

SPECIAL COUNCIL MEETING
AGENDA
02 OCTOBER 2026



Knysna

Municipality • Munisipaliteit • uMasipala
INCLUSIVE. INNOVATIVE. INSPIRED.

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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 **FRIDAY, 02 OCTOBER 2026** at **12:00** 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 **VRYPAG, 02 OKTOBER 2026** om **12:00** gehou sal word ten einde sake soos uiteengesit in die aangehegte agenda te oorweeg.

Ibhunga lika**MASIPALA** waseKnysna lazisa ngomthetho okwisolotya 19(b) wenkqubo mqaqo olawula oMasipala, 32 of 2000, njengoko utshintshiwe, **NGENTLANGANISO EKHETHEKILEYO** ye**BHUNGA** lika**MASIPALA** waseKnysna eyakubanjelwa ku Council Chamber **NGOLWESIHLANU, NGOMHLA WE 02 EYEDWARHA 2026** ngentsimbi ye **12:00** 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 : 02 October 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	SUBJECT: WITHDRAWAL OF MUNICIPAL MANAGER DELEGATION K.2. (F)	4
6.2	APPOINTMENT OF AN ACTING CHIEF FINANCIAL OFFICER	6
6.3	ACTING MUNICIPAL MANAGER	8
7.	IN COMMITTEE <i>(None)</i>	9
8.	ADJOURNMENT	9

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

**SC01/10/26 SUBJECT: WITHDRAWAL OF MUNICIPAL MANAGER DELEGATION K.2.
(f)**

REPORT FROM THE ACTING MUNICIPAL MANAGER

PURPOSE OF THE ITEM

The purpose of this item is to request Council to withdraw Delegation K.2. (f) as contained in the System of Delegations for the Municipal Manager.

LEGAL FRAMEWORK

Section 59(1) of the Local Government: Municipal Systems Act 32 of 2000 provides that a municipal council must develop a system of delegations that will maximize administrative and operational efficiency and provide for adequate checks and balances, and, in accordance with that system, may

“(c) withdraw any delegation or instruction”

BACKGROUND AND DISCUSSION

The Municipal Manager’s delegation of authority under K.2.(f) provides that:

“To in consultation with the Manager: Legal Services, the Executive Mayor, the relevant chairperson and the relevant Director- instructing attorneys to defend the municipality’s employees and/or Councillors in criminal and/or civil cases arising out of any act or thing done or omitted by such person in the bona fide exercise of powers, duties and functions”.

In order to prevent the abuse of this delegation of authority, it is advisable that Council withdraws the specific delegation authority until further notice. In centralizing this function, it ensures optimal fiscal oversight and guarantees that determination of *bona fide* conduct is scrutinized directly by Council.

RECOMMENDATIONS OF THE ACTING MUNICIPAL MANAGER

- [a] That Council formally withdraws **Delegation k.2 (f)** from the delegation Register with immediate effect, thereby revoking the delegated authority previously granted to the Municipal Manager (acting in consultation with the Manager: Legal Services and the Executive Mayor) to instruct attorneys to defend the municipality’s employees and/or councillors .

- [b] That the authority to consider, approve, and authorize instructions to attorneys for municipal employees and/or councillors in legal actions arising from any act or omission in the *bona fide* exercise of their duties shall strictly vest in Council.

- [c] That any further requests for legal representation or defence by municipal employees or councillors be submitted as a formal item to Council, accompanied by a comprehensive joint assessment report from the Municipal Manager and the Manager: Legal Services verifying the *bona fide* nature of the actions or omissions.

APPENDIX / ADDENDUM

Annexure A:

File Number: 9/1/2/14

Execution: Acting Municipal Manager

6.2

SC02/10/26 APPOINTMENT OF AN ACTING CHIEF FINANCIAL OFFICER
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PURPOSE OF THE REPORT

To request Council to appoint an Acting Chief Financial Officer.

BACKGROUND

Due to the current absence of the Acting Chief Financial Officer, Council needs to express itself on the appointment of an Acting Chief Financial Officer for the interim.

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

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

FINANCIAL IMPLICATIONS

MTREF 2026\2027

RELEVANT LEGISLATION

Municipal Systems Act 32 of 2000, as amended.

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

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

RECOMMENDATIONS OF THE ACTING MUNICIPAL MANAGER

- [a] That the report regarding the Acting Chief Financial Officer be noted.
- [b] That Council appoint as Acting Chief Financial Officer for a period of

6.3

SC03/10/26 ACTING MUNICIPAL MANAGER

PURPOSE OF THE REPORT

To request Council to appoint an Acting Municipal Manager.

BACKGROUND

Due to the current absence of the Acting Municipal Manager Council needs to express itself on the appointment of an Acting Municipal Manager.

The minimum criteria for the position is:

- Bachelor Degree in Public Administration / Political Sciences / Social Sciences / Law or equivalent;
- Minimum of 5 years work related experience at senior management level;
- Proven successful institutional transformation within public or private sector;
- Advanced knowledge and understanding of relevant Policy and Legislation;
- Advanced understanding of institutional governance systems and performance management;
- Good Governance;
- Audit and risk management establishment and functionality;
- Budget and finance management;
- Good facilitation and communication skills in at least two of the three official languages of the Western Cape;
- Valid driver's license and own vehicle;
- The required core competencies as stipulated in Annexures A and B of the Regulations on Appointment and Conditions of Employment of Senior Managers Government Notice 21 in Government Gazette 37245 dated 17 January 2014.
- Compliance with the National Treasury Regulations on the Required Minimum Competency Level in Unit Standards is a recommendation. In terms of the exemption from Regulations 15 and 18 of Government Gazette 29967 officials not compliant will be granted 18 months from date of employment to comply with the aforesaid regulations.

RECOMMENDATION OF THE ACTING MUNICIPAL MANAGER

- [a] That the Council notes the report on the appointment of an Acting Municipal Manager.
- [b] That be appointed as Acting Municipal Manager for the period

- 7 **IN COMMITTEE** *(See separate agenda)*
- 8. **ADJOURNMENT**

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