

**KOUGA MUNICIPALITY (EC108)**

**ORDINARY COMMITTEE MEETING**

**PLANNING, DEVELOPMENT & TOURISM**

**DATE: 30 MARCH 2023**

**ITEM NO: 23/03/PDT2**

**PROGRESS REPORT ON THE IMPLEMENTATION OF THE PROCESS PLAN OF THE INTEGRATED DEVELOPMENT PLAN (IDP) OF 2023/2024**

1. Introduction

The purpose of this report is to reflect on the accomplishments of the activities as stated in the approved Process Plan of the Integrated Development Plan (IDP) of the municipality for the 2023/2024 financial year.

It is the beginning of the 3<sup>rd</sup> Quarter of the implementation of the activities of the IDP Process Plan which requires regular monitoring on the timeframes of the outstanding actions as prescribed in Section 28 of Local Government Systems Act (Act 32 of 2000), read with Section 21 (b) of Local Government Municipal Finance Management Act (Act 56 of 2003).

2. Background

The following actions of the IDP Process Plan, marked in **blue** in table below, were successfully completed on the specified dates and timeframes as approved by Council on 31 August 2022.

All the outstanding actions for the 2023/2024 fiscal year are marked in **green** and the actions marked in **orange** are the ones that has been confirmed with the Mayor. The Mid-year engagement meeting with Cogta and Provincial Treasury was held on 9 February 2023 in the Councils Chamber.

IDP PROCESS PLAN TABLE 2023/2024

No.	Action	Timeframe	Evidence
1.	Amend Process Plan and develop IDP and Budget time schedule for 2022/23 (MFMA S35(1)).	31 August 2022	Aligned Draft IDP and Budget time schedule / Process Plan with Sarah Baartman DM Draft Framework.

2.	Table amended IDP/Budget/PMS time schedule to Council for adoption	31 August 2022	Council Resolution.
3.	Upload the Revised IDP and Budget time schedule / Process Plan on the municipal website, place on notice boards and advertise in a local newspaper	5 September 2022	Advertisement/Notice Website
4.	Ward based planning and Community Consultation	4 – 22 October 2022	Kouga Municipality
5.	Convene 1st and 2 <sup>nd</sup> IDP and Budget Steering Committee Meeting	23 February 2023 & 16 April 2023	Attendance Register and organogram status
6.	Councillor Workshop on Draft Budget / IDP /Revised SDF	23 March 2023	Attendance registers
7.	Consultation with stakeholders on the IDP Process - IDP Rep Forum	16 February 2023	Attendance registers and minutes
8.	Submit Sector plans and KPA inputs on IDP, Directorates to submit Departmental SDBIP to PMS Manager	By end of October 2022	KPA input and SDBIP per directorate
9.	Mid-year engagements with Provincial Treasury and COGTA	9 February 2023	Attendance registers and presentations
10.	Strategic Planning IDP/Budget/SDBIP Workshop	16 February 2023	Reports, presentations, minutes, and attendance register
11.	Mayoral Imbizo's	7 March to 16 March 2023	Reports, presentations, minutes, and attendance register
12.	Attend District IDP Rep Forum Meeting	24 February 2023	Attendance Register
13.	Consultation with stakeholders on the IDP Process - IDP Rep Forum	6 March 2023	Attendance registers and minutes
14.	Convene the 3 <sup>rd</sup> IDP and Budget Steering Committee meeting.	2 May 2023	Reports, presentations, minutes, and attendance register

15.	Convene the 4 <sup>th</sup> IDP and Budget Steering Committee meeting.	13 May 2023	Reports, presentations, minutes and attendance register
16.	IGR Session to facilitate alignment	On or before 28 February 2023	Attendance Register
17.	Table (2023/2024) Draft IDP and Capital and Operating Budgets, ward-based budgets and draft tariffs, fees and charges	31 March 2023	Adopted Final Draft IDP and Budget resolution.
18.	Submit adopted draft IDP to the MEC for local government.	Within 10 days of Adoption	Letter of acknowledgement- mint/email
19.	Upload the Council Approved Draft IDP and Budget (2023/2024) on the municipal website and place a notice in local newspapers for public inspection (21 days)	Within 10 days of Adoption	Advertisement and website
19.	Develop and publicize the Draft IDP and Budget (2023/2024) Community Engagement Programme	April to end on or before 4 May 2023	Public notices.
20.	Budget and Benchmark engagements with Provincial Treasury and COGTA	12 April 2023	Attendance registers and presentations
21.	IDP Pre- assessment interaction.	On or before 30 April 2023	Minutes
22.	Undertake ward-wide public participation meetings	During April/May 2023	Attendance Registers presentations and minutes.
23.	Consolidate all public participation inputs and comments in respect of 2023/2024 Draft IDP and Budget	11 May 2023	Consolidated ward comments
24.	Attend District IDP Representative Forum	17 May 2023	Attendance Register
25.	Convene the 2 <sup>nd</sup> IDP Representatives Forum meeting to present Final Draft IDP for consideration	19 May 2023	Presentations, minutes, and attendance register

26.	Convene 5th IDP and Budget Steering Committee – consider and Finalize comments	20 May 2023	Reports, presentations, minutes, and attendance register
27.	Adopt the Final 2023/2024 IDP and MTEF Budget.	31 May 2023	Adopted IDP and council resolution
28.	Upload adopted Final 2023/2024 IDP and MTEF Budget on the municipal website	6 June 2023	Website access.
29.	Submit approved IDP and Budget to the MEC for local government and COGTA	6 June 2023	Formal letter
30.	Submit approved IDP and Budget to National/Provincial Treasury	6 June 2023	Formal letter
31.	Final IDP Provincial Assessment 2023/2024	July/August 2023	Signed MEC comments and individual assessment reports

The IDP Process Plan has also makes provision for the Community Ward Based Planning Consultation sessions that took placed between 4 and 22 October 2022 for all 15 wards.

The attendance was indeed overwhelming, and the feedback received from the wards were relevant to the needs and potential opportunities that could be explored. The previous ward priorities were also reviewed and will form part of the 2023/2024 IDP Reviewed Plan.

The public participation process during the engagement sessions and the role played by the IDP Team has contributed to a new integrated and inclusive engagement framework between the Executive and Administration.

Attached find the following Annexures for ease of reference:

- a) Municipal Notice No. 149/2022 (Schedule of Ward Based Planning Consultative Meetings).
- b) Erratum Municipal Notice. No.35.2023 (Schedule of Mayoral Imbizo's)
- c) Photos confirming the success of the IDP Review and Community Ward Based Planning.

3. Comments by Directorates:

3.1 Director : Finance

The Item is supported.

3.2 Acting Director: Planning, Development & Tourism

The Item is supported.

3.3 Acting Director : Community Services

Item is noted.

3.4 Acting Director: Corporate & Digital Services

The item is supported.

3.5 Acting Director : Infrastructure & Engineering

The Item is supported.

3.6 Municipal Manager

The Item is supported.

4. Financial Implications

The IDP has no budget allocated for 2022/ 23 and it may impact on the implementation of the IDP Process Plan.

5. Legal Implications

The IDP/Budget process is a legislated process in terms of the Municipal Systems Act 32 Of 2000 (as amended) and the Municipal Finance Management Act 56 of 2003.

The Municipality is under obligation to follow the confirmed dates and the process as outlined in the proposed Council calendar. If any unforeseen changes may occur, Administration will table an amended IDP and Budget Process Plan for consideration and adoption to Council.

6. Recommendations

6.1 That the process followed to date of the IDP Process Plan for 2023/2024 be noted.

6.2 That the progress report and the accomplishments to date on the actions of the 2023/2024 IDP Process Plan also be noted.

Item prepared by Manager Strategic Projects:



Item approved by the Act. Director PDT:



Item noted by the Portfolio Chairperson:



Item endorsed by Municipal Manager :



**KOUGA MUNICIPALITY (EC108)**

**NOTICE NO: 149/2022**

**SCHEDULE OF COMMUNITY/ WARD BASED PLANNING CONSULTATIVE MEETINGS AS INTEGRAL PART OF THE IDP REVIEW AND BUDGETING CYCLE FOR 2023/2024 FINANCIAL YEAR**

Notice is hereby given that, in terms of Section 152, subsection (1) (a) of the Constitution of the Republic of South Africa (Act 108 of 1996), read in conjunction with Chapter 4 and Section 29 (b) of the Local Government: Municipal Systems Act (Act 32 of 2000), the Kouga Municipality will embark on a process of Community Ward-Based planning for all wards within its jurisdiction.

The Ward based planning is a consultative process aimed at identifying development needs and priorities of the community through a consultative process. The outcomes will guide and inform the IDP review process of 2023/2024 and Municipal Budgeting process.

Below is a schedule of the ward meetings:

No.	Date	Meeting Venue	Ward	Areas	Time
1.	04 October 2022	Victory Church	Ward 3	Lower Wavecrest and Kabeljauws	10:00
2.	06 October 2022	Victory Church	Ward 11	Jeffreys Bay Central, C-Place and The Sands	14:00
3.	11 October 2022	Victory Church	Ward 8	Upper Wavecrest and Kabeljauws	10:00
4.	13 October 2022	St Francis Bowling Club	Ward 12	St Francis Bay Cape St Francis Bay and Paradise Beach	10:00
5.	15 October 2022	Mentorskraal	Ward 7, 9,10,13 & 14	Thornhill, Loerie, Mondplaas, Longmore, Rooidraai and surrounding Farms/Philipsville, Hankey Town, Rosedale, Kleinfontein, Ou Hankey, Stofwolk, Silvertown, Smartie-town and Ext4/Cyriel Ramaphosa Village, Andrieskraal, Cockscomb, Kwagga, Patensie Town, and Surrounding Farms/Weston, Centerton, Patensie Town and Surrounding Farms/Ocean View and Tokyo Sexwale	10:00
6.	22 October 2022	Mentorskraal	Ward 1, 2, 4, 5, 6 &15	Sea Vista, Oyster Bay, Umzamowethu, Lower Golf Course, Leeubos and Surrounding Farms/Pellsrus, Madiba Bay and Aston Bay/Kruisfontein, Jeugkamp, Die Berg, Ext 391-Northside, 7de Laan, Maak 'n Las, Gill Marcus, Mooi-uitsig, and Donkerhoek/Arcadia, B0-blok, Van Lingen Park, Ext 391-Southside, Vaaldam and Johnson Ridge/Kwanomzamo, Vergenoeg and Humansdorp East side/Panorama, Humansdorp Town, Westside, Arcadia, Moerasrivier, Graslaagte Boskloof and Upper Golf Course	10:00

The following sector stakeholders are invited to attend the above ward-based planning.

No.	Stakeholders	Maximum Number
1.	Business Sector, Religion, Sport, SMME's Agriculture, Emergency Farmers, NGO's, NPO's, Rate Payers Associations and Informal Trading Sector.	2 per Sector

For any enquiries, please contact Asanda Tebekana or Elvis Olivier at [idp@kouga.gov.za](mailto:idp@kouga.gov.za) or telephone no. (042) 2002 200 for any clarity on the IDP Ward Based Planning meetings.



**MR. C DU PLESSIS**  
**MUNICIPAL MANAGER**

**P. O. BOX 21**  
**JEFFREYS BAY**  
**6330**

**FOR PLACEMENT**

- |                         |   |                              |
|-------------------------|---|------------------------------|
| Kouga Express           | - | 29 September 2022            |
| Municipal Notice Boards | - | 26 September 2022            |
| Municipal Website       | - | 26 September 2022            |
| Ward Cllr. Offices      | - | 26 September 2022            |
| Social Media (official) | - | 26 September 2022            |
| Loud-hailing            | - | (1 day before every meeting) |



**KOUGA MUNICIPALITY (EC108)**

**NOTICE NO: 35/2023**

**ERRATUM ON NOTICE NO: 19/2023**

**MAYORAL IMBIZO**

**NOTICE IS HEREBY GIVEN** in terms of Chapter 4 read together with s42 of the Local Government Municipal Systems Act (Act 32 of 2000) which determines that the municipality, through appropriate mechanism, processes and procedures established, must involve the local community in the development, implementation and review of the municipality's performance.

The Executive Mayor Alderman Cllr H Hendricks is inviting all community members and stakeholders to attend the Mayoral Imbizos. These meetings will take place in the following wards as per schedule below.

The objective of the meeting is to provide, the Kouga community an opportunity to participate, evaluate and assess the institutional performance of the municipality as confirmed in the approved budget and SDBIP linked to the Integrated Development Plan of the financial year of 2021/2022.

For further enquiries, please contact Mr. E Olivier and Ms. Asanda Tebekana at [mdp@kouga.gov.za](mailto:mdp@kouga.gov.za) or tel.no. 042-2002 200.

Ward	Venue	Date	Time
W2, W3, W8, W11 & W14	Newton Hall, Jeffreys Bay	7 March 2023	18h00 - 20h00
W1, W4, W5, W6 & W15	Kuisfontein Civic, Humansdorp	8 March 2023	18h00 - 20h00
W1 & W12	Oyster Bay Hall	9 March 2023	18h00 - 20h00
W7, W9, W10 & W13	Vusumzi Landu Community Hall	14 March 2023	18h00 - 20h00
W7	Katriena Felix Community Hall	15 March 2023	18h00 - 20h00
W1 & W12	Cape St Francis Bay Holiday Resort	16 March 2023	11h00 - 14h00



**C DU PLESSIS**  
**MUNICIPAL MANAGER**

P.O. Box 21  
Jeffreys Bay  
6330

**For Placement:**

Kouga Express	9 February 2023
Municipal Website	10 February 2023
Municipal Notice Boards	10 February 2023
Ward Councillor Offices	10 February 2023

**PHOTOS OF THE WARD BASED PLANNING SESSIONS FOR 2023/2024**



**WARD 12**



**WARD 12**



**WARD 15**



**WARD 6**



**IDP FACILITATOR**

**WARD 2**



**JOINT  
SESSION OF  
WARDS**

