KOUGA
local municipality
Good Governance through Service Excellence

SPECIAL COUNCIL MEETING

AGENDA

Date : 7 February 2022
Time : 10:00
Venue : Virtual Meeting

KOUGA MUNICIPALITY (EC108)	UMASIPALA I-KOUGA (EC108)	MUNISIPALITEIT KOUGA (OK108)
NOTICE CONVENING A MEETING	**ISAZISO NGENTLANGANISO**	**KENNISGEWING VAN VERGADERING**
NOTICE IS HEREBY GIVEN in terms of the amended Directions on Municipal Operations and Governance, in terms of Section 27(2) of the Disaster Management Act, 2002, that a virtual Council Meeting will be held on	**OKU KUKWAZISA** malunga neZikhokelo eziLungisiweyo ekuSebenzeni koMasipala kunye noLawulo ngokweMigaqo yeCandelo lama 27(2) loMthetho woLawulo lweNtlekele ka 2002, ukuba kubanjwe intlanganiso ebonakalayo yesigqeba Ye khansile	**KENNIS GESKIED HIERMEE** ingevolge die gewysigde Aanwysings Vir Munisipale Bedrywighede En Bestuur, Ingevolge Artikel 27 (2) van die Wet op Rampbestuur, 2002, dat 'n virtuele raadsvergadering gehou sal word op
DATE: 7 February 2022	**UMHLA: 7 EyoMdumba 2022**	**DATUM: 7 Februarie 2022**
TIME: 10:00	**IXESHA: 10:00**	**TYD: 10:00**
B.WILLIAMS **SPEAKER**	**B.WILLIAMS** **USOMLOMO**	**B.WILLIAMS** **SPEAKER**

Councillors are required to comply with the Standing Rules and Orders of Council and all its Committees By-law as promulgated in the Provincial Gazette on 22 October 2018 No.4134 and applicable to this meeting of Council. Any person who willfully contravenes any provision of these rules shall be guilty of an offence and which contravention shall be dealt with in accordance with the disciplinary procedures for Councillors.

A G E N D A

1. **NOTICE OF MEETING**
2. **OPENING AND WELCOME**
3. **ABSENT WITH LEAVE**
4. **ABSENT WITHOUT LEAVE**
5. **PRESENTATIONS**
6. **ACKNOWLEDGEMENTS, CONDOLENCES & CONGRATULATIONS**
7. **STATEMENTS OR COMMUNICATIONS BY THE SPEAKER**

8. **STATEMENTS OR COMMUNICATIONS BY THE EXECUTIVE MAYOR**

9. **DISCLOSURE OF INTEREST**

10. **STATUTORY MATTERS**

11. **MATTERS DEALT WITH IN TERMS OF DELEGATED AUTHORITY BY THE EXECUTIVE MAYOR**

(The reports by the Executive Mayor, in terms of the provisions of Section 63 of the Local Government Municipal Systems Act, 32 of 2000, on matters dealt with by the Executive Mayor in terms of delegated authority as detailed in the Minutes to be noted).

12. **REPORTS BY THE EXECUTIVE MAYOR**

12. 1 **REPORTS BY THE OFFICE OF THE MUNICIPAL MANAGER**

22/02/MM1 Mid-Year Institutional Performance Report: 2021/22 Financial Year: Period 1 July 2021 to 31 December 2021

Pages: 6 - 87

22/02/MM2 Amended IDP Process Plan for the Period 2022/23

Pages: 88 - 103

13. **REPORTS BY THE PORTFOLIO CHAIRPERSONS**

13.1 **REPORTS BY THE PORTFOLIO CHAIRPERSON: CORPORATE SERVICES**

22/02/CORP11 Delegation to attend the SALGA National Conference

Pages: 105 - 113

14. **CLOSURE**

Distribution list:
Executive Mayor
Executive Deputy Mayor
Speaker
All Councillors
Municipal Manager
All Directors
Relevant Managers
Committee Services

MATTERS DEALT WITH IN TERMS OF DELEGATED AUTHORITY BY THE EXECUTIVE MAYOR

REPORTS BY THE OFFICE OF THE MUNICIPAL MANAGER

KOUGA MUNICIPALITY (EC 108)

SPECIAL COUNCIL MEETING

OFFICE OF THE MUNICIPAL MANAGER

DATE: 7 FEBRUARY 2022 **ITEM NO: 22/02/MM1**

MID-YEAR INSTITUTIONAL PERFORMANCE REPORT: 2021/22 FINANCIAL YEAR: PERIOD 1 JULY 2021 TO 31 DECEMBER 2021

1. Introduction

It is the purpose of this report to submit to Council the Institutional Service Delivery and Budget Implementation Performance Report for the period 1 July 2021 to 31 December 2021.

2. Institutional Performance Report

The Institutional Performance Report reflects progress made with the implementation of the 2021/22 Institutional Service Delivery and Budget Implementation Plan over the first two quarters of the 2021/22 year. The report is attached hereto.

Green highlighting reflects targets achieved while orange highlighting reflects non-achievement of targets and where performance was not reported.

3. Comment

The Mid-Year Performance Report served at the Council meeting of 31 January 2022 but was referred for consideration to a Special Council Meeting scheduled for 7 February 2022 to enable the correction of financial information that was not included in the 31 January 2022 submission.

The Implementation Report is arranged per Directorate to allow ease of oversight per Directorate.

4. Recommendation

4.1 That the content of the Mid-year Institutional Performance Report on the implementation of the 2021/22 Service Delivery and Budget Implementation Plan for the period 1 July 2021 to 31 December 2021 be noted.

4.2 That all areas of underperformance be discussed at the level of Portfolio Committees to determine corrective actions to ensure that the required targets are achieved by the end of the financial year.

Prepared by Manager: PMS

Approved for by: Municipal Manager



2021/22:

MID YEAR

SERVICE DELIVERY AND BUDGET IMPLEMENTATION PLAN:

IMPLEMENTATION PERFORMANCE REPORT

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1 INCOME - BUDGETS

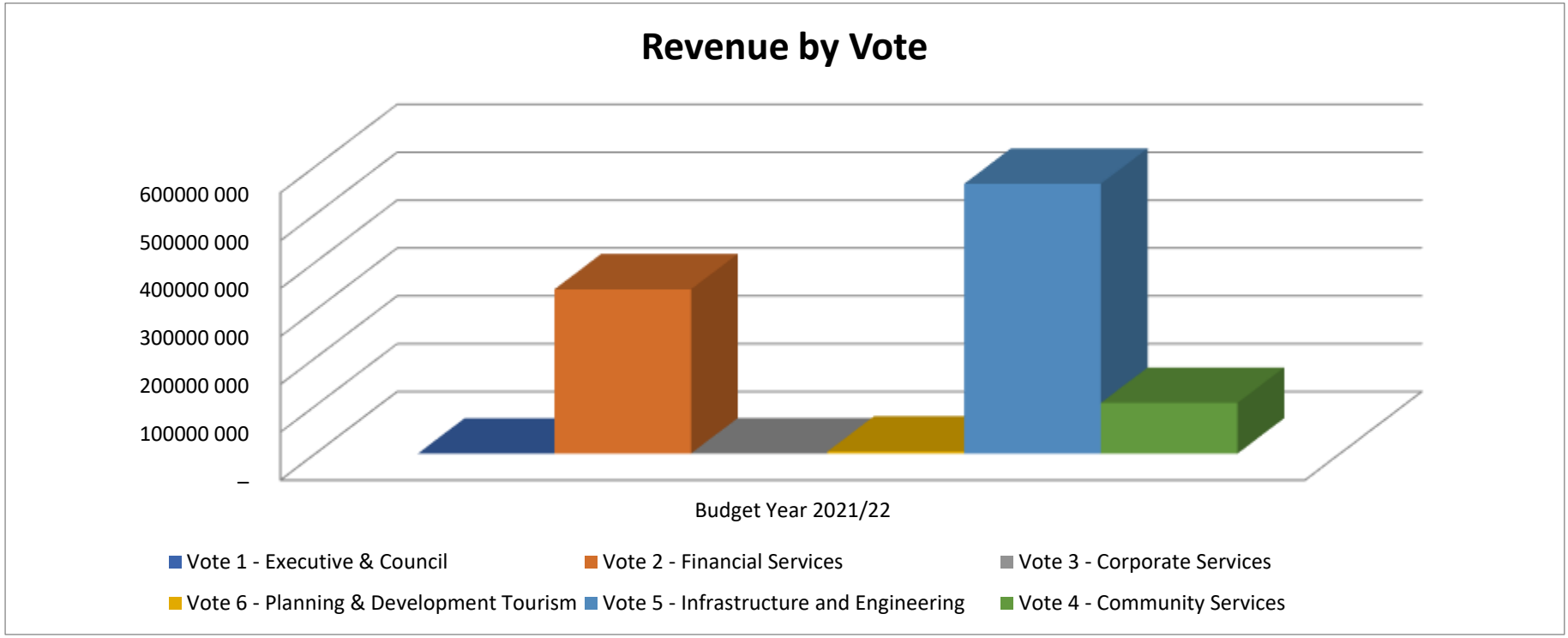
1.1. Revenue by Source

Description	Budget 2021/22		Quarter 1		Quarter 2		Quarter 3		Quarter 4		
	Adjusted Budget	YearTD actual	Budget	YearTD actual	Budget	YearTD actual	Budget	YearTD actual	Budget	YearTD actual	% of Budget
R thousands											
Revenue By Source											
Property rates	218 711	141 708	54 678	100 225	109 355	141 708	164 033		218 711		64.79%
Service charges - electricity revenue	334 173	171 056	83 543	86 917	167 086	171 056	250 630		334 173		51.19%
Service charges - water revenue	89 581	38 887	22 395	18 283	44 791	38 887	67 186		89 581		43.41%
Service charges - sanitation revenue	58 635	29 248	14 659	15 284	29 318	29 248	43 977		58 635		49.88%
Service charges - refuse revenue	55 744	29 617	13 936	15 531	27 872	29 617	41 808		55 744		53.13%
Rental of facilities and equipment	1 169	1 551	292	577	584	1 551	876		1 169		132.77%
Interest earned - external investments	5 780	1 443	1 445	725	2 890	1 443	4 335		5 780		24.96%
Interest earned - outstanding debtors	10 674	6 120	2 668	3 011	5 337	6 120	8 005		10 674		57.33%
Fines, penalties and forfeits	2 238	397	559	194	1 119	397	1 678		2 238		17.75%
Licences and permits	25 746	6 909	6 436	6 976	12 873	6 909	19 309		25 746		26.84%
Transfers and subsidies	153 324	113 335	38 331	61 074	76 662	113 335	114 993		153 324		73.92%
Other revenue	20 873	17 206	5 218	1 675	10 437	17 206	15 655		20 873		82.43%
Total Revenue (excluding capital transfers and contributions)	**976 647**	**557 476**	**244 162**	**310 471**	**488 323**	**557 476**	**732 485**	**–**	**976 647**	**–**	**57.08%**

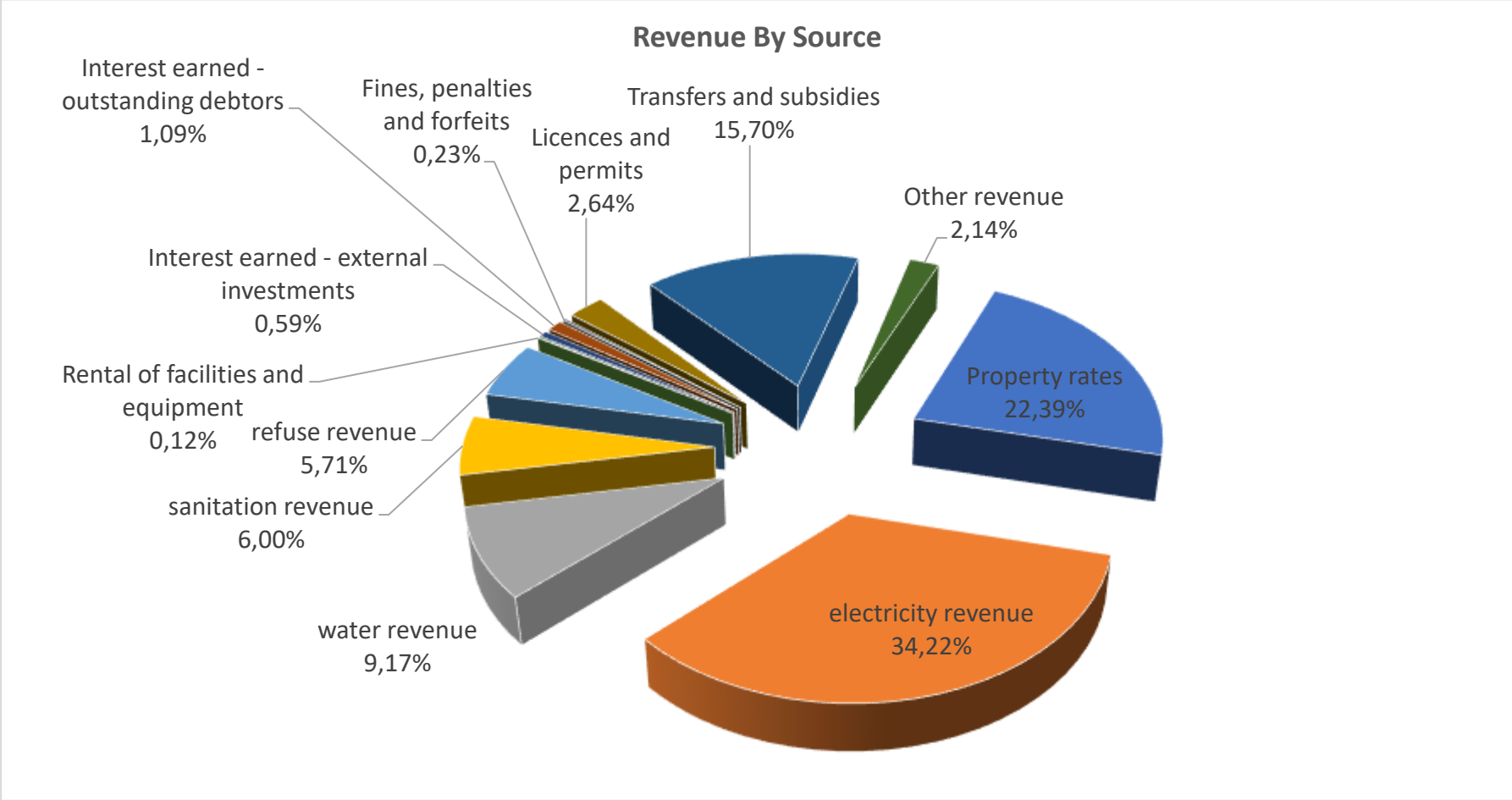
1.2. Revenue by Vote

Vote Description	Budget 2021/22		Quarter 1		Quarter 2		Quarter 3		Quarter 4		
	Adjusted Budget	YearTD actual	Budget	YearTD actual	Budget	YearTD actual	Budget	YearTD actual	Budget	YearTD actual	% of Budget
R thousands											
Revenue by Vote											
Vote 1 - EXECUTIVE COUNCIL	–										
Vote 2 - FINANCIAL SERVICES	343 009	266 114	85 752	161 520	171 504	266 114	257 257		343 009		77.58%
Vote 3 - CORPORATE SERVICES	319	376	80	48	160	376	239		319		117.77%
Vote 4 - COMMUNITY SERVICES	105 755	44 265	26 439	24 352	52 878	44 265	79 317		105 755		41.86%
Vote 5 - INFRASTRUCTURE AND ENGINEERING	563 415	263 838	140 854	126 712	281 707	263 838	422 561		563 415		46.83%
Vote 6 - PLANNING DEVELOPMENT AND TOURISM	4 404	2 396	1 101	1 133	2 202	2 396	3 303		4 404		54.41%
Total Revenue by Vote	**1 016 903**	576 989	**254 226**	**313 766**	**508 451**	576 989	**762 677**		**1 016 903**		**56.74%**

1.3. Budgeted Revenue Graph (illustration)



1.4. Source of Budgeted Income Graph (illustration)



2. EXPENDITURE - BUDGETS

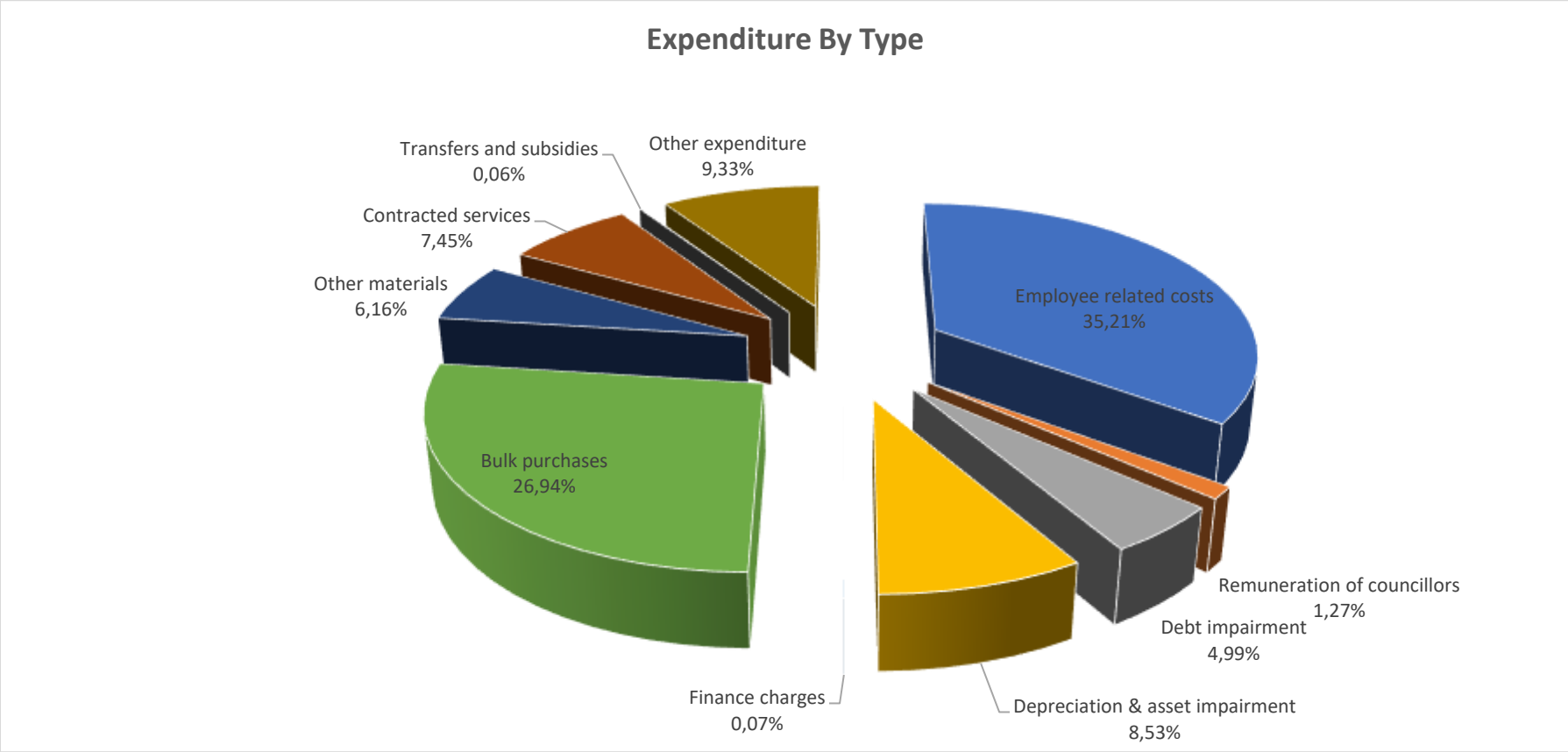
2.1 Operating Expenditure by Vote

Vote Description	Budget 2021/22		Quarter 1		Quarter 2		Quarter 3		Quarter 4		
	Adjusted Budget	YearTD actual	Budget	YearTD actual	Budget	YearTD actual	Budget	YearTD actual	Budget	YearTD actual	% of Budget
R thousands											
Expenditure by Vote											
Vote 1 - EXECUTIVE COUNCIL	52 647	23 501	13 162	9 482	26 323	23 501	39 485		52 647		44.64%
Vote 2 - FINANCIAL SERVICES	107 877	36 099	26 969	16 843	53 939	36 099	80 908		107 877		33.46%
Vote 3 - CORPORATE SERVICES	45 011	19 705	11 253	8 312	22 505	19 705	33 758		45 011		43.78%
Vote 4 - COMMUNITY SERVICES	213 660	98 787	53 415	40 991	106 830	98 787	160 245		213 660		46.24%
Vote 5 - INFRASTRUCTURE AND ENGINEERING	623 142	315 917	155 785	161 144	311 571	315 917	467 356		623 142		50.70%
Vote 6 - PLANNING DEVELOPMENT AND TOURISM	33 980	10 902	8 495	4 365	16 990	10 902	25 485		33 980		32.08%
Total Expenditure by Vote	**1 076 316**	**504 911**	**269 079**	**241 136**	**538 158**	**504 911**	**807 237**	**–**	**1 076 316**		**46.91%**

2.2 Operating Expenditure by Type

Description	Budget 2021/22		Quarter 1		Quarter 2		Quarter 3		Quarter 4		
	Adjusted Budget	YearTD actual	Budget	YearTD actual	Budget	YearTD actual	Budget	YearTD actual	Budget	YearTD actual	% of Budget
R thousands											
Expenditure By Type											
Employee related costs	378 927	171 557	94 732	73 553	189 464	171 557	284 196		378 927		45.27%
Remuneration of councillors	13 651	6 657	3 413	3 331	6 825	6 657	10 238		13 651		48.77%
Debt impairment	53 726	–	13 432	–	26 863	–	40 295		53 726		0.00%
Depreciation & asset impairment	91 830	36 616	22 958	17 054	45 915	36 616	68 873		91 830		39.87%
Finance charges	716	232	179	150	358	232	537		716		32.37%
Bulk purchases - electricity	290 000	161 058	72 500	95 874	145 000	161 058	217 500		290 000		55.54%
Inventory consumed	65 429	36 165	16 357	6 236	32 714	36 165	49 071		65 429		55.27%
Contracted services	81 153	39 143	20 288	19 259	40 577	39 143	60 865		81 153		48.23%
Transfers and subsidies	650	–	163	–	325	–	488		650		0.00%
Other expenditure	100 233	53 453	25 058	25 679	50 117	53 453	75 175		100 233		53.33%
Total Expenditure	**1 076 316**	**504 882**	**269 079**	**241 136**	**538 158**	**504 882**	**807 237**	**–**	**1 076 316**	**–**	**46.91%**

2.3 Budgeted Expenditure Graph (illustrative)



DEPARTMENT	FUNDING	PROJECTS	PROJECT NR	Approved Adjusted Budget 2021/22	YTD Actuals
FIRE SERVICES	Distr	Fire Vehicle	FT911	1 600 000	1 298 946
PARKS AND OPEN SPACES	Internal	5X Trailes	101782	200 000	-
Envornmental Management Fee	Internal	Kouga Skip Bins	CP4_EMF	200 000	-
Protection Services	Internal	Machinery and Equipment (Security Cameras System)	PC_1004	1 200 000	203 691
LAW ENFORCEMENT	Internal	Machinery and Equipment (Generator)	1011113	230 000	-
Parks & Open Space	Internal	Machinery and Equipment	PC_1003	80 000	17 565
LAW ENFORCEMENT	Internal	Machinery and Equipment (Radio communication) -	1011115	150 000	-
LAW ENFORCEMENT	Internal	Roads Marking Machinery and Equipment	1011117	150 000	-
Sport & Recreation	Internal	Furniture and Equipment	CP_9	200 000	-
LAW ENFORCEMENT	Internal	Playdetactor (Machinery and Equipment)	1011111	200 000	155 000
LAW ENFORCEMENT	Internal	Machinery and Equipment (Quardbike)	1011114	150 000	95 598
Fire Services	Internal	Fencing Humansdorp Fire Station	CP1_FS	600 000	467 754
LAW ENFORCEMENT	Internal	Furniture and Equipment - Operations room	1011112	180 000	17 197
SPORT & RECREATION	Internal	Fencing Sport and Recreational Facilities	1011118	1 500 000	354 609
Fire Services	Internal	Vehicle	CP_23	565 000	-
Beach	Internal	Upgrading of Pellsrus, Kabeljous, Cape St Francis	PC_A001	100 000	-
LAW ENFORCEMENT	Internal	Computer Equipment - Operatons Room	1011116	80 000	23 400
ENVIRONMENTAL MANAGEMENT	Internal	Machinery and Equipment	PC_1002	99 999	33 689
CEMETERIES	Internal	Ablution Facilities New	1011104	570 000	-
Corporate Services	Internal	Computer Software and Applications	CP_60	237 000	-
Corporate Services	Internal	Fencing of municipal building	PC_1023	629 206	419 400
ADMINISTRATION SERVICES	Internal	Bio-metric System	CP_CPS1	800 000	-
Corporate Services	Internal	EDMS	PC_201	166 954	-
Corporate Services	Internal	Furniture and Equipment	CP_9	150 000	21 498
Skills Development	Internal	Computer Equipment	CP_4	33 343	21 501
Corporate Services	Internal	Computer Equipment	CP_4	100 000	87 477
ADMINISTRATION SERVICES	Internal	Furniture and Equipment	CP_9	30 000	-

DEPARTMENT	FUNDING	PROJECTS	PROJECT NR	Approved Adjusted Budget 2021/22	YTD Actuals
MAYOR	Internal	Furniture and Equipment - Municipal Court	0803217	100 000	-
Council	Internal	Furniture and Equipment	CP_9	100 000	54 475
Council	Internal	Computer Equipment	CP_4	120 000	-
MAYORAL COMMITTEE	Internal	Furniture and Equipment - Ward Councillors Offices	1011101	150 000	-
MAYORAL COMMITTEE	Internal	Computer Equipment	CP_4	130 000	-
MAYOR	Internal	Electronic and Computer Equipment	1011120	200 000	-
MAYOR	Internal	Vehicle	CP_23	1 200 000	500 000
MUNICIPAL MANAGER	Internal	Computer Equipment	CP_4	120 000	61 607
MAYOR	Internal	PA system/Data projector/Screens/Sound	1011102	70 000	-
WARD COUNCILLORS	Internal	Ward councilors Capital project	PC_65	750 000	125 056
WARD COUNCILLORS	Internal	Computer Equipment	CP_4	500 000	105 627
ASSET MANAGEMENT	Internal	Single Cap Bakkie for stock verification	101773	300 000	-
SCM	Internal	Machinery and Equipment	PC_1003	250 000	12 700
ASSET MANAGEMENT	Internal	Office Equipment	101771	7 000	5 998
ASSET MANAGEMENT	Internal	Office Equipment	101772	12 000	-
REVENUE	Internal	2 Single Cab Bakkie	0803219	600 000	451 382
EXPENDITURE	Internal	Big eye-line printer	101774	200 000	-
Finance: IT	Internal	Furniture and Equipment	CP_9	141 005	67 572
Finance: IT	Internal	Cibex Software	CP_075	600 000	-
Finance: IT	Internal	Computer Equipment	CP_4	914 244	142 625
Finance: IT	Internal	WIFI Solution	PC_017	100 000	46 141
Finance: IT	Internal	Network Upgrade	CP_2241	250 000	-

DEPARTMENT	FUNDING	PROJECTS	PROJECT NR	Approved Adjusted Budget 2021/22	YTD Actuals
Electricity	Internal	Saffery Substation	CP7_ELC	1 000 000	860 401
Water	Internal	Replace 250mm Water Main Canal Road St Francis Bay	CP7_WAT	163 000	51 536
Water	Internal	Repair Leaking Concrete Water Tower Paradise Beach	CP_4WAT	310 000	55 132
Water	Internal	Replace Main Waterline Sout Rivier Bridge Crossing	CP5_WAT	295 000	123 777
Water	Internal	Replace 250mm Water Main Mimosa Street Jbay	CP6_WAT	104 000	53 803
Sewerage	Internal	New bypass Sewer Rising Main and Pump Stations Jbay	CP5_SW	992 000	91 472
Sewerage	Internal	Upgrade Sewer Rising Mains Jbay (La Mer-4A-4B) Pre	CP4_SW	326 000	67 139
WATER	Internal	Connect 4 x drilled boreholes to treatment works	I&E002	11 356 000	2 233 986
WATER	Internal	Connect up 3 x boreholes Soetkloof Hankey	I&E001	2 875 000	-
Sewerage	Internal	Piped Reticulation - St Francis Bay	CP7_SEW	295 000	104 848
Water	Internal	Machinery & Equipment	CP_10SW	180 000	-
METERING & REVENUE	Internal	Bulk 66kv Overhead lines	CP66KV	2 147 319	984 985
Sewerage	MIG	Upgrade Sanitation System Old Hankey	PC_012	15 298 845	3 780 942
METERING & REVENUE	INEP	Ocean View Electrification	ELEC711	6 782 609	5 079 012
Sewerage	Internal	Upgrade Loerie sewer pump station	CP_2SW	147 000	26 964
Public Works	MIG	Upgrading of Gravel Roads in Humansdorp	PC_075	14 234 651	7 442 433
PROJECT MANAGEMENT UNIT (PMU)	MIG	Mini Fresh Food and Craft Markets in Jbay & Hankey		838 062	-
PROJECT MANAGEMENT UNIT (PMU)	Internal	Mini Fresh Food and Craft Markets in Jbay & Hankey	CP_369	400 000	249 526
Mig Administration Unit	MIG	Upgrading of Sports Facilities	CP_74	3 193 400	-
SEWERAGE	Internal	Construct emergency overflow pond Koraal Sewer	CP_3SW	100 000	-
Planning & Development	Internal	Computer Software and Applications	CP_60	220 000	145 698
Planning & Development	Internal	Furniture and equipment	CP_54	300 000	-
LOCAL ECONOMIC DEVELOPMENT		Computer Equipment	CP_4	83 898	77 971
Economic Development: Tourism	Internal	Restoration of Fisherman Grave Site	CP2_EDT	150 000	-
LAND & PROPERTY ADMINISTRATION	Internal	Furniture and equipment	CP_54	451 528	163 598
LAND & PROPERTY ADMINISTRATION	Internal	Computer Equipment	CP_4	100 000	-
LOCAL ECONOMIC DEVELOPMENT	Internal	Kouga Business Support Centre	CP1_EDB	600 000	-
				79 959 063	**26 383 730**

3. OFFICE OF THE MUNICIPAL MANAGER

KPA	**GOOD GOVERNANCE AND PUBLIC PARTICIPATION**													
Strategic Objective	SDO1: To ensure that the municipal services are administered in accordance with the objectives of local government as prescribed in Chapter 7 of the Constitution.													
Directorate	Office of the Municipal Manager													
Division	Performance Management													
Function	Performance Management													
SOD:1.1	**EXECUTIVE SUPPORT**: To provide office management service to the Municipal Manager													
Focus Area	Key Performance Indicator	Baseline	2021/2022: Quarterly Targets										Vote number and budget	Weight
			Annual Target	Revised Target	Ending 30 September 2021		Ending 31 December 2021		Ending 31 March 2022		Ending 30 June 2022			
					Target	Actual	Target	Actual	Target	Actual	Target	Actual		
Performance	Number of Institutional performance reports submitted to Council	4	4		1/4	1/4	2/4	2/4	3/4		4/4			5
PERFORMANCE ACHIEVED/CORRECTIVE ACTIONS														
Q1	Submitted Draft 2020/21 Annual Performance Report to Council on 31 August 2021 Item no. 21/08/CMM2													
Q2	Submitted Q1 Performance Report to Council on 10 December 2021													
Q3														
Q4														
KPA	GOOD GOVERNANCE AND PUBLIC PARTICIPATION													
Strategic Objective	SDO1: To ensure that the municipal services are administered in accordance with the objectives of local government as prescribed in Chapter 7 of the Constitution.													
Directorate	Office of the Municipal Manager													

Division	Internal Audit and Risk Management													
Function	Risk Management													
SOD:1.2	RISK MANAGEMENT AND INTERNAL AUDIT: To assess municipal risks and provide and independent appraisal of the adequacy and effectiveness of financial controls in the municipality													
Focus Area	Key Performance Indicator	Baseline	2021/2022: Quarterly Targets										Vote number and budget	Weight
			Annual Target	Revised Target	Ending 30 September 2021		Ending 31 December 2021		Ending 31 March 2022		Ending 30 June 2022			
					Target	Actual	Target	Actual	Target	Actual	Target	Actual		
Risk Monitoring	Number of Risk Management Meetings Held	4	4		1/4	1/4	2/4	2/4	3/4		4/4			5
PERFORMANCE ACHIEVED/CORRECTIVE ACTIONS														
Q1	Risk meeting held with I&E on 08 July 2021 to populate risk register.													
Q2	Risk meeting held with Community Services Directorate on 01 Dec 2021													
Q3														
Q4														
Risk Monitoring	Number of Audit Committee Meetings held	4	4		1/4	1/4	2/4	1/4	3/4		4/4			5
PERFORMANCE ACHIEVED/CORRECTIVE ACTIONS														
Q1	Kouga Audit Committee Meeting held on 25 August 2021													
Q2	KLM AC postponed to Jan 2022 due to resignation of Chair													
Q3														
Q4														
Risk Monitoring	Number of Institutional Risk Assessment Reviews	1	1		-	-	-	-	-		1			3

	completed by 30 June 2022													
PERFORMANCE ACHIEVED/CORRECTIVE ACTIONS														
Q1	No target set for quarter 1													
Q2	No target set for quarter 1													
Q3														
Q4														
Strategic Objective	SDO1: To ensure that the municipal services are administered in accordance with the objectives of local government as prescribed in Chapter 7 of the Constitution.													
Directorate	Office of the Municipal Manager													
Division	Integrated Development Planning													
Function	Integrated Development Planning													
SOD:1.3	INTEGRATED DEVELOPMENT PLANNING: To develop and coordinate a credible Integrated Development Plan that will address the developmental needs of the community.													
Focus Area	Key Performance Indicator	Baseline	2021/2022: Quarterly Targets										Vote number and budget	Weight
			Annual Target	Revised Target	Ending 30 September 2021		Ending 31 December 2021		Ending 31 March 2022		Ending 30 June 2022			
					Target	Actual	Target	Actual	Target	Actual	Target	Actual		
Strategic Planning	Number of IDP Process Plans submitted to Council by 31 August 2021	1	1		1	1	-	-	-		-			3
PERFORMANCE ACHIEVED/CORRECTIVE ACTIONS														
Q1	Draft IDP Process Plan submitted to Council on 31 August 2021 Item 21/08/MM11													
Q2	Draft IDP Process Plan submitted to Council on 31 August 2021 Item 21/08/MM11													
Q3														

Q4														
Strategic Planning	Number of draft IDP's submitted to Council by 31 March 2022	1	1		-	-	-	-	1		-			3
PERFORMANCE ACHIEVED/CORRECTIVE ACTIONS														
Q1	No target set for quarter 1													
Q2	No target set for quarter 2													
Q3														
Q4														
Strategic Planning	Number of Final IDP's submitted to Council by 31 May 2022	1	1		-	-	-	-	-		1			5
PERFORMANCE ACHIEVED/CORRECTIVE ACTIONS														
Q1	No target set for quarter 1													
Q2	No target set for quarter 2													
Q3														
Q4														
Strategic Planning	Number of Ward Public meetings to determine Ward Priorities	15	15	-	-	-	7/15	0	15/15		-			3
PERFORMANCE ACHIEVED/CORRECTIVE ACTIONS														
Q1	No target set for quarter 1 (**IDP Sessions will be used to complete this)**													
Q2	Ward Public meetings could not be held as a result of the Local Government Elections on 1 November 2021. No new structures in place during quarter 2.													

Q3														
Q4														
Strategic Planning	Number of IDP Representative Forum Meetings held	3	2		-	-	1/2	0	2/2		-			3
PERFORMANCE ACHIEVED/CORRECTIVE ACTIONS														
Q1	No target set for quarter 1													
Q2	IDP Representative Forum meetings could not be held as a result of the Local Government Elections on 1 November 2021. No new structures in place during quarter 2.													
Q3														
Q4														
Strategic Planning	Number of Ward based planning sessions with Ward Committees.	1	1		-	-	1	0	-		-			3
PERFORMANCE ACHIEVED/CORRECTIVE ACTIONS														
Q1	No target set for quarter 1													
Q2	No ward-based planning sessions could be held as a result of the Local Government elections on 1 November 2021. No new structures were in place for quarter 2													
Q3														
Q4														
Strategic Planning	Number of Strategic Planning Sessions to review IDP objectives	1	1		-	-	1	0	-		-			4
PERFORMANCE ACHIEVED/CORRECTIVE ACTIONS														
Q1	No target set for quarter 1													

Q2	No strategic Planning session held in quarter 2 for reason of the Local Government Elections on 1 November 2021.													
Q3														
Q4														
Strategic Planning	Number of approved IDP's uploaded to Web Site by 15 June 2022	1	1		-	-	-	-	-		1			3
PERFORMANCE ACHIEVED/CORRECTIVE ACTIONS														
Q1	No target set for quarter 1. 2021/22 IDP uploaded to website 2 June 2021													
Q2	No target set for quarter 2													
Q3														
Q4														
Strategic Objective	SDO1: To ensure that the municipal services are administered in accordance with the objectives of local government as prescribed in Chapter 7 of the Constitution.													
Directorate	Office of the Municipal Manager													
Division	Performance Management													
Function	Performance Management													
SOD:1.4	PERFORMANCE MANAGEMENT: To develop, maintain and monitor the institutional performance management system/SDBIP in the municipality.													
Focus Area	Key Performance Indicator	Baseline	2021/2022: Quarterly Targets										Vote number and budget	Weight
			Annual Target	Revised Target	Ending 30 September 2021		Ending 31 December 2021		Ending 31 March 2022		Ending 30 June 2022			
					Target	Actual	Target	Actual	Target	Actual	Target	Actual		
Performance Planning	Number of SDBIP's submitted to the Mayor for approval within 14	1	1		-	-	-	-	-		1			5

	days of adoption of the Annual Budget													
PERFORMANCE ACHIEVED/CORRECTIVE ACTIONS														
Q1	No target set for quarter 1. 2021/22 SDBIP approved by the Executive Mayor on 18 June 2021													
Q2	No target set for quarter 2													
Q3														
Q4														
Performance Planning	Number of approved SDBIP's submitted to Council by 31 July 2021	1	1		1	1	-	-	-		-			3
PERFORMANCE ACHIEVED/CORRECTIVE ACTIONS														
Q1	SDBIP submitted to Council on 30 July 2021. Item 21/07/MM2													
Q2	SDBIP submitted to Council on 30 July 2021. Item 21/07/MM2													
Q3														
Q4														
Performance Planning	Number of SDBIP's uploaded to web within 10 days of adoption by Council	1			1	1	-	-						3
PERFORMANCE ACHIEVED/CORRECTIVE ACTIONS														
Q1	SDBIP Uploaded to Website on 5 July 2021													
Q2	SDBIP Uploaded to Website on 5 July 2021													
Q3														
Q4														

Performance Planning	Number of SDBIP Implementation reports submitted to Council	4	4		1/4	1/4	2/4	2/4	3/4		4/4/			5
PERFORMANCE ACHIEVED/CORRECTIVE ACTIONS														
Q1	Annual Performance Report submitted to Council on 31 August 2021 (Final SDBIP implementation report for 2020/21). Report 1/4 submitted													
Q2	SDBIP Implementation report submitted to Council 10 December 2021													
Q3														
Q4														
Performance Planning	Number of signed performance agreements submitted to Council by 31 August 2021	6	6		6	5	-	-	-		-			3
PERFORMANCE ACHIEVED/CORRECTIVE ACTIONS														
Q1	Item 21/08/MM12 Performance Agreements submitted to Council on 31 August 2021. New temporary appointed Director Infrastructure and Engineering in process of concluding performance agreement and such agreement shall be submitted when finalized.													
Q2	Temporary Appointment Director Infrastructure and Engineering concluded performance agreement, but performance plan was not signed.													
Q3														
Q4														
Performance Planning	Number of Performance Agreements uploaded to Web Site within 10 days of approval	6	6		6	5	-	-	-		-			3
PERFORMANCE ACHIEVED/CORRECTIVE ACTIONS														
Q1	Uploading only due after submission to Council on 31 August 2021. 5 Agreements loaded 31 August 2021. The Performance Agreement of the Acting Director Infrastructure shall be loaded once concluded.													

Q2	5 Agreements loaded 31 August 2021. Acting Director Infrastructure and Engineering did not conclude a performance plan and as such was the Performance Agreement of this Director not loaded on the web site.
Q3	
Q4	
Strategic Objective	SDO1: To ensure that the municipal services are administered in accordance with the objectives of local government as prescribed in Chapter 7 of the Constitution.
Directorate	Office of the Municipal Manager
Division	Medial and Communication
Function	Communication
SOD:1.5	MEDIA AND COMMUNICATION: To provide comprehensive communications and intergovernmental relation services.

Focus Area	Key Performance Indicator	Baseline	2021/2022: Quarterly Targets								Vote number and budget	Weight
			Annual Target	Revised Target	Ending 30 September 2021		Ending 31 December 2021		Ending 31 March 2022		Ending 30 June 2022			
					Target	Actual	Target	Actual	Target	Actual	Target	Actual		
Communication	Number of Kouga News publications prepared and circulated per annum	1	1		-	-	1-	-	-		1			3

PERFORMANCE ACHIEVED/CORRECTIVE ACTIONS	
Q1	No target set for quarter 1. Newspaper articles for Kouga up to 29 August = 61. Good Governance Booklet (Similar to Newsletter) August 2016 to June 2021 done during August 2021 for Gamtoos Valley, Good Governance Booklet for Jeffreys Bay August 2016 to June 2021 done June/July 2021. 2 Full-page advertorials twice per month to highlight service delivery highlights
Q2	No target set for Quarter 2. Newspaper articles for Kouga Municipality (October 2021 to December 2021) = 103. Videos and sound bites for same period: 158. Full-page advertorials twice a month for October to highlight service delivery successes

	Four-page wrapper to highlight drought situation.													
Q3														
Q4														
Communications Policy and Strategy	Number of Communications Policy and Strategy approved by 30 June 2022	-	1		-	-	-	-	-		1			3
PERFORMANCE ACHIEVED/CORRECTIVE ACTIONS														
Q1	No target set for quarter 1													
Q2	No target set for quarter 2													
Q3														
Q4														
Municipal Web Site	Due date compliance with the Overhaul the functionality of the website to include payment portals for various functions like traffic fines	30 June 2022				-		-			30/6/22			5
PERFORMANCE ACHIEVED/CORRECTIVE ACTIONS														
Q1	No target set for quarter 1													
Q2	No target set for quarter 2													
Q3														
Q4														
Strategic Objective	SDO1: To ensure that the municipal services are administered in accordance with the objectives of local government as prescribed in Chapter 7 of the Constitution.													

Directorate	Office of the Municipal Manager												
Division	Legal Services												
Function	Legal Services												
SOD:1.6	LEGAL SERVICES: To provide professional, effective and efficient legal support to Council and Administration, to protect the municipality's interests and mitigate legal risks												
Focus Area	Key Performance Indicator	Baseline	2021/2022: Quarterly Targets										Vote number and budget	Weight
			Annual Target	Revised Target	Ending 30 September 2021		Ending 31 December 2021		Ending 31 March 2022		Ending 30 June 2022			
					Target	Actual	Target	Actual	Target	Actual	Target	Actual		
Mitigate Legal Risks	Number of reports on legal risks submitted to Council	4	4		1/4	1/4	2/4	2/4	3/4		4/4			5
PERFORMANCE ACHIEVED/CORRECTIVE ACTIONS														
Q1	First report prepared for Ordinary Council meeting scheduled for 30 September 2021.													
Q2	2nd Report submitted to Council 13 December 2021													
Q3														
Q4														
Delegation Framework	Number of Delegation Frameworks reviewed by 30 June 2022	1	1		-	-	-	-	-		1			5
PERFORMANCE ACHIEVED/CORRECTIVE ACTIONS														
Q1	No target set for quarter 1													
Q2	No Target set for quarter 2													
Q3														

Q4														
Municipal Code	Audit and review By-Laws by 30 June 2022	30/6/21	306/22		-	-	-	-	-		30/6/22			3
PERFORMANCE ACHIEVED/CORRECTIVE ACTIONS														
Q1	No target set for quarter 1													
Q2	No target set for quarter 2													
Q3														
Q4														
Municipal Court	Number of Municipal Courts Established	-	1		-	-	-	-	-		1/1			3
PERFORMANCE ACHIEVED/CORRECTIVE ACTIONS														
Q1	No target set for quarter 1													
Q2	No target set for quarter 2													
Q3														
Q4														
Strategic Objective	SDO1: To ensure that the municipal services are administered in accordance with the objectives of local government as prescribed in Chapter 7 of the Constitution													
Directorate	Office of the Municipal Manager													
Division	Special Programs													
Function	Special Programs													
SOD 1.7	SPECIAL PROGRAMS: To coordinate and manage all special programs to address special needs in society													
Focus Area		Baseline			2021.2022: Quarterly targets									

	Key Performance Indicator		Annual Target	Revised Target	Ending 30 September 2021		Ending 31 December 2021		Ending 31 March 2022		Ending 30 June 2022		Vote number and budget	Weight
					Target	Actual	Target	Actual	Target	Actual	Target	Actual		
Social Development	Number of meetings of the Kouga Women's Forum	0	4		1/4	0	2/4	0	3/4		4/4/			2
PERFORMANCE ACHIEVED/CORRECTIVE ACTIONS														
Q1	No comment provided													
Q2	New women's forum to be formed only in 4th Quarter													
Q3														
Q4														
Social Development	Number of meetings of the Youth Forum	0	4		1/4	0	2/4	0	3/4		4/4			2
PERFORMANCE ACHIEVED/CORRECTIVE ACTIONS														
Q1	The is currently no youth forum the forum will be established on the 25 September 2021													
Q2	No forum meeting or established as yet due to Covid and election. Only to be elected in 4th quarter													
Q3														
Q4														
Social Development	Number of meetings of the Vulnerable Groups Forum	0	4		1/4	0	2/4	0	3/4		4/4			2
PERFORMANCE ACHIEVED/CORRECTIVE ACTIONS														

Q1	The is currently no Vulnerable Groups forum. The forum will be established during September 2021													
Q2	Forum not established due to Covid and local elections.													
Q3														
Q4														
KPA	INSTITUTIONAL DEVELOPMENT AND TRANSFORMATION													
Strategic Objective	SDO5: Directorate Corporate Services													
Directorate	Corporate Services													
Division	Administration													
Function	Administrative Support													
SOD:5.2	HUMAN RESOURCE MANAGEMENT: To render human resources management and support services to the municipality that will sustain the optimal utilization of the municipality's human capital.													Weight
Focus Area	Key Performance Indicator	Baseline	2021/2022: Quarterly Targets										Vote number and budget	
			Annual Target	Revised Target	Ending 30 September 2021		Ending 31 December 2021		Ending 31 March 2022		Ending 30 June 2022			
					Target	Actual	Target	Actual	Target	Actual	Target	Actual		
Organogram	Vacancy rate for approved budgeted posts	2.7%	2.7%		2.7%	1.8%	2.7%	3%	2.7%		2.7%			25
PERFORMANCE ACHIEVED/CORRECTIVE ACTIONS														
Q1	Vacancy rate 2.3% as at 31 July 2021 Vacancy rate 1.8% as at 30 August 2021 Vacancy rate 3.1% as at 31 September 2021													
Q2	Vacancy rate 3% as at 31 December 2021													
Q3														

Q4														
Organogram	% Staff costs compared to operational budget	35%	35%		35%	6.85%	35%	2.42%	35%		35%			50
PERFORMANCE ACHIEVED/CORRECTIVE ACTIONS														
Q1	2,27% of operational budget at 31 July 2021 4,55% of operational budget at 31 August 2021 6,85% of operational budget at 30 September 2021													
Q2	2.94% of operational budget as at 31 October 2021 3.75% of operational budget as at 30 November 2021 2.42% of operational budget as at 31 December 2021 **Total for year so far= 15.96%**													
Q3														
Q4														
Employment Equity	Number of people from employment equity target groups employed in the three highest levels of management in accordance with the approved Employment Equity Plan by the end of June	2AM 2AF	None		3 AM 1 AF 1CF 1CM		2 CM	3 AM 1 AF 1CF 3 CM			2AM 2AF			25
PERFORMANCE ACHIEVED/CORRECTIVE ACTIONS														

Q1	1 African female, and 3 African males appointed as at 31 September 2021	1 coloured female appointed as at 31 September 2021 and 1 Coloured male appointed as at 31 September
Q2	1 African female, and 3 African males appointed as at 31 September 2021	1 coloured female appointed as at 31 September 2021 and 1 Coloured male appointed as at 31 September 2 coloured males appointed December 2021
Q3		
Q4		
KPA	FINANCIAL VIABILITY AND MANAGEMENT	
Strategic Objective	SDO6: Directorate Finance	
Directorate	Finance	
Division	Supply Chain Management	
Function	Supply Chain Management	
SOD:6.5	SUPPLY CHAIN MANAGEMENT (SCM): To manage supply chain management service to ensure proper systems, policies and procedures and control for demand, acquisition, logistics, assets and disposal management	

Focus Area	Key Performance Indicator	Baseline	2021/2022: Quarterly Targets								Vote number and budget	Weight
			Annual Target	Revised Target	Ending 30 September 2021		Ending 31 Dec 2019		Ending 31 March 2022		Ending 30 June 2022			
					Target	Actual	Target	Actual	Target	Actual	Target	Actual		
Budget spending	% Capital budget expenditure	90%	95%		10/95%	1.37%	45/95%	33/95%	85/95%		95/95%			80

PERFORMANCE ACHIEVED/CORRECTIVE ACTIONS	
Q1	As at 31 July 2021 there was no capital budget expenditure. Note financial information only become available 10 days after month end. Reported figure up to end August 2021. Figures to include September 2021 only available after 10 September 2021.
Q2	33% Capital Budget expenditure as at 31 December 2021
Q3	
Q4	

Budget spending	Number of meetings on the implementation of the procurement plan	-	6		1/6	6/6	2/6	8/6	4/6		6/6			20

PERFORMANCE ACHIEVED/CORRECTIVE ACTIONS	
Q1	Procurement Plan implementation discussed at Top Management Meetings. 6 Top Management meetings held
Q2	Procurement Plan implementation discussed at Top Management Meetings. 2 Top Management meetings held
Q3	
Q4	
KPA	LOCAL ECONOMIC DEVELOPMENT
Strategic Objective	SDO3: LED Office of the Municipal Manager
Directorate	Planning, Development and Tourism
Division	LED and Tourism
Function	Local Economic Development
SOD:3.2	DEVELOPMENT (LED) AND TOURISM: To plan and develop a coherent and integrated framework for local economic development and tourism

Focus Area	Key Performance Indicator	Baseline	2021/2022: Quarterly Targets										Vote number and budget	Weight
			Annual Target	Revised Target	Ending 30 September 2021		Ending 31 December 2021		Ending 31 March 2022		Ending 30 June 2022			
					Target	Actual	Target	Actual	Target	Actual	Target	Actual		
LED	% Budget expenditure for LED programs and projects	90%	90%		10/90%	4%	45/90%	8/50%	80/90%		90/90%			50

PERFORMANCE ACHIEVED/CORRECTIVE ACTIONS	
Q1	Target not Achieved. Less than 5% expenditure in Q1.

Q2	Target not achieved 8% operational expenditure, 0% capital expenditure													
Q3														
Q4														
LED	Number of jobs created through PPP	-	20		-	98	-		10/20		20/20			50
PERFORMANCE ACHIEVED/CORRECTIVE ACTIONS														
Q1	No target in Q1. Jobs created through the Municipal funded (partnership / sponsorship agreements) – Long Surfboard Championships = 89; Museum = 9													
Q2	No Target set for quarter 2													
Q3														
Q4														

INSTITUTIONAL PROCUREMENT PLAN IMPLEMENTATION RELATED TARGETS

Project Number	Project	Key Performance Indicator	Annual Targets	Revised Target	30 Sept 2021		31 Dec 2021		31 Mar 2022		30 June 20222	
					Target	Actual	Target	Actual	Target	Actual	Target	Actual
OFFICE OF THE MUNICIPAL MANAGER												
PC 65	Ward Capital Projects	Date of submission	BSC submission 15 Jan 2022		15/1/22	-						
Comment			Funding reprioritized for drought relief									
OP 94A	Ward Operational Projects	Date of submission	BSC submission 15 Jan 2022		15/1/22	-						
			Funding reprioritized for security cameras									
803217	Municipal Court furniture and equipment	Date of submission	BSC submission 21 Jan 2022		21/1/22	-						
OP 1	Review of Annual Financial Statements	Date of submission	BSC submission 15 Jul 2021		15/7/21	15/7/21						
		Number of service providers appointed	1 Service provider appointed by 15 September 2021		1	`1						

4. COMMUNITY SERVICES

KPA	**INFRASTRUCTURE AND BASIC SERVICE DELIVERY**													
Strategic Objective	SDO4: Directorate Community Services													
Directorate	Community Services													
Division	Solid Waste Management													
Function	Waste Management													
SOD:4.1	**SOLID WASTE MANAGEMENT:** To coordinate all functions/powers regarding solid waste management assigned to the municipality													
Focus Area	Key Performance Indicator	Baseline	2021/2022: Quarterly Targets										Vote number and budget	Weight
			Annual Target	Revised Target	Ending 30 September 2021		Ending 31 December 2021		Ending 31 March 2022		Ending 30 June 2022			
					Target	Actual	Target	Actual	Target	Actual	Target	Actual		
Solid Waste	Number of Solid Waste Management Plans reviewed by 30 June 2022	1	1		-	-	-	-	-		1			15
PERFORMANCE ACHIEVED/CORRECTIVE ACTIONS														
Q1	Quarter 4 target													
Q2	Quarter 4 target													
Q3														
Q4														
Strategic Objective	SDO4: Directorate Community Services													

Directorate	Community Services													
Division	Environmental Health Services													
Function	Environmental Health Management													
SOD:4.2	**ENVIRONMENTAL HEALTH:** To ensure that visitors and residents have a safe and healthy environment													
Focus Area	Key Performance Indicator	Baseline	2021/2022: Quarterly Targets										Vote number and budget	Weight
			Annual Target	Revised Target	Ending 30 September 2021		Ending 31 December 2021		Ending 31 March 2022		Ending 30 June 2022			
					Target	Actual	Target	Actual	Target	Actual	Target	Actual		
Water quality control	Number of water samples submitted for bacteriological and chemical analysis	420 (Bact) 140 (Chem)			105/420 (Bact) 35/140 (Chem)	149/420 Bact 35/140 Chem	210/420 (Bact) 70/140 (Chem)	297/420 Bact 70/140 Chem	315/420 (Bact) 105/140 (Chem)		420/420 (Bact) 140/140 (Chem)			20
PERFORMANCE ACHIEVED/CORRECTIVE ACTIONS														
Q1	149 Bact 35 Chem													
Q2	Quarter 1 (149) + Quarter 2 (148) = 297 Bact Quarter 1 (35) + Quarter 2 (35) = 70 Chem													
Q3														
Q4														
Health surveillance of premises	Number of premises subjected to Environmental Health inspections	740	850 (2360)		200/850	442/850	425/850	828/850	625/850		850/850			20
PERFORMANCE ACHIEVED/CORRECTIVE ACTIONS														
Q1	442 premises inspected													
Q2	Quarter 1 (442) + Quarter 2 (386) = 828 premises inspected													

Q3														
Q4														
KPA	**INFRASTRUCTURE AND BASIC SERVICE DELIVERY**													
Strategic Objective	SDO4: Directorate Community Services													
Directorate	Community Services													
Division	Safety and Security													
Function	Safety and security													
SOD:4.2	**SAFETY AND SECURITY:** Provide quality, sustainable municipal infrastructure to consistently maintaining and improving the needs of the people of Kouga.													
Focus Area	Key Performance Indicator	Baseline	2021/2022: Quarterly Targets										Vote number and budget	Weight
			Annual Target	Revised Target	Ending 30 September 2021		Ending 31 December 2021		Ending 31 March 2022		Ending 30 June 2022			
					Target	Actual	Target	Actual	Target	Actual	Target	Actual		
Safety and Security	Number of roadblocks conducted to keep Kouga safe	20	20		5/20	10/20	10/20	17/20	15/20		20/20			5
PERFORMANCE ACHIEVED/CORRECTIVE ACTIONS														
Q1	10 Road blocks conducted													
Q2	Quarter 1 (10) + Quarter 2 (7) = 17 Roadblocks conducted													
Q3														
Q4														
Safety and Security	Number of Joint Operations conducted to keep Kouga Safe	24	24		4/24	6/24	8/24	40/24	12/24		24/24			5
PERFORMANCE ACHIEVED/CORRECTIVE ACTIONS														

Q1	6 Joint Operations conducted
Q2	Quarter 1 (6) + Quarter 2 (34) = 40 Joint Operations conducted (More Joint operations were conducted during the Festive Season)
Q3	
Q4	

Safety and Security	Number of fines issued	3500	3500		875/3500	573/3500	1750/3500	1738/3500	2625/3500		3500/3500			5

PERFORMANCE ACHIEVED/CORRECTIVE ACTIONS

Q1	573 Fines issued
Q2	Quarter 1 (573) + Quarter 2 (1165) = 1738 Fines issued
Q3	
Q4	

Strategic Objective	SDO4: Directorate Community Services
Directorate	Community Services
Division	Protection Services
Function	Fire and Disaster Services
SOD:4.4	**FIRE AND DISASTER:** To provide effective and efficient fire and disaster management services

Focus Area	Key Performance Indicator	Baseline	2021/2022: Quarterly Targets								Vote number and budget	Weight
			Annual Target	Revised Target	Ending 30 September 2021		Ending 31 December 2021		Ending 31 March 2022		Ending 30 June 2022			
					Target	Actual	Target	Actual	Target	Actual	Target	Actual		
Disaster Management	Number of Disaster Advisory Forum Meetings held	0	4		1/4	1/4	2/4	2/4	3/4		4/4			10

PERFORMANCE ACHIEVED/CORRECTIVE ACTIONS	
Q1	1 x Advisory Forum Meeting held on the 29 September 2021
Q2	1 x Advisory Forum Meeting held on the 23 November 2021
Q3	
Q4	

Strategic Objective	SDO4: Directorate Community Services
Directorate	Community Services
Division	Environmental Management
Function	Environmental Management
SOD:4.	**ENVIRONMENTAL MANAGEMENT:** To provide effective and efficient safety and security services

Focus Area	Key Performance Indicator	Baseline	2021/2022: Quarterly Targets								Vote number and budget	Weight
			Annual Target	Revised Target	Ending 30 September 2021		Ending 31 December 2021		Ending 31 March 2022		Ending 30 June 2022			
					Target	Actual	Target	Actual	Target	Actual	Target	Actual		
Environmental Management	Number of CSF Dune Management and Maintenance Plans completed by 30 June 2022	0	1		-	-	-	-	-		1			10

PERFORMANCE ACHIEVED/CORRECTIVE ACTIONS	
Q1	No target set for Q1

Q2	No target set for Q1													
Q3														
Q4														
Environmental Management	Number of Environmental Awareness Campaigns conducted	4	4		1/4	1/4	2/4	3/4	3/4		4/4			5
PERFORMANCE ACHIEVED/CORRECTIVE ACTIONS														
Q1	1 x Environmental Awareness Campaign conducted													
Q2	2 x Environmental Awareness Campaigns (7 – 11 October 2021, Marine Living – Dolphin Beach) and (3 December 2021 Water Awareness – Save Water)													
Q3														
Q4														
Environmental Management	Number of Environmental Management Forum meetings held	4	4		1/4	1/4	2/4	2/4	3/4		4/4			5
PERFORMANCE ACHIEVED/CORRECTIVE ACTIONS														
Q1	1 x Environmental Management Forum meetings held													
Q2	1 x Environmental Management Forum Meeting held on the 07 October 2021													
Q3														
Q4														
KPA	**FINANCIAL VIABILITY AND MANAGEMENT**													
Strategic Objective	SDO6: Directorate Finance													
Directorate	Finance													

Division	Supply Chain Management													
Function	Supply Chain Management													
SOD:6.5	**SUPPLY CHAIN MANAGEMENT (SCM):** To manage supply chain management service to ensure proper systems, policies and procedures and control for demand, acquisition, logistics, assets and disposal management													
Focus Area	Key Performance Indicator	Baseline	2021/2022: Quarterly Targets										Vote number and budget	Weight
			Annual Target	Revised Target	Ending 30 September 2021		Ending 31 Dec 2019		Ending 31 March 2022		Ending 30 June 2022			
					Target	Actual	Target	Actual	Target	Actual	Target	Actual		
Budget spending	% Capital budget expenditure	90%	95%		10/95%	**0,32%/95%**	45/95%	33,12%/95%	85/95%		95/95%			55
PERFORMANCE ACHIEVED/CORRECTIVE ACTIONS														
Q1	**0,32%** Capital budget expenditure													
Q2	33,12% Capital budget expenditure													
Q3														
Q4														
Strategic Objective	SDO6: Directorate Finance													
Directorate	Finance													
Division	Budget and Treasury													
Function	Financial Reporting													
SOD:6.1	**BUDGET AND REPORTING:** To manage and control the implementation of budget policies and procedures, statements and reporting processes to ensure legislative compliance.													
Focus Area	Key Performance Indicator	Baseline	2021/2022: Quarterly Targets										Vote number and budget	Weight
			Annual Target	Revised Target	Ending 30 September 2021		Ending 31 Dec 2019		Ending 31 March 2022		Ending 30 June 2022			
					Target	Actual	Target	Actual	Target	Actual	Target	Actual		

Financial Management	% Reduction in staff overtime compared to previous year	10%	5%		1/5%	25,28%/5%	2.5/5%	-	4/5%		5/5%			30
PERFORMANCE ACHIEVED/CORRECTIVE ACTIONS														
Q1	25,28%/5% Reduction in staff overtime compared to previous year													
Q2	It must be noted that overtime for the month of December 2021 is only paid with the January 2022 salary run and as such overtime information is not available as yet.													
Q3														
Q4														
Financial Management	% compliance with the 5-day turnaround target for the certification of invoices for payment and resubmission to finance calculated from date of receipt by the Directorate	100%	100%		100%	100%	100%	100%	100%		100%			5
PERFORMANCE ACHIEVED/CORRECTIVE ACTIONS														
Q1	100% compliance with the 5-day turnaround target for the certification of invoices for payment and resubmission to finance calculated from date of receipt by the Directorate achieved. All invoices submitted to Community Services are forwarded to Finance within 3 days of submission. Average 2 days													
Q2	100% compliance with the 5-day turnaround target for the certification of invoices for payment and resubmission to finance calculated from date of receipt by the Directorate achieved. All invoices submitted to Community Services are forwarded to Finance within 3 days of submission. Average 2 days													
Q3														
Q4														

Financial Management	Due date compliance with the submission of Tariff Review proposals for the Directorate for consideration with the budget preparations	28/2/21	28/2/22		-	-	-	-	28/2/22		-		5
PERFORMANCE ACHIEVED/CORRECTIVE ACTIONS													
Q1	Quarter 3 target												
Q2	Quarter 3 target												
Q3													
Q4													
Financial Management	Due date compliance with the submission of business plans for projects relevant to the Directorate to be considered for inclusion in the budget	28/2/21	28/2/22			--		-	28/2/22				5
PERFORMANCE ACHIEVED/CORRECTIVE ACTIONS													
Q1	Quarter 3 target												
Q2	Quarter 3 target												
Q3													
Q4													

PROCUREMENT PLAN IMPLEMENTATION RELATED TARGETS

Project Number	Project	Key Performance Indicator	Annual Targets	Revised Target	30 Sept 2021		31 Dec 2021		31 Mar 2022		30 June 20222	
					Target	Actual	Target	Actual	Target	Actual	Target	Actual
OP 1	Advanced Road Safety Law Enforcement Solution (Speed Camera Contractor)	Date of submission	BSC submission 9 June 2021		9/6/21	28/12/21	1	28/12/21				
		Number of service providers appointed	1 Service Provider appointed by 31 October 2021									
PERFORMANCE ACHIEVED/CORRECTIVE ACTIONS												
Q1	Speed Camera Specification submitted											
Q2	The item was submitted to BSC on the 28 December2021											
Q3												
Q4												
FT 911	Tractor with front blade and bossiekapper (External funding)	Date of submission	BSC submission 20 Oct 2021		20/10/21	-		-	1			
		Number of tractors procured	1 Tractor procured by 31 January 2022									
PERFORMANCE ACHIEVED/CORRECTIVE ACTIONS												
Q1	Removed											
Q2	Removed											
Q3												
Q4												
1011104	Cemeteries: Mobile Ablution Facilities	Date of submission	BSC submission 1 Aug 2021		1/8/21	1/8/21		-	1			
		Number of ablution facilities procured	1 Mobile ablution facility procured by 31 January 2022									
PERFORMANCE ACHIEVED/CORRECTIVE ACTIONS												
Q1	Specification submitted on the 1 August 2021											
Q2	Quarter 3 target											
Q3												
Q4												
CP 9	Furniture and Equipment: Tables and Chairs	Date of submission	BSC submission 4 Jan 2022		4/1/22	-		-				

Project Number	Project	Key Performance Indicator	Annual Targets	Revised Target	30 Sept 2021		31 Dec 2021		31 Mar 2022		30 June 20222	
					Target	Actual	Target	Actual	Target	Actual	Target	Actual
PERFORMANCE ACHIEVED/CORRECTIVE ACTIONS												
Q1	Quarter 3 target											
Q2	Quarter 3 target											
Q3												
Q4												

5. DIRECTORATE CORPORATE SERVICES

KPA	**INSTITUTIONAL DEVELOPMENT AND TRANSFORMATION**													
Strategic Objective	SDO5: Directorate Corporate Services													
Directorate	Corporate Services													
Division	Human Resources													
Function	Human Resources													
SOD:5.1	**HUMAN RESOURCES: To render human resources management and support services to the municipality that will sustain the optimum utilization of the municipality's human capital**													
Focus Area	Key Performance Indicator	Baseline	2021/2022: Quarterly Targets										Vote number and budget	Weight
			Annual Target	Revised Target	Ending 30 September 2021		Ending 31 December 2021		Ending 31 March 2022		Ending 30 June 2022			
					Target	Actual	Target	Actual	Target	Actual	Target	Actual		
Organizational Structure	Number of Organograms	1	1		-	1	-	-	-		1			10

	reviewed by 30 June 2022													
PERFORMANCE ACHIEVED/CORRECTIVE ACTIONS														
Q1	▪ 1 Organogram reviewed as at 31 July 2021- Target achieved													
Q2	▪ 1 Organogram reviewed as at 31 July 2021- Target achieved													
Q3														
Q4														
Employment Equity	Number of Employment Equity Reports submitted to Dept Labour by 15 January 2022	1	1		-	-	-	-	1		-			10
PERFORMANCE ACHIEVED/CORRECTIVE ACTIONS														
Q1	▪ Not yet applicable for this Quarter													
Q2	• Not yet applicable for this Quarter													
Q3														
Q4														
Skills Development	% expenditure of budget allocation for skills development	90%	95%		5/95%	35.31%	45/95%	100%	70/95%		95/95%			50
PERFORMANCE ACHIEVED/CORRECTIVE ACTIONS														
Q1	▪ 0% expenditure as at 31 July 2021 ▪ 35,31% expenditure as at 30 August 2021 ▪ 35,31% expenditure as at 31 September 2021													

Q2	▪ 52,43% expenditure as at 31 October 2021 ▪ 52,43% expenditure as at 30 November 2021 ▪ 100% committed expenditure as at 31 December 2021 – **Target Achieved**													
Q3														
Q4														
Skills Development	Number of Workplace Skills Plans submitted to LGSETA by 30 April 2022	1	1		-	-	-	-	-		1			10
PERFORMANCE ACHIEVED/CORRECTIVE ACTIONS														
Q1	▪ Not yet applicable for this Quarter													
Q2	• Not yet applicable for this Quarter													
Q3														
Q4														
Occupational Health and Safety	Number of Workman's Compensation returns submitted by 31 May 2022		1		-	-	-	-			1			10
PERFORMANCE ACHIEVED/CORRECTIVE ACTIONS														
Q1	▪ Not yet applicable for this Quarter													
Q2	• Not yet applicable for this Quarter													
Q3														
Q4														
Occupational Health and Safety	Number of OHS meetings held	4	4		1/4	2/4	2/4	3/4	3/4		4/4			10

PERFORMANCE ACHIEVED/CORRECTIVE ACTIONS	
Q1	▪ 1 meeting held on the 30th of July 2021 – Target achieved for Q1 ▪ 1 meeting held on the 22nd of September 2021 ▪ **Target achieved for Q1 as at 30 September 2021**
Q2	• Not yet applicable • 1 meeting held 9th of November 2021 • **Target achieved for Q2 as 3/4 meetings have been held since.**
Q3	
Q4	
KPA	**FINANCIAL VIABILITY AND MANAGEMENT**
Strategic Objective	SDO6: Directorate Finance
Directorate	Finance
Division	Budget and Treasury
Function	Financial Reporting
SOD:6.1	**BUDGET AND REPORTING: To manage and control the implementation of budget policies and procedures, statements and reporting processes to ensure legislative compliance.**

Focus Area	Key Performance Indicator	Baseline	2021/2022: Quarterly Targets								Vote number and budget	Weight
			Annual Target	Revised Target	Ending 30 September 2021		Ending 31 Dec 2019		Ending 31 March 2022		Ending 30 June 2022			
					Target	Actual	Target	Actual	Target	Actual	Target	Actual		
Financial Management	% Reduction in staff overtime compared to previous year	10%	5%		1/5%	22%	2.5/5%	-	4/5%		5/5%			70

PERFORMANCE ACHIEVED/CORRECTIVE ACTIONS	
Q1	▪ July 2020 (R 33 252.97) vs July 2021 (R3 234.32): 90% reduction in overtime ▪ August 2020 (R25 499.04) vs August 2021 (R9 818.35) - **-61%** reduction in overtime ▪ September 2020 (R14 941.55) vs September 2021 (R11 664.17) -**22%** reduction in overtime

Q2	▪ October 2020 (R 8 170.83) vs October 2021 (R3 879.55) - **-53%** reduction in overtime ▪ November 2020 (R 6 279,70) vs November 2021 (R10 275,00) - 64% increase in overtime. This is due to Call Centre Operator being off throughout Nov month, Municipal elections held on a Monday (Public Holiday) – Call Centre Operator Day off. Call Centre Operator was later transferred to Registry Section (as 22 Nov 2021). There will be an increase in December 2021 as well due to various reasons such as new call centre operator being trained and the month of December is usually when service delivery is the most busiest, and more staff being required. ▪ December 2020 (R 11 978,36) vs December 2021 (xxx) - OT for Dec 2021 only processed with January 2022 payroll, stats unavailable.													
Q3														
Q4														
Financial Management	% compliance with the 5-day turnaround target for the certification of invoices for payment and resubmission to finance calculated from date of receipt by the Directorate	100%	95%		95%	100%	95%	100%	95%		95%			15
PERFORMANCE ACHIEVED/CORRECTIVE ACTIONS														
Q1	▪ As at end July 2021, as per Invoice summary a total of 13 invoices recorded with 0 days turnaround ▪ As at end August 2021, as per Invoice summary a total of 5 invoices recorded with 0 days turnaround ▪ As at end September 2021, as per Invoice summary a total of 20 invoices recorded, with 13 invoices showing a 0-day turn around time, 5 invoices showing a 1-day turn around time and 2 invoices showing a 2-day turnaround time													
Q2	▪ As at end October 2021, as per Invoice summary a total of 29 invoices recorded, with 19 invoices showing a 0-day turnaround time, 5 invoices showing a 2-day turnaround time, 4 invoices showing a 3-day turnaround time and 1 invoice showing 4-day turnaround. ▪ As at end November 2021, as per Invoice summary a total of 25 invoices recorded, with 25 invoices showing a 0-day turnaround time. ▪ As at end December 2021, as per Invoice summary a total of 41 invoices recorded, with 35 invoices showing a 0-day turnaround time, 4 invoices showing a 1-day turnaround time, 1 invoice showing a 2-day turnaround time and 1 invoice showing a 3-day turnaround time.													
Q3														
Q4														
Financial Management	Due date compliance with the submission of business				-	-	-	-	28 February					15

	plans for projects relevant to the Directorate to be considered for inclusion in the budget								2022					
PERFORMANCE ACHIEVED/CORRECTIVE ACTIONS														
Q1	▪ Not applicable for this Quarter													
Q2	• Not applicable for this Quarter													
Q3														
Q4														

PROCUREMENT PLAN IMPLEMENTATION RELATED TARGETS

Project Number	Project	Key Performance Indicator	Annual Targets	Revised Target	30 Sept 2021		31 Dec 2021		31 Mar 2022		30 June 20222	
					Target	Actual	Target	Actual	Target	Actual	Target	Actual
	Building and maintenance: Supply of hardware items and materials (paint and Tiling)	% Expenditure	90% expenditure on building and maintenance		10/90%	3.6%	30/90%	38/90%	60/90%		90/90%	
PERFORMANCE ACHIEVED/CORRECTIVE ACTIONS												
Q1	▪ As at 31 July 2021, Tender advert for the supply of hardware items and materials – Closing date of tender 10 August 2021. R&M expenditure spent thus far: R1 365.04/R1 629 206 – 0.083% ▪ As at end August 2021, Tender ad for the supply of hardware items and materials closed on 10 August 2021. Awaiting date for BEC sitting. R&M expenditure spent thus far: R15 578.00/ R1 629 206 – 0.95% ▪ As at end Sept 2021, Tender awarded, awaiting cooling off period. R&M expenditure spent thus far: R57 958.04/ R1 629 206 – 3.6%. Please note there is a shadow balance of R 496 467.70 – These are orders that are still in progress – awaiting work to be completed.											
Q2	▪ As at end Oct 2021, Tender awarded. R&M expenditure spent thus far: R302 683,73/ R1 629 206 – **19%.** Please note there is a shadow balance of R 432 298.45 – These are orders that are still in progress – awaiting work to be completed. ▪ As at end Nov 2021, R&M expenditure spent thus far: R351 629,77 / R1 629 206 – **22%.** Please note there is a shadow balance of R 351 629,77 – These are orders that are still in progress – awaiting work to be completed. ▪ As at end Dec 2021, R&M expenditure spent thus far: R616 741,62 / R1 629 206 – **38%.** Please note there is a shadow balance of R 179 503.77 – These are orders that are still in progress – awaiting work to be completed. **Target as at end Q2 of 30/90% expenditure met and exceeded with 8%**										
Q3												

Project Number	Project	Key Performance Indicator	Annual Targets	Revised Target	30 Sept 2021		31 Dec 2021		31 Mar 2022		30 June 20222	
					Target	Actual	Target	Actual	Target	Actual	Target	Actual
Q4												
	Supply delivery and installation of artificial grass	% Expenditure	90% expenditure		10/90%	-	30/90%	-	60/90%		90/90%	
PERFORMANCE ACHIEVED/CORRECTIVE ACTIONS												
Q1	▪ As at end July 2021 no response from Overstrand Municipality in terms of utilizing regulation 32 process. Assessment to be completed on location of installation of artificial grass and quotes to be obtained to complete installation. ▪ As at end August 2021 – Interaction with Service providers for quotes ▪ As at end Sept 2021, site visits completed for Sports Fields. Awaiting quotes from Service Providers.											
Q2	▪ As at end Oct 2021, funds will now be used to complete installation of artificial grass for Municipal creches. Awaiting quotes ▪ As at end Nov 2021, funds will be viremented in Adjustment's budget to Executive Council to complete Mayoral Parlour construction ▪ As at end Dec 2021, not applicable as adjustments budget takes place during February 2022.											
Q3												
Q4												
8003214 803219	Appoint service provider for advertising	Number of service providers appointed	1 Service provider appointed by 31 January 2022		-	-	-	-	1			
PERFORMANCE ACHIEVED/CORRECTIVE ACTIONS												
Q1	▪ Not applicable for this Quarter											
Q2	▪ Not applicable for this Quarter											
Q3												
Q4												
8003214 803219	Supply and delivery of promotional items	Number of service providers appointed	1 Service provider for promotional items appointed by 31 Aug 2021		1	1	-	-	-		-	
PERFORMANCE ACHIEVED/CORRECTIVE ACTIONS												
Q1	▪ As at 31 July 2021, tender advertised with notice no. 109/2021. Tender closed on the 05 July 2021. BAC to be held on 24 August 2021. ▪ As at 31 August 2021, Tender 109/2021 was approved at BAC on the 24 August 2021. Tender awarded. Target achieved ▪ As at 30 September 2021, Tender 109/2021 was approved at BAC on the 24 August 2021. Tender awarded. Target achieved											
Q2	▪ As at 31 October 2021, Target achieved ▪ As at 30 November 2021, Target achieved											

Project Number	Project	Key Performance Indicator	Annual Targets	Revised Target	30 Sept 2021		31 Dec 2021		31 Mar 2022		30 June 20222	
					Target	Actual	Target	Actual	Target	Actual	Target	Actual
	▪ **Target achieved**											
Q3												
Q4												
8003214 803219	Appoint service provider for brand visibility (Advertising on street poles)	Number of service providers appointed	1 Service provider for advertising on street poles appointed by 4 October 2021		-	1	1	-	-		-	
PERFORMANCE ACHIEVED/CORRECTIVE ACTIONS												
Q1	▪ As at 31 July, tender advertised with notice no. 116/2021. Tender to close on 02 September 2021. ▪ As of 30 August 2021, BEC for tender 116/2021 to be held on the 09 September 2021 ▪ As at 30 September, Service provider appointed as at 15 September 2021 at BAC											
Q2	▪ As at 31 October 2021, Target achieved ▪ As at 30 November 2021, Target achieved. ▪ **Target achieved**											
Q3												
Q4												
8003214 803219	Appoint service provider for brand visibility (Digital outdoor advertising)	Number of service providers appointed	1 Service provider for digital outdoor advertising appointed by 18 October 2021		-	-	1	1				
PERFORMANCE ACHIEVED/CORRECTIVE ACTIONS												
Q1	▪ As at 31 July 2021, tender advertised with notice no. 157/2021. Tender to close on 13 September 2021. ▪ As at 30 August 2021, tender advertised with notice no. 157/2021. Tender to close on 13 September 2021. ▪ As at 30 September 2021, BEC held 23 September 2021 and referred back for further bidder investigation.											
Q2	▪ As of 31 October 2021, BAC approved tender 157/2021 on the 20 October 2021. ▪ As of 30 November2021 ▪ **Target achieved**											
Q3												
Q4												

Project Number	Project	Key Performance Indicator	Annual Targets	Revised Target	30 Sept 2021		31 Dec 2021		31 Mar 2022		30 June 20222	
					Target	Actual	Target	Actual	Target	Actual	Target	Actual
OP 1	Appoint Service Provider for MFMA program 31 December 202	Number of service providers appointed	1 Service Provider for MFMA program appointed 9 September 2021		1	1		-				
PERFORMANCE ACHIEVED/CORRECTIVE ACTIONS												
Q1	▪ Tender advertised and date of closure 30 July 2021 ▪ BEC held on 19, 24 and 26 August but committee couldn't complete evaluation as at 30 August 2021 ▪ BAC approved tender on the 15th of September 2021- Target achieved.											
Q2	• Target achieved											
Q3												
Q4												
00000	Design new Municipal Office Building	Number of service providers appointed	Appoint 1 Service Provider for the design of new Municipal Officer by 31 October 2021		-	-	1	-				
PERFORMANCE ACHIEVED/CORRECTIVE ACTIONS												
Q1	▪ As at end July 2021 formalizing specifications. ▪ As at end August 2021, BSC meeting arranged for 3 September 2021. ▪ As at end September 2021 – on hold.											
Q2	▪ As at end October 2021 – on hold. ▪ As at end November 2021 – on hold. ▪ As at end December 2021 – I&E to submit specifications to BSC in January 2022											
Q3												
Q4												

6. DIRECTORATE FINANCE

KPA	FINANCIAL VIABILITY AND MANAGEMENT												
Strategic Objective	SDO6: Directorate Finance												
Directorate	Finance												
Division	Budget and Treasury												
Function	Financial Reporting												
SOD:6.1	**BUDGET AND REPORTING:** To manage and control the implementation of budget policies and procedures, statements and reporting processes to ensure legislative compliance.												
Focus Area	Key Performance Indicator	Baseline	2021/2022: Quarterly Targets										Weight
			Annual Target	Revised Target	Ending 30 September 2021		Ending 31 Dec 2019		Ending 31 March 2022		Ending 30 June 2022		
					Target	Actual	Target	Actual	Target	Actual	Target	Actual	
Financial Reporting	% compliance with financial reporting as per national treasury reporting calendar	100%	100%		100%	100%	100%	100%	100%		100%		3
PERFORMANCE ACHIEVED/CORRECTIVE ACTIONS													
Q1	100% submission of all financial reports **MM REVIEW 16 NOV NOTED**												
Q2	100% submission of all financial reports												
Q3													
Q4													
Sound Financial Planning	Number of Financial Statements submitted to the Auditor General by 31 August 2021	1	1		1	1	-		-		-		5
PERFORMANCE ACHIEVED/CORRECTIVE ACTIONS													
Q1	AFS Submitted to AG on 31 August 2021 **MM REVIEW 16 NOV NOTED**												

Q2	Not applicable in this Quarter												
Q3													
Q4													
Sound Financial Planning	Number of draft budgets submitted to Council by 31 March 2022	1	1		-	-	-		1		1		5
PERFORMANCE ACHIEVED/CORRECTIVE ACTIONS													
Q1	Not applicable in this Quarter **MM REVIEW 16 NOV NOTED**												
Q2	Not applicable in this Quarter												
Q3													
Q4													
Sound Financial Planning	Number of final budgets submitted to Council by 30 May 2022	1	1		-	-	-		-		1		5
PERFORMANCE ACHIEVED/CORRECTIVE ACTIONS													
Q1	Not applicable in this Quarter **MM REVIEW 16 NOV NOTED**												
Q2	Not applicable in this Quarter												
Q3													
Q4													
Sound Financial Planning	Number of adjustments budgets submitted to Council by 31 January 2022	1 (28/2)	1		-	1	-	1	1		-		5
PERFORMANCE ACHIEVED/CORRECTIVE ACTIONS													
Q1	Adjustment Budget submitted to Council on 6 September 2021 (rollovers and Drought projects) on 6 November Adjustment budget submitted to Council on 6 Sept 2021, to provide for rollovers and drought projects, next adjustment budget remains due 31 January 2022 Score 5												
Q2	Adjustment Budget for grant funded rollover submitted to Council on 13 December 2021 (21/12/F1). Mid-year adjustment budget will be submitted by 28 February 2022.												

Q3													
Q4													
Sound Financial Planning	Number of Tariff Review proposals for the Directorate submitted by 28 February 2022	1	1		-	-	-	-	1				3
PERFORMANCE ACHIEVED/CORRECTIVE ACTIONS													
Q1	Not applicable in this Quarter **MM REVIEW 16 NOV NOTED**												
Q2	Not applicable in this Quarter												
Q3													
Q4													
Sound Financial Planning	Number of business plans for projects relevant to the Directorate submitted by 28 February 2022 for budget considerations	1	1		-	-	-	-	1				3
PERFORMANCE ACHIEVED/CORRECTIVE ACTIONS													
Q1	Not applicable in this Quarter **MM REVIEW 16 NOV NOTED**												
Q2	Not applicable in this Quarter												
Q3													
Q4													
Sound Financial Planning	Liquidity Ratio	1:1	0.2:1		0.2:1	0.91:1	0.2:1	1.09:1	0.2:1		0.2:1		5
PERFORMANCE ACHIEVED/CORRECTIVE ACTIONS													
Q1	A liquidity ratio of 0.91:1 was achieved **MM REVIEW 16 NOV NOTED**												
Q2	A liquidity ratio of 1.09:1 (s71 page 3)												

Q3													
Q4													
Sound Financial Planning	Current Ratio	1.58:1	0.9:1		0.9:1	1.69:1	0.9:1	1.92:1	0.9:1		0.9:1		5
PERFORMANCE ACHIEVED/CORRECTIVE ACTIONS													
Q1	A current ratio of 1.69:1 was achieved **MM REVIEW 16 NOV NOTED**												
Q2	A Current ratio of 1.92:1 was achieved (page 3 s71 dec)												
Q3													
Q4													
Sound Financial Planning	Number of unqualified Audits from AG	1	1		-	-	1	-	-		-		5
PERFORMANCE ACHIEVED/CORRECTIVE ACTIONS													
Q1	Not applicable in this Quarter **MM REVIEW 16 NOV NOTED AG indicated that AG report shall only be made available at the end of January 2022**												
Q2	Not applicable in this Quarter (Ag to finalise audit on 31 January 2022 based on a letter issued by AG with consultation with National Treasury). An adjustment to the target is required based on AGs communication												
Q3													
Q4													
Sound Financial Planning	Number of reports submitted on the financial viability on the establishment of a Kouga Development Agency submitted by 30 September 2021	-	1		1	0	-	0	-		-		3
PERFORMANCE ACHIEVED/CORRECTIVE ACTIONS													
Q1	Report being prepared and will be completed in Q2 **MMREVIEW 16 NOEMBER 2021 AFTER STRAT PLANNING SESSION SHEDULE FOR NOV THE MATTER OF NECESSITY SHALL BE CONSIDERED AGAIN**												

Q2	The establishment of an Agency / vehicle to drive development was discussed at the Strategic Planning Session. Various options were discussed, and the consultant is preparing a development model. This target requires an adjustment.												
Q3													
Q4													
Cost Controls	% Reduction in staff overtime compared to previous year	10%	5%		1/5%	11.14%	2.5/5%	4%	4/5%		5/5%		5
PERFORMANCE ACHIEVED/CORRECTIVE ACTIONS													
Q1	A Reduction in Q1 in comparison to Q1 in 2020/21 is 11.14% **MM REVIEW 16 NOV 2021 NOTED.**												
Q2	A Reduction in Q2 in comparison to Q2 in 2020/21 is 4%												
Q3													
Q4													
Strategic Objective	SDO6: Directorate Finance												
Directorate	Finance												
Division	Revenue												
Function	Revenue												
SOD:6.3	REVENUE: To implement and maintain revenue policies and credit control procedures to ensure sound revenue management practices and compliance												

Focus Area	Key Performance Indicator	Baseline	2021/2022: Quarterly Targets										Weight
			Annual Target	Revised Target	Ending 30 September 2021		Ending 31 Dec 2019		Ending 31 March 2022		Ending 30 June 2022		
					Target	Actual	Target	Actual	Target	Actual	Target	Actual	
Revenue Enhancement	% revenue collection rate between revenue raised and revenue collected	92%	93%		93%	89%	93%	91.51%	93%		93%		5
PERFORMANCE ACHIEVED/CORRECTIVE ACTIONS													
Q1	89% collection was achieved in the Quarter. The reason for the lower than target collection is that the Annual Rates was levied in cases where consumers has not applied for monthly levying of their rates. The collection would therefore increase in the outer Quarters												

Q2	91.51% collection was achieved in this Quarter to date. The current collection rate is affected by the annual rates being billed in Quarter 1. The collection will increase in the outer Quarters and the annual target is expected to be achieved.												
Q3													
Q4													
Revenue Enhancement	Number of Phases of Revenue Completion Plan implemented by 30 June 2022	-	1		-	-	-	-	-		1		5
PERFORMANCE ACHIEVED/CORRECTIVE ACTIONS													
Q1	Not applicable in this Quarter **MM REVIEW 16 NOV 2021 NOTED**												
Q2	Not applicable in this quarter												
Q3													
Q4													
Revenue Enhancement	Number of Bad Debt Committee meetings held	-	4		1/4	1	2/4	-	3/4		4/4/		4
PERFORMANCE ACHIEVED/CORRECTIVE ACTIONS													
Q1	1 Meeting was held on 7 July 2021 **MM REVIEW 16 NOV 2021 NOTED**												
Q2	Meeting not held, Council was on recess during election period and then in December as well. Additional meetings will be held in outer Quarters to ensure that the annual target is met.												
Q3													
Q4													
Indigent support	% of indigent residents as per the indigent register provided with access to free basic services	100%	100%		100%	100%	100%	100%	100%		100%		3
PERFORMANCE ACHIEVED/CORRECTIVE ACTIONS													
Q1	100% achieved **MM REVIEW 16 NOV 2021 NOTED**												
Q2	100% achieved												

Q3													
Q4													
Indigent support	Number of Indigent Support Registration Drives 31/3/22	1	1		-	-	-	-	-	1	-		3
PERFORMANCE ACHIEVED/CORRECTIVE ACTIONS													
Q1	Not applicable in this Quarter **MM REVIEW 16 NOV 2021 NOTED**												
Q2	Not applicable in this quarter												
Q3													
Q4													
Strategic Objective	SDO6: Directorate Finance												
Directorate	Finance												
Division	Information Communication Technology												
Function	ICT Services												
SOD:6.4	ICT SERVICES: To plan, coordinate and render ICT services to the municipality to ensure efficient operations and support services in terms of the ICT strategy and policy												
Focus Area	Key Performance Indicator	Baseline	2021/2022: Quarterly Targets										Weight
			Annual Target	Revised Target	Ending 30 September 2021		Ending 31 Dec 2019		Ending 31 March 2022		Ending 30 June 2022		
					Target	Actual	Target	Actual	Target	Actual	Target	Actual	
ICT Systems	ICT steering com 1 meeting per quarter	4	4		1/4	2	2/4	3/4	3/4		4/4		5
PERFORMANCE ACHIEVED/CORRECTIVE ACTIONS													
Q1	2 Meetings were held on 29 July 2021 and 29 September 2021 MM REVIEW 16 NOV 21 TARGET EXCEEDED												
Q2	1 meeting held on 14 December 2021												
Q3													

Q4													
ICT Policies	Number of ICT Policies reviewed by 30 June 2022	1	1		-	1	-	1	-		1		5
PERFORMANCE ACHIEVED/CORRECTIVE ACTIONS													
Q1	1 Policy was reviewed and approved by Council on 31 August 2021. **MM REVIEW NOTED**												
Q2	1 Policy was reviewed and approved by Council on 6 Sept 21. Additional policies were considered by the ICT Steering Committee with a resolution to submit the Policies to the next Policy Workshop. No Policy Workshop took place during this period.												
Q3													
Q4													
Strategic Objective	SDO6: Directorate Finance												
Directorate	Finance												
Division	Supply Chain Management												
Function	Supply Chain Management												
SOD:6.5	SUPPLY CHAIN MANAGEMENT (SCM): To manage supply chain management service to ensure proper systems, policies and procedures and control for demand, acquisition, logistics, assets and disposal management												

Focus Area	Key Performance Indicator	Baseline	2021/2022: Quarterly Targets										Weight
			Annual Target	Revised Target	Ending 30 September 2021		Ending 31 Dec 2019		Ending 31 March 2022		Ending 30 June 2022		
					Target	Actual	Target	Actual	Target	Actual	Target	Actual	
Budget spending	% of Creditors paid within 30 Days of invoice	100%	100%		100%	96%	100%	99%	100%		100%		5
PERFORMANCE ACHIEVED/CORRECTIVE ACTIONS													
Q1	96% of creditors were paid within 30 days (4 creditors were paid late) **MM REVIEW NOTED TARGET NOT ACHIEVED CORRECTIVE ACTIONS IS BEING IMPLEMENTED**												
Q2	99% of creditors were paid within 30 days (1 creditor was paid late)												
Q3													

Q4													
SOD:6.6	DISPOSAL MANAGEMENT: To manage supply chain management service to ensure proper systems, policies and procedures and control for demand, acquisition, logistics, assets and disposal management												
Focus Area	Key Performance Indicator	Baseline	2021/2022: Quarterly Targets										Weight
			Annual Target	Revised Target	Ending 30 September 2021		Ending 31 Dec 2019		Ending 31 March 2022		Ending 30 June 2022		
					Target	Actual	Target	Actual	Target	Actual	Target	Actual	
Assets Management	Number of Asset registers completed by 20 August 2021	1	1		1	1	-	-	-		-		5
PERFORMANCE ACHIEVED/CORRECTIVE ACTIONS													
Q1	Fixed Asset Register completed and balanced to ledger for AFS preparation. Afs was submitted on 31 August 2021 **MM REVIEW 16 NOV 21 NOTED**												
Q2	Not applicable is this Quarter												
Q3													
Q4													
Assets Management	Number of Annual Auctions held by 28 February 2022	-	1		-	-	-	-	1				5
PERFORMANCE ACHIEVED/CORRECTIVE ACTIONS													
Q1	Not applicable in this Quarter **MM REVIEW 16 NOV 21 NOTED**												
Q2	Not applicable is this Quarter												
Q3													
Q4													
Strategic Objective	SDO6: Directorate Finance												
Directorate	Finance												
Division	Budget and Treasury												

Function	Financial Reporting												
SOD:6.1	BUDGET AND REPORTING: To manage and control the implementation of budget policies and procedures, statements and reporting processes to ensure legislative compliance.												
Focus Area	Key Performance Indicator	Baseline	2021/2022: Quarterly Targets										Weight
			Annual Target	Revised Target	Ending 30 September 2021		Ending 31 Dec 2019		Ending 31 March 2022		Ending 30 June 2022		
					Target	Actual	Target	Actual	Target	Actual	Target	Actual	
Financial Management	% compliance with the 5-day turnaround target for the certification of invoices for payment and resubmission to finance calculated from date of receipt by the Directorate	100%	100%		100%	-	100%	-	100%		100%		5
PERFORMANCE ACHIEVED/CORRECTIVE ACTIONS													
Q1	Unable to confirm the % compliance. Controls were put in place to provide % compliance and will be able to report from Q2 onwards **MM REVIEW 16 NOV 21 NOTED. NOTED THAT CONTROLS HAVE BEEN IMPLEMENTED TO ENABLE MEASURING OF THE TARGET.**												
Q2	Not yet implemented and therefore unable to report												
Q3													
Q4													

7. DIRECTORATE INFRASTRUCTURE AND ENGINEERING

KPA	**INFRASTRUCTURE AND BASIC SERVICE DELIVERY**
Strategic Objective	SDO2: Directorate Infrastructure and Engineering Services
Directorate	Infrastructure and Engineering Services
Division	Water and Sanitation
Function	Water

SOD:2.1	WATER AND SANITATION SERVICES: To manage the rendering of water services and to provide bulk and potable water and sanitation services to the community													
Focus Area	Key Performance Indicator	Baseline	2021/2022: Quarterly Targets										Vote number and budget	Weight
			Annual Target	Revised Target	Ending 30 September 2021		Ending 31 December 2021		Ending 31 March 2022		Ending 30 June 2022			
					Target	Actual	Target	Actual	Target	Actual	Target	Actual		
Infrastructure	% Reduction in water losses (Reduce losses to %)	51%	36%		36%	0%	36%	0%	36%		36%			15
PERFORMANCE ACHIEVED/CORRECTIVE ACTIONS														
Q1	▪ **Target not achieved**													
Q2	▪ Water Balance indicates % percentage of NRW (water loss) billed and unbilled. Unbilled loss is unmetered low-cost housing or informal settlement using communal standpipes. Both I&E and Finance to prepare implementation plan to analyse area by area which will set targets for following reporting based on tangible strategies. The current target of 36% needs to be revised/amended with the Feb Adjustments budget as it is an unrealistic target. ▪ **Target Not Achieved.**													
Q3														
Q4														
Strategic Objective	SDO2: Directorate Infrastructure and Engineering Services													
Directorate	Infrastructure and Engineering Services													
Division	Electricity distribution and supply													
Function	Electricity													
SOD:2.2	**ELECTRICAL SERIVICES: To manage the provision and maintenance of electrical services**													
Focus Area	Key Performance Indicator	Baseline	2021/2022: Quarterly Targets										Vote number and budget	Weight
			Annual Target	Revised Target	Ending 30 September 2021		Ending 31 December 2021		Ending 31 March 2022		Ending 30 June 2022			
					Target	Actual	Target	Actual	Target	Actual	Target	Actual		

Electrical Services	% Electricity losses (Reduce losses to %)	18%	12%		-	13,87%	16%	%13.95	14%		12%			15
PERFORMANCE ACHIEVED/CORRECTIVE ACTIONS														
Q1	▪ The losses reduced from 22,33% to 13,87% at the end of the 2020/21 financial year 30 June. ▪ **Target Exceeded**													
Q2	▪ The target for electricity losses up to quarter 2 was set for 16%, the target achieved is 13.95%. slightly up from end of Q1 but still under the target. ▪ **Target not met** ▪ Our amnesty period from October 2021 until the end of January 2022 restricts us from doing our inspections at residential houses. In February 2022, the team will start aggressively with inspections to curb further losses.													
Q3														
Q4														
Electrical Services	% Capital Budget Expenditure on electrical projects (DOE)	95%	95%		5/95%	25,31%	45/95%	68,59%	85/95%		95/95%			20
PERFORMANCE ACHIEVED/CORRECTIVE ACTIONS														
Q1	▪ Contractor appointed 12 July 2021. Material procured and invoices paid on first material received, roads were being graded to enable the contractor to access the area. VE Reticulation has been appointed on tender notice 85 of 2021. Expenditure at the end of September 2022 was at 25,31%. ▪ **Target Exceeded**.													
Q2	▪ More roads have been graded, most of the bulk material and switchgear was received. Poles were planted and the low voltage bundle conductor was constructed. Expenditure by middle December 22 when business closed was at 68,59% which surpass the target with a great margin. ▪ **Target Exceeded.**													
Q3														
Q4														
Strategic Objective	SDO2: Directorate Infrastructure and Engineering Services													
Directorate	Infrastructure and Engineering Services													
Division	Roads and Storm Water													

Function	Roads and Storm Water													
SOD:2.3	**ROADS AND STORM WATER SERVICES: To manage the construction, repair and maintenance of roads and storm water systems**													
Focus Area	Key Performance Indicator	Baseline	2021/2022: Quarterly Targets										Vote number and budget	Weight
			Annual Target	Revised Target	Ending 30 September 2021		Ending 31 December 2021		Ending 31 March 2022		Ending 30 June 2022			
					Target	Actual	Target	Actual	Target	Actual	Target	Actual		
Roads	% Capital expenditure for the construction of roads (MIG)	-	95%		5/95%	**4,5%**	45/95%	**52%**	85/95%		95/95%		20190710991784 R14,234,651.00	15
PERFORMANCE ACHIEVED/CORRECTIVE ACTIONS														
Q1	▪ Contract commencement date - 18 August 2021 ▪ MIG Budget upgrade gravel roads R14,234,651.00 Ex VAT ▪ Expenditure as at 30 September 2021 - R 646,212.03 Ex VAT i.e. 4,5% ▪ **Target not Achieved**													
Q2	▪ MIG Budget upgrade gravel roads R14,234,651.00 Ex Vat ▪ Expenditure as at 31 December 2021 = R 7,421,94.87 i.e., 52% ▪ **Target Met**													
Q3														
Q4														
Strategic Objective	SDO2: Directorate Infrastructure and Engineering Services													
Directorate	Infrastructure and Engineering Services													
Division	Project Management													
Function	Project Management													
SOD:2.4	**PROJECT MANAGEMENT: To manage the coordination and implementation of project management processes with regard to engineering projects (MIG, EPWP and other grant funded projects)**													
Focus Area		Baseline	2021/2022: Quarterly Targets											Weight

	Key Performance Indicator		Annual Target	Revised Target	Ending 30 September 2021		Ending 31 December 2021		Ending 31 March 2022		Ending 30 June 2022		Vote number and budget	
					Target	Actual	Target	Actual	Target	Actual	Target	Actual		
Municipal Infrastructure Grant	% MIG expenditure	95%	95%		5/95%	**6.85%**	45/95%	**36%**	85/95%		95/95%			20

PERFORMANCE ACHIEVED/CORRECTIVE ACTIONS	
Q1	▪ Total MIG Allocation - R 29,271,343.00 ▪ MIG Expenditure as at 30 September 2021 - R2,005,862.80 i.e., 6.85% ▪ **Target Exceeded**
Q2	**After reconciliation with B&T 2021/22 MIG Allocation is R 29,272,608.70** ▪ MIG Expenditure as at 31 December 2021 - R 11,950,344.33 which equates to 41% **Rollover Allocation (excl. VAT) is R 5,185,143.00 approved 18/10/2021.** ▪ Rollover Expenditure (excl. VAT) as at 31 December 2021 – R 366,993.75 i.e., 7 % **Combined allocation i.e., 2021/22 MIG Allocation + 2020/21 Rollover Allocation (excl. VAT) – R 34,239,926.09** ▪ **Combined Expenditure i.e., 2021/22 MIG Expenditure + 2020/21 Rollover Expenditure (excl. VAT) – R12,317,338.07 i.e. 36%.** ▪ The stand alone targets for 21/22 and the combined expenditure of 20/21 rollover did not result in the target being met. ▪ **Target not met** Termination of Sea Vista Sports Field contract contributed largely towards not meeting the target. Procurement process to complete the outstanding works is in progress
Q3	
Q4	
Strategic Objective	SDO2: Directorate Infrastructure and Engineering Services
Directorate	Infrastructure and Engineering Services
Division	Fleet Management
Function	Management

Focus Area		Baseline			2021/2022: Quarterly Targets	Fleet	Weight

	Key Performance Indicator		Annual Target	Revised Target	Ending 30 September 2021		Ending 31 December 2021		Ending 31 March 2022		Ending 30 June 2022			
					Target	Actual	Target	Actual	Target	Actual	Target	Actual		
Fleet Management	% Fleet operational (95%)	95%	95%		95%	95%	95%	94%	95%		95%			15

PERFORMANCE ACHIEVED/CORRECTIVE ACTIONS	
Q1	▪ New mobile generator purchased for Infrastructure & Engineering. ▪ 2 x Isuzu L.D. V's refurbished. ▪ 2 x Suction tankers refurbished. ▪ 2 x New NP 200 L.D. V's purchased for Revenue. ▪ Mechanical repairs job cards opened = 756 ▪ Tyre repairs and fitment of new tyres = 307 ▪ Vehicles in commission over the three-month period = 95% ▪ **Target Met**
Q2	• 1 x quad bike 4x4 purchased for Law Enforcement. • 1 x New Nissan Navara Double Cab purchased for the office of the Mayor. • 5 x Old L.D. V's completely refurbished. • 1 x Cherry picker completely refurbished. • 1 x Sewerage suction truck engine completely overhauled. • 1 x Jetting machine on trailer completely refurbished. • 1 x Suction truck completely refurbished. • Mechanical job cards opened = 738 • Tyre repairs and fitment of new tyres = 350 • Vehicles in commission over the second quarter period average = 94%
Q3	
Q4	
KPA	FINANCIAL VIABILITY AND MANAGEMENT
Strategic Objective	SDO6: Directorate Finance
Directorate	Finance
Division	Supply Chain Management

Function	Supply Chain Management													
SOD:6.5	**SUPPLY CHAIN MANAGEMENT (SCM): To manage supply chain management service to ensure proper systems, policies and procedures and control for demand, acquisition, logistics, assets and disposal management**													
Focus Area	Key Performance Indicator	Baseline	2021/2022: Quarterly Targets										Vote number and budget	Weight
			Annual Target	Revised Target	Ending 30 September 2021		Ending 31 Dec 2019		Ending 31 March 2022		Ending 30 June 2022			
					Target	Actual	Target	Actual	Target	Actual	Target	Actual		
Budget spending	% Capital budget expenditure	90%	95%		10/95%	**5.00%**	45/95%	**35%**	85/95%		95/95%			20
PERFORMANCE ACHIEVED/CORRECTIVE ACTIONS														
Q1	▪ Original Capital Budget = R 45,229,652.00 ▪ Capital budget amended at Council Meeting 6 September 2021 Item 21/09/F1 ▪ Amended Capital Budget = R 55,074,971.00 ▪ Expenditure as at 30 September 2021 - R2,757,780.87 i.e. 5% instead of 10% ▪ **Target not met**													
Q2	▪ Capital Budget incl. MIG funded project = R 61 037 886.00. However, 4 projects of internal funding of an amount of R 1 545 000 is not reflecting on B&T system. B&T are aware of the discrepancy and are interrogating it. ▪ Expenditure on all capital projects = R 21 857 180 - 35 % ▪ **Urgent procurement of Contractor to complete Sports Field at Sea Vista. We are at risk of not achieving the target and possibly losing MIG funding due to the contractor being terminated and the dept not engaging a new service provider as at Dec 2021** ▪ Need to finalise agreement with Farmer to start Soetkloof bore hole construction. At risk of not meeting the target due to delays in finalisation of the agreement. ▪													
Q3														
Q4														
Strategic Objective	SDO6: Directorate Finance													
Directorate	Finance													
Division	Budget and Treasury													
Function	Financial Reporting													
SOD:6.1	**BUDGET AND REPORTING: To manage and control the implementation of budget policies and procedures, statements and reporting processes to ensure legislative compliance.**													

Focus Area	Key Performance Indicator	Baseline	2021/2022: Quarterly Targets										Vote number and budget	Weight
			Annual Target	Revised Target	Ending 30 September 2021		Ending 31 Dec 2019		Ending 31 March 2022		Ending 30 June 2022			
					Target	Actual	Target	Actual	Target	Actual	Target	Actual		
	% Reduction in staff overtime compared to previous year	10%	5%		1/5%	23%	2.5/5%	7%	4/5%		5/5%			50
PERFORMANCE ACHIEVED/CORRECTIVE ACTIONS														
Q1	▪ July 2020 – R879 314,08 vs July 2021 = R695,701.68 i.e., 21% Reduction ▪ Aug 2020 - R1 003 845,50 vs Aug 2021 = R790,328.86 i.e. 21% Reduction ▪ Sept 2020 R 960 894.43 vs Sept 2021 = R 703 221.03 i.e. 27% Reduction ▪ **TOTAL FOR Q1 - 23% Reduction**													
Q2	▪ Oct 2020 – R 972 962. 81 vs Oct 2021 = R 773 852. 32 i.e., 20% Reduction ▪ Nov 2020 - R 762 671.24 vs Nov 2021 =R 860980,37 i.e., 13% Increase ▪ Dec 2020 - R 769 780.60 vs Dec 2021 = 691 178,58 i.e., 10% reduction ▪ **TOTAL FOR Q2 – 7% Reduction**													
Q3	▪													
Q4														
Financial Management	% compliance with the 5-day turnaround target for the certification of invoices for payment and resubmission to finance calculated from date of receipt by the Directorate	100%	100%		100%	100%	100%	100%	100%		100%			10
PERFORMANCE ACHIEVED/CORRECTIVE ACTIONS														

Q1	▪ 100% - **Target Met**												
Q2	▪ 100% - **Target Met**												
Q3													
Q4													
Financial Management	Due date compliance with the submission of Tariff Review proposals for the Directorate for consideration with the budget preparations	28/2/21	28/2/22		-	-	-	-	28/2/22		-		10
PERFORMANCE ACHIEVED/CORRECTIVE ACTIONS													
Q1	▪ No Target for Q1. To be done in Feb 2022												
Q2	▪ No Target for Q2. To be done in Feb 2022. ▪ **On track to achieve target in Feb 2022**												
Q3													
Q4													
Financial Management	Due date compliance with the submission of business plans for projects relevant to the Directorate to be considered for inclusion in the budget					-		-					10
PERFORMANCE ACHIEVED/CORRECTIVE ACTIONS													
Q1	▪ No Target for Q1. To be done in Feb 2022												
Q2	▪ No Target for Q2. To be done in Feb 2022 ▪ **On track to achieve target in Feb 2022**												

Q3	
Q4	

PROCUREMENT PLAN IMPLEMENTATION PLAN TARGETS

Project Number	Project	Key Performance Indicator	Annual Targets	Revised Target	30 Sept 2021		31 Dec 2021		31 Mar 2022		30 June 20222	
					Target	Actual	Target	Actual	Target	Actual	Target	Actual
PC 012	Hankey Sanitation Upgrade Phase 3 (MIG)	Number of contractors appointed by 30 June 2022	1 contractor appointed by 30 June 2022		0	-	0	-			1	
PERFORMANCE ACHIEVED/CORRECTIVE ACTIONS												
Q1	• Specs submitted to BSC on 6 July 2021. Advert Closed on 26 July 2021**.** Bid Evaluation Comm recommended that • The tender be cancelled and readvertised by March 2022											
Q2	• Awaiting response from MIG regarding request for additional funds. Tender documents complete. Waiting on funding. • **On track to achieve target by 30 June 2022**											
Q3												
Q4												
PC 075	Upgrading of Gravel Roads (MIG)	Date of completion of Phase 1 of the project	Phase 1 Completion by 30 June 2022		-	-		-			30/6/22	
PERFORMANCE ACHIEVED/CORRECTIVE ACTIONS												
Q1	▪ Contract commencement date 18 August for Phase 1											
Q2	▪ 3 Towns identified for Phase 1. Humansdorp, Jeffreys Bay and Thornhill. The contractors are currently working in Humansdorp and exposing existing services in Jeffreys Bay. Completion of Jeffreys Bay and Thornhill earmarked for Q3 & Q4. ▪ **On track to achieve target by 30 June 2022**											
Q3												
Q4												
PC 12	Hankey Sanitation Upgrade Phase 2 (MIG)	Number of contractors appointed	Appoint 1 contractor by 30 June 2022		-	-		-			1	
PERFORMANCE ACHIEVED/CORRECTIVE ACTIONS												
Q1	▪ No target for Q1											

Q2	▪ Awaiting response from MIG regarding request for additional funds. Tender documents complete. Waiting on funding. ▪ **On track for target to be achieved by 30 June 2022**											
Q3												
Q4												
OP 1	Hire of plant and machinery	Date of submission	BSC submission 26 Nov 2021			-	26/11/21	-				
PERFORMANCE ACHIEVED/CORRECTIVE ACTIONS												
Q1	▪ Existing plant hire tender expires on 31/05/2022. No target set for Q1											
Q2	▪ Specification to be revised or improved to ensure efficient evaluation process. ▪ In consultation with SCM, tender doc to be tabled at BSC on 8 Feb 22 ▪ Target of submission to BSC by 26 Nov 2021 was not achieved ▪ **Target not met**											
Q3												
Q4												
CP 66KV	New Overhead line 66kV Melkhout to J Bay	Date of submission Date of completion of Phase 3 of the project	BSC submission Complete Phase 3 by 30/6/22		6/8/21	23/7/21		-			30/6/22	
PERFORMANCE ACHIEVED/CORRECTIVE ACTIONS												
Q1	▪ Served at BSC 23 July 2021. BEC 10 September 2021 and BAC 15 Sep 2021.											
Q2	▪ Contractor VE Reticulation appointed on 13 October 2021, site handover 21 October 2021 at a budget of R 1 445 386. Material and equipment overhead line, earth conductor and 66kv insulators delivered. ▪ **On Track to achieving Target by 30 June 2022**											
Q3												
Q4												
OP 1	Roster of consultants: professional service providers	Date of submission Date of completion of roster of consultants	BSC submission 15 Apr 2022 Roster of consultants completed by 30 June 2022.			-		-			30/6/22 15/4/22	

PERFORMANCE ACHIEVED/CORRECTIVE ACTIONS												
Q1	▪ No target for Q1											
Q2	▪ SCM requirements to be confirmed as to how award will be implemented. after concluding panel with prospective successful consultant ▪ **On track to achieving target**											
Q3												
Q4												
CP 74	Upgrading of sports facilities (MIG)	Date of submission Number of consultants appointed	BSC submission 5 Aug 2021 Appoint 1 consultant by 30 June 2022		5/8/21	1/10/21 BSC		-			1	
PERFORMANCE ACHIEVED/CORRECTIVE ACTIONS												
Q1	▪ Tender Spec and draft document for appointment of PSP submitted by email to SCM for BSC on 1 Oct 2021 ▪ **Target not met**											
Q2	▪ Tender notice 235/2021 ▪ Compulsory virtual tender classification was held on 4 November 2021 ▪ Tender closed 22 November 2021 ▪ **On track to achieve target by 30 June 2022**											
Q3												
Q4												
ELEC 711	Electrification and Bulk Infrastructure Kruisfontein (INEP)	Number of houses electrified	200 houses electrified by 30 June 2022			-		-			200 houses	
PERFORMANCE ACHIEVED/CORRECTIVE ACTIONS												
Q1	▪ VE Reticulation appointed on 12 July 2021 - tender notice 85 of 2021. ▪ No target for Q1											
Q2	▪ 0% housing units on site. Site has been cleared, roads graded, and reticulation has been done. ▪ Beneficiaries will be moved onto properties in Q3 and reporting to start in Q3. ▪ No Target for Q1 ▪ **On track to achieving target by 30 June 2022**											
Q3												

Q4												
PC 003	Electrification and Bulk Infrastructure Jeffreys Bay (INEP) 2022/23 project	Date of submission	BSC submission April 2022		29/4/22	-		-			1	
		Number of contractors appointed	Appoint 1 contractor by 30 June 2022									
PERFORMANCE ACHIEVED/CORRECTIVE ACTIONS												
Q1	▪ The tender document has been drafted - awaiting permission from DMRE.											
Q2	▪ The document is ready. DMRE will issue instruction letters confirming payment in March 2022. ▪ Tender will immediately be advertised, and process will commence to appoint the contractor by 1st July 2022. ▪ This will also be dependent on the Human Settlements section's readiness with units and beneficiaries. ▪ **On track to achieving target with dependency on Human Settlements.**											
Q3												
Q4												

8. DIRECTORATE PLANNING, DEVELOPMENT AND TOURISM

KPA	**INFRASTRUCTURE AND BASIC SERVICE DELIVERY**													
Strategic Objective	SDO3: Directorate Planning, Development and Tourism													
Directorate	Planning, Development and Tourism													
Division	Town Planning and Building Control													
Function	Building Control													
SOD:3.1	**TOWN PLANNING AND BUILDING CONTROL:** To manage the rendering of spatial and land use planning, surveying, valuations and building control services													
Focus Area	Key Performance Indicator	Baseline	2021/2022: Quarterly Targets										Vote number and budget	Weight
			Annual Target	Revised Target	Ending 30 September 2021		Ending 31 December 2021		Ending 31 March 2022		Ending 30 June 2022			
					Target	Actual	Target	Actual	Target	Actual	Target	Actual		
Town Planning	% of land use applications	100%	100%		100%	66%	100%	-	100%		100%			5

	finalized within 90 days of a compliant submission													
PERFORMANCE ACHIEVED/CORRECTIVE ACTIONS														
Q1	Target not achieved. 65 applications received: 43 valid applications. Non approvals . 15 Applications approved by MPT during Q1 from previous year.													
Q2	51 applications received, 21 open status (ready for public participation), 26 incomplete. 4 applications ready for assessments. It must be noted that the achievements shall not reflect correctly if non-compliant submissions are counted.													
Q3														
Q4														
Town Planning	Number of days for the approval of compliant building plans for structures less than 500M2	30	30		30	13 days	30	27 days	30		30			5
PERFORMANCE ACHIEVED/CORRECTIVE ACTIONS														
Q1	Target Exceeded. 13 days for final approval													
Q2	Target Exceeded. 27 Days reported for final approval													
Q3														
Q4														
Town Planning	Number of days for the approval of compliant building plans for structures	60	60		60	42 days	60	34,5	60		60			10

	bigger than 500M2													
PERFORMANCE ACHIEVED/CORRECTIVE ACTIONS														
Q1	Target exceeded. 42 days turnaround time reported.													
Q2	34,5 days turnaround time reported													
Q3														
Q4														
Town Planning	Humansdorp Precinct Plan completed by 30 June 2022	-	30/6/22		-	-	-	-	-		30/6/22			10
PERFORMANCE ACHIEVED/CORRECTIVE ACTIONS														
Q1	No target for Q1. Project Steering Committee meeting held on 27 September 2021. Draft Report completed and tabled in Council for Public Participation.													
Q2	Draft Report being published for public participation (website and newspaper.)													
Q3														
Q4														
Strategic Objective	SDO3: Directorate Planning, Development and Tourism													
Directorate	Planning, Development and Tourism													
Division	Human Settlements													
Function	Human settlements													
SOD:3.2	HUMAN SETTLEMENTS: To manage the funding administration of housing projects and administration of housing processes of housing applications provisioning to ensure proper service delivery to the community													
Focus Area	Key Performance Indicator	Baseline	2021/2022: Quarterly Targets										Vote number	Weight
			Annual Target	Revised Target	Ending 30 September 2021		Ending 31 December 2021		Ending 31 March 2022		Ending 30 June 2022			

					Target	Actual	Target	Actual	Target	Actual	Target	Actual	and budget	
Housing Administration	2 informal settlements formalized by 30 June 2022	-	2		-	-	1/2	3			2/2			10
PERFORMANCE ACHIEVED/CORRECTIVE ACTIONS														
Q1	No Q1 target. Still awaiting finalization of the appointment of HDA.													
Q2	Target exceeded. The following were formalised (provision of electricity & basic services in the reporting time): No10 settlement = 195 households; Ebumnyameni =250 households & Mooi Uitsig = 200													
Q3														
Q4														
Housing Administration	Number of informal settlement Audits completed by 30 June 2022		1			-		-			1			15
PERFORMANCE ACHIEVED/CORRECTIVE ACTIONS														
Q1	No target for Q1													
Q2	No target for Q2													
Q3														
Q4														
Housing Administration	Number of Human Settlements Plan by 30 June 2022	-	1		-	-	-	-	-		1			20
PERFORMANCE ACHIEVED/CORRECTIVE ACTIONS														
Q1	No Target for Q1.													

Q2	No target for Q2.													
Q3														
Q4														
Land Administration	% Outstanding Resolutions on Land executed	80%	80%		20/80%		40/80%	45/80%	60/80%		80/80%			5
PERFORMANCE ACHIEVED/CORRECTIVE ACTIONS														
Q1	Target achieved for Q1. Good progress shown on a number of outstanding resolutions. Concluded Lease of Erf 873 Jeffreys (Golf Club), Concluded Disposal of erven 2078, 2079, 2081, 2082, 3296 and 3297 Humansdorp (Woodlands), Concluded Lease of Erf 275 Humansdorp (Humansdorp Mark), 98 Wet Erven Kruisfontein (15 sale agreements concluded), Legal busy with Land Swop of Erven 668, 680, 681, 682 for portion of erf 17 Hankey (W&M Klein Boerdery), Erven 761 and 2077 Humansdorp Public Roads (Woodlands Dairy), Erf 554 Sea Vista (Public Participation)													
Q2	Target achieved for Q2. Servitude over Erf 300 Patensie completed; Subdivision & Consolidation with respect to the land swop erf 6649 and 6650 Jeffreys Bay completed; Long-term lease on erf 2094 Humansdorp completed. Erf 17 Hankey sale agreement has been drafted; Erf 347 portion 4 (Teen Challenge) advertisement completed													
Q3														
Q4														
Land Administration	% Completion of the disposal of erven 2078, 2079, 2081 ,2081, 3296 and 3297 HUMANSDORP	90%	100%		-	100/100%	50/100%	100/100%	80/100%		100/100%			5
PERFORMANCE ACHIEVED/CORRECTIVE ACTIONS														
Q1	Target Achieved. Complete Transfer of the properties finalized, and purchase funds paid over to Municipality.													
Q2	Completed in Q1													
Q3														
Q4														

Land Administration	% Completion of the alienation of Erf 353 Humansdorp	90%	100%		-	-	50/100%	50/100%	80/100%		100/100%			5
PERFORMANCE ACHIEVED/CORRECTIVE ACTIONS														
Q1	No target for Q1.													
Q2	The revised draft specifications ready for BSC approval. 50% achievement													
Q3														
Q4														
Land Administration	Number of Land Audits completed by 30June 2022	-	1		-		-	-	-		1			5
PERFORMANCE ACHIEVED/CORRECTIVE ACTIONS														
Q1	No target for Q1													
Q2	No target for Q2. The specifications of the Comprehensive Land Audit to be reworked and submitted to the Bid Specification Committee at the beginning of Q3.													
Q3														
Q4														
Land Administration	Number of municipal owned residential properties disposed of by 30 June 2022	-	9		-	-	-	-	-		9			5
PERFORMANCE ACHIEVED/CORRECTIVE ACTIONS														
Q1	No target for Q1.													
Q2	No target for Q2. The Panel of Estate Agents has been appointed who will be responsible for selling of municipal residential properties.													
Q3														
Q4														

KPA	LOCAL ECONOMIC DEVELOPMENT													
Strategic Objective	SDO3: LED Office of the Municipal Manager													
Directorate	Planning, Development and Tourism													
Division	LED and Tourism													
Function	Local Economic Development													
SOD:3.2	DEVELOPMENT (LED) AND TOURISM: To plan and develop a coherent and integrated framework for local economic development and tourism													
Focus Area	Key Performance Indicator	Baseline	2021/2022: Quarterly Targets										Vote number and budget	Weight
			Annual Target	Revised Target	Ending 30 September 2021		Ending 31 December 2021		Ending 31 March 2022		Ending 30 June 2022			
					Target	Actual	Target	Actual	Target	Actual	Target	Actual		
Local Economic Development	Number of LED Forum Meetings Held	4	4		1/4	1/4	2/4	2/4	3/4		4/4			
PERFORMANCE ACHIEVED/CORRECTIVE ACTIONS														
Q1	LED forum meeting was held on 23 September 2021.													
Q2	LED forum meeting was held on 15 December 2021. Additionally, a stakeholder engagement													
Q3														
Q4														
Local Economic Development	% Budget expenditure for LED programs and projects	90%	90%		10/90%	Less than 5%	45/90%	8% operational; 0% capital	80/90%		90/90%			
PERFORMANCE ACHIEVED/CORRECTIVE ACTIONS														
Q1	Target not Achieved. Less than 5% expenditure in Q1.													
Q2	- Funding of R50 000.00 to Sakhe Family Care through BIGM Funding.													

	- PGA - Council approved government funding of R275 000 towards successful hosting of the PGA Championship Golf Tournament hosted at St Francis Links in 04 -07 November 2021. - An agricultural stakeholder engagement meeting was held on the 15th of November 2021, refreshments were procured for the attendees at value of R1998.13. - Destination awareness program, held on 25 – 28 November 2021 at four different petrol stations; Windfarm, Nanaga, Storms River and Mentors kraal with the aim of marketing Kouga's a destination of choice - Requisition was done for the Ocean View Business Centre [Bill of Quantities] an amount of R15 525.00 will be paid to ULTRAMA once invoice is received from them.													
Q3														
Q4														
Local Economic Development	Number of jobs created through PPP	-	20		-	98/20	-	100/20	10/20		20/20			
PERFORMANCE ACHIEVED/CORRECTIVE ACTIONS														
Q1	No target in Q1. Jobs created through the Municipal funded (partnership / sponsorship agreements) – Long Surfboard Championships = 89; Museum = 9													
Q2	No target for Q1. Jobs created through the Municipal funded (partnership / sponsorship agreements) Museum = 11													
Q3														
Q4														
Local Economic Development	Number of LED training opportunities provided to SMME's and entrepreneurs	4	4		1/4	2/4	2/4	3/4	3/4		4/4			
PERFORMANCE ACHIEVED/CORRECTIVE ACTIONS														
Q1	The Informal Business Support Programme Workshop was held on 7 September 2021. The SMME'S Were also capacitated with covid 19 equipment by the Municipality through the BIGM programme. The Department rolled out a Tourism Ambassador Training on 28 -30 September 2021.													

Q2	The NYDA 5 Day Business Management Training was held on 8 – 12 November 2021 for 5 days in the Jeffreys Bay, Newton Hall. 18 SMME's Participated and Certificates were handed out to the Participants after completion.
Q3	
Q4	
KPA	FINANCIAL VIABILITY AND MANAGEMENT
Strategic Objective	SDO6: Directorate Finance
Directorate	Finance
Division	Budget and Treasury
Function	Financial Reporting
SOD:6.1	BUDGET AND REPORTING: To manage and control the implementation of budget policies and procedures, statements and reporting processes to ensure legislative compliance.

Focus Area	Key Performance Indicator	Baseline	2021/2022: Quarterly Targets								Vote number and budget	Weight
			Annual Target	Revised Target	Ending 30 September 2021		Ending 31 Dec 2019		Ending 31 March 2022		Ending 30 June 2022			
					Target	Actual	Target	Actual	Target	Actual	Target	Actual		
Financial Management	% Reduction in staff overtime compared to previous year	10%	5%		1/5%	100/5%	2.5/5%	100/5%	4/5%		5/5%			50

PERFORMANCE ACHIEVED/CORRECTIVE ACTIONS	
Q1	Target exceeded. No overtime paid in this Quarter.
Q2	Target exceeded. No overtime paid in this Quarter.
Q3	
Q4	

Financial Management	Due date compliance with the submission of Tariff Review proposals for the Directorate for consideration with the budget preparations	28/2/21	28/2/22		-	-	-	-	28/2/22		-		15
PERFORMANCE ACHIEVED/CORRECTIVE ACTIONS													
Q1	No Target for Q1												
Q2	No Target for Q1												
Q3													
Q4													
Financial Management	% compliance with the 5-day turnaround target for the certification of invoices for payment and resubmission to finance calculated from date of receipt by the Directorate	100%	100%		100%	100%	100%	100%	100%		100%		20
PERFORMANCE ACHIEVED/CORRECTIVE ACTIONS													
Q1	Target Achieved												
Q2	Target Achieved												
Q3													
Q4													
Financial Management	Due date compliance with	28/2/21	28/2/22			-		-	28/2/22				15

Financial Management	the submission of business plans for projects relevant to the Directorate to be considered for inclusion in the budget													

PERFORMANCE ACHIEVED/CORRECTIVE ACTIONS	
Q1	No target for Q1.
Q2	No Target for Q1
Q3	
Q4	

KOUGA MUNICIPALITY (EC 108)

SPECIAL COUNCIL MEETING

OFFICE OF THE MUNICIPAL MANAGER

DATE: 7 FEBRUARY 2022 **ITEM NO: 22/02/MM2**

AMENDED IDP PROCESS PLAN FOR THE PERIOD 2022/23

1. Introduction

The purpose of this report is to table the **Amended** IDP, Budget and PMS Process Plan for the IDP 2022/23 period. See attached Process Plan.

The process plan briefly outlines the **amended** activities in the processes which the municipality will undertake in drafting of its 2022/23 IDP, Budget and SDBIP.

2. Legislative requirements

2.1 **Integrated Development Plan (IDP)**

Section 28 of the Municipal Systems Act, no 32 of 2000 prescribes that:

(1) Each municipal council, within a prescribed period after the start of its elected term, must adopt a process set out in writing to guide the planning, drafting, adoption and review of its integrated development plan.
(2) The municipality must through appropriate mechanisms, processes and procedures established in terms of Chapter 4, consult the local community before adopting the process.
(3) A municipality m*ust give notice to the local community to particulars of the process it intends to follow.*

Section 29(1) of the Municipal Systems Act, no 32 of 2000 prescribes that:
The process must:

(a) be in accordance with a predetermined programme specifying timeframes for the different steps;
(b) through appropriate mechanisms, processes and procedures established in terms of Chapter 4, allow for –
    (i) the local community to be consulted on its development needs and priorities;
    (ii) the local community to participate in the drafting of the integrated development plan; and
    (iii) organs of the state, including traditional authorities, and other role players to be identified and consulted on the drafting of the integrated development plan;

(c) provide for the identification of all plans and planning requirements binding on the municipality in terms of national and provincial legislation; and
(d) be consistent with any other matters that may be prescribed by regulation.

2.2 **Annual Budget**

The annual budget and the IDP are inextricably linked to one another, something that has been formalised through the promulgation of the Municipal Finance Management Act No 56 of 2003. Chapter 4, Section 21(1) of the Municipal Finance Management Act (MFMA) indicates that:

The Mayor of a municipality must:

(b) at least 10 months before the start of the budget year, table in the municipal council a time schedule outlining key deadlines for:

(i) the preparation, tabling and approval of the annual budget;
(ii) the annual review of:

aa) the integrated development plan in terms of section 34 of the Municipal Structures Act; and
bb) the budget related policies.

(iii) the tabling and adoption of any amendments to the integrated development plan and the budget-related policies; and
(iv) the consultative processes forming part of the processes referred to in subparagraphs (i), (ii) and (iii).

2.3 **Service Delivery and Budget Implementation Plan (SDBIP)**

The Service Delivery and Budget Implementation Plan (SDBIP) is an implementation plan of the approved Integrated Development Plan (IDP) and Medium-Term Revenue and Expenditure Framework. Therefore, only projects that are budgeted for are implemented. The SDBIP serves to address the development objectives as derived from the approved IDP.

Section 1 of the MFMA defines the SDBIP as:

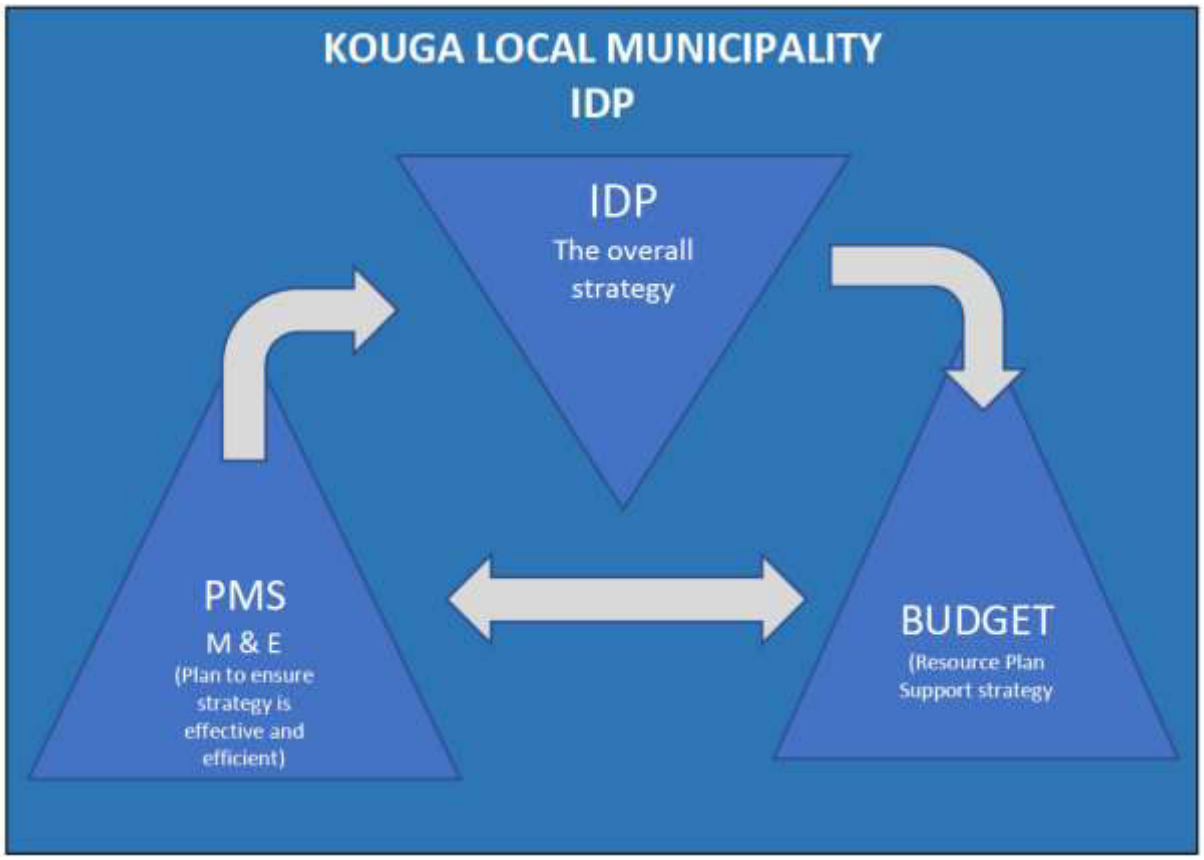
(a) detailed plan approved by the mayor of a municipality in terms of section 53(1)(c)(ii) for implementing the municipality's delivery of services and the execution of its annual budget and which must include (as part of the top-layer) the following:
(i) revenue to be collected, by source; and
(ii) operational and capital expenditure, by vote.

(b) Service delivery targets and performance indicators for each quarter.

3. Alignment of the IDP, Budget and SDBIP

The IDP review process is mainly geared towards identifying early-warning signs for corrective action whenever it is required. The performance indicators are flowing from the IDP and constitute the heart of the Performance Management

System. The IDP Process Plan 2022/2023 aligns the IDP, Budget Process and Performance Management in order to adhere to the legislative requirements. The linkages of the three processes are summarised in the following diagram:



4. Horizontal and Vertical alignment

4.1 **District Alignment**

Sarah Baartman District Municipality has established a District IDP Engagement Forum which are also attended by the Department of Co-operative Governance, Human Settlements and Traditional Affairs and the Office of the Premier to provide strategic direction in terms of IDP's. The IDP preparation process utilizes this forum to ensure vertical and horizontal alignment.

4.2 **Alignment with Sector Departments**

Alignment with sector departments is essential in order to ensure that the priorities of Kouga Municipality can be reflected in their prioritization process, as well as their projects can be reflected in the IDP document.

5. Comment

The **Amended** Process Plan directs the activities of the IDP, Budget and PMS processes, in order to monitor and evaluate progress, which the municipality is making in its mandated service delivery goals. It is therefore suggested that the attached amended process plan be adopted for the period of year 2022/23.

6. Recommendation

6.1 That Council approves the **Amended** IDP Process Plan for the 2022/23 financial year in accordance with Section 29(1) of the Municipal Systems Act, No 32 of 2000.

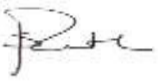
6.2 That the **Amended** Process Plan be published on the municipal website and municipal notice boards within 10 days after adoption by the Council.

6.3 That the Amended Process Plan be submitted to EC-Cogta and Provincial Treasury within 10 days after adoption by the Council.

6.4 That Council authorizes delegated authority to the Executive Mayor to further amend the 2022/2023 IDP Process Plan in the event of unforeseen circumstances.

Prepared by: Acting Deputy Municipal Manager 

Approved for by: Municipal Manager 

Noted by: Portfolio Chairperson 

INTEGRATED STRATEGIC TIME SCHEDULE IN TERMS OF THE PROCESS FOR REVIEWING THE IDP/BUDGET AND BUDGET SDBIP FOR THE 2022/23 FINANCIAL YEAR

PHASE 0 PREPARATION PHASE /PRE- PLANNING					
ACTION	**LEGISLATIVE REQUIREMENT**	**PURPOSE**	**RESPONSIBIITY**	**TIMEFRAME**	**EVIDENCE**
Sarah Baartman District Municipality Framework IDP Co-ordinator meeting	MSA s(29) (3)	Workshop CDMF with all LM – alignment	Sarah Baartman District Municipality and IDP Coordinators	– In 2 weeks before 22 February 2022	Draft District framework
4th Quarter Performance Report and finalize Annual Performance Evaluation	MPR Regulation 27(4)(d) and (e)	Evaluate performance according to the Performance Agreements	MM and Mayor	31 August 2021	Evaluated Reports
Q4 review by Internal Audit Unit	MPPMR 14 (a) and (b)	Prepare of Annual Performance Report for MPAC	MM, PMS Manager and Internal Audit Unit	31 August 2021	Reviewed Reports
Review of performance by MPAC and adoption by Council	MFMA Circular 63 MSA Section 126(1)(a) MFMA S129	Moderate Performance Evaluation Reports in preparation for Council's consideration for adoption	MPAC and Council	31 August 2021	Moderated Reports adopted by Council
Finalize Performance Agreements (2021/22) of Municipal Manager and Managers reporting to the Municipal Manager and Submit to MEC and publicize within 14 days	MSA	Legal Requirement	Municipal Manager	31 July 2021	Formal Letter and website access
Amend Process Plan and develop IDP and Budget time schedule for 2022/23 (MFMA S35(1).	MFMA Section 21(1)(b) MSA 28 (1)	Alignment with Draft Sarah Baartman DM Framework.	(Legal requirement) Sarah Baartman DM and Local Municipality.	07 February 2022	Aligned Draft IDP and Budget time schedule / Process Plan with Sarah Baartman DM Draft Framework.
Prepare and submit audit action plan.	MSA s46 MFMA 121 (3) (a)	To address the shortfalls identified by the AG.	Municipal Manager and CFO	On or before 28 February 2022	Copy of the Audit Action Plan.

Table amended IDP/Budget/PMS time schedule to Council for adoption	MFMA Section 21(1)(b)	Council adoption - Legal Compliance	Municipal Manager, Mayor, Council, IDP official and CFO	07 February 2022	Council Resolution.
Upload the Revised IDP and Budget time schedule / Process Plan on the municipal website, place on notice boards and advertise in a local newspaper	MFMA Section 21(1)(b)	To notify stakeholders of key dates and encourage participation in these processes.	Municipal Manager and IDP Official	10 February 2022	Advertisement/Notice Website
Table the 2021/22 Adjustment budget	MFMA - Sec 28 MBRR Reg. 23 (1); 25(1)	Legal compliance, if necessary, to adjust existing budget	Municipal Manager and CFO	On or before 28 February 2022	Council Resolution
Submission of tabled Adjustments Budget to National & Relevant Provincial Treasury.	MFMA - Sec 28 MBRR Reg. 24 and 27	Legal Compliance	Municipal Manager and CFO	Within 10 working days after tabling to Council.	Email
Submit Adjusted SDBIP to the Council for approval.	MFMA 54 (1)	Legal Compliance	Municipal Manager	On or before 28 February 2022	Council Resolution

PHASE 1 - ANALYSIS PHASE					
Ward based planning and Community Consultation	MSA Section 29(1)(b):	Conduct ward-based planning with all 15 ward committees. Present IDP Process Plan / Time Schedule; Present 2022/23 ward priorities; report back on project progress; cost implications and challenges. Obtain new needs to be prioritized for 2022/23	IDP Manager, ward councillors and ward committee members	February / March 2022 (19 Feb -05 March)	Kouga Municipality
Conduct situation analysis and update the status quo **(Strategic Planning Session)**	MSA Section 29(1)(b) MSA Section 56(2)	SWOT Analysis on the internal and external environment; determine existing level of development and backlogs. Consider changes in the current environment: Gap analysis of the IDP Assessment 2020/21, 2019/20 and 2018/19 Annual Performance Reports and develop corrective action plans	IDP Manager (Administration and Council)	On or before 28 February 2022	Corrective action plans
Submission of 2020/21 Annual Financial Statements to Office of the Auditor-General	MSA Section 126(1)(a):	Legal Compliance to obtain Audit Opinion	Municipal Manager and CFO	31 August 2021	Letter of Acknowledgement by
Submit draft 2020/21 annual performance report to the Auditor-General	MFMA - Section 127(5)(b)	Legal compliance	Municipal Manager and PMS Manager	31 August 2022	Letter of Acknowledgement by Office of the AG.
Attend District IDP Rep Forum Meetings	MSA 29 (3)	Legal Compliance.	Municipal Manager, CFO, Sec 56 Managers	9 September 2021	Attendance Register

Attend District IDP Consultation Committee meeting		Alignment and information sharing.	IDP Co-ordinator's and Mayors	22 October 2021	Attendance Register
Local Government Elections (pending proclamation or new date pending IEC decision)	The Constitution 1996 Municipal Demarcation Act, 1998 Electoral Act 2000	Legal Compliance	IEC	October/ November 2021	Election results
Inaugural Council Meeting	Municipal Structures Act,1998	Legal Compliance	MM	17 November 2021	Registration
Q1 Performance Reporting	MPR Regulation 27(4)(d) and (e)	Evaluation Sec 56 managers, lower levels if applicable and institution PMS - Legal compliance	Municipal Manager and PMS Manager	29 October 2021	Evaluation Reports
Q1 review by Internal Audit	MPPMR 14 (a) and (b)	Preparation of Annual Performance Report for MPAC	MM and PMS Officer and Internal Audit Unit	29 October 2021	PMS Manager
Review of performance by MPAC	MFMA Circular 63 MSA Section 126(1)(a) MFMA S129	Moderate Performance Evaluation Reports in preparation for Council	MPAC and Council	30 November 2021	Moderated Reports adopted by Council
Convene 1st and 2nd IDP and Budget Steering Committee Meeting	MBRR Reg.4(1) (2)	Report on community-based planning, proposed amendments to organogram. Present consolidated directorate projects and budget needs	Municipal Manager, Council and CFO and directors	23 February 2022 & 16 March 2022	Attendance register and organogram status
Councillor Workshop on Draft Budget / IDP /Revised SDF	MPPMR 15	Present Draft IDP	Municipal Manager/MAYCO/ Directors and Councillors	15 March 2022	Attendance registers

Consultation with stakeholders on the IDP Process – IDP Rep Forum	MPPR Reg.15	Consultation with IDP rep forum		22 March 2022	Attendance registers and minutes
Table Review of System of Delegations at Council Meeting	Municipal Systems Act S (59)	Table delegations register at Council	Municipal manager /Manager Legal Services	On or before 28 February 2022	Council Resolution

PHASE 2 – STRATEGIES					
Draft 3-year Budget forecast on human resources costs	MPPR Reg2	To ensure that the budget cost on human resource stays within the prescribed percentage	CFO and Director: Corporate Services.	October 2021	3-year budget forecast report
Submit proposed DRAFT 2022/23 Operating and Capital Budget requirements by directorates to the CFO	MSA s(41) MFMA (21)	Preparation of the proposed adjustment budget and indicative 2020/2021 forecast.	Municipal Manager, CFO and Section 56 Managers (Directors)	15 March 2022	Directorate draft budget requirements.
Review Budget related policies	MFMA s(21) (ii)(bb) MBRR Reg.7(1)	Legal Compliance - review, update and check relevance	CFO	On or before 15 March 2022	Council Resolution
Submit Sector plans and KPA inputs on IDP, Directorates to submit Departmental SDBIP to PMS Manager	MSA (41)	To inform the review and updating of the IDP and Institutional SDBIP	Municipal Manager, CFO and Directors	By end of October 2021	KPA input and SDBIP per directorate
Mid-year engagements with Provincial Treasury and COGTA	MSA 31 (a);(b) and (c)	To monitor the budget process and ensure that timeframes and compliance issues are met	Municipal Manager, CFO and Directors	15 February 2022	Attendance registers and presentations
PHASE 3 – PROJECTS					
Attend District IDP Rep Forum Meeting	MSA 29 (3)	Alignment and information sharing.	IDP Coordinators and Mayors	24 February 2022	Attendance Register
Convene the 3rd IDP and Budget Steering Committee meeting.	MBRR Reg.4(1) (2)	Report on refined objectives and strategies, planned strategic interventions and proposed amendments to the organogram in response to overcome challenges. Present consolidated proposed directorate projects and budget needs.	Municipal Manager and CFO and directors	6 May 2022	Reports, presentations, minutes and attendance register

Convene the 4th IDP and Budget Steering Committee meeting.	MBRR Reg.4(1) (2)	Report on refined objectives and strategies, planned strategic interventions and proposed amendments to the organogram in response to overcome challenges. Present consolidated proposed directorate projects and budget needs.	Municipal Manager and CFO and directors	11 May 2022	Reports, presentations, minutes and attendance register
Meeting with COGTA-EC	MSA s 31 (a);(b) and (c)	To monitor the implementation of planning phases identified in the Time Schedule /Process Plan as per sect 31 of MSA	EC-COGTA & IDP Officer	1st week in December 2021	Minutes and attendance register

PHASE 4 – INTEGRATION PHASE					
Finalize the annual review of tariffs, fees and charges	MFMA s 75, 87, 68	To determine increase to be undertaken to cover service delivery	Municipal Manager, CFO and directors	15 March 2022	Amended tariff list
Submission of the Sec 72 Performance Report	MFMA - Section 72(1)(b) MBRR - Reg 35	Legal Compliance	MM, CFO and Mayor	25 January 2022	Reports
Q2 Performance Reporting.	MSA (41) MPR Regulation 27(4)(d) and (e)	Evaluation Sec 56 managers, lower levels if applicable and institution PMS - Legal compliance	MM and PMS Officer	31 January 2022	Evaluation Reports
Q2 review by Internal Audit	MPPMR 14 (a) and (b)	Preparation of Annual Performance Report for MPAC	MM, PMS Manager and Internal Audit Unit	End of January 2022	Reviewed Reports
Review of performance by MPAC and adoption by Council	MFMA Circular 63 MSA Section 126(1)(a) MFMA S129	Moderate Performance Evaluation Reports in preparation for Council	MPAC and Council	On or before 28 February 2022	Moderated Reports adopted by Council
IGR Session to facilitate alignment	MSA s29 (1) (iii)	Legal Compliance. Align provincial and national programmes with IDP	Municipal Manager	On or before 28 February 2022	Attendance Register
Confirm National and Provincial Government allocations to the Municipality for incorporation into the Draft Budget for tabling	MSA s29 (1) (iii)	To incorporate grant funding from National and Provincial Government into the Draft Budget.	CFO	Publication of DORA toward mid- to-end February 2022	Allocation circular
Table 2022/23 Draft IDP and Capital and Operating Budgets, ward-based budgets and draft tariffs, fees and charges	MFMA - Sec 16(2) MSA - Sec 25 MBRR - Part 3	Council to consider and adopt the final Draft IDP and Budget.	Municipal Manager and CFO	31 March 2022	Adopted Final Draft IDP and Budget resolution.
Submit adopted draft IDP to the MEC for local government	MFMA - Sec 22(b) MSA - Sec 32(1) MBRR - Reg 20	Pre- assessment interaction.	MM and IDP Officer	Within 10 days of Adoption	Letter of acknowledge- mint/email

Upload the Council Approved Draft IDP and Budget (2022/23) on the municipal website and place a notice in local newspapers for public inspection (21days)	MFMA - Sec 22(a) MSA - Sec 21A MPPMR - Reg 15(3) SPLUMA - Sec 20(3)	Legal Requirement to allow public to raise objections / comments on the adopted Draft IDP and Budget.	Municipal Manager; CFO and IDP Officer	Within 10 days of Adoption	Advertisement and website
Develop and publicize the Draft IDP and Budget 2022/23 Community Engagement Programme	MSA 29 (i) (ii)	Make citizens aware of outreaches, prior to the adoption of the Draft IDP and Budget. Secure venues and arrange logistics for scheduled meetings.	Office of the Mayor, Municipal Manager, IDP Officer and CFO	April to end on or before 4 May 2022	Public notices.
Budget and Benchmark engagements with Provincial Treasury and COGTA		To monitor the budget process and ensure that timeframes and compliance issues are met.	Municipal Manager, CFO and Directors	12 April 2022	Attendance registers and presentations
Q3 Performance Reporting.	MPPMR - Reg 13 MPR Regulation 27(4)(d) and (e)	Evaluation Sec 56 managers, lower levels if applicable and institution PMS - Legal compliance	MM and PMS Officer	On or before 30 April 2022	Evaluation Reports
Q3 review by Internal Audit	MSA s55(1) MPPMR 14 (a) and (b)	Preparation of Annual Performance Report for MPAC	MM, PMS Manager and Internal Audit Unit	On or before 30 April 2022	Reviewed Reports
Review of performance by MPAC	MFMA Circular 63 MSA Section 126(1)(a) MFMA S129	Moderate Performance Evaluation Reports	MPAC and MM	On or before 30 April 2022	Moderated Reports adopted by Council
IDP Pre- assessment interaction.	MSA s31 (a); (b) and (c)	Monitor state of readiness to adopt Final IDP and Budget.	COGTA and LM	On or before 30 April 2022	Minutes
Review of performance by MPAC	MFMA Circular 63 MSA Section 126(1)(a) MFMA S129	Moderate Performance Evaluation Reports	MPAC and MM	On or before 30 April 2022	Moderated Reports adopted by Council

Undertake ward-wide public participation meetings	MSA 29 (i) (ii)	Allow opportunity for community to be part of municipal planning and be informed of the impact of IDP within their ward.	Office of the Mayor, Ward Councillors, Municipal Manager, CFO and Directors	During April/May 2022	Attendance Registers presentations and minutes.
Consolidate all public participation inputs and comments in respect of 2022/23 Draft IDP and Budget	MSA 29 (i) (ii)	Table to Mayor for consideration before the adoption of the Final 2022 - 2027 IDP and 22/23 Budget.	Municipal Manager and CFO	6 May 2022	Consolidated ward comments

PHASE 5 - APPROVAL PHASE					
Attend District IDP Representative Forum	MSA 29(3)	Legal Compliance.	Municipal Manager, CFO, Sec 56 Managers	17 May 2022	Attendance Register
Convene the 2nd IDP Representatives Forum meeting to present Final Draft IDP for consideration	MPPMR- Reg. 15	Present the **FINAL IDP**. Report on public engagement and outcome of the 21-days public inspection and invite any last changes or additions to sector project register.	Municipal Manager, Mayor and IDP Official	19 May 2022	Presentations, minutes and attendance register
Convene 5th IDP and Budget Steering Committee – consider comments and Finalize	MBRR Reg.4(1) (2)	Interrogate community comments and finalize SDBIP/IDP alignment and any necessary amendments to the IDP and budget.	Municipal Manager and IDP Official and CFO	20 May 2022	Reports, presentations, minutes and attendance register
Adopt the Final 2022/23 IDP and MTEF Budget.	MFMA s(16) (2) and s(17)(3)	Legal compliance. Council to consider and approve.	Municipal Manager, CFO and Council	31 May 2022	Adopted IDP and council resolution

Upload adopted Final 2022/23 IDP and MTEF Budget on the municipal website	MSA s(21) MFMA	Legal compliance and access to strategic documents.	Municipal Manager and CFO	6 June 2022	Website access.
Submit approved IDP and Budget to the MEC for local government and COGTA	MBRR Rg.20 (2) MFMA s(24) (3)	Legal compliance	Municipal Manager	6 June 2022	Formal letter
Submit approved IDP and Budget to National/Provincial Treasury	MBRR Rg.20 (2) MFMA s(24) (3)	Legal compliance	Municipal Manager	6 June 2022	Formal letter
Final IDP Provincial Assessment 2022/23	MSA 31	MEC comments	DM, LM, KPA leaders, COGTA, Sector Departments	July/August 2022	Signed MEC comments and individual assessment reports

OFFICIAL SIGN-OFF

It is hereby certified that this IDP Process Plan for 2022/23 review:

- ✓ Was developed by the Acting IDP Manager under the guidance of the Municipal Manager.
- ✓ Was prepared in line with the current strategic plan of the municipality which took into consideration all the relevant legislation, policies and other mandates especially from the public through public participation processes.

_____

Ms Fezeka Mabusela Acting IDP Manager

Date: 7 February 2022

_____

Mr C Du Plessis Municipal Manager

Date: 7 February 2022

_____

Councillor H Hendricks Executive Mayor

Date: 7 February 2022

REPORTS BY THE PORTFOLIO CHAIRPERSON: CORPORATE SERVICES

KOUGA MUNICIPALITY (EC108)

SPECIAL COUNCIL MEETING

CORPORATE SERVICES

DATE: 7 FEBRUARY 2022 **ITEM NO: 22/02/CORP1**

DELEGATION TO ATTEND THE SALGA NATIONAL CONFERENCE

1. Purpose

The purpose of the item is for Council to nominate its three-person delegation to attend the SALGA National Conference and to endorse Deputy Executive Mayor, Cllr H Borman as the voting delegate on behalf of Kouga Local Municipality.

2. Background

The South African Local Government Association(SALGA) will be convening its National Conference on 22-24 February 2022. SALGA requires each Municipality to provide a Council resolution indicating its three(3) person delegation to the Conference, which must include the nomination of a voting delegate who shall exercise the right to vote.

Due to COVID-19 regulations and to minimize the risk of infection, the NEC has resolved that the National Conference be held on a **Hybrid Model**, with only **three (3) delegates per municipality** attending physically at the venue and all other councillors and municipal officials would be able to attend on the virtual meetings platform**.**

In compliance with SALGA's Constitutional Provisions, the National Conference will, *inter alia*, accord consideration to the following matters:

1. Review SALGA's Organisational performance since the 2016 National Conference;

2. Approve the programme of action and Strategy for the term 2022 - 2027;

3. Approve amendments to the SALGA Constitution (attached hereto for ease of reference); and

4. Elect the members of the National Executive Committee (NEC).

Refer to attached Circular from SALGA – **Annexure A.**

3. Financial Implications

A registration fee of R8000 for each municipal delegate attending physically is payable towards the costs of the conference.

4. Recommendation

4.1 That Council endorse Deputy Executive Mayor, Cllr H Bornman as the voting delegate on behalf of Kouga Local Municipality.

4.2 That the attending three-person delegation be made up of: the Executive Mayor, Alderman H Hendricks; Deputy Executive Mayor, Cllr H Bornman; and Speaker, Cllr B Williams.

Item prepared by: Acting Director: Corporate Services

Approved by: The Municipal Manager

Noted by: The Portfolio Chairperson

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CIRCULAR 01/2022

FROM : CLLR DEON DE VOS

SALGA ACTING PRESIDENT

TO : MAYORS/EXECUTIVE MAYORS
SPEAKERS
MUNICIPAL MANAGERS

DATE : 26 JANUARY 2021

NOTIFICATION OF THE NEXT SITTING OF THE SALGA NATIONAL CONFERENCE

Notice is hereby given that the SALGA National Conference, a meeting of member municipalities, will be held as follows:

Date : 22 – 24 February 2022

Venue : Cape Town International Convention Centre, Cape Town

Kindly note that in complying with SALGA's Constitutional Provisions, the National Conference will, *inter alia*, accord consideration to the following matters:

1. Review SALGA's Organisational performance since the 2016 National Conference;
2. Approve the programme of action and Strategy for the term 2022 - 2027;
3. Approve amendments to the SALGA Constitution (attached hereto for ease of reference); and
4. Elect the members of the National Executive Committee (NEC).

Due to COVID-19 regulations and to minimize the risk of infection, the NEC has resolved that the National Conference be held on a **Hybrid Model**, with only **three (3) delegates per municipality** attending physically at the venue and all other councillors and municipal officials would be able to attend on the virtual meetings platform**.** In this regard, municipalities are reminded of the following requirements:-

i. Each municipality shall be entitled to up to **three (3) delegates** but will only have **one (1)** vote at the Conference;

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ii. Each municipality to provide a **Council resolution** as written confirmation of its up to three (3) person delegation to the Conference including identifying the **voting member** of the delegation who shall exercise the right to vote;

iii. The delegation from each municipality should **register on the ONLINE REGISTRATION system prior to the Conference**. Access to the **ONLINE REGISTRATION** portal is from the SALGA website on www.salga.org.za. **NO MANUAL REGISTRATION FORMS WILL BE ACCEPTED**;

iv. Prior to the commencement of the Conference at **12h00 on Tuesday, 22 February 2022**, the delegation from each municipality shall present themselves for accreditation at the **Registration Desk** at the Conference venue from **14h00 on Monday 21 February 2022 until 11h00 on Tuesday 22 February 2022**. Kindly note that no access will be allowed to the Conference Venue without accreditation;

v. A registration fee of **R8000 for each municipal delegate attending physically** is payable towards the costs of the conference. Banking details shall be received automatically from the **ONLINE REGISTRATION** system upon ONLINE registration of delegates;

vi. Municipal councillors and officials who wish to attend and participate in the Conference via the **virtual platform**, can access the virtual platform from the SALGA website on www.salga.org.za;

vii. A municipality who fails to pay levies shall remain a member **not in good standing with lesser rights, surrender voting rights and the right to have any of its councillors in executive positions of SALGA**, until all due membership levies have been paid. Members who failed to pay their membership levies or have not entered into payment agreements and duly adhered thereto will have limited rights and/or limited participation. All disputes related to members in good standing should be resolved prior to convening the Conference; and

viii. The **Rules and Procedures** that will regulate all proceedings at the Conference are attached hereto for ease of reference.

On behalf of the National Executive Committee and the collective leadership of SALGA, we look forward to welcoming delegates to the 2022 SALGA National Conference.

Yours faithfully

CLLR D DE VOS
ACTING SALGA PRESIDENT

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NATIONAL CONFERENCE RULES AND PROCEDURES

1. *National Conference Notice and Timeframes*

The SALGA Constitution stipulates that *"every National Conference shall be called by **21 (twenty one) days' notice** in writing"*. The Notice for the National Conference was issued on **26 January 2022** to all member municipalities.

The SALGA constitution further makes provision in ***Article 10.2*** that *"SALGA shall within a period of **120 (hundred and twenty) days** after every general local government election hold a meeting of members to be known and described in the notice calling such meeting as the National Conference"*. The 120 (hundred and twenty) day period ends on **1 March 2022**.

2. *Record of the 2016 National Conference*

Following the last National Conference held after the local government elections in November 2016, this National Conference is required to approve the records of the 2016 Conference. The approval of record of previous SALGA Conferences by delegates has been questioned in the past. A legal opinion on the regularity or otherwise of delegates to the National Conference approving the record of a previous National Conference confirms that a delegate attending a Conference represents a municipality and not him or herself. As such for purposes of the record and consideration thereof, if a municipality was represented in the previous Conference, irrespective of the nature and form of its delegation, the municipality is competent (as represented by its current delegates) to move for the adoption or consideration of those records to the extent that the record so reflects.

3. Attendance, Participation, Quorum and Voting

3.1 Attendance

In terms of ***Annexure "A"*** to the SALGA Constitution, "*Each member shall be entitled to so many delegates at the National Conference as determined by the National Executive Committee*". The National Executive Committee (NEC) at its meeting

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held on 11 January 2022 resolved that three (3) delegates per municipality may physically attend the Conference. Other municipal councillors and officials could attend and participate in the Conference via the virtual platform.

3.2 Participation

The participation of municipal delegates in the Conference is regulated by the SALGA Constitution, which stipulates in ***Article 8.1*** that *"Each member shall be represented in the National Conference by a number of delegates and who shall* ***present their credentials*** *as such to the Secretariat at the commencement of the session, including* ***identifying the voting member(s)*** *of the delegation who shall exercise the right to vote".*

The Constitution further provides in **Article 8.5** that "*Each member shall be entitled, through its representatives, to participate in sessions of the National Conference by* ***speaking, expressing its opinions and submitting proposals".***

The SALGA Constitution also provides for instances where the participation of members may be limited in certain circumstance. Article 7.1 places an obligation that "*Each member shall be liable to pay an* ***annual membership fee*** *and/or levies and shall be due and payable by members on* ***1 April but before 31 July*** *of that calendar year". "A member who fails to pay levies* ***shall remain a member with lesser rights***, ***surrender voting rights and the right to have any of its councillors in executive positions*** *of SALGA, until all due membership levies have been paid".*

Members who failed to pay their membership levies or alternative have not entered into settlement arrangement agreements and duly adhered thereto will have limited rights and/or limited participation in line with Article 8.7 of the SALGA Constitution.

3.3 Voting delegates and Quorum

Article 8.3 of the SALGA Constitution provides that "*Each member shall be entitled to at least one vote in the National Conference".* The SALGA Constitution further provides that "*the* ***quorum*** *at the Conference shall be a majority of delegates entitled to attend and vote at the meeting*". A quorum at the National Conference would therefore be **134 voting delegates**. The Credentials will be tabled for adoption during the members only **Closed Session** scheduled for 24 February 2022.

In preparation for any voting that may take place at the National Conference; municipalities were duly informed of the "one vote per municipality" constitutional imperative and requested to indicate the delegate mandated to vote on behalf of that

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municipality. A registration list is available at the registration desks specifically for those councillors so mandated, to duly complete, which would assist in ascertaining attendance and quorum for any elections.

4. VOTING AT THE CONFERENCE

4.1 Ordinary Voting

In terms of the SALGA Constitution "*a resolution put to the vote of the meeting shall be decided on a show of hands".*

4.2 Requirements for a secret ballot

In the unlikely event that a motion is moved for a secret ballot, duly seconded and passed by a majority vote, the following procedure would be followed:-

- The NEC to appoint 2 scrutineers to supervise any ballot;
- Ballot papers to be developed, indicating topic and voting;
- Ballot boxes to be prepared and available;
- One ballot paper should be issued to each delegate entitled to vote;
- Upon issuance of ballot paper; the delegate should complete, fold and deposit in ballot box; and
- The results of the ballot to be ascertained by scrutineers in the presence of the CEO and made known to the Conference.

4.3 Constitutional Amendments

In order to effect any amendment to the SALGA Constitution, such an amendment must follow the following process:

- a National Conference would have to be convened giving **21 days notice** of the proposed amendment/s; and
- such proposed amendment/s must be approved by **two thirds of the delegates** entitled to be present and vote at the National Conference.

Whereas the National Conference is the only authority to amend the SALGA Constitution, the proposed amendments, as approved by the SALGA National Executive Committee, were tabled at the respective Provincial Conference for consultation and processing leading up to this National Conference.

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4.4 Procedure for Elections of the new National Executive Committee

The National Conference will be electing, from amongst the 18 (eighteen) provincial nominees, the President and 3 (three) Deputy Presidents (who shall be representatives of metropolitan, district and local municipalities in the province) and confirm the 14 (fourteen) additional members of the National Executive Committee.

The following election procedure shall apply:-

1. The Chief Executive Officer (CEO), or his nominee, will preside during the Elections but shall have no vote.
2. The CEO must duly inform the Conference of all positions open for elections and conduct the elections.
3. The CEO must call for the nomination of candidates at the meeting, starting with candidates for President.
4. If so desired, a block nomination for all positions could be moved.
5. A nomination must be supported by two members at the meeting.
6. A person who is nominated must indicate acceptance of the nomination.
7. If only one candidate is nominated the CEO must declare that candidate duly elected.
8. If more than one candidate is nominated a vote must be conducted by a simple show of hands. A candidate who receives the majority of the votes must be declared elected by the CEO.
9. If no candidate received a majority of the votes, the candidate who receives the lowest number of votes (if there are more than two candidates) must be eliminated and a further vote taken on the remaining candidates in accordance with item 7 above.
10. Where only two candidates remain after the process outlined in item 8 above and receives the same number of votes the meeting should be adjourned for 30 minutes.
11. A re-vote must be conducted in terms of item 7 above. If no candidate receives a majority vote; the CEO must flip a coin to determine the winner.
12. The same process will apply for the other vacant positions.

The CEO may elect to use the services of an independent and credible election organisation such as the Independent Electoral Commission (IEC). In such instances the same elections procedure as outlined above will apply.

5. LANGUAGE

Recognising that South Africa has 11 (eleven) official languages, with the use of more than one language as the language of choice in every province, together with the constitutional provision in the Bill of Rights that everyone has the right to use a language of their choice, SALGA is progressively taking practical steps and positive measures to elevate the status and

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advance the use of all the 11 official languages.

Weighing up the constitutional right against the related practicalities to give full effect thereto, across all provinces and SALGA platforms, it has been resolved that all SALGA proceedings will be conducted in English. Attendees or participants will, however, not be precluded from making contributions, proposals and submissions in their language of choice. Where practical, efforts will be made to make translation services available.

6. ADMINISTERING THE OATH OR SOLEMN AFFIRMATION OF NEW NEC MEMBERS

During a process to be presided over by a Commissioner of Oath, each of the newly elected NEC members will be required to swear or affirm as follows:-

> *"In the presence of everyone assembled here, I (mention full name/s and surname), swear / solemnly affirm that I will be faithful to SALGA and will obey, respect, uphold, and maintain the Constitution of the Republic of South Africa, the constitution of SALGA and all other laws of the Republic, and I undertake to hold my office as (NEC position) with honour and dignity; to be true and faithful; not to divulge directly or indirectly any confidential information entrusted to me by virtue of my position at SALGA; and to perform the duties and functions of my office to the best of my ability"*
>
> *"So Help Me God"*

The oath is to be formally signed by every NEC member.

End
