during the arbitration.
- 16.10 If the party who referred the dispute fails to appear in person or to be represented at the arbitration proceedings, the arbitrator may dismiss the matter.
- 16.11 If a party other than the party who referred the dispute, fails to appear in person or be represented at the arbitration proceedings, the arbitrator may:
- 16.11.1 Continue with the arbitration proceedings in the absence of that party; or
- 16.11.2 Adjourn the arbitration proceedings to a later date.
- 16.12 Within 14 days of the conclusion of the arbitration proceedings the arbitrator must issue an arbitration award with reasons, signed by the arbitrator
- 16.13 The arbitration award is final and binding on the parties to the dispute and may be made an order of court.
- 16.14 The arbitrator may not include an order for costs in the arbitration award, unless
- 16.14.1 party unnecessarily delayed proceedings; or
- 16.14.2 party pursued or resisted the claim veraciously or frivolously; or
- 16.14.3 a party had no reasonable prospect of succeeding.
- 16.15 An arbitrator may at his or her own initiative or as a result of an application by an affected party, vary or rescind an award:
- 16.15.1 erroneously sought or made in the absence of any party affected by the award
- 16.15.2 in which there is ambiguity, or any obvious error or omission, but only to the extent of that ambiguity, error or omission; or
- 16.15.3 granted as a result of a mistake common to the parties to the proceedings
17. GENERAL
- 17.1 This Agreement, including the Annexures, "A", "B" and "C", constitutes the entire agreement between the parties
- 17.2 On entering into this Agreement, no party relies on any warranties, representations, terms, conditions, disclosures or expressions of opinion in respect of matters dealt with in this Agreement that are not contained in this Agreement
- 17.3 No relaxation, extension or indulgence which a party may grant to any other constitutes a waiver of any right of that party or a novation of any terms of this Agreement and does not preclude that party from exercising any right which may have arisen in the past or which arises in the future
- 17.4 No variation, suspension, deletion, amendment or modification of this Agreement is of any force or effect, unless recorded in writing and signed by the parties
- 17.5 The Employer/Enterprise must ensure that the Service Provider is accredited and provide proof of accreditation to the CHIETA. Failure to notify the CHIETA will result in breach of contract and all refunds to the CHIETA
- 17.6 All agreements for learners regarding learnerships, internships, workplace experience and other related agreements must be forwarded to the CHIETA within 30 days of signing the MoA
- 17.7 17.7 No change requests or appeals would be considered after the MoA has been returned to the CHIETA and Tranche 1a has been disbursed or should the change request affect the delivery of the project to go beyond the expiry date of this MOA. The change request will not be considered if the MOA allocated amount is exceeded.

CHIETA Initials			MR
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Company Initials		
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CHIETA HEAD OFFICE:

100, 101, 102, 103, 104, 105, 106, 107, 108, 109, 110, 111, 112, 113, 114, 115, 116, 117, 118, 119, 120, 121, 122, 123, 124, 125, 126, 127, 128, 129, 130, 131, 132, 133, 134, 135, 136, 137, 138, 139, 140, 141, 142, 143, 144, 145, 146, 147, 148, 149, 150, 151, 152, 153, 154, 155, 156, 157, 158, 159, 160, 161, 162, 163, 164, 165, 166, 167, 168, 169, 170, 171, 172, 173, 174, 175, 176, 177, 178, 179, 180, 181, 182, 183, 184, 185, 186, 187, 188, 189, 190, 191, 192, 193, 194, 195, 196, 197, 198, 199, 200, 201, 202, 203, 204, 205, 206, 207, 208, 209, 210, 211, 212, 213, 214, 215, 216, 217, 218, 219, 220, 221, 222, 223, 224, 225, 226, 227, 228, 229, 230, 231, 232, 233, 234, 235, 236, 237, 238, 239, 240, 241, 242, 243, 244, 245, 246, 247, 248, 249, 250, 251, 252, 253, 254, 255, 256, 257, 258, 259, 260, 261, 262, 263, 264, 265, 266, 267, 268, 269, 270, 271, 272, 273, 274, 275, 276, 277, 278, 279, 280, 281, 282, 283, 284, 285, 286, 287, 288, 289, 290, 291, 292, 293, 294, 295, 296, 297, 298, 299, 300, 301, 302, 303, 304, 305, 306, 307, 308, 309, 310, 311, 312, 313, 314, 315, 316, 317, 318, 319, 320, 321, 322, 323, 324, 325, 326, 327, 328, 329, 330, 331, 332, 333, 334, 335, 336, 337, 338, 339, 340, 341, 342, 343, 344, 345, 346, 347, 348, 349, 350, 351, 352, 353, 354, 355, 356, 357, 358, 359, 360, 361, 362, 363, 364, 365, 366, 367, 368, 369, 370, 371, 372, 373, 374, 375, 376, 377, 378, 379, 380, 381, 382, 383, 384, 385, 386, 387, 388, 389, 390, 391, 392, 393, 394, 395, 396, 397, 398, 399, 400, 401, 402, 403, 404, 405, 406, 407, 408, 409, 410, 411, 412, 413, 414, 415, 416, 417, 418, 419, 420, 421, 422, 423, 424, 425, 426, 427, 428, 429, 430, 431, 432, 433, 434, 435, 436, 437, 438, 439, 440, 441, 442, 443, 444, 445, 446, 447, 448, 449, 450, 451, 452, 453, 454, 455, 456, 457, 458, 459, 460, 461, 462, 463, 464, 465, 466, 467, 468, 469, 470, 471, 472, 473, 474, 475, 476, 477, 478, 479, 480, 481, 482, 483, 484, 485, 486, 487, 488, 489, 490, 491, 492, 493, 494, 495, 496, 497, 498, 499, 500, 501, 502, 503, 504, 505, 506, 507, 508, 509, 510, 511, 512, 513, 514, 515, 516, 517, 518, 519, 520, 521, 522, 523, 524, 525, 526, 527, 528, 529, 530, 531, 532, 533, 534, 535, 536, 537, 538, 539, 540, 541, 542, 543, 544, 545, 546, 547, 548, 549, 550, 551, 552, 553, 554, 555, 556, 557, 558, 559, 560, 561, 562, 563, 564, 565, 566, 567, 568, 569, 570, 571, 572, 573, 574, 575, 576, 577, 578, 579, 580, 581, 582, 583, 584, 585, 586, 587, 588, 589, 590, 591, 592, 593, 594, 595, 596, 597, 598, 599, 600, 601, 602, 603, 604, 605, 606, 607, 608, 609, 610, 611, 612, 613, 614, 615, 616, 617, 618, 619, 620, 621, 622, 623, 624, 625, 626, 627, 628, 629, 630, 631, 632, 633, 634, 635, 636, 637, 638, 639, 640, 641, 642, 643, 644, 645, 646, 647, 648, 649, 650, 651, 652, 653, 654, 655, 656, 657, 658, 659, 660, 661, 662, 663, 664, 665, 666, 667, 668, 669, 670, 671, 672, 673, 674, 675, 676, 677, 678, 679, 680, 681, 682, 683, 684, 685, 686, 687, 688, 689, 690, 691, 692, 693, 694, 695, 696, 697, 698, 699, 700, 701, 702, 703, 704, 705, 706, 707, 708, 709, 710, 711, 712, 713, 714, 715, 716, 717, 718, 719, 720, 721, 722, 723, 724, 725, 726, 727, 728, 729, 730, 731, 732, 733, 734, 735, 736, 737, 738, 739, 740, 741, 742, 743, 744, 745, 746, 747, 748, 749, 750, 751, 752, 753, 754, 755, 756, 757, 758, 759, 760, 761, 762, 763, 764, 765, 766, 767, 768, 769, 770, 771, 772, 773, 774, 775, 776, 777, 778, 779, 780, 781, 782, 783, 784, 785, 786, 787, 788, 789, 790, 791, 792, 793, 794, 795, 796, 797, 798, 799, 800, 801, 802, 803, 804, 805, 806, 807, 808, 809, 810, 811, 812, 813, 814, 815, 816, 817, 818, 819, 820, 821, 822, 823, 824, 825, 826, 827, 828, 829, 830, 831, 832, 833, 834, 835, 836, 837, 838, 839, 840, 841, 842, 843, 844, 845, 846, 847, 848, 849, 850, 851, 852, 853, 854, 855, 856, 857, 858, 859, 860, 861, 862, 863, 864, 865, 866, 867, 868, 869, 870, 871, 872, 873, 874, 875, 876, 877, 878, 879, 880, 881, 882, 883, 884, 885, 886, 887, 888, 889, 890, 891, 892, 893, 894, 895, 896, 897, 898, 899, 900, 901, 902, 903, 904, 905, 906, 907, 908, 909, 910, 911, 912, 913, 914, 915, 916, 917, 918, 919, 920, 921, 922, 923, 924, 925, 926, 927, 928, 929, 930, 931, 932, 933, 934, 935, 936, 937, 938, 939, 940, 941, 942, 943, 944, 945, 946, 947, 948, 949, 950, 951, 952, 953, 954, 955, 956, 957, 958, 959, 960, 961, 962, 963, 964, 965, 966, 967, 968, 969, 970, 971, 972, 973, 974, 975, 976, 977, 978, 979, 980, 981, 982, 983, 984, 985, 986, 987, 988, 989, 990, 991, 992, 993, 994, 995, 996, 997, 998, 999, 1000

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KWAZULU-NATAL

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SPECIAL COUNCIL MEETING
AGENDA
25 AUGUST 2026



18. Domicilium Citandi et Executandi

- 18.1 Any notice in terms of this Agreement may be hand delivered to the physical addresses of the parties, in which event proof of acknowledgment shall be endorsed upon a copy of the notice together with the name of the recipient and date of receipt, or may be sent by registered post to the nominated postal addresses of the parties, in which event a proof of postage issued by the relevant postal authority will serve as proof. Any notice sent by registered post will be deemed to have been received 3 (Three) business days after posting.
- 18.2 The Employer/Enterprise choose for the purpose of this Agreement its domicilium citandi et executandi as follows:

Street Address	No 5 , Clyde Street , Knysna, Knysna, Western Cape, 6570
Postal Address	Same as Physical Address
Name of Designated Representative for the Employer/Enterprise	Phaahle Simon Malepeng
Capacity as	Chief Executive Officer
Telephone Number	0443026300
Cell Number	0609987096
Facsimile	
E-mail	mm@knysna.gov.za

CHIETA Initials	<i>[Signature]</i>	<i>[Signature]</i>	MR
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Company Initials	<i>[Signature]</i>	WAG	<i>[Signature]</i>
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CHIETA HEAD OFFICE:

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KWAZULU-NATAL

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CHIETA
INNOVATING FOR IMPACT

Street Address: 72 New Road
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Midrand
1685

Telephone number: (011) 628 7000

Facsimile: (011) 726 7777

E-mail: ypillay@Chieta.org.za

CHIETA Initials			MR
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Company Initials	Z.K.	W.A.G.	ZMM
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CHETA HEAD OFFICE:

WESTERN CAPE

KWAZULU-NATAL

PORT ELIZABETH

WATERLOO, N.Y., June 11 (AP) — The Waterloo Chamber of Commerce has announced that it will sponsor a "Waterloo Water Festival" on Saturday, June 15, from 10 a.m. to 4 p.m. The festival will be held at the Waterloo Municipal Pool, 100 N. Main St. The festival will feature a variety of activities, including water games, swimming, and a picnic. The cost of admission is \$1.00 per person. For more information, call 336-1234.

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CHIETA
INNOVATING DESIGN

SPECIAL COUNCIL MEETING
AGENDA
25 AUGUST 2026



16

ANNEXURE A: PROJECT IMPLEMENTATION PLAN

Funding Window:	Occupational Qualification registered with QCTO
Project Name:	Electrician

No	Objectives	Amount
1	Support 21 Occupational Qualification registered with QCTO (Electrician) @R 69000 per learner	R1, 449, 000
Total Approved		R1, 449, 000

CHIETA Initials   MR.

Company Initials   

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SPECIAL COUNCIL MEETING
AGENDA
25 AUGUST 2026



20

ANNEXURE E

DECLARATION FORM: LEARNERS RECEIVING FUNDING SOURCES FROM OTHER SETAS & PUBLIC INSTITUTIONS

This declaration is made by Knysna Municipality, LEARNER-CONTRACT-DG2025/26-22920, herein referred to as 'the Company' in relation to learners funded through the CHIETA Discretionary Grant.

We, the undersigned, hereby declare and confirm the following:

1. Exclusive Funding Declaration

The learners funded through the CHIETA Discretionary Grant are not receiving funding from any other Sector Education and Training Authority (SETA) or public institution for the same purpose and period of training.

2. Notification of Funding from Other Sources

In the event that the Company becomes aware that any of the learners funded by CHIETA are also funded by another SETA or public institution, we undertake to immediately notify CHIETA of this situation.

3. Acknowledgment of Reporting Obligations

The Company acknowledges that CHIETA will be reporting on all learners funded through the Discretionary Grant. We further understand that full disclosure of funding sources is required to ensure compliance with DHET and audit requirements.

4. Consequences of Non-Disclosure

The Company acknowledges that failure to disclose any funding received by learners from other SETAs or public institutions may result in CHIETA taking appropriate action, including but not limited to recovery of funds or other penalties. This applies both to cases where the Company was aware of other funding sources at the time of accepting the grant or became aware of it thereafter and failed to inform CHIETA.

We understand and accept the responsibilities and obligations associated with this declaration.

CHIETA Initials			MIR
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20.1 DATA PROTECTION

- Parties to this agreement:

- 20.2 CHIETA SUPPLY SIDE DATABASE USAGE

20.2.1 The Employer/Enterprise undertakes to, and shall ensure relevant evidence related to recruited learners are provided to the CHIETA if learners have been funded under this agreement and performance of its obligations.

20.2.2 The CHIETA reserves the right to refuse funding of the additional allowance / incentive approved and reduce the allocated award accordingly if the Employer/Enterprise does not submit relevant proof of recruitment from the CHIETA database;

20.2.2 The CHIETA reserves the right to refuse funding of the additional allowance / incentive approved and reduce the allocated award accordingly if the Employer/Enterprise does not submit relevant proof of recruitment from the CHIETA database.

CHIETA Initials			MR
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Company Initials	2K.	W.A.G
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WESTERN CAPE

KWAZULU-NATAL

PORT ELIZABETH

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6.4

SC04/08/26 SUNRIDGE PRIMARY SCHOOL DUAL PURPOSE LIBRARY

REPORT FROM DIRECTOR: COMMUNITY SERVICES

PURPOSE OF THE REPORT

- i) To request that the previous council resolution to establish the satellite library on erf 4822, commonly referred to as the play park, be rescinded.
- ii) To request that Council grants the Acting Municipal Manager permission to present a proposal, to the Department of Education, for the establishment a dual-purpose library on the Sunridge school premises.
- iii) To requests that the balance of the funds(R106,000.00) that were allocated for Sedgefield library ablutions in the 2025/26 financial year be roll over for use in the establishment of the satellite library.

PREVIOUS COUNCIL RESOLUTION ON THE SATELITE LIBRARY

C08/06/24 HORNLEE KALENDER STREET: NEW SATELLITE LIBRARY

UNANIMOUSLY RESOLVED

- [a] That the Hornlee Kalender Street new satellite Library report be noted;*
- [b] That an amount that is equivalent to a T6 scale (approximately R176,287.00 to R226,690.49) be added to the Conditional Grant Business Plan to cater for the appointment of a Senior Library Assistant for the Kalender Street satellite;*
- [c] That a new position of Senior Library Assistant for the Kalender Street satellite library be added to the municipal staff establishment and that provision be made on the budget to accommodate for the position; and*
- [d] That funding be allocated in the 2024/25 Adjustment Budget for establishment of a satellite library in Hornlee.*

File Number: 9/1/2/5

*Execution: Director: Community Services
Manager: Libraries*

BACKGROUND

The concept of dual-purpose libraries refers to libraries which are purpose built for use by the public and the school community. The discourse on dual purpose libraries has been in existence for quite a while in government circles. It was borne out of the need to optimize the use of resources, as well as to cut down on the duplication of services. The discourse has gained momentum in recent years as schools are incorporating school libraries in their planning of school infrastructure.

The Rheenendal Dual Purpose Library is the first of this kind to be built in the Western Cape. The costs of building the library were borne by the Department of Education with the Municipality solely responsible for the operating cost.

DISCUSSION

The municipal plot which is earmarked for the establishment of the Hornlee satellite library (Erf 8822) is not located in close proximity to municipal bulk services which poses a challenge as the department does not have a budget for the establishment of new bulk networks. Additionally, the property will need to be subdivided and rezoned, a process that may take up to two years. It is proposed that the library be established at the Sunridge primary school which is located less than 900 meters from the play park site (Erf 8822) and the three pre-schools nearby. The school, through its governing body, is the one that set into motion the idea of establishing a satellite library on the school a few years ago.

The Municipal proposal will consist of the following key terms of reference:

- i) That the municipality and SANParks will shoulder the costs of the establishment of the satellite modular library.
- ii) That the Department of Education will provide the site upon which the satellite library will be established.
- iii) That the Department of Arts & Culture shall continue to supply library material in line with the executive assignment agreements which was concluded with the municipality.
- iv) That the municipality shall contribute to the running costs of the library which includes the employment of staff, in line with the existing executive assignment agreement which was concluded with the Western Cape Provincial Library Services.
- v) That the library shall be open to the public and the school community.

FINANCIAL IMPLICATIONS

- i) The department requests that the balance of the funds(R106,000.00) that were allocated for Sedgfield library ablutions in the 2025/26 financial year be roll over for use in the establishment of the satellite library.
- ii) The Local Government: Municipal Finance Management Act: regulate the allocation of resources to municipal projects.
- iii) The donor is on the verge of concluding all SCM processes for the supply and delivery of the prefabricated building.

LEGAL IMPLICATIONS

- i) The Constitution of the Republic of South Africa, 1996 schedule 5a: stipulates that the rendering of library services is, of exclusive provincial legislative competence. However, the municipality concluded an executive assignment agreement with the Western Cape Government which stipulates the roles of each partner.
- ii) The Western Cape Public Library Service Act and the Executive Assignment Agreement: refer to the support provided by the Western Cape Library Service to the Municipality AND stipulate that the planning and allocation of land for new library projects is the prerogative of the municipality.

RECOMMENDATION

- [a] That council takes cognisance of the report
- [b] That the previous council resolution to establish the satellite library on erf 4822, commonly referred to as the play park, be rescinded.

- [c] That Council grants the Acting Municipal Manager authority to present and conclude an agreement with the Department of Education, for the establishment of a dual-purpose library on the Sunridge primary school premises.
- [d] That the balance of the funds(R106,000.00) that were allocated for Sedgefield library ablutions in the 2025/26 financial year be rolled-over for use in the establishment of the satellite library.
- [e] That it be noted that the donor is on the verge of concluding all SCM processes for the supply and delivery of the prefabricated building.

File Number: 9/1/2/5

Execution: Director: Community Services
Manager: Libraries

6.5

SC05/08/26 FINAL APPROVAL OF THE 2027/2028 IDP, BUDGET AND PMS TIME SCHEDULE, FOLLOWING PUBLIC AND STAKEHOLDER CONSULTATION
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REPORT FROM THE ACTING MUNICIPAL MANAGER

PURPOSE OF THE REPORT

The purpose of this report is to inform Council of the public participation and stakeholder consultation process followed on the draft 2027/2028 Integrated Development Plan (IDP), Budget and Performance Management System (PMS) Time Schedule, and to table the final Time Schedule for Council's approval.

PREVIOUS RESOLUTIONS

On 30 July 2026, Council tabled the draft Process Plan and Time Schedule for the 2027/2028 IDP, Budget and PMS, and noted the ensuing public participation process to be followed prior to final adoption.

BACKGROUND

The Municipal Systems Act (32 of 2000) requires each municipality to conduct an annual review of its 5-year strategic plan (IDP). An IDP review process considers changed circumstances that inform the prioritisation of strategies and allocation of resources to communities where it is needed most. It also enables the Council to report back to all relevant stakeholders on the progress of the implementation of its 5-year strategic plan.

Section 21(1)(b) of the Municipal Finance Management Act (Act 56 of 2003) requires the Executive Mayor, at least 10 months before the start of the budget year, to table before Council a time schedule outlining the key deadlines for the preparation, tabling and approval of the annual budget, and the annual review of the IDP and budget-related policies, including the consultative processes forming part thereof.

In compliance with these requirements, the draft Process Plan and Time Schedule for the 2027/2028 IDP, Budget and PMS was tabled before Council on 30 July 2026, together with notification of the public participation process that would follow prior to final adoption. The public participation and consultation process undertaken since that tabling is set out below.

PUBLIC AND STAKEHOLDER CONSULTATION PROCESS

- A notice inviting written comments on the draft Process Plan and Time Schedule was published on the Municipal website (www.knysna.gov.za) and on the Municipality's official Facebook page, and displayed on municipal notice boards, informing residents and interested parties of the document and their opportunity to comment.
- On 30 July 2026, correspondence was addressed to all Councillors, requesting that the draft document be disseminated to their respective Ward Committees, and inviting Councillors and Ward Committee members to submit any comments or inputs on the draft Time Schedule.

- The public notice specified a closing date of Friday, 14 August 2026, for the submission of written comments, whether by e-mail, hand delivery/post, or via the Municipal website comment facility.
- The closing date for comments has since lapsed, and no comments were received from members of the public, Councillors or Ward Committees in relation to the draft Time Schedule.
- In parallel, on 30 July 2026, the draft Time Schedule was also forwarded to the Garden Route District Municipality and the Western Cape Government (Department of Local Government) for comment, with a request that inputs be submitted by 10 August 2026, to ensure alignment between district, provincial and local planning and budgeting cycles.
- Comments were received from the Garden Route District Municipality, setting out key district and provincial coordination activities (including District IDP Managers Forum, Municipal Managers Forum, District Coordinating Forum, JDMA Interface Meetings, Strategic Integrated Municipal Engagements and related public participation processes) that local municipalities are encouraged to reflect in their respective Time Schedules to strengthen intergovernmental alignment. These comments have been considered and incorporated directly into the final Time Schedule at Annexure A, appearing as lettered sub-items (e.g. 15A, 24A) alongside the schedule item they relate to.
- In terms of Section 21(1)(b) of the MFMA, the Time Schedule must be tabled at least 10 months before the start of the 2027/2028 budget year (1 July 2027), i.e. by 1 September 2026. The tabling of the draft Time Schedule, the public participation and consultation process, the Mayoral Committee's recommendation, and the Executive Mayor's final recommendation for Council approval (items 5–22 of the originally circulated draft, dated 1 July 2026 to 30 August 2026) have, by the date of this report, already been completed and are described above. These items accordingly no longer reflect pending future actions and have been removed from Annexure A, which now reflects only the outstanding activities of the 2027/2028 IDP, Budget and PMS cycle, commencing 10 September 2026.
- All quarterly Section 52(d) budget implementation reports for the 2026/2027 financial year (Quarter 1 to Quarter 4) have been included in Annexure A, and every item in the schedule has been allocated a specific target date rather than a month-only reference.
- Where the exact date of a district or provincial forum (e.g. the District IDP Managers Forum, Provincial IDP Managers Forum, JDMA Interface Meetings and SIME) has been confirmed in the Garden Route District Municipality's and Western Cape Government's own engagement calendars, that confirmed date has been used. Where no confirmed date has yet been published, an indicative date has been allocated within the month originally proposed, marked accordingly in Annexure A, and remains subject to confirmation by the Garden Route District Municipality / Western Cape Government.

RELEVANT LEGISLATION

The following legislative requirements are applicable to the IDP review, budget and PMS Time Schedule:

Section 34 of the Municipal Systems Act (Act 32 of 2000):

“A municipal council must review its integrated development plan annually in accordance with an assessment of its performance measures in terms of section 41, and to the extent that changing circumstances so demand, and may amend its integrated development plan in accordance with a prescribed process.”

Section 28 of the Municipal Systems Act (Act 32 of 2000):

“A municipal council must adopt a process set out in writing to guide the planning, drafting, adoption and review of its integrated development plan.”

Section 21(1) of the Municipal Finance Management Act (Act 56 of 2003):

The Mayor of a municipality must co-ordinate the processes for preparing the annual budget and for reviewing the municipality's integrated development plan and budget-related policies, to ensure that the tabled budget and any revisions of the integrated development plan and budget-related policies are mutually consistent and credible; and, at least 10 months before the start of the budget year, table in the municipal council a time schedule outlining key deadlines for the preparation, tabling and approval of the annual budget, the annual review of the integrated development plan and budget-related policies, the tabling and adoption of any amendments thereto, and any consultative processes forming part thereof.

The Time Schedule, which incorporates the outstanding deliverables and timeframes of the IDP review and related processes, including the review of the Performance Management System (PMS) and the 2027/2028 annual budget, runs from 10 September 2026 to June 2027, excludes activities already completed prior to 30 August 2026, and reflects the comments received from the Garden Route District Municipality and the Western Cape Government, is attached as Annexure A hereto.

RECOMMENDATION OF THE ACTING MUNICIPAL MANAGER

- [a] Council notes the contents of this report, including the public participation and stakeholder consultation process followed on the draft 2027/2028 IDP, Budget and PMS Time Schedule.
- [b] Council notes that no comments were received from members of the public, Councillors or Ward Committees within the stipulated comment period, which closed on 14 August 2026.
- [c] Council notes that comments received from the Garden Route District Municipality and the Western Cape Government have been considered and incorporated into the Time Schedule, as reflected within Annexure A.
- [d] Council notes that activities already completed as at the date of this report (items originally dated 1 July 2026 to 30 August 2026) have been removed from Annexure A, in line with the Section 21(1)(b) MFMA tabling requirement of 1 September 2026.
- [e] Council approves the final Time Schedule for the preparation of the IDP review, Budget and PMS of the Municipality for the 2027/2028 financial year, reflecting the outstanding activities from 10 September 2026, as set out in Annexure A.

APPENDIX / ADDENDUM

Annexure A: 2027/2028 IDP, Budget and PMS Time Schedule (outstanding activities from 10 September 2026), incorporating District and Provincial Alignment Activities per comments received from the Garden Route District Municipality and the Western Cape Government

Annexure B: Councillors & Ward Committee invitation for comments.

Annexure C: Residents & Representatives Invitation for comments.

Annexure D: Garden Route District & Province Invitation for comments.

File Number: 15/2/6/1/3

Execution: Acting Municipal Manager

SPECIAL COUNCIL MEETING
AGENDA
25 AUGUST 2026

ANNEXURE A: 2027/2028 IDP, BUDGET AND PMS TIME SCHEDULE — OUTSTANDING ACTIVITIES FROM 10 SEPTEMBER 2026 (INCLUDING DISTRICT/PROVINCIAL ALIGNMENT ACTIVITIES)

** Indicative date within the month originally proposed for this activity; the exact date has not yet been confirmed by the Garden Route District Municipality / Western Cape Government and remains subject to confirmation. Unmarked dates are either fixed statutory deadlines or dates confirmed in the District/Provincial engagement calendar.*

No.	Deliverable	Legislation	IDP Target Date	Budget Date	Target	PMS Target Date	Responsible Official
15	District IDP Managers Forum Meeting	MSA – Chapter 4	3 October 2026*	–	–	–	Senior Manager: IDP/PMS/IGR
17	Provincial IDP Managers Forum Meeting (Virtual)	IGR Act, 2005	10 October 2026*	–	–	–	Senior Manager: IDP/PMS/IGR
18	District Mayoral Forum Meeting/District Municipal Managers Forum Meeting	IGR Act, 2005	21 October 2026	–	–	–	Senior Manager: IDP/PMS/IGR
23	Notify the public about the approved time schedule of the Process Plan	MSA - Section 21, 21A, 28(3)	10 September 2026	10 September 2026	10 September 2026	10 September 2026	Senior Manager: IDP/PMS/IGR
24	Submit Time Schedule with key deadlines to the Garden Route District Municipality, DLG and WC Provincial Treasury	MSA - Section 29(3) (a) and (b)* *	10 September 2026	10 September 2026	10 September 2026	10 September 2026	Senior Manager: IDP/PMS/IGR
25	Section 71 monthly report	MFMA - Section 71 (1), (2), (3) and (4)	–	14 September 2026 (10 Working days after month end)	–	–	CFO / Manager: Budget and Expenditure
26	Monthly monitoring of SDBIP by Office of the Municipal Manager in collaboration with Top Management Team	MPR, 2006	–	–	–	14 September 2026	Senior Manager: IDP/PMS/IGR
27	Conduct of IDP public participation meetings with ward committees, stakeholders, sectoral groupings, and members of the public, in accordance with the approved schedule.”	MSA - Section 29(1)(b)	22 September 2026 – 16 October 2026	–	–	–	Senior Manager: IDP/PMS/IGR Manager: PP Manager: IDP/PMS/IGR, PP
28	Informal performance evaluations of Directors	–	–	–	–	30 September 2026	–
30	District IDP Managers Forum Meeting (Preparation for JDMA Interface Meeting)	IGR Act, 2005	22 October 2026*	–	–	–	Senior Manager: IDP/PMS/IGR

SPECIAL COUNCIL MEETING
AGENDA
25 AUGUST 2026

No.	Deliverable	Legislation	IDP Target Date	Budget Date	Target Date	PMS Target Date	Responsible Official
31	Section 71 monthly report	MFMA - Section 71 (1), (2), (3) and (4)	—	14 October 2026 (10 Working days after month end)	—	—	CFO
32	Monthly monitoring of SDBIP by Office of the Municipal Manager in collaboration with Top Management Team	MPR, 2006	—	—	—	13 October 2026	Senior Manager: IDP/PMS/IGR
33	Budget Office distributes current approved three-year capital budget and 2 years future planning to respective directorates to review existing projects on the two outer years and prioritize projects for the third outer year for inclusion in the draft IDP	MSA - Section 26(h)	—	30 October 2026	—	—	CFO / Manager: Budget and Expenditure
34	Section 154 Steering Committee Meeting	Constitution of RSA Section 154	8 October 2026	—	—	—	MM; Directors; Senior Manager: IDP/PMS/IGR; National and Provincial Stakeholders
35	Submit Q1 quarterly report (July 2026 till September 2026) on implementation of the budget and financial state of affairs to Council	MFMA - Section 52 (d)	—	30 October 2026	—	—	Senior Manager: IDP/PMS/IGR
36	Sec 57 Managers quarterly informal assessments (for first quarter)	Municipal Planning and Performance Regulations Section 13	—	—	—	30 October 2026	Senior Manager: IDP/PMS/IGR
37	Community inputs circulated to senior management for administrative / technical inputs	MSA - Section 29(1)(b)	30 October 2026	—	—	—	Senior Manager: IDP/PMS/IGR
38	Determine Budget Assumptions for 2026/26 Medium Term Revenue and Expenditure Framework (MTREF)	MFMA - Section 1	—	30 October 2026	—	—	CFO; Manager: Budget and Expenditure
38A	Participate in the JDMA Interface Meeting to facilitate alignment of municipal planning, budgeting and implementation with district and provincial priorities. (District/Provincial alignment activity — incorporated per comment received from the Garden Route	IGR Act, 2005 GRDM/WCG comment	—	29 October 2026*	—	—	Senior Manager: IDP/PMS/IGR

SPECIAL COUNCIL MEETING
AGENDA
25 AUGUST 2026

No.	Deliverable	Legislation	IDP Target Date	Budget Date	Target	PMS Target Date	Responsible Official
	District Municipality / Western Cape Government)						
39	JDMA Interface Meeting (engages with Provincial and National sector departments on sector specific programmes for alignment with municipalities plans)	IGR Act, 2000	3 November 2026*	—	—		Senior Manager: IDP/PMS/IGR
40	Section 71 monthly report	MFMA - Section 71 (1), (2), (3) and (4)	—	13 November 2026 (10 Working days after month end)	—		CFO; Manager: Budget and Expenditure
41	Departments to prepare draft mSCOA compliant operating budgets – particular focus on Fund, Project and Item. Projects to be derived from IDP and a clear link to be established.	MFMA - Circular 80	—	30 November 2026	—		MM; Directors; Manager; CFO; Manager: Budget and Expenditure; Senior Manager: IDP/PMS/IGR
42	Departmental submissions of Draft Capital Budget for 2027/2028: Compilation of project plans (including outputs and outcomes to be achieved) Motivations for new projects Analysis of impact on the operating budget	MFMA - Circular 80	—	30 November 2026	—		MM; Directors; CFO; Manager: Budget and Expenditure; Senior Manager: IDP/PMS/IGR
43	Send out project plan template for each capital project to all Directors and MM	MFMA - Circular 80	—	30 November 2026	—		CFO; Manager: Budget and Expenditure
44	Monthly monitoring of SDBIP by Office of the Municipal Manager in collaboration with Top Management Team	MPR, 2006	—	—		13 November 2026	MM; Directors; Senior Manager: IDP/PMS/IGR
45	Commence with the preparation of the capital programme	MSA Section 26(h)	—	30 November 2026	—		CFO; Manager: Budget and Expenditure
46	IDP and Budget Steering Committee meeting to discuss and review capital budget requests	—	—	30 November 2026	—		CFO / Manager: Budget and Expenditure
47	Review current budget related policies and compile newly needed budget related policies	MBRR 7 MFMA Section 62	—	30 November 2026	—		CFO / Manager: Budget and Expenditure
47A	Participate in the District IDP Managers Forum, Municipal Managers Forum (MMF) and District Coordinating Forum (DCF) to consider and align municipal planning with the Draft	IGR Act, 2005 GRDM/WCG comment	11 November 2026*	—	—		Senior Manager: IDP/PMS/IGR

SPECIAL COUNCIL MEETING
AGENDA
25 AUGUST 2026

No.	Deliverable	Legislation	IDP Target Date	Budget Date	Target	PMS Target Date	Responsible Official
	District Framework and District IDP, Budget and PMS Process Plan. (District/Provincial alignment activity — incorporated per comment received from the Garden Route District Municipality / Western Cape Government)						
47B	Participate in the district Public Participation Engagements. (District/Provincial alignment activity — incorporated per comment received from the Garden Route District Municipality / Western Cape Government)	IGR Act, 2005 — GRDM/WCG comment	20 November 2026*	—	—	—	Senior Manager: IDP/PMS/IGR
47C	Strategic Integrated Municipal Engagement (SIME). (District/Provincial alignment activity — incorporated per comment received from the Garden Route District Municipality / Western Cape Government)	IGR Act, 2005 — GRDM/WCG comment	28 November 2026*	—	—	—	Senior Manager: IDP/PMS/IGR
48	Strategic Integrated Municipal Engagements (SIME1)	MSA Chapter 5 MFMA	3 January 2027*	—	—	—	—
49	District Mayoral Forum Meeting/District Municipal Managers Forum Meeting	IGR Act, 2005	8 January 2027*	—	—	—	Senior Manager: IDP/PMS/IGR
50	District IDP Managers Forum Meeting	MSA - Chapter 4	13 January 2027*	—	—	—	Senior Manager: IDP/PMS/IGR
51	District IDP Representative Forum	MSA - Chapter 4	19 January 2027*	—	—	—	Senior Manager: IDP/PMS/IGR
52	Section 71 monthly report	MFMA Section 71 (1), (2), (3) and (4)	—	14 December 2026 (10 Working days after month end)	—	—	CFO/ Manager: Budget and Expenditure
53	Discuss adjustment budget (2026/2026) and draft electricity budget and finalise tariff structure	MFMA Section 29	—	—	—	—	CFO/ Manager: Budget and Expenditure
54	Update budget guidelines based on NT Budget Circular	—	—	14 December 2026	—	—	CFO/ Manager: Budget and Expenditure

SPECIAL COUNCIL MEETING
AGENDA
25 AUGUST 2026

No.	Deliverable	Legislation	IDP Target Date	Budget Date	Target Date	PMS Target Date	Responsible Official
55	Submit Q2 quarterly report (1 October 2026 till 31 December 2026) on implementation of the budget and financial state of affairs to Council	—	—	15 December 2026	—	—	CFO/ Manager: Budget and Expenditure
56	Section 154 Steering Committee Meeting	Constitution of RSA Section 154	24 January 2027*	—	—	—	MM; Directors; Senior Manager: IDP/PMS/IGR; National and Provincial Stakeholders
57	Finalise Knysna 2024/2026 Annual Report	MFMA - Section 121 (1)(2)(3)	15 December 2026	15 December 2026	15 December 2026	15 December 2026	MM; Directors; All Managers; Senior Manager: IDP/PMS/IGR
57A	Attend the Provincial IDP Managers Forum, where applicable. (District/Provincial alignment activity — incorporated per comment received from the Garden Route District Municipality / Western Cape Government)	IGR Act, 2005 — GRDM/WCG comment	3 December 2026	—	—	—	Senior Manager: IDP/PMS/IGR
58	Provincial IDP Managers Forum (Virtual)	MSA – Chapter 4	29 January 2027*	—	—	—	Senior Manager: IDP/PMS/IGR
59	Section 71 monthly report	MFMA Section 71 (1), (2), (3) and (4)	—	14 January 2027 (10 Working days after month end)	—	—	CFO/ Manager: Budget and Expenditure
60	Monthly monitoring of SDBIP by Office of the Municipal Manager in collaboration with Top Management Team	MPR, 2006	—	—	—	13 January 2027	Senior Manager: IDP/PMS/IGR
61	Adjustments Budget and 2026/2026 MTREF workshop with MAYCO and Senior Management	MFMA – Sec 21	—	15 January 2027	—	—	CFO / Manager: Budget and Expenditure
62	Mayor tables Draft Annual Report for financial year –	MFMA section 127(2)	—	—	—	31 January 2027	Executive Mayor, MM, Manager: IDP/PMS/IGR
63	Prepare detailed MTREF draft budgets and plans for the next three years	MFMA, section 16	—	31 January 2027	—	—	CFO/ Manager: Budget and Expenditure
64	Municipal Manager submits Mid-year Budget and Performance Report to Mayor and Council (in terms of section 72 MFMA)	MFMA, section 54; 72; 88	—	31 January 2027	—	—	MM, CFO / Manager: Budget and Expenditure, Manager: IDP/PMS/IGR

SPECIAL COUNCIL MEETING
AGENDA
25 AUGUST 2026

No.	Deliverable	Legislation	IDP Target Date	Budget Date	Target	PMS Target Date	Responsible Official
65	Conduct performance evaluations of Municipal Manager and Directors for the previous financial year	Municipal Planning and Performance Regulations – Section 13	–	–	–	To be finalised by 31 January 2027	Senior Manager: IDP/PMS/IGR
66	Submit Q2 quarterly report (October 2026 till December 2026) on implementation of the budget and financial state of affairs to Council	MFMA, Section 52 (d)	–	–	–	31 January 2027	Senior Manager: IDP/PMS/IGR
67	Submit Mid-year budget and performance assessment report 2026/26 (for the period July 2026 till December 2026) to the mayor and table to Council	MFMA - Section 54; 72; 88	–	–	–	31 January 2027	Senior Manager: IDP/PMS/IGR
68	Tabled 2025/2026 Annual Report submitted to Auditor General, Audit Committee, Provincial Treasury	MFMA - Section 127(5)(b)	–	–	–	10 February 2027	Senior Manager: IDP/PMS/IGR
69	Make public the Annual Report for comments and inputs	MFMA - Section 127(5)(a) MSA - Sec 21A	–	–	–	10 February 2027	Senior Manager: IDP/PMS/IGR
70	Finalise 2026/2027 Adjustments Budget and B Schedules	MFMA - Section 28 MBRR - Part 4	–	10 February 2027	–	–	CFO / Manager: Budget and Expenditure
71	Finalise 2027/2028 Draft MTREF and A Schedules	MFMA - Section 21 MBRR - Part 3	–	12 February 2027	–	–	CFO / Manager: Budget and Expenditure
72	Submit 2026/2027 Adjustments Budget to Budget Steering Committee	MFMA - Section 28 MBRR - Part 4	–	12 February 2027	–	–	CFO / Manager: Budget and Expenditure
73	Monthly monitoring of SDBIP by Office of the Municipal Manager in collaboration with Top Management Team	MPR, 2006	–	–	–	15 February 2027	MM/Directors/Senior Manager: IDP/PMS/IGR
74	Submit Draft MTREF, tariffs and budget related policies to MAYCO	MFMA - Section 21 MBRR - Part 3	–	15 February 2027	–	–	CFO / Manager: Budget and Expenditure
75	MAYCO considers and Adopts 2026/2027 Adjustments Budget and potentially Revised 2026/2027 SDBIP	MFMA - Sec 28 MBRR - Part 4	–	28 February 2027	–	–	CFO / Manager: Budget and Expenditure, Manager: IDP/PMS/IGR
76	Provincial Sector Departments inform municipalities of provincial budgetary allocations	PFMA – Section 27(3) 2026 MTBPS	–	28 February 2027	–	–	CFO / Manager: Budget and Expenditure
77	District IDP Managers Forum Meeting (Preparation of Draft IDP)	MSA, 2000	3 March 2027*	–	–	–	Senior Manager: IDP/PMS/IGR

SPECIAL COUNCIL MEETING
AGENDA
25 AUGUST 2026

No.	Deliverable	Legislation	IDP Target Date	Budget Date	Target	PMS Target Date	Responsible Official
78	District Mayoral Forum Meeting/District Municipal Managers Forum Meeting	IGR Act, 2005	29 March 2027*	—	—	—	Senior Manager: IDP/PMS/IGR
79	Technical Integrated Municipal Engagement	IGR Act, 2005	28 February 2027	28 February 2027	—	—	MM; CFO; Senior Manager: IDP/PMS/IGR
79A	Participate in the District IDP Managers Forum, Municipal Managers Forum (MMF) and District Coordinating Forum (DCF) to review progress on the IDP, Budget and PMS planning process and ensure alignment. (District/Provincial alignment activity — incorporated per comment received from the Garden Route District Municipality / Western Cape Government)	IGR Act, 2005 — GRDM/WCG comment	3 February 2027*	—	—	—	Senior Manager: IDP/PMS/IGR
79B	Participate in Technical Integrated Municipal Engagements with Provincial Sector Departments. (District/Provincial alignment activity — incorporated per comment received from the Garden Route District Municipality / Western Cape Government)	IGR Act, 2005 — GRDM/WCG comment	26 February 2027*	—	—	—	Senior Manager: IDP/PMS/IGR
80	Advertise the approved Adjustments Budget and Revised SDBIP and submit budget and B Schedules to National Treasury and Provincial Treasury as required per legislation (within 10 working days)	MFMA - Sec 28(7) MSA - Sec 21A MBRR - Part 4	15 March 2027	15 March 2027	15 March 2027	15 March 2027	CFO / Manager: Budget and Expenditure, Manager: IDP/PMS/IGR
81	Monthly monitoring of SDBIP by Office of the Municipal Manager in collaboration with Top Management Team	MPR, 2006	—	—	—	15 March 2027	MM/Directors/Senior Manager: IDP/PMS/IGR
82	Section 71 monthly report	MFMA Section 71 (1), (2), (3) and (4)	—	12 March 2027 (10 Working days after month end)	—	—	CFO / Manager: Budget and Expenditure
83	Section 154 Steering Committee Meeting	Constitution of RSA Section 154	3 April 2027*	—	—	—	MM; Directors; Senior Manager: IDP/PMS/IGR; National and Provincial Stakeholders

SPECIAL COUNCIL MEETING
AGENDA
25 AUGUST 2026

No.	Deliverable	Legislation	IDP Target Date	Budget Date	Target	PMS Target Date	Responsible Official
84	Executive Mayor and Mayoral Committee consider Oversight Report in terms of Section 121 of the MFMA	MFMA - Sec 129	31 March 2027	31 March 2027		31 March 2027	Senior Manager: IDP/PMS/IGR
85	Council meeting on draft IDP, budget, tariffs, and budget related policies and SDBIP (at least 90 days before the start of the budget year)	MFMA - Sec 16(2) MSA - Sec 25 MBRR - Part 3	31 March 2027	31 March 2027		31 March 2027	CFO / Manager: Budget and Expenditure, Manager: IDP/PMS/IGR
86	Council meeting to consider the Annual Report and adopt an Oversight Report containing the Council's comments on the report	MFMA - Sec 129	—	—		31 March 2027	Senior Manager: IDP/PMS/IGR
87	Informal performance evaluations of Directors	—	—	—		30 April 2027	MM; Directors; Senior Manager: IDP/PMS/IGR
88	Submit Q3 quarterly report (January 2027 till March 2027) on implementation of the budget and financial state of affairs to Council	MFMA, Section 52 (d)	—	—		30 April 2027	—
89	Make public the Oversight Report (within 7 days of its adoption)	MFMA - Sec 129(3)	—	—		9 April 2027 (Within 7 days of adoption)	Senior Manager: IDP/PMS/IGR
90	Section 71 monthly report	MFMA Section 71 (1), (2), (3) and (4)	—	14 April 2027 (10 Working days after month end)	—	—	Senior Manager: IDP/PMS/IGR
91	Advertise the Draft IDP, SDBIP, budget and other required documents and provide at least 21 days for public comments and submissions	MFMA - Sec 22(a) MSA - Sec 21A MPPMR – Reg. 15(3)	14 April 2027 (Within 10 days after consideration)	14 April 2027 (Within 10 days after consideration)	14 April 2027 (Within 10 days after consideration)	14 April 2027 (Within 10 days after consideration)	CFO; Manager: IDP/PMS/IGR
92	Monthly monitoring of SDBIP by Office of the Municipal Manager in collaboration with Top Management Team	MPR, 2006	—	—		13 April 2027 (By the 13th of each month)	MM/Directors/Senior Manager: IDP/PMS/IGR
93	Submit the Annual Report and Oversight Report to the provincial legislature as per Circular	MFMA - Sec 132(1) & (2)	—	—		9 April 2027	Senior Manager: IDP/PMS/IGR
94	Monthly monitoring of SDBIP by Office of the Municipal Manager in collaboration with Top Management Team	MPR, 2006	—	—		13th May 2027	MM/Directors/Senior Manager: IDP/PMS/IGR

SPECIAL COUNCIL MEETING
AGENDA
25 AUGUST 2026

No.	Deliverable	Legislation	IDP Target Date	Budget Date	Target	PMS Target Date	Responsible Official
95	Submit Quarter 3 Performance Report to Council	MPPMR – Reg. 13	–	–	–	30 April 2027	Senior Manager: IDP/PMS/IGR
96	JDMA Interface Meeting (engages with Provincial and National sector departments on sector specific programmes for alignment with municipalities plans)	IGR Act, 2000	9 April 2027*	–	–	–	Senior Manager: IDP/PMS/IGR
97	District IDP Representative Forum	MSA - Chapter 4	16 April 2027*	–	–	–	Senior Manager: IDP/PMS/IGR
98	IDP / Budget Road Shows to consult the Draft IDP, SDBIP and Budget	MFMA - Sec 22(a); MSA - Sec 21A MPPMR – Reg. 15(3)	13 April 2027-13 May 2027	13 April 2027-13 May 2027	–	13 April 2027-13 May 2027	CFO/Manager: IDP/PMS/IGR
99	Monthly monitoring of SDBIP by Office of the Municipal Manager in collaboration with Top Management Team	MPR, 2006	–	–	–	13 May 2027	MM/Directors/Senior Manager: IDP/PMS/IGR
100	SIME 2 - IDP and Budget Assessments by Provincial Treasury and Department of LG	MSA Chapter 5 MFMA	March/April 2027	–	–	–	MM, All Directors, CFO/Manager: IDP/PMS/IGR
100A	Participate in the JDMA Interface Meeting to review alignment and implementation progress. (District/Provincial alignment activity — incorporated per comment received from the Garden Route District Municipality / Western Cape Government)	IGR Act, 2005 — GRDM/WCG comment	22 April 2027*	–	–	–	Senior Manager: IDP/PMS/IGR
100B	Participate in the district Public Participation Engagements. (District/Provincial alignment activity — incorporated per comment received from the Garden Route District Municipality / Western Cape Government)	IGR Act, 2005 — GRDM/WCG comment	28 April 2027*	–	–	–	Senior Manager: IDP/PMS/IGR
101	Quarter 3 Performance Report loaded on municipal website	MFMA - Sec 75(2) MSA - Sec 21(b)	–	–	–	31 May 2027	Senior Manager: IDP/PMS/IGR
102	Complete 2027/2028 MTREF budget documentation and A schedules	MFMA - Sec 24	–	–	31 May 2027	–	CFO; Senior Manager: Budget and Expenditure
103	Budget Steering Committee considers submissions made by the local community	MFMA - Sec 23	–	–	20 May 2027	–	CFO; Senior Manager: Budget and Expenditure

SPECIAL COUNCIL MEETING
AGENDA
25 AUGUST 2026

No.	Deliverable	Legislation	IDP Target Date	Budget Date	Target	PMS Target Date	Responsible Official
104	Council meeting to adopt Revised IDP, Performance Management Measures and targets and the budget (at least 30 days before the start of the budget year)	MFMA - Sec 24	31 May 2027	31 May 2027		31 May 2027	CFO; Manager: Budget and Expenditure; Senior Manager: IDP/PMS/IGR
105	Place the IDP, multiyear budget, all budget-related documents and all budget-related policies on the website	MFMA - Sec 22 and 75 MSA - Sec 21A and 21B	7 June 2027	7 June 2027		7 June 2027	CFO; Manager: IDP/PMS/IGR
106	Monthly monitoring of SDBIP by Office of the Municipal Manager in collaboration with Top Management Team	MPR, 2006	—	—		14 June 2027	MM; Directors; Senior Manager: IDP/PMS/IGR
107	Submit a copy of the revised IDP to the MEC for LG (within 10 days of the adoption of the plan)	MSA - Section 32	15 June 2027 (Within 10 days of the adoption of the IDP)	—		—	Senior Manager: IDP/PMS/IGR
108	Submit approved budget to National and Provincial Treasuries	MFMA - Sec 24(3) MBRR – Reg. 20	—	12 June 2027		—	CFO / Manager: Budget and Expenditure
109	Give notice to the public of the adoption of the IDP and Budget (within 14 days of the adoption of the plan) and budget (within 10 working days)	MBRR – Reg. 18 MSA - Sec 25(4)(a)(b)	12 June 2027 (Within 10 days after approval)	12 June 2027 (Within 10 days after approval)		12 June 2027 (Within 10 days after approval)	CFO/ Manager: IDP/PMS/IGR
110	Provincial IDP Managers Forum	MSA, 2000	3 May 2027*	—		—	Senior Manager: IDP/PMS/IGR
110A	Participate in the SIME LG MTEC process and consider recommendations arising from the provincial assessment of the Draft IDP and Budget. (District/Provincial alignment activity — incorporated per comment received from the Garden Route District Municipality / Western Cape Government)	IGR Act, 2005 — GRDM/WCG comment	29 May 2027*	—		—	Senior Manager: IDP/PMS/IGR
111	Submit to the Executive Mayor the SDBIP for the budget year (no later than 14 days after the approval of an annual budget)	MFMA - Sec 69(3)(a)	—	—		18 June 2027 (Within 14 days after approval)	Senior Manager: IDP/PMS/IGR
112	District IDP Managers Forum Meeting	MSA, 2000	3 June 2027*	—		—	Senior Manager: IDP/PMS/IGR

SPECIAL COUNCIL MEETING
AGENDA
25 AUGUST 2026

No.	Deliverable	Legislation	IDP Target Date	Budget Date	Target	PMS Target Date	Responsible Official
113	District Mayoral Forum Meeting/District Municipal Managers Forum Meeting	IGR Act, 2005	11 June 2027*	—	—	—	Senior Manager: IDP/PMS/IGR
113A	Participate in the District IDP Managers Forum, Municipal Managers Forum (MMF) and District Coordinating Forum (DCF) to review implementation of the District Framework and identify improvements for the next planning cycle. (District/Provincial alignment activity — incorporated per comment received from the Garden Route District Municipality / Western Cape Government)	IGR Act, 2005 — GRDM/WCG comment	20 June 2027*	—	—	—	Senior Manager: IDP/PMS/IGR
113B	Attend the Provincial IDP Managers Forum, where applicable. (District/Provincial alignment activity — incorporated per comment received from the Garden Route District Municipality / Western Cape Government)	IGR Act, 2005 — GRDM/WCG comment	28 June 2027*	—	—	—	Senior Manager: IDP/PMS/IGR
114	Submit Q4 quarterly report (April 2027 till June 2027) on implementation of the budget and financial state of affairs to Council	MFMA, Section 52 (d)	—	—	—	31 July 2027	Senior Manager: IDP/PMS/IGR

SPECIAL COUNCIL MEETING
AGENDA
25 AUGUST 2026

Sibongile Nelo

From: Lindile Petuna
Sent: Thursday, 30 July 2026 15:48
To: Mercy James; Isaac McKenzie
Cc: Boy Manqoba Ngubo; Anita Strydom; Knysna Municipality; Chante Lewis; Sibongile Nelo
Subject: Request for Comments on Draft IDP Process Plan / Time Schedule for 2027/2028
Attachments: 2027_28 Time schedule.docx

Dear Ms. James and Mr. McKenzie,

Please find attached the Draft IDP Process Plan / Time Schedule for the 2027/2028 financial year for your review.

As agreed at our earlier meeting, the document is scheduled for adoption by Council on 30 August 2026. We would therefore appreciate your input at your earliest convenience, so that it can be incorporated before the plan is submitted for approval.

Please note that this remains a working draft. Some activities in the current schedule have already lapsed, and the affected dates and milestones will be revised to align with the updated planning programme and statutory timelines.

Kindly submit your comments by 10 August 2026, if possible.

Your feedback will be valuable in refining the final Process Plan.

Thank you for your continued support and cooperation.

Regards

Lindile Petuna – Acting Manager: IDP/IGR/PMS
P O Box 21, Knysna. 6570, Western Cape, South Africa
Tel +27 (0)44 302 6300 (switchboard) or +27 (0)44 302 6580 (direct)
e-mail lpetuna@knysna.gov.za

Sibongile Nelo

From: Lindile Petuna
Sent: Wednesday, 05 August 2026 13:50
To: Crisp and Neat Knysna
Cc: 'Leon Viljoen'; rutinknight@outlook.com; 'Christo de Klerk'; Eugene Marais (WOODS); adellerobinson4@gmail.com; 'RAM Roofing'; annamarew@outlook.com; Kevin.hopgood@outlook.com; kirstykhunt@gmail.com; 'Cindy Hoffmann'; Bothajanene@gmail.com; birgit.sanke@outlook.com; johannbadenhorst@gmail.com; 'Glen Polley'; Dr.robsonparsons@gmail.com; ritavanvuuren@gmail.com; hantiebouwer@gmail.com; reiserangelique@gmail.com; michellezeidler@gmail.com; daveburns@xsinet.co.za; knighijosie@yahoo.com; garyhulbert6@gmail.com; Pauldburchell@gmail.com; Bothamichelle90@gmail.com; ragjema@safariflooring.com; suzanne@ideallighting.co.za; 119truth@gmail.com; magsonneilianda@gmail.com; Hilton Stroebel; info@magdasmitproperties.co.za; wynandd.knysna@outlook.com; 'Wayne'; punctualplumbers@outlook.com; zanitakby@gmail.com; birgit.sanke@outlook.com; Mpumelelo Nzuzo; cherylind@mweb.co.za; 'Lydia'; 'Paul Kerr'; guy.maloney@hotmail.com; derekupsher@gmail.com; brentoncoveknysna@gmail.com; globalef2@gmail.com; Mpumelelo Nzuzo; Director Technical; Director Planning; Hennie Smit; Chante Lewis; Sibongile Nelo; Sive Kilimani
Subject: RE: COMMENT ON DRAFT IDP AND BUDGET PROCESS PLAN AND TIME SCHEDULE

Dear Residents' Representatives,

Thank you for your correspondence on behalf of The Woods and Lake Brenton residents regarding:

- The proposed sewer pipeline connection from The Woods conservancy tanks to the Belvidere/Brenton-on-Sea system; and
- Stormwater channel maintenance in Lake Brenton.

Your submission has been formally recorded and will be considered through the Municipality's IDP and budget review processes.

The Municipality confirms that infrastructure restoration remains a priority for the 2026/2027 financial year, with the majority of the capital programme directed toward core municipal infrastructure, including water, sewerage, roads, stormwater and electricity networks.

Both matters align with the adopted 2025 Municipal Spatial Development Framework (MSDF) and its Implementation Framework, which provides the spatial and infrastructure investment framework for Brenton and Brenton-on-Sea. In particular, the Brenton Stormwater Project (IDP33) is identified within the Capital Expenditure Framework linked to the MSDF.

Infrastructure Services has confirmed the following:

- The Woods sewer pipeline connection: planning and preliminary design phase; professional service providers have been appointed.
- Brenton Stormwater Project (IDP33): planning phase; professional service providers have been appointed and the project is included in the MSDF-linked capital planning framework.

In accordance with the MSDF Implementation Framework, progression to implementation remains subject to technical feasibility, environmental authorisation, asset management requirements, funding availability and approval within the municipal capital investment programme. Accordingly, no implementation commitment can be confirmed at this stage.

The Municipality will communicate further once planning has advanced sufficiently to confirm budget allocations and implementation timeframes.

Yours faithfully,

Lindile Petuna – Acting Manager: IDP/IGR/PMS
P O Box 21, Knysna. 6570. Western Cape, South Africa
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e-mail lpetuna@knysna.gov.za

From: Crisp and Neat Knysna <knysna@crispandneat.co.za>
Sent: Tuesday, 04 August 2026 08:14
To: Lindile Petuna <lpetuna@knysna.gov.za>
Cc: 'Leon Viljoen' <leon.viljoen@saf.salvationarmy.org>; ruthknight@outlook.com; 'Christo de Klerk' <christodeklerk59@gmail.com>; 'Eugene Marais (WOODS)' <eugene@cmat.co.za>; adellerobinson4@gmail.com; 'RAM Roofing' <info@ramroofing.co.za>; annamarew@outlook.com; Kevin.hopgood@outlook.com; kirstykhunt@gmail.com; 'Cindy Hoffmann' <cindyhoffmann001@gmail.com>; Bothajanene@gmail.com; birgit.sankev@outlook.com; johannbadenhurst@gmail.com; 'Glen Polley' <glen_polley@hotmail.com>; Dr.robsonparsons@gmail.com; ritavanvuuren@gmail.com; hantiebouwer@gmail.com; reiserangelique@gmail.com; michelle.zeidler@gmail.com; daveburns@xsinet.co.za; knightjosie@yahoo.com; garyhulbert6@gmail.com; Pauldurburchell@gmail.com; Bothamichelle90@gmail.com; ragiema@safariflooring.com; suzanne@ideallighting.co.za; 119truth@gmail.com; magsonneillianda@gmail.com; Hilton Stroebeel <hstroebeel@knysna.gov.za>; info@magdasmitproperties.co.za; wynandd.knysna@outlook.com; 'Wayne' <wayneb@adminlodges.co.za>; punctualplumbers@outlook.com; zanitakby@gmail.com; birgit.sankev@outlook.com; Mpumelelo Nzuzo <mnzuzo@knysna.gov.za>; cherylmd@mweb.co.za; 'Lydia' <Lydia@rgholmes.co.za>; 'Paul Kerr' <paulb.kerr@gmail.com>; guy.maloney@hotmail.com; derekupsher@gmail.com; brentoncoveknysna@gmail.com; globalef2@gmail.com
Subject: RE: COMMENT ON DRAFT IDP AND BUDGET PROCESS PLAN AND TIME SCHEDULE

You don't often get email from knysna@crispandneat.co.za. 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 Mr Petuna

On behalf of The Woods Residents/ Lake Brenton Residents I would like to confirm and ensure that two major infrastructure items are on the IDP and are budgeted for –

1. CONNECTION OF CONSERVANCY TANKS IN THE WOODS WITH PIPE LINE TO BELVIDERE /BRENTON ON SEA –
-This was a condition of approval for this Development since 4 November 2005 under your ref E-HILL KNY216/96 . Mr Mpumeleto Nzuzo – Manager Project Management Office have confirmed in May 2026 that there should be enough money in the budget to get the project started in two years .
2. STORMWATER CHANNEL MAINTENANCE FOR LAKE BRENTON –
- Due to NO maintenance done by Knysna Municipality in Lake Brenton on the storm water channel system in Lake Brenton the recent storms of May 2026 resulted in properties been flooded . A project team have been started headed up by Mr Wesso – Director Technical and myself in May 2026 . Funds have been allocated on the IDP for years for the maintenance but no work ever commenced .

We await your confirmation that this email have been received and that the necessary allocation have been made on the IDP and Budget Process Plan and Time Schedule for these two projects to start the work soonest .

Thank you and Regards
Leonie du Preez
Resident Lake Brenton
0824132720

Sibongile Nelo

From: Lindile Petuna
Sent: Thursday, 30 July 2026 14:18
To: Levaël Davis; Cleone Vanston; Lukhanyiso Nohana; Phindile Petros; Hilton Stroebel; Kay Andrews; Mboneli Khumelwana; Aubrey Tsengwa; Sharon Sabbagh; Peter Bester; Russel Arends; Thando Matika; Morton Gericke; Mark Willemse; Jason White; Susan Campbell; Neil Louw; Beauty Charlie; Richard Kakora; Andre van Schaikwyk; Luzuko Tyokolo
Cc: Boy Mangoba Ngubo; Anita Strydom; Christopher Bezuidehouthd; Nwabisa Pondoyi; Chanta Lewis; Sibongile Nelo; Brian Cornelius
Subject: IDP/BUDGET/PMS TIME SCHEDULE COUNCIL AND PUBLIC COMMENTS
Attachments: 2027_28 Time schedule.docx

Dear Councillor / Ward Committee Member,

Please be advised that the draft Process Plan and Time Schedule for the 2027/2028 Integrated Development Plan (IDP), Budget, and Performance Management System (PMS) was tabled for Council's consideration today. It is imperative that Ward Committee members, as well as any other members of the public wishing to submit comments, do so prior to the final adoption thereof by the end of August 2026.

Councillors are hereby requested to disseminate the document to their respective Ward Committees, notwithstanding that it will also be circulated to them through the Public Participation Office. In addition, a notice has been published on the Municipality's website, to be followed by notices displayed at public offices.

The draft Time Schedule sets out the key deadlines pertaining to the planning, drafting, submission, and approval of the 2027/2028 IDP, Budget, and PMS. The document has likewise been published for the purposes of public consultation, and the final Time Schedule will be tabled before Council for approval no later than 30 August 2026.

Your input, as a Councillor or Ward Committee Member, is of considerable importance to this process. You are kindly requested to submit any comments or inputs on the draft Time Schedule to this office no later than Friday, 17 August 2026.

Comments may be submitted to:

Mr Lindile Petuna

Tel: 044 302 6580

Email: lpetuna@knysna.gov.za

The draft Process Plan and Time Schedule may be accessed on the Knysna Municipality website at www.knysna.gov.za, as well as at the Municipal offices during normal office hours.

Your timeous input will assist this office in finalising a Time Schedule that adequately reflects the needs of our communities.

Kind regards,

Lindile Petuna – Acting Manager: IDP/GR/PMS
P O Box 21, Knysna, 6570, Western Cape, South Africa
Tel: +27 (0)44 302 6300 (switchboard) or +27 (0)44 302 6580 (direct)
e-mail: lpetuna@knysna.gov.za

7 **IN COMMITTEE** (*See separate agenda*)

8. **ADJOURNMENT**

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