ORDINARY COUNCIL MEETING

OPEN



KOUGA
local municipality
Good Governance through Service Excellence

VOLUME 1 of 2

DATE: 31 May 2023
TIME: 11:00
VENUE: Council Chambers, Jeffreys Bay

KOUGA MUNICIPALITY (EC108)	UMASIPALA I-KOUGA (EC108)	MUNISIPALITEIT KOUGA (OK108)
NOTICE CONVENING A MEETING	**ISAZISO NGENTLANGANISO**	**KENNISGEWING VAN VERGADERING**
NOTICE IS HEREBY GIVEN that in terms of Section 19 of the Local Government: Municipal Systems Act, 2000 (Act No.32 of 2000) an Ordinary Council Meeting will be held in the Council Chambers (Jeffreys Bay) on	**OKU KUKWAZISA** sikhutshiwe ukuba ngokweCandelo-19 uMthetho weeNkqubo zikaMasipala, (uMthetho 32 ka-2000), ukuba kubanjwe intlanganiso ebonakalayo yesigqeba Ye khansile eyakuba-kwikhansile yase (Jeffreys Bay)	**KENNIS GESKIED HIERMEE** dat ingevolge Artikel 19 van die Wet op Munisipale Stelsels, 2000 (Wet No.32 of 2000), dat 'n raadsvergadering gehou sal word in die Raadsaal (Jeffreys Baai) op
DATE: 31 May 2023	**UMHLA: 31 UCanzibe 2023**	**DATUM: 31 Mei 2023**
TIME: 11:00	**IXESHA: 11:00**	**TYD: 11:00**
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**

   None
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. **MINUTES OF PREVIOUS MAYORAL COMMITTEE MEETING FOR INFORMATION**

11.1 Minutes of the Mayoral Committee Meeting held on 22 February 2023

Pages: 9 – 19

12. **CONFIRMATION OF MINUTES OF PREVIOUS COUNCIL MEETING**

12.1 Minutes of the Special Council 20 March 2023

Pages: 21 – 25

12.2 Minutes of the Ordinary Council Meeting of 26 April 2023

Pages: 26 – 35

13. **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).

14. **REPORTS OF COMMITTEES OF COUNCIL**

14.1 **REPORT BACK: SARAH BAARTMAN DISTRICT MUNICIPALITY REPRESENTATIVE**

None

14.2 **KOUGA AUDIT COMMITTEE**

None

14.4 **MUNICIPAL PUBLIC ACCOUNTS COMMITTEE**

None

15. **REPORT BACK: MUNIMEC**

None

16. **REPORT BY THE OFFICE OF THE MUNICIPAL MANAGER**

23/05/MM1 Council Resolutions as at 26 April 2023

Pages: 38 – 59

23/05/MM2 Approval to Re-Advertise the Approved Vacancy of the Director Corporate & Digital Services Position

Pages: 60 – 62

23/05/MM3 Approval to Re-advertise the Approved Vacancy of the Position: Director Planning Development and Tourism

Pages: 63 – 65

23/05/MM4 Media and Communication Policy Adoption

Pages: 66 – 88

23/05/MM5 Petitions Received from Kouga Local Clinics 2023

Pages: 89 – 129

23/05/MM6 Disciplinary Enquiry Held by the Rules and Ethics Committee - Cllr. P Oliphant

Pages: 130 – 132

23/05/MM7 Disciplinary Enquiry Held by the Rules and Ethics Committee - Cllr. Malibongwe Dayimani

Pages: 133 – 135

23/05/MM8 Application for Transfer of Liquor Licence Certificate: Quitschys Pizza Restaurant (Pty) Ltd to Mozambik

Pages: 136 – 140

17. **REPORTS BY THE EXECUTIVE MAYOR**

17.1 **REPORTS BY THE PORTFOLIO CHAIRPERSON: FINANCE**

23/05/F1 Medium-Term Revenue and Expenditure Framework (MTREF) - Budget for 2023/24 to 2025/26 Financial Years

Refer to Volume 2 of Agenda

23/05/F2 Budget Related Policies

Refer to Volume 2 of Agenda

17.2 **REPORTS BY THE CHAIRPERSON: INFRASTRUCTURE & ENGINEERING**

23/05/I&E1 Report: Integrated National Electrification Program (INEP) Allocation for 2023/2024 Financial Year

Pages: 142 – 144

23/05/I&E2 Report: Clearing of Servitudes throughout Kouga Obstructing Access to Water Infrastructure and Powerlines from Kouga and Eskom

Pages: 145 – 148

23/05/I&E3 Registering of New Projects on MIG

Pages: 149 – 150

23/05/I&E4 Reallocation of Capital Funds Within Infrastructure and Engineering Directorates

Pages: 151 – 153

23/05/I&E5 Expanded Public Works Programme (EPWP) Policy No 4 Adoption, Implementation and Expression within Kouga Local Municipality

Pages: 154 – 186

23/05/I&E6 Reallocation of MIG Funds within Infrastructure and Engineering Directorates

Pages: 187 – 190

17.3 **REPORTS BY THE CHAIRPERSON: COMMUNITY SERVICES**

23/05/CS1 Review and Update of Kouga Local Municipality Disaster Management Plan

Pages: 192 – 290

23/05/CS2 Approval of the Cemetery Management Policy of Kouga Local Municipality

Pages: 291 – 310

17.4 **REPORTS BY THE CHAIRPERSON: PLANNING, DEVELOPMENT & TOURISM**

23/05/PDT1 Report: Land Evaluation Committee - New Application on Municipal Land & Section 14 Comments

Pages: 312 – 332

23/05/PDT2 Municipal Funded Event Closeout Report: 2022 South African Longboard Championship and 2023 Sponsorship Proposal

Pages: 333 – 348

23/05/PDT3 Partnership Agreement with Gamtoos Tourism to Host the Jazz in the Park at Yellowoods Festival

Pages: 349 – 362

23/05/PDT4 Eskom Funding Allocation for the Installation of Electrical Connections for the 2023/2024 Financial Year

Pages: 363 – 366

23/05/PDT5 Patensie 6 Rectification Project: Approval of Project

Pages: 367 – 370

23/05/PDT6 Municipal Funded Event Closeout Report: 2022 Aloe Cup Rugby & Netball Tournament and 2023 Sponsorship Proposal

Pages: 371 – 383

23/05/PDT7 Municipal Funded Event Closeout Report for the 2022 J-Bay Surf Festival and 2023 Sponsorship Proposal

Pages: 384 – 404

23/05/PDT8 Adoption of the Annual Reviewed 2023/2024 Integrated Development Plan (IDP)

Refer to Volume 2 of Agenda

23/05/PDT9 Alienation of Erf 2599, Sea Vista to the Department of Public Works – Application from Rotary Club of St Francis for the Extension and Upgrade of St Francis Bay Clinic

Pages: 405 – 420

23/05/PDT10 Request for Council's Final Approval: Selling of Vacant Municipal Residential Erven within the Kouga Municipal Area

Pages: 421 – 469

23/05/PDT11 Request for Council's In-Principle Approval & Authorisation to Advertise: Relocation of the Humansdorp Museum from Erf 216 to Erf 440, Humansdorp

Pages: 470 – 475

17.5 **REPORTS BY THE PORTFOLIO CHAIPERSON: CORPORATE & DIGITAL SERVICES**

23/05/CDS3 OHS Risk Assessment

Pages: 477 – 484

23/05/CDS4 Approval of the Records Management Policy of Kouga Local Municipality

Pages: 485 – 504

23/05/CDS5 Organisational Structure: 2023/2024

Pages: 505 – 581

18. **CLOSURE**

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

CONFIRMATION OF MINUTES OF PREVIOUS MAYORAL COMMITTEE MEETING

KOUGA LOCAL MUNICIPALITY

COUNCIL OPEN AGENDA

MINUTES OF A MAYORAL COMMITTEE MEETING OF THE KOUGA MUNICIPALITY HELD IN THE COUNCIL CHAMBERS, JEFFREYS BAY ON WEDNESDAY, 22 FEBRUARY AT 09:00

Present:

Councillors	Ald H Hendricks	(Executive Mayor)
	H Bornman	(Executive Deputy Mayor)
	L Maree	
	S Ruth	
	T Jantjes	
	Ald D Benson	
Councillors as Observers	Ald B Williams	
	B Dhludhlu	
	W van der Linde	
	W Gertenbach	
	H Murray	
Officials	C Du Plessis	(Municipal Manager)
	D de Jager	(Deputy Municipal Manager/Acting Director PDT)
	M Rossouw	(Acting Director : Corporate & Digital Services)
	N Machelesi	(Director: Community Services)
	R Lorgat	(Chief Financial Officer)
	T Madatt	(Manager: Electrical Services)
	L Opperman	(Manager: Legal Services)
	E Felix	(Acting Chief of Staff: Office of the Mayor)
	M Basson	(Acting Media: Specialist)
	L Cronje	(Committee Clerk)
	M Julius	(Senior Admin Officer: Committees)
Public	Mr A Bruiners	

1. **NOTICE OF MEETING**

The Executive Mayor read the notice convening the meeting in terms of Section 19 of the Local Government: Municipal Systems Act, 2000 (Act No.32 of 2000) that a Mayoral Committee Meeting will be held.

2. **OPENING AND WELCOME**

The Executive Mayor welcomed those present and Cllr Dhludhlu opened with a prayer.

4. **ABSENT WITHOUT LEAVE**

None

5. **PRESENTATIONS**

None

6. **ACKNOWLEDGEMENTS, CONDOLENCES & CONGRATULATIONS**

Condolences were extended to Cllr Jantjes on the loss of his mother.

7. **STATEMENTS OR COMMUNICATION BY THE EXECUTIVE MAYOR**

The Executive Mayor stated that the lack of reporting on drought mitigation and energy security was glaring. He requested that I&E have standard reports at every portfolio meeting exclusively on drought mitigation and energy security. The Municipality's response to the drought and energy crisis was important and there had to be standard items for this which had to flow through to Council.

The Intergovernmental Land Forum had to be revived and resuscitated as well as the Kouga Land and Assets Committee. New Terms of Reference had to be developed.

The CFO indicated that the Draft Budget would be submitted to Council in March 2023. The high-level tariff discussions had to take place before then.

There needed to be a standard report at all portfolios committees on Water, Sanitation & Energy which flowed through to Mayoral.

8. **DISCLOSURE OF INTEREST**

None

9. **STATUTORY MATTERS**

10. **CONFIRMATION OF MINUTES OF PREVIOUS MAYORAL COMMITTEE MEETING**

The Executive Mayor requested that Ms Christa Venter be listed as the Acting Director Community Services within the minutes.

Resolved (22 February 2023)

1. That the minutes of the Mayoral Committee meeting held on 25 November 2022 be accepted.

Proposed: H Bornman Seconded: T Jantjes

11. REPORTS BY THE OFFICE OF THE MUNICIPAL MANAGER

23/02/MM1 MAYORAL RESOLUTIONS AS AT 25 NOVEMBER 2022

The Executive Mayor queried if there was a reasonable timeframe for the rollout of a digitised consolidated action sheet. The Speaker indicated that there would be benchmarking in Overstrand on a software solution for managing action sheets.

The Acting Director stated that the timeframe would depend on the software selected. The action sheets had been revised in the meanwhile to allow for an update on progress.

The Speaker stated that Corporate and Digital Services be given a chance to compare software solutions.

The Deputy Municipal Manager stated that the number of incomplete actions for PDT was unacceptable, and that work was being done to address the matter.

The Executive Mayor stated that in the new financial year, Council resolution targets would be added to performance plans.

The green colouring for completed actions on the action sheet was discussed and it was determined that once an action was reported as complete it had to be presented before it was removed from the action sheet.

Resolved (22 February 2023)

1. That the updated Action Sheets reflecting resolutions of the Mayoral Committee meeting as 25 November 2022, be noted.

2. That the Action Sheet be referred to Top Management meetings for implementation of resolutions and reporting to the next Mayoral Committee Meeting.

3. That Directorates complete the Action sheets comprehensively, indicating the official responsible for actioning the recommendation, the due date, status of completion and tasks performed.

23/02/MM2 MEDIA AND COMMUNICATION REPORT: SECOND QUARTER 2022/2023

The Deputy Mayor stated that the Municipal website urgently needed an overhaul.

The Deputy Manager indicated that work was being done to address the matter.

The Deputy Mayor stated that notices of a legal nature such as those for Alienation were inadequate as the public required more information and engagement. This influenced objections the Municipality received as well. The information had to be relayed in layman's terms and not only in technical terms. This would improve public participation.

The Executive agreed that meaningful public participation was required. The Municipality had to make its intentions clear with a narrative.

Cllr Ruth stated that the institution needed to have strategies in place for public participation and media. Who was driving the narrative?

The Acting Manager: Public Participation agreed with Cllr Ruth indicating that the Public Participation function differed to Media.

The Executive Mayor stated that the Public Publication unit and Media had to meet to discuss these matters.

The Deputy Municipal Manager stated that user departments had to engage with Media and provide them with information for publication.

Resolved (22 February 2023)

1. That the media report for the second quarter of the 2022/2023 financial year be noted.

23/02/MM3 <u>PUBLIC PARTICIPATION REPORT: SECOND QUARTER 2022/2023</u>

The Executive Mayor requested that a plan be put in place regarding Ward Committee meetings in January. A concession was made for December not January.

The IDP review inputs had to be discussed at the next IGR meeting.

The Acting Public Participation Manager requested support from Directorates and stated that Directorates had to submit quarterly public participation reports the unit. The unit as well as Media had to be informed timeously to allow for planning.

The CFO requested that the Public Participation Unit meet Directors to discuss the matter.

Resolved (22 February 2023)

1. That the public participation report for November 2022– January 2023 year be noted.

2. That proposed plans and activities in support of institutionalizing Public Participation be supported by all Directorates.

23/02/MM4 KOUGA MAYORAL CUP 02 MARCH 2023 – 28 APRIL 2023

Resolved (22 February 2023)

1. That the Committee notes the report.

2. That the report be submitted to the next Council meeting.

23/02/MM5 SPU REPORT: SECOND QUARTER

Resolved (22 February 2023)

1. That the SPU report for the Second quarter of the 2022/2023 financial year be noted.

23/02/MM6 CALL CENTRE REPORT FOR THE OCTOBER 2022 TO DECEMBER 2022 REPORTING PERIOD

The Executive Mayor stated that the Municipal Manager had to send an internal memo to Managers and Directors to update the call centre when staff moved offices.

Cllr Ruth stated that the reporting on unresolved cases related to water had to be more detailed.

Resolved (22 February 2023)

1. That the Committee notes the report.

12. **REPORTS BY THE PORTFOLIO COMMITTEE CHAIRPERSONS**

12.1 **REPORTS BY THE CHAIRPERSON: FINANCE**

23/02/F17 SUPPLY CHAIN MANAGEMENT: S36 DEVIATIONS FOR THE MONTH ENDING 31 OCTOBER 2022

The Deputy Mayor tabled all 3 Supply Chain items, 23/02/F17 – 2/02/F19 at the same time.

The Speaker stated that these monthly reports were being tabled after the quarterly report had already been tabled to Council.

There were suggestions for presenting Section 71 reports and the Executive Mayor stated that summarised Section 71 reports presented through Ward Committees could increase transparency. A summary video was suggested as well.

Cllr Alexander enquired on the location of the boreholes in Kruisfontein and it was indicated that the geo-locations could not be provided due to the risk of vandalism.

The Executive Mayor stated that Ward Councillors had to be informed of Capital projects in their wards. MMC's had to relay this information to Ward Councillors.

Resolved (22 February 2023)

1. That the report be submitted to Council for approval as per the reporting requirements for 31 October 2022.

23/02/F18 SUPPLY CHAIN MANAGEMENT: S36 DEVIATIONS FOR THE MONTH ENDING 30 NOVEMBER 2022

Resolved (22 February 2023)

1. That the report be submitted to Council for approval as per the reporting requirements for 30 November 2022.

23/02/F19 SUPPLY CHAIN MANAGEMENT: S36 DEVIATIONS FOR THE MONTH ENDING 31 DECEMBER 2022

Resolved (22 February 2023)

1. That the report be submitted to Council for approval as per the reporting requirements for 31 December 2022.

12.2 **REPORTS BY THE CHAIRPERSON: INFRASTRUCTURE & ENGINEERING**

23/02/I&E5 ROADS TO BE UPGRADED UNDER THE GRAVEL ROADS PHASE 2 CONTRACT

Cllr Maree stated that the following roads had to be added to the list: Kroutz Street, Nerine Street, Felix and Humans Street in Humansdorp and Tshume Street in Hankey.

Cllr Ruth requested that the next report indicate the wards that roads are situated in.

The Deputy Mayor stated that cost implications had to be considered. He proposed that a recommendation be added which indicated that Ward 14 roads be included in the project. Ward 14 roads had to be included even if there were additional costs. The updated item had to be referred to Council. He was seconded by Cllr Jantjes.

He further stated that the full list of roads across the three phases had been costed for. It was possible to change the priority list but it would come at a cost and may result in fewer kilometres being tarred.

Resolved (22 February 2023)

1. That the Roads to be Upgraded under the Gravel Roads Phase 2 Contract, be noted.

2. That the item be updated to include the names of the following roads: Kroutz Street, Nerine Street, Felix and Humans Street in Humansdorp and Tshume street in Hankey.

3. That Ward 14 roads be included in the project.

4. That the item be submitted to the next Council meeting.

Proposed: H Bornman Seconded: T Jantjes

23/02/I&E7 REPORT: ELECTRICAL MAINTENANCE REPORT FOR THE PERIOD OF NOVEMBER & DECEMBER 2022

Resolved (22 February 2023)

1. That the Report: Electrical Maintenance Report for the Period of November & December 2022, be noted.

23/02/I&E8 DAY TO DAY OPERATIONS OF THE FLEET SECTION DURING THE PERIOD OF NOVEMBER AND DECEMBER 2022

Resolved (22 February 2023)

1. That the report on the Day-to-Day operations during the period of October, November, and December 2022 be noted.

2. That whilst wear and tear on vehicles is expected, user departments nevertheless, monitor driver use/abuse of municipal vehicles, given the hire cost of repairs and tyres.

23/02/I&E10 REPORT ON THE PERFORMANCE CAPITAL (SDBIP) AND OPERATIONAL PERFORMANCE REPORTING'S FOR INFRASTRUCTURE & ENGINEERING 31 DECEMBER 2022

Resolved (22 February 2023)

1. That the SDBIP, for quarter ended 31 December 2022, be noted.

12.3 **REPORTS BY THE CHAIRPERSON: PLANNING, DEVELOPMENT & TOURISM**

23/02/PDT7 PROGRESS REPORT ON THE IMPLEMENTATION OF THE PROCESS PLAN OF THE INTEGRATED DEVELOPMENT PLAN (IDP) OF 2022/2023

Resolved (22 February 2023)

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

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

3. That the report be submitted to the next Council meeting.

23/02/PDT10 REQUEST FOR COUNCIL AUTHORISATION TO ADVERTISE AN IN-PRINCIPLE APPROVAL TO DEVELOP A SHELTER FOR THE HOMELESS ON ERF 5972, JEFFREYS BAY

The Executive Mayor stated that the project had to go ahead that. I&E and Community Services previous concerns could still be addressed.

Resolved (22 February 2023)

1. That it be recommended that in terms of Reg 5(1)(b)(ii) of the MATR and Policy on disposal of immovable assets, the Council **grants in-principle approval** to alienate erf 5972, Jeffreys Bay for the development of a Shelter for the Homeless on a long-term lease basis to an NPO.

2. That it be recommended that in terms of Reg 6(a) and (b) of the MATR and Policy on disposal of immovable Assets, Council grant authorization to the Accounting Officer to advertise the intended alienation of the immovable property herein.

3. That it be noted that the Department of Land & Property Administration has finalised the s14 and Council confirms that the land is not needed to provide the minimum level of basic municipal services.

4. That it be noted that the NPO will be responsible for all administrative costs in respect of the development of the property.

5. That it be recommended that the public participation process and stakeholder engagements be embarked on after which an agreement be concluded.

6. That it be recommended that a Service Level Agreement (SLA) be concluded with the successful NPO for the funding of the Shelter.

7. That the report be submitted to the next Council meeting.

23/02/PDT9 INSTITUTIONAL PERFORMANCE REPORT: 2021/2022 FINANCIAL YEAR 2ND QUARTER PERIOD 1 OCTOBER TO 31 DECEMBER 2022

Resolved (22 February 2023)

1. That the content of the Quarter 2 Institutional Performance Report on the implementation of the 2022/23 Service Delivery and Budget Implementation Plan for the period 1 October and 31 December 2022 be noted.

12.4 **REPORTS BY THE CHAIRPERSON: COMMUNITY SERVICES**

23/02/CS7 NEW WASTE LEGISLATION AND THE DEVELOPMENT OF WASTE ECONOMY MASTERPLAN

Resolved (22 February 2023)

1. That the report on Waste Management Legislation and compliance be noted and supported.

23/02/CS8 WASTE MINIMISATION – RECYCLING UPDATE

Resolved (22 February 2023)

1. That the update on waste minimisation – recycling initiatives be noted and supported.

23/02/CS10 KEEP KOUGA GREEN CAMPAIGN

Cllr Ruth corrected that the tree planting mentioned on page 380 had taken place at the Jeffreys Bay Animal Rescue and not the SPCA as reflected.

Resolved (22 February 2023)

1. That the Keep Kouga Green campaign be noted and supported by the Mayoral Committee.

23/02/CS13 EMERGENCY EVACUATION DRILLS CONDUCTED AT MUNICIPAL ADMINISTRATIVE BUILDINGS

Resolved (22 February 2023)

1. That the feedback report on evacuation drills at Kouga Municipal buildings be noted.

23/02/CS16 2022/2023 FESTIVE SEASON REPORT

The Deputy Mayor thanked the Department for its work over the festive season.

The Executive Mayor requested the date for the next summer readiness meeting in March.

Resolved (22 February 2023)

1. That the report on the 2022/2023 Festive Season be noted.

23/02/CS18 PUBLIC PARTICIPATION REPORT: COMMUNITY SERVICES

The Executive Mayor welcomed the public participation report.

Resolved (22 February 2023)

1. That the public participation action sheets for January 2023 year be noted.

2. That actions sheets in Annexure A, be supported, actioned by all Directorates, and provide feedback to Public Participation Unit within 14 days upon receipt thereof.

23/02/CS19 PROGRESS REPORT ON THE IMPLEMENTATION OF THE SERVICE DELIVERY BUDGET IMPLEMENTATION PLAN (SDBIP) AS AT 30 DECEMBER 2022

Resolved (22 February 2023)

1. That the progress report on the progress with regards to the on the implementation of the SDBIP as at 30 December 2022 be noted.

12.5 **REPORTS BY THE CHAIRPERSON: CORPORATE & DIGITAL SERVICES**

23/02/CDS5 OHS RISK ASSESSMENT

Cllr Jantjes presented item and requested that budget be availed to address the risks.

The Executive Mayor stated that an additional column had to be included where it could be indicated whether addressing a risk could be budgeted for or not.

The item was referred back to the department whereafter it had to be submitted to the next Council meeting.

Resolved (22 February 2023)

1. That the number of outstanding non-compliance issues be noted with concern.

2. That respective departments submit a comprehensive plan to the Municipal Manager and the Senior OHS Officer on how the outstanding matters will be addressed by no later than 20 February 2023.

3. That an OHS budget be allocated to start actioning and addressing these long outstanding issues for the new financial year 2023_24.

4. That the Budget and Treasury Section include the Health and Safety personnel in their Annual budget discussions with each Directorate during February 2023.

5. The item be referred back to the Department whereafter it be submitted to the next Council meeting.

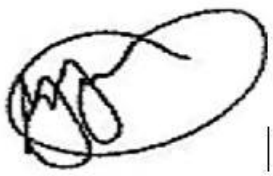
23/02/CDS8 **CORPORATE & DIGITAL SERVICES OPERATIONAL AND CAPITAL SDBIP REPORT AS AT END DECEMBER 2022**

Resolved (22 February 2023)

1. That progress on the Operational and Capital SDBIP as at end December 2022 be noted.

13. **CLOSURE**

The meeting adjourned at 12.07



H HENDRICKS
EXECUTIVE MAYOR **DATE**

CONFIRMATION OF PREVIOUS COUNCIL MINUTES

KOUGA LOCAL MUNICIPALITY

COUNCIL OPEN AGENDA

MINUTES OF A SPECIAL COUNCIL MEETING OF KOUGA MUNICIPALITY HELD IN THE COUNCIL CHAMBERS, JEFFREYS BAY, ON MONDAY, 20 MARCH 2023 AT 08:00

Councillors	B Williams	(Speaker)
	Ald H Hendricks	(Executive Mayor)
	Ald D Benson	
	H Bornman	
	B Dhludhlu	
	T Jantjes	
	W Gertenbach	
	H Murray	
	R Foley	
	F Heystek	
	C August	
	M Biko	
	M van Niekerk	
	J Alexander	
	L Maree	
	S Ruth	
	P Oliphant	
	M Yali	
	V Gunuza	
	M Mbandana	
	K Ndzelani	
	N Ntshota	
	B Human	
	N Ntengwane	
	E Mbuqu	
	M Valgee	
	M Dayimani	
	W van der Linde	
	L Nkilishane	
	V Zana	
Officials & Municipal Manager	C du Plessis	(Municipal Manager)
	L Opperman	(Manager: Legal Services)
	M Julius	(Senior Administration Officer)
	N Zode	(Scribe)

1. **NOTICE OF MEETING**

The Speaker read the notice convening the meeting in terms of Section 19 of the Local Government: Municipal Systems Act, 2000 (Act No.32 of 2000) that a Special Council Meeting will be held in the Council Chambers.

2. **OPENING AND WELCOME**

The Speaker welcomed all present and requested Cllr Mbuqu to open the meeting with prayer.

Directors were excused from the meeting.

3. **ABSENT WITH LEAVE**

None

4. **ABSENT WITHOUT LEAVE**

None

5. **PRESENTATIONS**

None

6. **ACKNOWLEDGEMENTS, CONDOLENCES & CONGRATULATIONS**

Cllr Zana congratulated a ward 13 member who represented the ward in Provincial Athletics and did very well.

Cllr Alexander congratulated Kruisfontein United which is currently participating in super 14 competition representing Kouga.

Cllr Yali congratulated the establishment of South African Youth Council in Kouga.

Cllr Dhludhlu congratulated the Executive Mayor and the Executive for successfully hosting the SDC tournament where Mr. James Kamte participated.

7. **STATEMENTS OR COMMUNICATION BY THE SPEAKER**

None

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

None

9. **DISCLOSURE OF INTEREST**

None

10. **MOTION**

10.1 **MOTION OF NO CONFIDENCE IN THE EXECUTIVE MAYOR**

The Speaker handed over to Cllr Zana to present the motion.

Cllr Zana requested a caucus meeting with the Chief whip of Council and other Chief whips.

Cllr Human stated that they are requesting for a vote on the Mayor to recuse himself, they also request that the Mayoral Committee also be excused from voting as they are directly appointed by the Executive Mayor.

Cllr Zana stated that there was a precedence set by Council when an item is tabled regarding a person, the individual is recused from the meeting. Hence the request for the Mayor to be recused. This will also allow members of the Executive Committee to indicate their objective views freely.

Cllr Van der Linde stated that he indicated to the fellow whips that Cllr Oliphant's case is different from the Executive Mayor. Cllr Oliphant had an opportunity to defend himself at the Rules and Ethics Committee, the Executive Mayor does not have that opportunity hence he must defend himself at the meeting when the need arises.

The Speaker quoted a case between Nquza Municipality vs Mdingi and stated that it makes specific reference to Section 53 of the Structures Act which reads as follows, " the court stated that a proper reading of section 53 prior notice to be given to all members of municipal council, this is to afford the affected member the opportunity to be aware of and consider the motion before it is tabled. Addition is to provide Council members the opportunity to engage meaningfully before a resolution is taken". Any Councillor does have the right to participate in the meeting and vote, he then ruled that the Mayor will remain in the meeting and is afforded the opportunity to defend the motion should he deem necessary. He then stated that as per the rules of order there is no debate on the Speaker's ruling.

Cllr Zana requested a 10 minute caucus.

Cllr Oliphant stated that the ANC caucus takes note of the biasness of the Speaker of Council on the subject matter, he further indicated that Cllr Dayimani and Cllr Oliphant were recused from the meeting when items pertaining to them were discussed. Deliberations and voting took place in their absence. The ANC feels that the Speaker in his previous ruling misled Council and the caucus will refer the Speaker to the Rules and Ethics Committee for his conduct and misleading Council.

The Speaker indicated that his ruling still stands, he then explained that the in the case of Cllr Oliphant and Cllr Dayimani they had an opportunity to appeal to the Rules and Ethics Committee. However in this instance the Mayor does not have that opportunity.

Cllr Zana tabled the motion.

Cllr Human indicated his disappointment in the actions stated in the motion regarding the Mayor. The appointment of his daughter while she did not hold the required experience is a clear violation. The position was supposed to have been re-advertised as there was not enough internal interest in the position. He then brought the attention of the meeting to the communities of Kruisfontein, Arcadia, Graslaagte, Rosedale and Pellsrus. Can Council confidently say enough has been done in their respectful areas? he further requested Council to vote in the interest of the poor and service delivery.

Cllr Ntshota concurred with the latter speakers.

Cllr Foley stated that the Municipality went through many challenges including drought and was successfully led through by the Executive Mayor. Various upgrades are taking place around the Municipality. The Executive Mayor has ensured the best financial stability in Kouga.

Cllr Mbandana enquired whether Council is allowing the last golf course of Jeffreys bay to be sold under the Executive Mayor. He then challenged Council to stand firm and stop the Executive Mayor.

Cllr Dhludhlu stated that section 56 of the Municipal Structures Act specifies the functions and powers of the Executive Mayor to make decisions. To monitor the management of the Municipality's administration in accordance to the direction of Council. He then indicated that he believes the motion does not carry and should not have been tabled.

Cllr Yali stated that the Executive Mayor contested the President in Court during covid-19 and the institution suffered. He further stated that the Executive Mayor abused the delegated powers in December by appointing his daughter. He then requested the Executive Mayor to resign to save the image of the Municipality.

Cllr Benson read the code of conduct Section (a) "At all times act in the best interest of the Municipality in such a way that the credibility and integrity of the Municipality is not compromised". Some Councillors brought the Municipality in disrepute by talking about the processes and procedures of recruitment of Council and should be investigated. The Executive Mayor did not appoint, Council appoints.

Cllr Oliphant stated that a leader is supposed to coach, give guidance, inspire and apply honesty and fairness. The Executive Mayor appointed his daughter during covid and his conduct was not correct. Rule 12 of the code of conduct for Councillors states that Councillors cannot interfere or influence any matters of administration.

Cllr Zana stated that on all the charges raised against the Executive Mayor, the issue of nepotism should be dealt with. The Court of public opinion will judge Council on actions taken. Employment policies of the institution should be revisited by Council. Whether casual workers are regarded as part of the institution. Is advertising posts internally beneficial for the public? The daughter of the Executive Mayor does have a right to work for the institution, it should be done ethically. He further requested Council to vote according to their conscious.

Cllr Bornman noted the motion and reminded Council that the Municipality was rated as the best Municipality under the stewardship of the Executive Mayor during a global pandemic in the Eastern Cape. The 9th best in the Country out of 205 local Municipalities. Under the leadership of Executive Mayor, the Municipality kept growing. The Municipality is currently one of the fastest growing municipality in the country. Last year the Municipality approved aver a billion rand worth of building plans. Kouga has become a destination of choice for international race as seen during the previous weekend. An extremely successful European golf tournament, driven by the vision of Executive Mayor of Kouga becoming the events capital of South Africa. The Mayor was nominated by all ANC group of Mayors in the Eastern Cape SALGA to form part of Provincial Executive of SALGA, because of his ability to lead and be innovative. The DA has full confidence in the Executive Mayor, every household in this Municipality now has a willy bin. More than 50km of road has been resealed, more than 30km of new tar roads have been built. Under the leadership of the Executive Mayor more than a thousand of low cost houses are being constructed. With loadshedding the DA under the leadership of the Executive Mayor will propose that Kouga add 27 million rand to its annual budget in the upcoming draft budget to get the first phase of its plan to become energy independent. The DA notes the motion and also confirm full confidence in the Executive Mayor and will not be distracted from rendering the best services to all residence of Kouga.

The Speaker stated that there are no recommendations on the table, Council acknowledged the motion and the meeting adjourned.

11. **CLOSURE**

The meeting closed at 09:40

_____ _____

B WILLIAMS **DATE**
SPEAKER

MINUTES OF A VIRTUAL ORDINARY COUNCIL MEETING OF KOUGA MUNICIPALITY HELD ON WEDNESDAY, 26 APRIL 2023 AT 10:00

PRESENT: Councillors	Ald B Williams	(Speaker)
	Ald H Hendricks	(Executive Mayor)
	H Bornman	(Deputy Executive Mayor)
	Ald D Benson	
	B Dhludhlu	
	T Jantjes	
	W Gertenbach	
	H Murray	
	R Foley	
	F Heystek	
	C August	
	M Biko	
	M van Niekerk	
	J Alexander	
	L Maree	
	S Ruth	
	P Oliphant	
	M Dayimani	
	N Ntengwane	
	M Yali	
	K Ndzelani	
	N Ntshota	
	B Human	
	E Mbuqu	
	W van der Linde	
	L Nkilishane	
	V Zana	
Officials & Municipal Manager	C du Plessis	(Municipal Manager)
	D de Jager	(Deputy Municipal Manager)
	M Rossouw	(Acting Director: Corporate & Digital Services)
	N Machelesi	(Director: Community Services)
	C de Kock	(Director: I&E)
	T Madatt	(Manager: Electricity)
	S Abrahams	(Acting CFO)
	L Opperman	(Manager: Legal Services)
	M Basson	(Media Specialist)
	N Zode	(Scribe)
	M Julius	(Senior Admin Officer: Committees)

1. **NOTICE OF MEETING**

The Speaker read the notice convening the meeting in terms of Section 19 of the Local Government: Municipal Systems Act, 2000 (Act No.32 of 2000) that a virtual Ordinary Council Meeting will be held.

2. **OPENING AND WELCOME**

The Speaker requested Cllr Dhludhlu to open the meeting with prayer.
He then welcomed everyone to the meeting.

3. **ABSENT WITH LEAVE**

Cllr M Mbandana

4. **ABSENT WITHOUT LEAVE**

Cllr M Valgee
Cllr V Gunuza

5. **PRESENTATIONS**

None

6. **ACKNOWLEDGEMENTS, CONDOLENCES & CONGRATULATIONS**

Cllr Ndzelani expressed condolences to Cllr Oliphant's family who has lost his mother in law.

Ald Benson extended condolences to Cllr Oliphant's family and indicated that his prayers are with them during this period.

The Speaker also extended condolences to Cllr Oliphant's family during this time.

7. **STATEMENTS OR COMMUNICATIONS BY THE SPEAKER**

None.

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

Good morning to all, thank you honourable Speaker.

I would like to extend my condolences to Cllr Oliphant and his family for the loss of his mother in law.

I would firstly like to begin by expressing my heartfelt gratitude to the Mayoral Office, municipal officials, sponsors, unions, participants, and spectators for making the Mayoral Cup 2023 a huge success.

The Mayoral Cup continues to build social and cultural bridges by bringing South Africans together under the banner of sport.

Congratulations to all those who participated and may the winners enjoy their prize giving on 5th April 2023.

5 years ago, the Mayoral Cup only had a couple of sporting codes and less than 200 participants – Today we have 23 sporting codes, including sports for people with disabilities and well over 1 000 participants.

Speaker, this growth prompted me to reflect deeper on the growth of this municipality since I took office 5 years ago on the 20th April 2018 and I would like to share some of these milestones with Council today:
The only constant in life, is change, during my tenure I have had to make difficult changes: One of them was interrupting I&E.

1. Human Resources
   We have, more than ever before, invested in our greatest asset, the people who work to build this municipality.
   - +-R 4 million has been spent on repairs and maintenance for Municipal Corporate Buildings and Ward Councillor Offices
   - We now provide counselling and consultation services to employees (financial challenges, drug use/abuse, alcohol use/abuse, child concerns to marital problems)
   - Our HR department has received five consecutive letters of Good Standing from the Department of Labour for 2018, 2019, 2020, 2021 and 2022. This had not been achieved for 10 years before I occupied office.
   - Employee Training costs increased from R 108 030 in 2017 to R 2 041 094. This is a major achievement for the municipality and its employees and is indicative of the Municipality's commitment to enhancing the skills, talent, and development of its most important asset.

In 2019 I called for the first ever public safety summit in Kouga.
Inviting all stakeholder in public safety sector and an outflow from that summit was:

2. Safety

Our communities are safer than ever before.
- Public safety strategy
- Community safety plan adopted
- Incident Command Centre (ICC) established in Humansdorp
- Five Community Safety Units established
- More than 40 CCTV cameras installed
- UrSafe App launched

3. Water security

We have successfully avoided day zero.
- Over R250 million spent on water security
- Includes construction of four water purifying plants – R7 million each

- Two completed – Humansdorp (up to 6Ml of additional water) and Jeffreys Bay (up to 4Ml of additional water)
- Two more plants now constructed: Hankey and St Francis Bay (up to 2Ml of additional water each)
- The process used to purify our water is the first in Africa and saves us millions each year
- First Smart Leak Detection Vehicle in South Africa
- 30 Production wells/ boreholes in use
- Maintain View

Looking back at 2018, after only a few months in the seat as a new Mayor, we faced our first day Zero – But our saving grace with 250 MM of rain over one weekend had the unintended consequence of the disintegration of our roads,

4. Roads

Thousands of residents are better connected to opportunities.

- Investment of nearly R54 million in roads network
- Total of 24 roads upgraded from gravel roads to tar roads
- Used more than 700kg of recycled waste plastic to build first eco-friendly road in Africa

But let me remind you, that during COVID 19, under the most draconian lockdown regulations in the world, when every other municipality I the EC was failing to cope, this municipality was upgrading gravel roads to tar roads. That makes us the most resilient community that has proven our ability to face any socio economic challenge.

That resilience was also reflected when considering our finances during this difficult period.

5. Finance

Our finances have never been as stable as it is today.

- We managed to maintain the highest collection rate in the province even through Covid 19 and National lockdown.
- The annual municipal budget grew from R819 759mil (2018/19) operating budget to R103 060 billion (2022/23)
- Streamlined SCM Committee Structures to facilitate quicker turnaround times for tender awards.
- Unauthorised, Fruitless and Wasteful and Irregular expenditure was nearly eliminated, this was reduced from R104.7million in 2018/19 to R423 000 in 2021/22
- Maintained an unqualified audit opinion over the past 5years and improved on the performance opinion.

6. Electrification

Thousands of residents now have the ability to switch on a light.

- Of formal houses through DMRE grant: 8007
- Of illegal settlement throughout Kouga: 1064
- R33 million on bulk upgrades as part of the Housing developments
- One story – Ward 14

7. Human Settlements

Thousands of people now have a dignified life by having a roof over their head.

- Kruisfontein 391
- Pellsrus 220
- Ocean View 1 500
- Over 3000 title deeds handed over

Energy Security – In facing the next challenge, which is energy security, we can be proud of the fact that this municipality is already risk planning for the upcoming winter and beyond. And as we show resilience through this drought, the same will apply for this current national disaster. I want to assure this council as well as our citizens that we remain a municipality that cares and we will navigate this next crisis as we have always done before, with competence, urgency and due care.

Speaker, we have in the past 5 years turned Kouga into the best run municipality in Eastern Cape and in the top 10 in the country. Whilst we still have a long journey to travel to get Kouga to where we want it, we have upheld our promise of delivering service through excellence.

I thank you

9. **DISCLOSURE OF INTEREST**

None

10. **STATUTORY MATTERS**

11. **MINUTES OF PREVIOUS MAYORAL COMMITTEE MEETING FOR INFORMATION**

None.

12. **CONFIRMATION OF MINUTES OF PREVIOUS COUNCIL MEETINGS**

Cllr Bornman requested that his full statement be reflected in the minutes.

Cllr Zana complained that his inputs and statements made at the meeting are not reflected in the minutes, he then indicated that the minutes are not a true reflection of what transpired in the meeting.

The Speaker noted the concerns raised and requested consensus in withdrawing the minutes and tabling them at the next Council meeting.

Cllr Bornman proposed that the minutes be withdrawn and be tabled in the next Council meeting. Cllr Zana seconded the proposal.

MINUTES OF THE SPECIAL COUNCIL MEETING HELD ON 20 MARCH 2023

Resolved (26 April 2023)

12.1 Minutes of the Special Council Meeting held on 20 March 2023 be withdrawn and be tabled at the next Council meeting.

Proposed: H Bornman Seconded: V Zana

MINUTES OF THE ORDINARY COUNCIL MEETING HELD ON 30 MARCH 2023

Cllr van der Linde indicated that he still has not received the resolution he requested on the environmental fees.

Cllr Bornman requested details of his congratulatory remarks regarding Kruisfontein rugby to be reflected in the minutes. He further mentioned that the word leader is missing from Cllr Dayimani's congratulatory comments.

The Speaker mentioned that Cllr Ntengwane had been omitted from the attendance register and should be reflected as present. He further requested that all issues raised be amended accordingly.

Resolved (26 April 2023)

12.2 Minutes of the Ordinary Council Meeting held on 30 March 2023 be approved subject to amendments.

Proposed: W Gertenbach Seconded: S Ruth

MINUTES OF THE RECONVENED ORDINARY COUNCIL MEETING HELD ON 6 APRIL 2023

Cllr Human enquired on the resolutions reflected on page 26 and 27 which indicate that Council resolved to approve. He then referred Council's attention to the Amended Structures Act, stating that Council needs to have the majority votes of elected Councillors. The item had 15 Councillors in favour, therefore should not have been approved. He further indicated that correspondence was sent to the Speaker's office regarding this matter.

The Speaker thanked the Councillor for the comment and the correspondence and clarified that he sought legal advice on the matter.
He further quoted section 30 of the Amended Structures Act, which reads as follows "(1) the majority of the number of Councillors determined in terms of section 20 must be present at a meeting of Council when a vote is taken on any matter".

In terms of section 20 Council is comprised of 30 Councillors, therefore majority vote of the number of Councillors would be 16. "(2) All questions concerning matters mentioned in Section 160 of the Constitution are determined by the decision taken by a Municipal Council with a supporting vote of the majority of

Councillors" which means the budget, by-laws etc where Council would need the majority of Councillors.

Number 3 in Section 30 states that all other questions before a Municipal Council are decided by the majority of votes cast, subject to section 34 which talks about the dissolution of Council where two thirds are needed to vote.

He further indicated that he is comfortable that there was a quorum when the resolutions were made and they were not Section 160 of the Constitution matters, his ruling is that the resolutions stand as approved.

Cllr Bornman stated that in Sarah Baartman District meeting they had the same issue where it was explained by the Sarah Baartman Legal manager, exactly the same as the Speaker explained. He supported the statement of the Speaker.

Resolved (26 April 2023)

12.3 Minutes of the Reconvened Council Meeting held on 6 April 2023 be approved.

Proposed: D Benson Seconded: W Van der linde

13. **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).

14. **REPORTS OF COMMITTEES OF COUNCIL**

14.1 **REPORT BACK: SARAH BAARTMAN DISTRICT MUNICIPALITY REPRESENTATIVE**

None

Cllr Human enquired when will Council get a report from the representatives of Sarah Baartman. The Speaker responded that he would follow up up with the Speaker of Sarah Baartman on the report.

15. **REPORT BACK: MUNIMEC**

None

16. **REPORT BY THE OFFICE OF THE MUNICIPAL MANAGER**

23/04/MM1 COUNCIL RESOLUTIONS AS AT 30 MARCH AND 6 APRIL 2023

The Municipal Manager tabled the action sheets and further indicated that the turn around time was not sufficient for discussion and updating.

The Speaker noted the Municipal Manager and indicated that he will take it up with Administration.

Cllr Zana enquired on the tender for fencing to secure the Weston Water Treatment Works. How far is the engagement with Eskom regarding the street lights in Gamtoos area?

Director: I&E appreciated the comments made by the Executive Mayor regarding his directorate, he further indicated that he will engage with his team on the progress of the Eskom street lights issue. On the fencing he indicated that the tender is in compilation stage, the directorate hopes to have a service provider in the next financial year.

He further stated that the specification is currently a challenge, they are currently seeking for a specification which can combat the security challenges around Kouga infrastructure.

Resolved (26 April 2023)

1. That the updated Action Sheets reflecting resolutions of previous Council meetings, be noted.

2. That the action sheet be tabled at Top Management for discussion and actioning.

17. **REPORTS BY THE EXECUTIVE MAYOR**

17.1 **REPORTS BY THE CHAIRPERSON: FINANCE**

23/04/F10 MONTHLY BUDGET STATEMENTS FOR THE PERIOD OF JULY 2022 TO MARCH 2023 AND FINANCIAL STATE OF AFFAIRS OF THE MUNICIPALITY AS AT 31 MARCH 2023 (2022/23 FINANCIAL YEAR)

Cllr Bornman tabled the item indicating some highlights in the item. The creditors are in good standing, the few unpaid creditors have challenges from the creditor's side.

The investment portfolio increased due to grant funding. The cost coverage has increased from 0,1 month to 1,3 months. There is under collection on the electricity revenue and under expenditure due to load-shedding.

On other revenue, the Municipality is waiting for funding from HDA currently held in Sarah Baartman's account. On Contracted services and other expenditure from an operational point of view, there has been significant expenditure for the past month. The expenditure under infrastructure and engineering is indicated as 56% capital budget expenditure. The current update for infrastructure expenditure

is 72% expenditure. There are some expenditure projects which can get the Municipality to 100% expenditure. The employee costs are on par with National Treasury. The Municipality is cash backed.

Resolved (26 April 2023)

1. That the Executive Mayor notes Municipal Manager's report on the monthly budget statements, in accordance with Section 71(1) of the Municipal Finance Management Act.

2. The Executive Mayor's report on the implementation of the budget and the financial state of affairs of the municipality, in accordance with Section 52(d) of the MFMA be noted.

3. That the monthly budget statements accordingly be submitted to Provincial Treasury as stipulated in Section 71(1) of the MFMA.

23/04/F11 SUPPLY CHAIN MANAGEMENT: QUARTERLY REPORT FOR THE PERIOD ENDING 31 MARCH 2023

Cllr van der Linde enquired where the CCTV cameras will be put up and what the LCD screens will be used for.

Cllr Zana enquired on the caravan park in Humansdorp and the reasons for the cancellation of the recycling tender.

Manager Budget & Treasury stated that the recycling tender was cancelled due to no responsive bidders received, the specifications have been updated and the tender will be re-advertised next week.

Director: Community Services stated that the camera tender is for the cameras and the infrastructure that goes with it for the different areas within Kouga. The LCD screens are for monitoring the cameras, they will be put up in Humansdorp.

Resolved (26 April 2023)

1. That Council approve the report.

23/04/F12 BUDGET AND TREASURY: WITHDRAWALS FROM MUNICIPAL BANK ACCOUNT FOR THE QUARTER ENDED 31 MARCH 2023

Resolved (26 April 2023)

1. That the Council notes the withdrawals that were made in terms of section 11(1) (b) to (j) of the MFMA for the quarter ended 31 March 2023; and

2. That the report accordingly be submitted to the Provincial treasury and Auditor-General as determined by section 11(4) (b) of the MFMA.

18. **CLOSURE**

The meeting closed at 13:50

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B WILLIAMS **DATE**
SPEAKER

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

KOUGA LOCAL MUNICIPALITY

COUNCIL OPEN AGENDA

REPORTS BY THE OFFICE OF THE MUNICIPAL MANAGER

KOUGA LOCAL MUNICIPALITY

COUNCIL OPEN AGENDA

KOUGA MUNICIPALITY (EC108)

ORDINARY COUNCIL MEETING

OFFICE OF THE MUNICIPAL MANAGER

DATE: 31 MAY 2023 **ITEM NO: 23/05/MM1**

COUNCIL RESOLUTIONS AS AT 26 APRIL 2023

1. Introduction

The purpose of this item is to provide a report back on progress of Council Resolutions.

2. Background

The Action Sheets reflect outstanding Council resolutions for all Directorates.

3. Comments by Directorates:

3.1 Acting Director: Corporate & Digital Services & Deputy Municipal Manager

Item noted

3.2 Director: Community Services:

Item noted

3.3 Director: I & E:

Item noted

3.4 Chief Financial Officer

Report noted

3.5 Municipal Manager

Report noted.

3.6 Acting Director: Planning, Development, and Tourism

The recommendations are noted and supported.

4. Financial implications:

None

5. Legal implications:

None

6. Recommendation

6.1 That the updated Action Sheets reflecting resolutions of previous Council meetings, be noted.

6.2 That the action sheet be tabled at Top Management for discussion and actioning.

Item prepared by: Acting Director:
Corporate & Digital Services & Deputy Municipal Manager

Item endorsed by: The Chief Financial Officer

Item endorsed by: Acting Director Planning, Development & Tourism

Item endorsed by: The Director: Infrastructure & Engineering

Item endorsed by: The Director: Community Services

Item approved by: The Municipal Manager

INFRASTRUCTURE & ENGINEERING: ACTION SHEET - COUNCIL

MEETING DATE	ITEM NO	ITEM DESCRIPTION	RESOLUTION	ACTION TAKEN	PROGRESS	RESPONSIBLE OFFICIAL	CURRENT STATUS COMPLETED NOT COMPLETE IN PROGRESS ON GOING NO ACTION REQUIRED
31-Mar-22	22/03/I&E2	STATUS OF THE WESTON WASTE WATER TREATMENT WORKS	That I&E present an updated report with a clear way forward at the next Portfolio Committee meeting .	project approved for MIG Registration at the DAC held on 16 November 2022,	Draf Tender Document being prepared. To be submitted to Bid Spec by 26 May 2023.	Manager: PMU	In Progress
29-Apr-22	22/04/I&E3	WATER QUALITY REPORT	Hankey: Due to the Manganese and Iron levels exceeding the SANS limits, a treatment plant is under construction on the WTW site . The plant should be completed by mid December 2022. The existing boreholes must be rehabilitated and set in operation . Terget is to get the plant in operation by mid December 2022.	This water quality in Hankey will be addressed with the funding commited by the DWS, a activated oxidation processing package plant to treat the water is part of the application. Business plans have been signed approved. MOU between DWS and Kouga signed.			
	22/04/I&E9	REPORT: ELECTRICAL MAINTENANCE REPORT JULY 2021 TO FEBRUARY 2022	That Law Enforcement actively police the theft of copper cables and illegal electrical connections.	Electricians are spending ample time opening cases on copper theft, this time could have been utilised more effectivly to do electrical maintenace on infrastructure. Law enforcement to assist the elctrical department arranging disconnections with SAPS. on going had a sucessfull operaration in ocean view.	Theft throuhout Kouga is on the rise with loadshedding daily. We are looking at alternative standby suplies at substations to keep alarms active.	Manager; Electricity	
			That Eskom be engaged on the maintenance and repair of street lights in the Gamtoos Valley.	Eskom indicated telephonically that it will hand over streetlight maintenance in the Gamtoos area to Kouga. No official notification thereof was received, Eskom still considering how it will be handing the infrastructure over to Kouga, Eskom is also considering the amount of months Kouga paid for maintenace not provided.	Meeting held between Kouga and Eskom on the 11/05/2023 to discuss the streetlight chalenge in the GV. Eskom want to hand over the lights to Kouga but through a process. We request Eskom to attend to the lights while the process is unfolding.	Manager; Electricity	
	22/04/I&E10	REQUEST FOR APPROVAL FOR THE DEVIATION FROM KOUGA MUNICIPALITY AUGMENTATION POLICY	That the time period for the payment of the augmentation levies be set to 18 months and that the agreement be amended accordingly.	Before occupation Certificate is issued, augentation to be paid,			
31-Aug-22	22/08/I&E8	STATUS OF THE WESTON WASTE WATER TREATMENT WORKS	That Council secure funding in order to safeguard the area as Kouga is not in compliance with the law in terms of safety.	Tender for Fencing is being prepared by PMU.	Draf Tender Document being prepared to appoint PSP for upgrading of Weston WWTW. To be submitted to Bid Spec by 26 May	PMU Manager	Ongoing
28-Oct-22	22/10/I&E1	REQUEST TO AMEND THE CROSSWAYS SLA WITH AN ADDENDUM PROVIDING EXEMPTION FROM PAYING ADDITIONAL AUGMENTATION FEES FOR FURTHER PHASED CONSTRUCTION OF THE ORIGINAL CROSSWAYS DEVELOPMENT	That an amendment be included in the SLA that the water supply not be disconnected from the supply network. This is necessary in case they require a water connection in future, the connection will still be available to the development, also that availability fees be levied against the development as per council approved tariffs.	According to the Legal Department, Crossways SLA Lapsed. Addendum not enforceable. New SLA's are currently being draft.			
			That 1. and 2. above be approved subject to the validity of the Service Level Agreement entered into between Crossways and Kouga Local Municipality.				
	22/10/I&E2	APPLICATION OF FRACTIONS OF EQUIVALENT ERVEN (EE) FOR THE CALCULATION OF PAYMENT OF AUGMENTATION FEES	That Council approve that the fractions of an Equivalent Erf (ee) be used for the calculation of augmentation fees payable.	According to Legal Department, only applicable to Erf 5563 Jeffreys Bay. Not all erven applications. Policy workshop to be heldd to discuss the issue, council resolution taken on this.			
			That the Augmentation Policy be reviewed.	Legal Dept Action required,.		Legal	
	22/10/I&E3	SERVICE LEVEL AGREEMENT FOR PORTION 26 OF THE FARM KLAAREFONTEIN No. 449 DIVISION OF UITENHAGE, PROVINCE OF THE EASTERN CAPE	That the Kouga Municipality enter into an SLA with the owner of Portion 26 of the Farm Klaarefontein No.449, Uitenhage District.	Legal Dept busy with drawing up SLA		Legal	
			That the finalized SLA be approved by the Municipal Manager as the delegated official.	SLA are being draft		Legal	
	22/10/I&E4	2022/23 ADJUSTMENTS BUDGET FOR THE APPROPRIATION OF ADDITIONAL FUNDS RECEIVED	That Council, by resolution taken by the majority of its full number, and in terms of Section 30(2) of the Local Government: Municipal Structures Act No. 117 of 1998 (as amended), read in conjunction with Section 28 of the Local Government: Finance Management Act, Act No 56 of 2003, approves the adjustments budget by the appropriation of an amount of R57 400 000 and for the projects as set out below.	I&E need an additional R 15m to service historical dept and to maintain its current operations.		Dir I&E	
	22/10/I&E5	RE: ADJUSTMENTS BUDGET IN RESPECT OF MIG FUNDS WITHIN INFRASTRUCTURE AND ENGINEERING DIRECTORATE	That Council, by resolution taken by the majority of its full number, and in terms of Section 30(2) of the Local Government: Municipal Structures Act No. 117 of 1998 (as amended), read in conjunction with Section 28 of the Local Government: Finance Management Act, Act 56 of 2003, approves the following proposed adjustments to the 2022/2023 and 2023/2024 Capital Budget:	I&E need an additional R 15m to service historical dept and to maintain its current operations.		Dir I&E	

09-Dec-22	22/12/I&E1	PROJECTS PRESENTED AT PRE DAC (DISTRICT ADJUDICATION COMMITTEE) MEETING FOR MIG REGISTRATION ON 28 SEPTEMBER 2022	That a sewer master plan be prioritized.	Funding required to draft master plan	Awaiting budget approval.	Director	
	22/12/I&E2	STATUS OF THE UMZAMOWETHU SANITATION SYSTEM	That the 6 affected households be serviced with new conservancy tanks.	appointed to approached the Windfarm for funding to replace the 6	Project submitted to Council for approval to register project in MIG	Director	ONGOIING
			That a submission of business plans be made to Kouga Windfarms for funding.	Gert Foster the deal with this.		Director	
06-Apr-23	23/03/I&E1	ROADS TO BE UPGRADED UNDER THE GRAVEL ROADS PHASE 2 CONTRACT	That Council approve that phase 2 proceed as per the approved roads on the project.		Item submitted to Council		ONGOING
			That the additional roads be identified during the IDP consultation process and be included in a follow-up phase, all wards should benefit accordingly.				ONGOIING
	23/03/I&E4	APPROVAL OF THE FINAL PROJECT IMPLEMENTATION PLAN (PiP) FOR THE 23/24 FY MIG ALLOCATED GRANT FUNDING	That the Item be deferred to the next Special Council.		Approved by Council		Completed
26-Apr-23	23/04/I&E12	2022/23 ADJUSTMENTS BUDGET FOR THE APPROPRIATION OF ADDITIONAL FUNDS RECEIVED	That Council, by resolution taken by the majority of its full number, and in terms of Section 30(2) of the Local Government: Municipal Structures Act No. 117 of 1998 (as amended), read in conjunction with Section 28 of the Local Government: Finance Management Act, Act No 56 of 20 tion of an amount of R 8 100 000.00 and for Town / Project Description / U-key Nr. / Allocated amount Jeffreys Bay / Phase 1; Oceanview 200 electrification & Bulk. / R 3, 700,000.00 66Kv construction of the overhead line between Melkhout substation and Jeffreys Bay. / R 4, 400,000.00 GRAND TOTAL / R 8,100,000.00			Manager: Electrical	

OFFICE OF THE MM: ACTION SHEET - COUNCIL

MEETING DATE	ITEM NO	ITEM DESCRIPTION	RESOLUTION	ACTION TAKEN	PROGRESS	RESPONSIBLE OFFICIAL	CURRENT STATUS COMPLETED NOT COMPLETE IN PROGRESS ON GOING NO ACTION REQUIRED
30-Jul-19	19/07/MM4	RESCISSION OF A COUNCIL RESOLUTION – 17/8/F23 OF A COUNCIL MEETING HELD ON 31 AUGUST 2017	That Erf 873, Jeffreys Bay, in extent of 82,908ha be subdivided and rezoned for sporting facilities and that the remainder of Portion Erf 873, Jeffreys Bay, be rezoned for future development.	Due to budget contraints the service provider could not be appointed - sufficient provision has been made on the adjustment budget and the process will now commence. Feed back at next meeting	Sub division not completed due to budget constraints - proposal now on the table will nigate the need for sub-division as the whole erf is proposed to be sold and the Bowling Club will be cut off from the mother erf, New Developer to carry the cost	Planning & Development	
30-Jan-20	20/01/MM1	COUNCIL RESOLUTIONS FOR 12 DECEMBER 2019	That the management/custodianship initiatives of all Kouga Sports fields in respective Wards be considered with public participation process to be followed **(refer to item 19/10/CS13 – Custodianship: Kruisfontein Sports Field).**	Draft Agreement submitted to Manager Parks & Community Amenities in December 2019.	Council resolution 19/10/CS13 rescinded (Refer to item 22/06/CS12)	Director: Community Services	
			That the relevant Directorate submit a status report on the development proposal on portion of erf 499: Humansdorp **(19/12/PD6)** be submitted to the next Council meeting.	Council subsequently approved the development of the Biomass Harvesting and Processing on Erf 499 - 20/07/CS7. Item is at BID SPEC	Completed: Council Resolution 19/12/PD6	Director: PD&T and Director: Community Services	
31-May-21	21/05/MM9	2019/20 ANNUAL REPORT: MUNICIPAL PUBLIC ACCOUNTS COMMITTEE OVERSIGHT REPORT	That it be noted with concern that no attention was given to the Council priority of the conversion of bucket sanitation to more acceptable sanitation system and that an action plan for such conversions be submitted to Council without further delay.		KLM is currently planning together with HDA to deal with the eradication of buckets in the upgrading of informal settlements programme	Director: I&E	
			That a report on community acceptance of the containerized sanitation for informal settlements be submitted.			Director: PDT	
			That measures be implemented to ensure that all consumers are billed for service received from Kouga Municipality.		the data cleansing programme is in full swing and should address this issue	CFO	
			That measures be implemented to reduce water losses to more acceptable levels.	Drought mitigation task team established to implement water loss strategy, there has been 12 meetings convened to date, the last meeting was on 07th November 2022, I&E & Call Centre agreed to meet on weekly basis to close off incidents reported on the system to eliminate backlog. Project for installation of Pellsrus 220 water meters, 89/92 were installed. Building Control Office was requested to instruct home owners to place water meters outside their house boundry wall for accessibility. Water leaks & installation of water meters at Woodlands, 11/12 water meters has been installed (incl. x2 Bulk Water Meters).	Planned meeting dates for Task Team will be decided by DMM. Installation of Pellsrus 220 Water Meters will continue until the target of meters to be installed is reached. X1 water meter installation at Woodlands to be confirmed.	Director: I&E	
			That measures be implemented to reduce electricity losses to more acceptable levels.	Revenue manager & Electricity Manager monitor losses	Department actively intervening by installing new meters and acting on illegal connections to reduce electricity losses as progress shown in 2021/22 annual report	Director: I&E	

17-Nov-21	21/11/MM2	DECLARATION OF INTEREST OF COUNCILLORS	That all Councillors submit the duly completed Declaration of Interest form to the office of the Municipal Manager before 17 January 2022.	All Councillor declaration forms completed & submitted to COGTA	paspeaker	Office of the Speaker	
13-Dec-21	21/12/MM2	REPORT ON DELEGATIONS REGISTER	That the Municipal Manager be instructed to submit a report to the Mayoral Committee with recommendations on any changes to the Delegation Register mentioned in 1 above;	to form part of the agenda for the next Mayarol Committee - The internal review has not been completed yet	Workshop was held, mayor to decide which powers to be delegated to the different portfolio MMC's	Legal Manager	
			That the Mayoral Committee submit recommendations thereon to the Municipal Council for resolution.	to form part of the Council Agenda following the next Mayoral Committee - to follow after internal review completed	See above	Legal Manager	
31-Mar-22	22/03/MM2	2020/21 ANNUAL REPORT: MUNICIPAL PUBLIC ACCOUNTS COMMITTEE: OVERSIGHT REPORT	That the IT Strategy is reviewed and improved on that a skills plan for IT staff is developed and implemented and that the system access controls are significantly improved on.	IT Strategy has different elements/chapters, and the following has been done in response to MM Action Sheet: 1.Organogram and the Job Description have been reviewed, changed, and signed off as part of the strategic intention. 2.Skills requirements to support the municipality has been identified and aligned to the future developments of the municipality (i.e. Cloud Services, Microsoft Technology Stack) 3.ICT Skills Audit is done and relevant courses are being identified; 4.Relevant training has not been done due to funding challenges and the limited capacity/staff within ICT unit, 5.Access Control procedures have been reviewed and updated to improve access control and security. 6.A comprehensive ICT Strategy is under review with SALGA assistance and targeted to complete June 2023			
			That the bulk water service agreement with the Nelson Mandela Metro be finalized.	In process. As part of the settlement agreement with NM Metro, our legal team is fascilitating the new water service agreement.	No progress could be made on this front due to unstability at the Metro		
			That the relocation of residents after removal from informal settlements and the removal of old shacks be guided by a Relocation Plan.	It will be the strategy followed by our Housing Section.	Housing Section will be working with the Dept: Human Settlements to make sure that the re-settlement of residents are done orderly and on a planned basis		
			To negotiate with the Provincial Roads Department to take over the ownership of the roads that run through Kouga towns.	Formal negotiations need to take place / Formal Council resolution needed	Meeting was held with the department and the public participation process will be coordinated with provincial Roads Section.		
			That a marketing plan for Kouga Municipal Caravan Parks be drawn up.	New Manager Parks have been appointed and tasked to develop marketing plan for caravan park	Marketing Plan for Kouga Municipal Caravan Parks will be drawn up and presented during the 2023/24 financial year (October 2023)		
			That measures be implemented to ensure that all consumers are billed for services received from Kouga Municipality.	The CFO is busy with a data clearing exercise to ensure accurate billing for services.	the data cleansing programme of the CFO is addressing this issue		
			That measures be implemented to reduce water losses to more acceptable levels.	Department I&E have installed zonal and other meters to be able to assess water losses and where they occur	the I&E department is currently working with the billing department to install meters where no meters are available. This is an ongoing project		

31-May-22	22/05/MM1	COUNCIL RESOLUTIONS AS AT 29 APRIL 2022	That the SPU unit establish a sports committee and that an item be tabled to Council.	Meeting is set for the 21st of July 2022 with DSRAC and SBDM Sports Council, way forward will be establish before item goes to Kouga Council.	No consensus reached, will reconvene all Sporting codes to draft a mo	SPU	
29-Jun-22	22/06/MM6	COUNCIL RESOLUTIONS AS AT 31 MAY 2022	That Directorates complete the Action sheets comprehensively, indicating the official responsible for actioning the recommendation, the due date, status of completion and tasks performed.		The latest Action Sheets were updated by Directors and the format of reporting ammended to give bigger picture		
09-Dec-22	22/12/MM1	COUNCIL RESOLUTIONS AS AT 28	That the Grant in aid policy and rules of order by-law be reviewed in 2023.	Policy submitted	To be submitted to the next Policy Workshop	LED OFFICE	
	22/12/MM6	REQUEST FOR COUNCIL TO INVESTIGATE AN ALLEGED BREACH OF CODE OF CONDUCT	That Council authorizes the Rules and Ethics Committee to investigate and make a finding on the alleged breach of the Code of Conduct for Councillors by Cllr Dayimani.	Matter is sub judice	Matter is sub judice	Legal/Office of the Speaker	
	22/12/MM7	REQUEST FOR COUNCIL TO INVESTIGATE AN ALLEGED BREACH OF CODE OF CONDUCT	That Council authorizes the Rules and Ethics Committee to investigate and make a finding on the alleged breach of the Code of Conduct for Councillors by Cllr Oliphant.	Matter is sub judice	Rules & Ethics Committee will be sitting 03-05 May 2023 on this and other matter referred by Council. Report to Council will be submitted by 19 May 2023 through the Office of The Speaker,	Speakers Office	
31-Jan-23	23/01/MM1	COUNCIL RESOLUTIONS AS AT 9 DECEMBER 2022	That a list of gravel roads to be upgraded be circulated to all Councillors.		Preliminary list of roads to be upgraded to be sent to Speaker's office for distribution to all Councillors		
	23/01/MM4	MID-YEAR INSTITUTIONAL PERFORMANCE REPORT: 2022/23	That the report be referred to the section 79 Monitoring and Evaluation Committee.	Awaiting for sitting of Committee	Awaiting for sitting of Committee	PMS Manager	

	23/03/MM1	COUNCIL RESOLUTIONS AS AT 28 FEBRUARY 2023	That the action sheet be tabled at Top Management for discussion and actioning.				
30-Mar-23	23/03/MM3	2021/22 ANNUAL REPORT: MUNICIPAL PUBLIC ACCOUNTS COMMITTEE: OVERSIGHT REPORT	After having fully considered the 2021/22 Annual Report of the Kouga Municipality and representations thereon, adopts the Annual Report without any reservations:				
			That measures be put in place to turn around the decline in the financial health of the municipality.	A Long-term financial plan was approved by Council in November 2022. Key Strategies within the plan has been incorporated into the Budget-related Policies that will be presented at the May 2023 Council for approval.		CFO	
			That Quarterly Departmental Operational Reports be submitted to MPAC to allow timeous oversight towards the final future Annual Reports.				
			That measures be put in place to ensure that reported performance, inclusive of information contained in the annual report is verified prior to it being reported.	Measures is being developed in consultation with Internal Audit, a computerized drive has been developed to ease loading and review of performance evidence, training on the use of the drive is in the roll out phase	In progress	Manager PMS	
			That the performance of IT Internet Service Providers be monitored and that quarterly reports in this regard be submitted to MPAC.	Mitigation measures in place will be done	In progress	Manager ICT	
			That MPAC be furnished with progress reports on the implementation of the audit corrective plan on a quarterly basis.	The Audit Action Plan will be submitted Quarterly to MPAC		CFO	
			That a report be submitted to MPAC on computerised systems currently utilised by the Municipality containing the initial date implemented, term of contract and license fee.	Completed	Completed	Manager ICT	
			That MPAC be furnished with quarterly progress reports on the implementation of procurement plan.	The Audit Action Plan will be submitted Quarterly to MPAC		CFO	
			That a report be submitted to MPAC on turnaround times on land use and building applications and town planning applications.				
			That an Action Plan to curb water losses be prepared and be submitted to the next meeting of the Municipal Public Accounts Committee.		Completed	Manager: Civils - I&E	
			That quarterly reports on compliance with the water loss reduction plan be submitted to MPAC.		Completed	Manager: Civils - I&E	
			That the formalization of informal settlements be prioritized in order to provide acceptable services to such settlements and to reduce illegal connections to the electrical network.		Completed	Manager: Electrical: I&E	
			That a detailed report on the acquisition and utilization of containerized toilets be submitted at the next meeting of MPAC.		Completed	Manager: Civils - I&E	
			That the relocation of residents after removal from informal settlements and the removal of old shacks be guided by a Relocation Plan				
			That a detailed report on available space in cemeteries inclusive of an action plan to ensure future availability cemetery space be submitted to the next meeting of MPAC.	Available space in all Cemeteries is 96 502,93sq. Land for Humansdorp, Loerie, Weston Cemeteries was identified and an EIA process will commence during the 2023/24 Financial year. The EIA process takes up to 18 months to be completed	EIA process will be done in the 2023/24 financial year (The EIA process takes up to 18 months to be completed)	Director: Community Services	
			That it be noted with concern that policy workshops are more often than not, not held on scheduled dates which results in delays in the review of policies.	Matter noted and already adressed	Completed	Manager:Admin	
			That a detailed report on the utilisation of Environmental Management Fee be submitted to MPAC.	Report was submitted to Council (Council Resolution: 22/03/F8	Completed	Director: Community Services	
			That a detailed report on contractual and temporary employees for the 2021/22 and 22/23 year be submitted to the next MPAC Meeting.	Reporting being formulated	In progress	HR Manager	
			That the replacement of the bucket to a more acceptable sanitation service, be prioritized			Manager: Civil	
			The it be noted with concern that leave management is not done in electronic format and that consideration be given to implement an electronic leave management system.	Electronic leave management system in place	In place	HR Manager	
			That consideration be given to implement an electronic booking system for caravan parks.				
			That the development of Roads Master Plan be prioritised.		Dependent on Funding. Distrct Roads Mastrplan to be onbtained and scruitinized		
			That a Master Plan on clearing Open Spaces, Side walks, municipal properties be developed.	A Master Plan on clearing Open Spaces, Side walks, municipal properties will be developed during the 2023/24 financial year by 30 September 2023	In progress	Director: Community Services	
			That a strategy be developed for private plot clearing.	Private Plot clearing Policy approved on the 09 April 2021	Completed: Private Plot clearing Policy approved on the 09 April 2021	Director: Community Services	
			That measures be implemented to ensure that all consumers are billed for services received from Kouga Municipality.				
			That the rates for services between informal settlements and formalised areas be looked into by the relevant department.	The Data Cleansing Project that is currently in progress will asist in addressing this matter.		CFO	
			That the Municipal Manager submit a report at the October 2023 meeting of MPAC on progress in the implementation of the above recommendations.				
			That a report on the legislative provisions on public participation on the Annual Report be submitted to the next meeting of MPAC to enable MPAC to reconsider the MPAC community consultative sessions on the Annual Report.				
	23/03/MM6	2022/23 SERVICE DELIVERY AND BUDGET IMPLEMENTATION PLAN: AMENDMENT FOLLOWING THE MID-YEAR PERFORMANCE ASSESSMENT	That addendums to the Performance Agreements of Senior Managers following the amendment of the 2022/23 Service Delivery and Budget Implementation Plan, be submitted to Council.		Addendums signed and to be submitted to Council	Manager PMS	

CORPORATE SERVICES: ACTION SHEET COUNCIL

<table>
<tr><th>MEETING DATE</th><th>ITEM NO</th><th>ITEM DESCRIPTION</th><th>RESOLUTION</th><th>ACTION TAKEN</th><th>PROGRESS</th><th>RESPONSIBLE OFFICIAL</th><th>CURRENT STATUS
COMPLETED
NOT COMPLETE
IN PROGRESS
ON GOING
NO ACTION REQUIRED</th></tr>
<tr><td>29-Jul-22</td><td>22/07/CORP1</td><td>USE OF MUNICIPAL HOUSE AS A GUESTHOUSE – 2 DIANA
CRESCENT, ST FRANCIS</td><td>That the necessary Consent Use Application process commence to formally obtain planning approval for the house to be used as a guesthouse.</td><td>Update as at 20 Sept 2022 - A requisition for appointment of an architectect to prepare the required plans and doumenents for the consent use applications. Awaiting order. Update as at Nov 2022, order received and plans submitted to Building Control. Update as at 16 January 2023, awaiting approval from Town Planning</td><td>As at March 2023, plans rejected due to poor quality of scan, to resubmit. As at April, plans submitted.
As at May 2023 - awaiting feedback from Architect, in terms of submission to PDT</td><td>Director: Corporate Services</td><td></td></tr>
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<tr><td>31-Aug-22</td><td>22/08/CORP14</td><td>CONNECTIVITY AND NETWORK ASSESSMENT REPORT</td><td>That funding as shown below be urgently made available to resolve the high priority connectivity issues that have plagued the Municipality for a long time.
<table>
<tr><th>ITEM</th><th>COST</th><th>CAPITAL BUDGET</th><th>OPERATIONAL BUDGET</th></tr>
<tr><td>Improved Network Connectivity</td><td>R243 480</td><td></td><td>R 243 480</td></tr>
<tr><td>Top Up – Monthly Connectivity Costs</td><td>R1 000 000</td><td></td><td>R1 000 000</td></tr>
<tr><td>New Routers</td><td>R129 480</td><td>R129 480</td><td></td></tr>
<tr><td>Local Server Space</td><td>R10 000</td><td>R10 000</td><td></td></tr>
<tr><td>Invertors(10 of 45)</td><td>R180 000</td><td></td><td>R180 000</td></tr>
<tr><td>TOTAL LESS NETWORK MONITORING TOOL</td><td>R1 562 960</td><td>R139 480</td><td>R1 423 480</td></tr>
</table></td><td>Update as at 20 Sept 2022 - A meeting will take place between Digital Services & the CFO on 22 Sept 2022, to consider funding from other departments to rectify the Network challenges. Feedback will be provided at the meeting Update as per 25 November 2022 –

Point 1 – Improved Network Connectivity – This is once off cost and has been included in Adjustments Budget. ISP Tender is still in BEC stage.
Point 2 – Top up – Monthly connectivity costs – Included in Adjustments Budget – Part of ISP tender.
Point 3 – New Routers – Included in Adjustments Budget – Part of ISP tender.
Point 4 – Local Server Space – Included in Adjustments Budget
Point 5 – Inverters - CFO confirmed that Inverters may be purchased on operational budget available and that a journal will be completed by Assets to convert to Capital. During adjustments budget the funds used to purchase inverters will be topped up/replaced. Currently – Inverter Tender approved 24 November 2022, in order to purchase around 10 inverters. <u>Update as at 16 January 2023</u>, both ISP and Inverter Tender cancelled - Non-responsive bidders received for ISP and no bidders received for inverter tender. To re-advertise tender. In the interim, purchased x1 inverter for the Server Room.</td><td>As at March 2023 - New specs of ISP Tender and Inverter tender to be submitted in the month of March 2023. As at April 2023. Awaiting BSC As at May 2023..... Top up - Monthly Conenctivity and New Routers are part fo the ISP proejct which the Specificagtion was approved by the BSC, and it is planned for advert before 19 May 2023 (as agreed with SCM). Local Storage is implemented and matter resolved and closed. Improved Network Connectivity project was suspended in April 2023 by the previous Acting Director with the view that the matter can wait and must be resolved in the ISP project. Inverters (10 of 45) reviewed specification is completed and submitted to SCM for procurement for presentation to BSC.</td><td>Director: Corporate & Digital Services</td><td></td></tr>
<tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr>
<tr><td>11-Nov-22</td><td>22/11/CDS8</td><td>ESTABLISHMENT OF A SECTION 79 COMMITTEE</td><td>That the Terms of Reference for the Monitoring and Evaluation Committee be drafted and referred to a future Council meeting for approval</td><td>Email sent to Chairperson to confirm availability of members for first meeting to take place in Jan 2023</td><td>As at May 2023. Awaiting feedback on finalisation of TOR</td><td>Acting Director: Corporate & Digital Services</td><td></td></tr>
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</table>

FINANCE - ACTION SHEET - COUNCIL

MEETING DATE	ITEM NO	ITEM DESCRIPTION	RESOLUTION	ACTION TAKEN	PROGRESS	RESPONSIBLE OFFICIAL	CURRENT STATUS COMPLETED NOT COMPLETE IN PROGRESS ON GOING NO ACTION REQUIRED
26-Feb-21	21/02/F5	WRITE-OFF IN RESPECT OF IRRECOVERABLE ARREAR DEBTS – EQUITABLE SHARE	That future reports indicate the area well as the Ward for the Equitable Share-write-offs.	A report of this nature will need to be written within the Financial System. These requirements are being assessed.		CFO	
31-Mar-21	21/03/F1	Draft Medium-Term Revenue and Expenditure Framework (MTREF) - Budget for 2021/22 to 2023/24 Financial Years	That the Acting Director: Infrastructure and Engineering reports on the outcomes of the implementation of a strategy by 7 May 2021 to the Office of the Municipal Manager, to reduce non-technical electricity losses.	Implementation Strategy being developed.		Acting Director: I&E	
			That the Acting Director: Infrastructure and Engineering reports on the outcomes of the implementation of a strategy by 7 May 2021 to the Office of the Municipal Manager, to reduce water losses.	Implementation Strategy being developed.		Acting Director: I&E	
			That the Director: Community Services reports on the outcomes of the implementation of a strategy by 7 May 2021 to the Office of the Municipal Manager, to collect outstanding traffic fines.	Implementation Strategy being developed.		Director: Community Services	
31-Jan-22	22/01/F3	SUPPLY CHAIN MANAGEMENT: QUARTERLY REPORT FOR THE PERIOD ENDING 31 DECEMBER 2021	That a full report on sewerage issues within the Municipality be tabled at the next Infrastructure & Engineering Portfolio Committee meeting.	Report will be submitted to next portfolio committee meeting		I&E	
			That site visits be conducted with the relevant departments.	Report will be submitted to next portfolio committee meeting		I&E	
29-Jun-22	22/06/F25	ELECTRICITY TARIFF INCREASES: 2022/23 FINANCIAL YEAR	That the I&E directorate embark on cost of supply study for electricity be done in the 2022/23 financial year	The COS Study has been initiated.		Acting Director: I&E	
31-Aug-22	22/08/F2	SUPPLY CHAIN MANAGEMENT: S40 DISPOSAL MANAGEMENT (DISPOSAL OF SLOW-MOVING STOCK, REDUNDANT STOCK AND DAMAGED STOCK ITEMS)	That the recommended disposal strategy by SCM section for these stock items be a public auction, and after approval by Council these items will be removed from the shelves at stores. Thereafter be kept safe for consideration by Manager Assets until the next public auction.	The items will be disposed off through a public auction once the Council resolves on disposal of assets (PPE) after the audit process.	Auction is planned to be held on 28 June 2023	CFO	
09-Dec-22	22/12/F2	DEVELOPMENT OF A LONG-TERM FINANCIAL PLAN FOR KOUGA MUNICIPALITY	That the recommendations in the Long-Term Financial Plan be incorporated into the relevant Budget-related policies, IDP, Budget and SDBIP going forward.	To be done during the IDP / Budget process and finalised when the Draft IDP / Budget / Policies are approved at end of March 2023	Key strategies included in the Budget-related Policies. Policies were workshopped and will be tabled to Council for approval with the Budget.	CFO	
31-Jan-23	23/01/F2	2022/23 ADJUSTMENTS BUDGET	That the list of gravel roads to be upgraded be circulated to all Councillors.			Director: I&E	

30-Mar-23	23/03/F2	**DRAFT MEDIUM-TERM REVENUE AND EXPENDITURE FRAMEWORK (MTREF) - BUDGET FOR 2023/24 TO 2025/26 FINANCIAL YEARS**	That the Council, by resolution taken by the majority of its full number, and in terms of Section 30(2) of the Local Government: Municipal Structures Act No. 117 of 1998 (as amended), read in conjunction with Section 16 of the Local Government: Municipal Finance Management Act, Act 56 of 2003, approves the 2023/24 – 2025/26 Draft Annual Budget, as set out in the Draft Annual Budget Report supported by **Annexure H** in the following tables:	Public participation to be done / amendmends / final Budget, Tariffs, etc submitted to Council for final approval by 31 May 2023	Public participation concluded, budget amended. Final Budget included in Council Agenda for adoption.	CFO	
			a)Consolidated Budget Summary [Table A1] b)Budgeted Financial Performance (revenue and expenditure by standard classification); [Table A2] c)Budgeted Financial Performance (revenue and expenditure by municipal vote); [Table A3] d)Budgeted Financial Performance (revenue by source and expenditure by type); [Table A4] e)Multi-year and single year capital appropriations by municipal vote and standard classification and associated funding by source. [Table A5]	Public participation to be done / amendmends / final Budget, Tariffs, etc submitted to Council for final approval by 31 May 2023	Public participation concluded, budget amended. Final Budget included in Council Agenda for adoption.	CFO	
			That the budgeted financial position, budgeted cash flows, cash-backed reserves/accumulated surplus, asset management and basic service delivery targets be noted as set-out in the following tables: a)Budgeted Financial Position; [Table A6] b)Budgeted Cash Flows; [Table A7] c)Cash backed reserves and accumulated surplus reconciliation; [Table A8] d)Asset management; [Table A9] e)Basic service delivery measurement. [Table A10]	Public participation to be done / amendmends / final Budget, Tariffs, etc submitted to Council for final approval by 31 May 2023	Public participation concluded, budget amended. Final Budget included in Council Agenda for adoption.	CFO	
			That the tariffs be increased as follows, with effect from 1 July 2023: Property rates (decrease in cents in the Rand)-23.8% Water7.25% Sanitation6.5% Refuse6.5% Electricity (average increase in electricity income)15% Environmental Management Fee7% a)Indicative tariffs for 2022/23 and 2023/24 will be increased as follows: 2024/25 2025/26 Property rates 4.9% 4.7% Water 7.25% 7.25% Sanitation 6.5% 6.5% Refuse 6.5% 6.5% Electricity (average increase in electricity income) 9.6% 12.58% Environmental Management Fee 7% 7%	Public participation to be done / amendmends / final Budget, Tariffs, etc submitted to Council for final approval by 31 May 2023	Public participation concluded, budget amended. Final Budget included in Council Agenda for adoption.	CFO	
			That the Council, approves the draft tariffs, as reflected in **Annexure 'B'**, for public participation.	Public participation to be done / amendmends / final Budget, Tariffs, etc submitted to Council for final approval by 31 May 2023	Public participation concluded, budget amended. Final Budget included in Council Agenda for adoption.	CFO	
			That the 2023/24 Procurement plan be approved **"Annexure D"**	Public participation to be done / amendmends / final Budget, Tariffs, etc submitted to Council for final approval by 31 May 2023	Public participation concluded, budget amended. Final Budget included in Council Agenda for adoption.	CFO	
			That the mSCOA road map be approved. **"Annexure E"**	Public participation to be done / amendmends / final Budget, Tariffs, etc submitted to Council for final approval by 31 May 2023	Public participation concluded, budget amended. Final Budget included in Council Agenda for adoption.	CFO	
06-Apr-23	23/03/F1	**RE: LIST OF OBSOLETE EQUIPMENT (ASSETS) THAT WERE IDENTIFIED FOR AUCTION**	That the condemned/redundant assets listed above be removed from the Asset Register.	Assets to be removed off the Fixed Asset Register by 30 June 2023	In progress	CFO	
			That the condemned/redundant assets listed above be disposed of in terms of the Supply Chain Management Policy through a public auction / donation.	Donation to be initiated and remaining assets to be disposed on auction	Donations are in progress and the auction is planned to be held on 28 June 2023	CFO	
26-Apr-23	23/04/F10	**MONTHLY BUDGET STATEMENTS FOR THE PERIOD OF JULY 2022 TO MARCH 2023 AND FINANCIAL STATE OF AFFAIRS OF THE MUNICIPALITY AS AT 31 MARCH 2023 (2022/23 FINANCIAL YEAR)**	That the Executive Mayor notes Municipal Manager's report on the monthly budget statements, in accordance with Section 71(1) of the Municipal Finance Management Act.				
			That the monthly budget statements accordingly be submitted to Provincial Treasury as stipulated in Section 71(1) of the MFMA.	Submitted to Treasury	Completed	CFO	
	23/04/F12	**BUDGET AND TREASURY: WITHDRAWALS FROM MUNICIPAL BANK ACCOUNT FOR THE QUARTER ENDED 31 MARCH 2023**	That the report accordingly be submitted to the Provincial treasury and Auditor-General as determined by section 11(4) (b) of the MFMA.	Submitted to Treasury and AG	Completed	CFO	

PLANNING & DEVELOPMENT: ACTION SHEET - COUNCIL

MEETING DATE	ITEM NO	ITEM DESCRIPTION	RESOLUTION	ACTION TAKEN	PROGRESS	RESPONSIBLE OFFICIAL	CURRENT STATUS COMPLETED NOT COMPLETE IN PROGRESS ON GOING NO ACTION REQUIRED
30-May-19	19/05/PD6	PUBLIC WORKS PROPERTIES TO BE TRANSFERRED TO KOUGA MUNICIPALITTY	That Council accepts the following erven from Public Works and that they are added to the asset register of Kouga Municipality: Farm 448 portion 15 — Uitenhage RD Pellsrus: 677; 678; 733; 751 ; 753; 794;812 826; 854; 862 Humansdorp: 1 968 Thornhill: 221 ; 237 333; 334; 342;362;376;751v; 762; 763; 775; 776; 777; 778; 779; 780; 781 ; 782; 783; 784; 785; 788; 789; 790; 791 ; 792; 805; 845; 846; 849; 850; 852; 855; 857; 859; 860; 861 ; 862; 863; 865; 866; 868; 870; 874; 875; 883; 884; 885; 886; 887; 888; 889; 891; 892; 894; 895; 897; 898; 896	The finalisation of the transfer of Public Work properties to Kouga Municipality in progress	The IGR Land Forum was resusitated on 24 March with intention of bring all outstanding council resolution to completion. There has been constant communication and information sharing since the mentioned meeting in order to conclude outstanding matters.	Manager: L&PA	In Progress
			That Kouga Human Settlement Department proceed with the transfers of these erven to the owners of the properties as soon as registration to Kouga has been completed	Awaiting Transfer of properties by Public Works.			
30-Oct-19	19/10/PD3	SELLING OF 98 HIGH WATER TABLE HUMAN SETTLEMENT ERVEN – KRUISFONTEIN	That all proceeds from the sale of the 98 high water table erven be ringfenced for projects namely the upgrading of gravel roads to paved roads	The council resolution to sell 98 wet erven to be rescinded. There is a possibility that the properties will now be donated to the people currently occupying the properties, hence it is anticipated that there will be no proceeds.	Item to be submitted to next Council on the amended method of disposal.	CFO/ Dir: PDT	In Progress
29-May-20	20/05/PD2	REPORT ON THE PROGRESS AND STATUS OF THE SOCIAL HOUSING PARTNETSHIP FOR THE DEVELOPMENT OF A SOCIAL AND (FLISP) HOUSING PROJECT ON Erf 335, JEFFERYS BAY	That the plans scrutiny and approval fees be dealt with on the same basis as BNG/RDP housing projects.	The resolution will be implemented upon submission of Building plans for the development. Ongoing, project is still on planning phase.Resolution will be actioned during project commencement		Dir: PDT / Manager P&D	ongoing
			That the plans scrutiny and approval fees be dealt with on the same basis as BNG/RDP housing projects.	The resolution will be implemented upon submission of Building plans for the development. Ongoing, project is still on planning phase.Resolution will be actioned during project commencement	he resolution will be implemented upon submission of Building plans for the development. Ongoing, project is still on planning phase.Resolution will be actioned during project commencement	Dir: PDT / Manager P&D	ongoing
	20/05/PD3	DONATION AND TRANSFER OF KOUGA MUNICIPAL PROPERTIES FROM KOUGA MUNICIPALITY TO PUBLIC WORKS	That Erf 560 be rezoned in terms of SPLUMA from Residential 1 to Institutional in accordance to existing land use.	Town Planning indicated that the Department is currently under pressure and will not be able to do rezoning in-house.	Qoutations received and will now be processed in order to appoint a service provider.	Manager :L&PA	In Progress
	20/05/PDT5	APPROVAL FOR THE COMMENCEMENT TO ESTABLISH "AESTHETICS AND HERITAGE BUILDING COMMITTEE" FOR THE ST FRANCIS BAY VILLAGE AND CANALS, SANTAREME, HARBOUR PRECINCT, CAPE ST FRANCIS, OYSTER BAY, SEA VISTA TOWN, ST FRANCIS BAY LIGHT INDUSTRIAL AREA IN THE KOUGA LOCAL MUNICIPALITY AREA	That Aesthetic Committees be established in all Wards, if required, to maintain uniform architecture design for specific areas be included in the Terms of Reference.	Draft "by-law" with legal section to finalised all legal requirements. Meeting with C W Malan to be held.Legal services has set up a date for finalisation of draft by-law . Last meeting was postpone due covid cases at C W Malan office. See last comments - with Legal Dept. Report to be submitted.	The item has served before Council to establish a "Aesthetics Committee" for SFBay area , but was put on hold due to the "guidelines" is not legally enforceble and a way was seek to have it enacted in a "by-law" or within the town planning scheme. This action to amend the town planning scheme has been budgeted for the next finacial year - which can include "Aesthetic Guidelines " for all towns.	Dir: PDT / Manager P&D	In Progress A New Item to be tabled before Coucnil to address the establishment of an "Aesthetics Committee"
					No		
26-Jun-20	20/06/PD4	DEVELOPMENT PROPOSAL: PRECINCT PLAN FOR Erf 8783: OCEAN VIEW, JEFFREYS BAY	That the precinct plan and development proposal of Erf 8783 Ocean be subject to public participation.	Public Meeting to be held where the development proposal will be presented to community. The Public Participation Office will be assisting.	Meeting will be setup to internally discuss the proposed layout plan for erf 8783 Ocean View first before presenting it to the community.	Dir: PDT	In Progress
			That the registration of Erf 8783, Ocean View to Kouga Municipality be continued and concluded.	Transfer in progress	This erf was subdivided from erf 335 portion 125 Humansdorp RD as part of the Ocean View low-cost housing development. The erf is currently zoned as "Authority Zone	Manager: Legal Services	In Progress

11-Dec-20	20/12/PD5	APPROVAL OF GRANT FUNDING FOR THE UPGRADING OF INFORMAL	That a report on the joint planning between Infrastructure and Human Settlements serve at the next Portfolio Committee.	Delays with the appointment of contractor to install interim and permanent services. Award letters will be	Contractor was appointed in November 2022. Site development is complete, CLO's are appointed.	Dir: PDT/ Manager: Human Settlements	In progress
	20/12/PD8	APPROVAL FOR THE COMMENCEMENT TO DRAFT "AESTHETICAL AND HERITAGE BUILDING BY-LAW" FOR THE ST FRANCIS BAY VILLAGE AND CANALS, SANTAREME, HARBOUR	That the Department: Planning & Development facilitate the process to address the "Objectors Objections" by convening a virtual meeting with the objectors as well as other Interested and affected parties.	Draft completed.Legal to check it .Published document for comments in March . See previous comments for 20/05/PDT5. Draft By-Law with attorneys.Had discussion with Attorneys to find an alternative way to promulgate said regulations.		Acting Manager: LPA	In progress
			That a date and venue be determined as to when such meeting will take place for a virtual hearing and that it be published in the local newspaper and on the website.				
			That all the objectors be notified timeously of the date and venue for the virtual hearing.				
26-Feb-21	21/02/PD14	ESTABLISHMENT OF AN AUTISM CENTRE - APPLICATION FOR RIGHT TO USE/MANAGE MUNICIPAL LAND: Erf 5812 JEFFREYS BAY	That the approval of the right to use, control, manage the be subject to the said property being closed as a public place and rezoned to an appropriate zoning.	The closure of public place has been completed. Town Planning indicated that the Department is currently under pressure and will not be able to do rezoning in-house. A meeting was also held with the applicant on 6 March to discuss the application and way forward. It was agreed that the applicant proceed and submit designs and site development plan whilst Council finalise the rezoninng.	Quotations received and in the process to appoint service provider.	Dir: PDT/ Manager L&P/Manager: P&D	In Progress
31-Mar-21	21/03/PD1	TRANSFER OF RESIDENTIAL SITE: HISTORIC CONDITION OF SALE: ERF 1331 PELLSRUS: PIENAAR FAMILY	That Council grant approval for the closure of a public open space with regard to the subdivided erf contemplated in (a) and that transfer herein be dependent on the formal closure of the public open space.	Gazetting of erf 1331 has been finalised. Rezoning to residential purposes will now commence.	Subdivision and gazetting completed. In the process to finalise rezoning.	Director: PDT/ Acting Manager: LPA	In Progress
	21/03/PD3	Application to Purchase a Portion of Erf 552 Sea Vista (Mr. M. Johansens)	That the applicant be responsible and carry the cost for the closure of public open space and subdivision of erf 552.	Power of Attorney was granted to the applicant to enable him to bring land use application.	POA was provided to applicant. Awaiting application from applicant.	Manager: Legal Services / Acting Manager L&P	In Progress
			That the newly created erf be transferred only once the formal closure has been concluded, and the conveyance cost be carried by the applicant.	Will be incorporated in the deed of sale	Will form part of the transfer process.	Manager: Legal Services / Acting Manager L&P	In Progress

31-May-21	**21/05/PD1**	**PROGRESS REPORT: ALIENATION OF 98 WET ERVEN: KRUISFONTEIN**	That Council grant authorization to the Accounting Officer to the conclude Option to Purchase agreements as the Grantor on behalf of the Municipality.	Instruction was received to place the process to sell sites in-abeyance and to rescind the previous council resolution. An item will be drafted to rescind current council resolution.	Item to be submitted to next Council on the amended method of disposal.	Director:PDT/ Manager L&P	In Progress
	21/05/PD11	**LAND SWAP: A PORTION OF ERF 6650 IN FAVOUR OF ERF 6649, JEFFREYS BAY: MR. S. STANLEY**	That the Municipality be liable for all Transfer, subdivision and consolidation costs linked to this transaction.	Transfer of new erf (11163) in progress. All land related processes completed.	Transfer attorney has been appointed and busy with transfer.	Director:PDT/ Manager L&P	In Progress
	21/05/PD15	**APPLICATION TO PURCHASE: A PORTION OF PORTION 4 OF THE FARM ZWARTENBOSCH NO. 347: TEEN CHALLENGE SA**	That Council rescinds the resolution pertaining to the lease of a portion of portion 4 of the Farm Zwartenbosch No. 347 to Teen Challenge which reads as follows: - **13/05/FAME26 APPLICATION FOR LAND – PORTION OF FARM 347 PORTION 4 (ZWARTENBOSCH)** Resolved: (30 May 2013) i) That Teen Challenge SA-Western Cape be allowed to utilize the Portion of Farm 347, Portion 4 of the Farm Zwartenbosch for community projects for a period of nine (9) years and 11 (eleven) months, subject to the following conditions: a) That a formal Lease Agreement be entered into between Teen Challenge SA –Western Cape and the Council. b) That Teen Challenge SA – Western Cape be responsible for all cost (that may escalate) in respect of services and services connections fees as determined by the Council. c)That it be recorded that in terms of Section 14 of the Municipal Finance Management Act, the portion of Farm 347, Portion 4 of the Farm Zwartenbosch is not required for basic level of municipal service. d)That all legislative requirements and advertisement procedures be adhered to. e)That any comments and objections from the public be taken into careful consideration.	Comments was received from Provincial Treasury during November 2022 who requested for more information in respect of the application to dispose a portion of erf 347 portion 4 to Teen Challenge.	Item for final approval was submittted to Portfolio Committee, however clarity was seeked in respect of the applicant due to the number of name changes of the NPO. Item to be submitted June 2023.	Director:PDT/ Manager L&P	In Progress
			That the subdivision and rezoning of the land be attended to and concluded.	Will be attended to should final approval be granted by Council.	To commence once council's final approval has been obtained.	Director:PDT/ Manager L&P	In progress
			That Council consider the fair market related value of R770 000.00 that was obtained from a professional valuer for the portion of portion 4 of the Zwartenbosch No 347.	Will be considered in the sale agreement.	To commence once council's final approval has been obtained.	Director:PDT/ Manager L&P	In progress
			That Council consider disposing the immovable property contemplated herein to Teen Challenge as a social care user at 25% of the fair market value.	Will be considered in the sale agreement.	To commence once council's final approval has been obtained.	Director:PDT/ Manager L&P	In progress
			That if the land was to be sold by the applicant, it only be sold back to Council.	Will be considered in the sale agreement.	To commence once council's final approval has been obtained.	Director:PDT/ Manager L&P	In progress
30-Jul-21	**21/07/PD9**	**APPOINTMENT OF KOUGA MUNICIPALITY AS AN IMPLEMENTING AGENT FOR THE CONSTRUCTION OF INTERNAL SERVICES FOR THE HANKEY 990 HOUSING PROJECT**	That the CFO places the received grant funding in a dedicated interest-bearing account.	In progress, construction of 990 services is in progress.No advance payments received from ECDHS	Contractor is still on site	Dir:PDT/ Manager:HS/ Manager:	ongoing
			That the interest accumulated from the grant funding be ringfenced for future Human Settlements projects.	To be confirmed		CFO	In progress
			That monthly, quarterly and annual expenditure reports with supporting documentation be reported to Council and ECDHS; and	Project is progressing well	Progress rep[orts is discussed at PD&T Portfolio. There was no project report for April portfolio committee	Manager HS	ongoing

31-Aug-21	21/08/PD11	ESTABLISHMENT OF AN AUTISM CENTRE - APPLICATION FOR RIGHT TO USE/MANAGE MUNICIPAL LAND: ERF 5812 JEFFREYS BAY	That all the legislative processes contemplated herein commence and be concluded in line with Council resolution 21/02/PD14.	The closure of public place has been completed. Town Planning indicated that the Department is currently under pressure and will not be able to do rezoning in-house. A meeting was also held with the applicant on 6 March to discuss the application and way forward. It was agreed that the applicant proceed and submit designs and site development plan whilst Council finalise the rezoninng.	Quotations received and in the process to appoint service provider.	Director:PDT/ Manager L&P	On-going
	21/08/PD12	DISPOSAL OF ERF 1382, SEA VISTA (ST FRANCIS BAY) THROUGH SALE TO EDG3 PROJECTS	That Council grant authorization the Accounting Officer to enter into a sale agreement with Edg3 Projects, for the sale of the municipal property contemplated herein, for the amount of R180 000.00.	Rezoning has been approved. Disposal and transfer now in progress.	Transfer completed. Disposal process successfully completed.	Director:PDT/ Manager L&P	**Completd**
06-Sep-21	21/09/PD1	APPLICATION TO PURCHASE ERF 2896 - SEA VISTA – INDUSTRIAL AREA (NEXUS YACHTS)	That the relevant department rezones and closes the public open space prior to disposal of erf 2896, Jeffery's Bay through an open tender process.	Subdivision completed (new erf number 3935) and auction completed	Completed	Director:PDT/ Manager L&P	**Completed**
			That the newly created erf be transferred only once the formal closure, consolidation and rezoning has been concluded, and the conveyance cost be carried by the applicant.	Legal department has commenced disposal and transfer of the property.	Transfer completed. Disposal process successfully completed.	Director:PDT/ Manager L&P	**Completed**
30-Sep-21	21/09/PD10	RELOCATION OF THE UNLAWFUL DWELLERS OF THE ASTON BAY CARAVAN PARK	That the Municipal Manager be allowed to negotiate with the Department of Public Works on the relocation costs.	Addressed the matter in the engagement with the departjment public works	No final descision taken as there is no final eviction order granted.	MM	Ongoing
	21/09/PD11	APPLICATION FOR RIGHT TO USE: VARIOUS MUNICIPAL PROPERTIES FOR UPGRADES AND NEW BUILDINGS: BOPHELO IMPILO DEVELOPMENT CENTRE	That Council grant authorization to the Accounting Officer to enter into Right-to-Use Lease agreements with Bophelo Impilo Development Centre in respect of the properties contemplated herein for the specific use as follows: portion of Erf 353, Humansdorp (public pool area as per area FA and EF in Annexure c) portion of portion 72 of the Erf No. 746 Sea Vista (Taxi Rank, Multi-purpose Centre and Recycling) portion of erf 1269, Humansdorp (Multi-purpose Court for Tennis, Netball and Basketball) portion of erf 2, Kruisfontein (Multi-purpose Centre)	Applicant has indicated that the wind farm has pulled out as funder, hence the applicant will not proceed with the development projects.	Project will not proceed and to be taken off the action sheet. As per comment provided previously this item must be removed from Action Sheets	Director:PDT/ Manager L&P	Completed
	21/09/PD12	APPOINTMENT OF HOUSING DEVELOPMENT AGENCY(HDA) VIA AN IMPLEMENTATION PROTOCOL/AGREEMENT BETWEEN KOUGA MUNICIPALITY AND THE HDA	That approval be granted by Council in terms of Section 110 of the Municipal Finance Management Act No. 56 of 2003 for appointment of the Housing Development Agency (HDA) via an Implementation Protocol to plan and implement integrated human settlements in the Kouga municipal area.	Meeting to finalise IP was on 08/3/22		Director:PDT / Manager Human Settlements	In Progress
			That all planned human settlements pipeline projects be included in the Implementation Protocol between the Kouga Municipality and the HDA.	Discussions on the revised Implementation Protocol are ongoing		Director:PDT / Manager Human Settlements	In Progress
			That the Municipal Manager be granted Power of Attorney to sign the Implementing Protocol on behalf of the Municipality.			Director:PDT / Manager Human Settlements	In Progress
	21/09/PD16	IN PRINCIPLE APPROVAL: DISPOSAL & ALIENATION OF ERVEN 887, 1259 & 2496 SEA VISTA	That Council authorizes the Planning & Development Department to embark on a process to close and rezone the above public open spaces to Residential.	Gazetting of properties in progress. Rezoning of the properties will commence once gazetting completed.	A discussion will be held during the week of 15 May on the council resolution to dispose these public open spaces in relation to the Climate Change Strategy	Director:PDT/ Manager L&P	In Progress
			That a fair market value be obtained for Council to consider in line with Section 14(2) of the Municipal Finance Management Act.	Market valuations will be determined once rezoning has been completed.	Will commence once rezoning is completed	Director:PDT/ Manager L&P	In Progress
			That the revenue generated from the sale be ringfenced for waterborne sewerage systems.	This will done during the sale of properties.	Will commence once the properties has been disposed.	Director:PDT/ Manager L&P	In Progress

14-Oct-21	21/10/PD1	ERF 4587 & 4588 (KRUISFONTEIN) ERF 190 (PELLSRUS) ERF 8813 (OCEAN VIEW): VICTORY 4 ALL	That the Finance department expedite the bad debt review process on the outstanding debt and advise the client by 30 October 2021.	Indication was given that a report for write-off was to be tabled to Council.		Finance	In Progress
	21/10/PD3	SALE OF 98 WET ERVEN	That the proceeds from the Sale of 98 Wet erven be ring-fenced for roads upgrades and social infrastructure in the 98 wet erven area.	The proceeds will be ring-fenced as per Council resolution.	Item to be submitted to next Council on the amended method of disposal.	Director:PDT/ Manager L&P	In Progress
28-Oct-21	21/10/PD5	DISPOSAL AND TRANSFER OF PRE-94 MUNICIPAL HOUSES IN SEA VISTA	That the Accounting Officer be authorised to enter into an Offer to Purchase Agreement with the occupants and appoint conveyancers to effect transfers.	Confirmation has been requested from the Provincial Department of Human Settlements to give confirmation on the appointed service provider.	Provincial Department in the process to appointment of service provider who will take charge of the transfers.	Director:PDT / Manager Human Settlements	In Progress
31-Mar-22	22/03/PDT6	AUTHORISATION FOR A 3-YEAR SPONSORSHIP AGREEMENT FOR EVENTS SUPPORT FOR THE ALOE CUP RUGBY AND NETBALL TOURNAMENT	That Council authorizes the Accounting Officer to conclude a Sponsorship Agreement / SLA with Jeffreys Bay Primary School in respect of sponsorship stated in (1.) above.	Post-event report completed and will be submitted for submission to Portfolio, MAYCO and Council	Submitted for Council meeting of 31/05/23	Dir PDT / Events Officer	In Progress
	22/03/PDT7	DEVOLUTION (OFFER) OF LAND PARCELS OWNED BY THE FORMER NATIONAL HOUSING BOARD TO KOUGA LOCAL MUNICIPALITY	That Council grants authorization to the Accounting Officer to enter into relevant agreement with the Provincial Department of Human Settlement for transfer of the property to KLM.	Council resolution has been taken to accepts the land the Department of Human Settlements wants to devolve to Kouga Municipality.	Matter was discussed at the IGR Land Forum Meeting on 24 March. Met with Officials from Department of Human Settlements during the week of 8 May and discuss Papiesfontein properties again, it was agreed that Department will discuss the devolution of these land parcels and revert back to the Municipality.	Dir. PD&T	In Progress
	22/03/PDT8	KOUGA MUNICIPALITY: WESTERN CAPE GIS BENCHMARKING VISIT	That Council establish a GIS/ICT Steering Committee to develop an enterprise GIS Strategy and Policy for council adoption.	A GIS Working Group which is a sub-committee of the ICT Committee has been established in October 2022.	GIS Working Group has been established	PDT	completed
			That Council moves from the current Ovvio System to a GIS based environment.	The transition in progress. Enterprise GIS proposal with costing has been received and are being considered by the GIS/ICT Committee that are involved with the transition from Ovvio to a GIS based environment. The current proposal is for the Enterprise GIS platform as well as four AFLA modules, Town Planning, Building Control, Property and Lease Management as well as Cemetery Management.	Tender specifications has been approved and tender was advertised during the week of 8 May.	MM / PDT	In Progress
			That Council engage in Change management and Intensive 1 month testing of the implementation before implementation.	The testing before implementation of new system	Change management process plan has been drafted	MM / PDT	In Progress

29-Apr-22	22/04/PDT4	**ALLOCATION PROCESS OF 200 HOUSES IN OCEANVIEW 1500 PROJECT**	That Housing Committees be resuscitated as a matter of urgency.	Meeting with housing committees scheduled for June 2022	List of beneficiaries was approved by Council	Manager Human Settlements	Completed
	22/04/PDT7	**SPONSORSHIP AGREEMENT FROM TASTE EXPERIENCES T/A CONCOURS SUR MESURE REQUEST EVENT SUPPORT FOR THE CONCOURS SUR MESURE FESTIVAL FROM 27 – 30 OCTOBER 2022**	That Council authorizes the Accounting Officer to conclude a Sponsorship Agreement / SLA with Taste Experiences T/A Concours Sur Mesure in respect of sponsorship stated in (1.) above.	Post-event report completed and will be submitted for submission to Portfolio, MAYCO and Council	Completed	Dir PDT / Events Officer	Completed
	22/04/PDT8	**SPONSORSHIP AGREEMENT FROM SURFING SOUTH AFRICA REQUESTING EVENT SUPPORT FOR THE SOUTH AFRICA LONGBOARD CHAMPIONSHIPS IN AUGUST 2022**	That Council authorizes the Accounting Officer to conclude a Sponsorship Agreement / SLA with Surfing South Africa in respect of sponsorship stated in (1.) above.	Post-event report completed and will be submitted for submission to Portfolio, MAYCO and Council	Completed	Dir PDT / Events Officer	Completed
	22/04/PDT4	**ALLOCATION PROCESS OF 200 HOUSES IN OCEANVIEW 1500 PROJECT**	That Housing Committees be resuscitated as a matter of urgency.	Meeting with housing committees scheduled for June 2022	List of beneficiaries was approved by Council	Manager Human Settlements	Completed
	22/04/PDT7	**SPONSORSHIP AGREEMENT FROM TASTE EXPERIENCES T/A CONCOURS SUR MESURE REQUEST EVENT SUPPORT FOR THE CONCOURS SUR MESURE FESTIVAL FROM 27 – 30 OCTOBER 2022**	That Council authorizes the Accounting Officer to conclude a Sponsorship Agreement / SLA with Taste Experiences T/A Concours Sur Mesure in respect of sponsorship stated in (1.) above.	Post-event report completed and will be submitted for submission to Portfolio, MAYCO and Council	Completed	Dir PDT / Events Officer	Completed
	22/04/PDT8	**SPONSORSHIP AGREEMENT FROM SURFING SOUTH AFRICA REQUESTING EVENT SUPPORT FOR THE SOUTH AFRICA LONGBOARD CHAMPIONSHIPS IN AUGUST 2022**	That Council authorizes the Accounting Officer to conclude a Sponsorship Agreement / SLA with Surfing South Africa in respect of sponsorship stated in (1.) above.	Post-event report completed and will be submitted for submission to Portfolio, MAYCO and Council	Completed	Dir PDT / Events Officer	Completed
	22/04/PDT12	**SPONSORSHIP AGREEMENT FROM KINETIC EVENTS REQUEST EVENT SUPPORT FOR THE 2023 ADVENTURE RACING WORLD CHAMPIONSHIPS PRE-LAUNCH AND MARKETING IN 2021/2022 AND 2022/2023**	That Council authorizes the Accounting Officer to conclude a Sponsorship Agreement / SLA with Kinetic Events respect of sponsorship stated in (1.) above.	Post-event report completed and submitted for submission to Portfolio, MAYCO and Council	Completed	Dir PDT / Events Officer	Completed
	22/04/PDT13	**3-YEAR SPONSORSHIP PROPOSAL FROM THE WORLD SURF LEAGUE (WSL) TO REQUEST EVENT SUPPORT TO HOST THE J-BAY OPEN SURF FROM 2022 – 2024 IN JEFFREYS BAY**	That Council authorizes the Accounting Officer to conclude a 3-year Sponsorship Agreement / SLA with World Surf League (WSL) in respect of sponsorship stated in (1.) above.	SLA signed and payment processed. Awaiting Closeout Report from the organisers. Requests for submission was done.	Close out report submitted by event organisers. To be tabled at next Council Meeting.	Dir PDT / Events Officer	Completed
	22/04/PDT14	**ESTABLISHMENT AND RECOGNITION OF THE KOUGA SMME FORUM**	That the item be deferred to the next Council meeting.	TOR's to be drafted with Legal Service	Meeting set-up with legal to draft the TOR's	Dir PDT / LED Officer (SMME Developemt)	In progress
	22/04/PDT18	**COUNCIL DISPOSAL OF ERF 353, HUMANSDORP (OLD CARAVAN PARK) FOR A SOCIAL HOUSING PROJECT**	That the Planning Development and Tourism Directorate prepare a Request for Proposals document for advertising/publication.	Tender specifications were approved, advertisment will commence soon. Development proposals close on 26/9/2022	Council only received one bidder that was none compliant and the bid was cancelled.	Manager Human Settlements	Completed

31-May-22	22/05/PDT1	RE: SUBDIVISION, CONSOLIDATION AND REZONING OF PORTION 8 &13 OF THE FARM DIEPRIVIER 689, HUMANSDORP	That a full proposal for the envisaged plot & plan allocation, including the proposed Housing plan prototypes be submitted for Council approval prior to implementation.	As per Council Resolution		CBCO/ Manager:HS	Completed
	22/05/PDT2	IMPOSING OF MANDATORY INSTALLATION OF RAINWATER HARVESTING TANKS FOR NEW BUILDINGS IN KOUGA MUNICIPALITY IN RESPONSE TO DROUGHT	That the Planning, Development and Tourism Directorate engage in public awareness programmes, including engagement with Kouga Architectural designers' Forums to ensure compliance with the mandatory requirement for the provision of rainwater tanks for all new buildings plans to be submitted.	Building Control to facilitate (July 2022) engagement for comment with Kouga Architectural Designer's Forum (KDF) on implementation of implementation of Resolution - 22/05/PDT2		CBCO	In progress
			That a study be conducted to track the financial implications of the requirement on water usage and the Municipality's water bill.				Ongoing
29-Jun-22	22/06/PDT7	RE: PLANNING AND IMPLEMENTATION OF KOUGA TOURISM INDABA	That Council approves R500 000.00 (Five Hundred Thousand rand) to appoint a service provider that will plan and facilitate the Kouga Tourism indaba launch in St Francis in 2022/23 FY and hosting the main Kouga tourism indaba 2023 exhibition planned for the 2023/2024 financial year.	Bid Spec approved, in a process of advertising	Tender withdrawn by BID Spec. No budget received for 2023/2024 implementation of Kouga Tourism indaba.	Dir PDT / Tourim Officer	Completed
	22/06/PDT14	REQUEST FOR COUNCIL'S FINAL APPROVAL: APPLICATION TO PURCHASE ERF 2896 - SEA VISTA – INDUSTRIAL AREA (NEXUS YACHTS)	That the Council grant authorisation to the Accounting Officer to finalize the sale and transfer of the property contemplated herein.	Legal department has commenced disposal and transfer of the property.	Transfer completed. Disposal process successfully completed.	PDT/MM/Legal	**Completed**
	22/06/PDT17	REZONING OF A PORTION 1 OF THE FARM HUMANSDORP NO. 499, FROM "AGRICULTURAL ZONE 1" TO "SPECIAL ZONE" FOR THE PURPOSE OF A MIXED USE FOR INDUSTRIAL PURPOSES AND ANXULLARY USE (INTEGRATED INDUSTRIAL DEVELOPMENT ZONE)	That Council grants in-principle approval principle for the rezoning of a portion of Portion 1 of the Farm Humansdorp No.499, as described in the item.	Act Manager :Planning in process of preparing the rezoning application		Act:MPD	In Progress
			That Council authorizes the Department Planning & Development to proceed with the rezoning of a portion of Portion 1 of the Farm Humansdorp No.499 from "Agricultural Zone 1" to "Special Zone' to accommodate the intended uses for an" Integrated Industrial Development Zone" as previously described.			Act:MPD	In Progress
			That Council authorizes the Municipal Manager to sign a "Power of Attorney" on behalf of Council and any other applicable documentation in support of the application.	Act Manager :Planning in process of preparing the application for rezoning.	Tender to be drafted for appiontment of EIA specialist(February 2023) the scope of work has change to include "solar farm " and the current Erf 499 development. In terms of SPLUMA -Sec 42(2) , no application can be approved without environmental authorisation . A Tender document has been drafted for appointment of a EIA consultant to do the study for the area .Town Planning did not have Budget for the project and was refered to the budget adjustment session to relocate money for the project . This confirmation is still outstanding.	Act:MPD	In progress Budget confirmation
	22/06/PDT18	DISPOSAL AND ALIENATION OF COUNCIL PROPERTIES LEASED TO EARLY CHILDHOOD DEVELOPMENT CENTRES (CRECHES) TO REGISTERED SOCIAL CARE USERS	That Council grant in-principle approval for the alienation/transfer of property to the Registered Organizations (Social Care Organizations) currently operating on the property by way of a Deed of Donation with restrictive conditions in respect of the land usage for the sole purposes of social care uses.	In-principle Council approval was received on 29 June 2022. Public participation has been completed and no objections was received against the intention of Council to donate. A number of letters in support of the donation was received during the public participation process.	Item has been prepared for final approval however more work needs to be done on the item, it is therefore anticipated that the item will be tabled at Council Meeting in June 2023.	Director:PDT/ Manager L&P	In progress
29-Jul-22	22/07/PDT2	DRAFT BYLAW RELATING TO LAND INVASION, MANAGEMENT AND CONTROL OF INFORMAL SETTLEMENTS	That in terms of section 12 (3) of the Municipal Systems Act, the Council approves the Draft By-law for public participation process relating to land invasion, management and control of informal settlements.	It was adveritised in Septembet for Public Comments	Bylaw is gazzeted	Manager Human Settlements	Completed
	22/07/PDT3	DISPOSAL OF LONG STREET, BOKMAKIERIE STREET, PORTION OF BLOUBOK STREET AND PORTION OF HERON STREET – PUBLIC ROADS IN THE INDUSTRIAL AREA HUMANSDORP	That Council grants authorization to the Accounting Officer to transfer the slivers located on erven 3771, 3772 and 3776 Humansdorp to Woodlands Dairy as non-viable land which is of no practical use to any other person.	Instruction was given to Legal Department to proceed with the finalisation of the transfer of the slivers to Woodlands Dairy as per council resolution taken on 31 July 2022.	Disposal and transfer has been completed	Director:PDT/ Manager L&P	Completed
	22/07/PDT4	EXPANDED DEFINITION OF BUILDING DEPOSITS FEES AND CHARGES FOR THE 2022-23 FINANCIAL YEAR	That Council approve the extended definitions of "Sub-economic" and "Other" as they relate to building deposit charges and fees for the Planning, Development and Tourism Directorate for the 2022/23 financial year, as reflected in Annexure "A" as amended, with effect from 29 July 2022.			CBCO	In progress
			That Council authorize the Accounting Officer/CFO to update the building deposit charges and fees for Planning, Development and Tourism Directorate for 2022/23 financial year to reflect.			CFO	In progress

31-Aug-22	22/08/PDT3	IN PRINCIPLE APPROVAL FOR LONG TERM LEASE OF A PORTION ERF 499, HUMANSDORP TO CD FREIGHT LOGISTICS FOR INDUSTRIAL PURPOSE	That Council grant in-principle approval for the lease of a portion of Erf 499, Humansdorp for 9 years and 11 months.		Item for final approval will be tabled for Council Meeting in June 2023.	Director:PDT/ Manager L&P	In progress
			That a land surveyor be appointed to attend and conclude the subdivision, etc. as well as all other administrative costs for the cost of the applicant.	Town Planning in the process to procure services of a Service Provider to conduct EIA, subdivision and rezoning.	The Town Planning Department busy with the procurement process to appoint service provider.	Director:PDT/ Manager L&P	In progress
			That all applicable SPLUMA By-Law and ILUS requirements are met prior operations	Application will done in line with SPLUMA legislation	Awaiting appointment of service provider	Director:PDT/ Manager L&P	In progress
			That all bulk services that are required, needs to be provided by the developer with no financial implications to Council.		Applicant to liaise with I&E on bulk service requirements	Director:PDT/ Manager L&P	In progress
	22/08/PDT8	EXTENSION OF LEASE OF LAND FOR A CELLULAR BASE STATION (VODACOM PROPRIETARY LIMITED) – A PORTION OF ERF 406, PARADISE BEACH (PARADISE BEACH WATER RESERVOIR)	That Council grant in-principle approval for the extension of the lease of a portion of Erf 406, Paradise Beach (Paradise Beach Water Towers) for a Cellular Base Station to Vodacom Proprietary Limited for 9 years and 11 months.		Item for final approval will be submitted to Council once public participation is completed. Advert was placed and closes on 23 May.	Manager Land & Properties	In progress
			That Council consider the market related valuation of the immovable property.	Order received from SCM and Service provider was instructed to finalise the valuation.	Market valuation completed	Manager Land & Properties	Completed
			That all other administrative costs (valuation, advertisement, etc.) be for the cost of the applicant.		Cost recovery will now commence	Applicant	In progress
	22/08/PDT9	EXTENSION OF LEASE OF LAND FOR A CELLULAR BASE STATION (VODACOM PROPRIETARY LIMITED) – A PORTION OF ERF 873, JEFFREYS BAY)	That Council grant in-principle approval for the extension of the lease of a portion of Erf 873, Jeffreys Bay for a Cellular Base Station to Vodacom Proprietary Limited for 9 years and 11 months.		Item for final approval will be submitted to Council once public participation is completed. Advert was placed and closes on 23 May.	Manager Land & Properties	In progress
			That Council consider the market related valuation of the immovable property.	Order received from SCM and Service provider was instructed to finalise the valuation.	Market valuation completed	Manager Land & Properties	Completed
			That all other administrative costs (valuation, advertisement, etc.) be for the cost of the applicant.		Cost recovery will now commence	Applicant	In progress
			That only upgrades be allowed on the municipal property but no new infrastructure.	Will be implemented in accrodance with resolution	This will be a condition in the agreement	Manager Land & Properties	In progress
	22/08/PDT10	EXTENSION OF LEASE OF LAND FOR A CELLULAR BASE STATION (VODACOM PROPRIETARY LIMITED) – A PORTION OF FARM 746, PORTION 72, HUMANSDORP RD (SEA VISTA WATER RESEVOIR)	That Council grant in-principle approval for the extension of the lease of a portion of Farm 746, portion 72, Humansdorp RD (Sea Vista Water Towers) for a Cellular Base Station to Vodacom Proprietary Limited for 9 years and 11 months.		Item for final approval will be submitted to Council once public participation is completed. Advert was placed and closes on 23 May.	Manager Land & Properties	In progress
			That Council consider the market related valuation of the immovable property.	Order received from SCM and Service provider was instructed to finalise the valuation.	Martket valuation completed	Manager Land & Properties	Completed
			That all other administrative costs (valuation, advertisement, etc.) be for the cost of the applicant.	All cost for the applicant	Cost recovery will now commence	Applicant	In progress
			That only upgrades be allowed on the municipal property but no new infrastructure.	Will be implemented in accrodance with resolution	This will be a condition in the agreement	Manager Land & Properties	In progress
	22/08/PDT11	ACQUISITION OF IMMOVABLE ASSET: TRANSFER OF PROVINCIAL ROADS: DA GAMA ROAD, ST. FRANCIS DRIVE & WOLTEMADE STREET TO KOUGA MUNICIPALITY	That Council grant in-principle approval for the transfer of Da GamaRoad, St Francis Drive, Main Road-Humansdorp and Woltemade Street to Kouga Municipality in order to manage and maintain the roads contemplated herein.	Coucil granted in-principle approval on 31 August.	Item for final approval will be submitted to Council once the mandatory public participation has been conducted by the Provincial Roads Department.	Manager Land & Properties	In progress
			That the Council grant authorisation to the Accounting Officer to enter into a transfer agreement with the Provincial Department of Transport in respect of Da Gama Road, St Francis Drive, Main Road-Humansdorp and Woltemade Street.	Accounting Officer and Legal responsible	The deed of sale will be addressed once final approval is obtained	MM/Legal	In progress
			That Council make budgetary provision for the management and maintenance of the roads contemplated in point 2.	I&E responsible		I&E	In progress

28-Oct-22	22/10/PDT1	REQUEST FOR COUNCIL AUTHORISATION TO ADVERTISE AND IN-PRINCIPLE APPROVAL FOR ALIENATION OF ERF 2599, SEA VISTA - APPLICATION FROM ROTARY CLUB OF ST FRANCIS FOR THE EXTENSION AND	That Council authorises the applicant to proceed with consolidation of erf 2599 with Erf 2600, Sea Vista (St Francis Bay Clinic) for the intended development.	Council granted in-principle approval on 28 October 2022.	Item will be prepared for Council's final approval for June 2023.	Manager: Land & Property Admin	In Progress
			That Council grant authorization to the Accounting Officer to advertise Council's intention to alienate immovable property by way of Deed of Donation to the Department of Public Works for public participation	The advertisement will be done after our consultation with Legal Department	Advert was placed on 13 April and closes 13 May. Public participation completed.	Manager: Land & Property Admin	Completed
			That the Department of Public Works be liable for all cost derived from the transfer.	The applicant will be informed	This will be implemented after final approval from Council	Department of PW	In Progress
	22/10/PDT2	SPONSORSHIP AGREEMENT FROM NELSON MANDELA BAY AQUATICS REQUESTING FUNDING SUPPORT FOR THE SOUTH AFRICAN NATIONAL OPEN WATER CHAMPIONSHIP	That Council approves funding towards the SA National Open Water Championship hosted in the Kouga Local Municipality area for R130 000.00 (One Hundred and Thirty Thousand Rand) all-inclusive for the 2022/2023 FY only.	Waiting for close-out report.	Waiting for close-out report from events planner to submit to Council	Dir PDT / Events Officer	In progress
			That Council authorizes the Accounting Officer to conclude a Sponsorship Agreement / SLA with Nelson Mandela Bay Aquatics in respect of sponsorship stated in (1) above.				
			That a feedback report be tabled to Council after the event.				
11-Nov-22	22/11/PDT17	AUTHORISATION FOR SPONSORSHIP TO THE NON-PROFIT ORGANISATION: KOUGA BUSINESS FORUM	That Council approves sponsorship for the 2022/23 financial year for R100 000 (One Hundred Thousand Rands Only) all-inclusive, to the non-profit organization: Kouga Business Forum.	No action required			Completed
			That the Municipal Manager, as the Accounting Officer of the Municipality, be authorized to enter into a Service Level and Sponsorship Agreement in respect of sponsorship stated in (1.) above.	Request submitted to legal to draft SLA	Completed and paid	LED / Legal	Completed
	22/11/PDT18	COUNCIL AUTHORISATION FOR SPONSORSHIP TO THE NON-PROFIT ORGANIZATION: J-BAY ANIMAL RESCUE	That Council approves sponsorship for the 2022/23 financial year for R85 000-00 (Eighty-Five Thousand Rands Only) all-inclusive, to the non-profit organization: J-Bay Animal Rescue.	No action required			Completed
			That the Municipal Manager, as the Accounting Officer of the Municipality, be authorized to enter into a Service Level and Sponsorship Agreement in respect of sponsorship stated in (1.) above.	Request submitted to legal to draft SLA	Required information requested from LED to give effect to a final draft	Legal/Community Services	In Progress
	22/11/PDT19	COUNCIL AUTHORISATION FOR SPONSORSHIP TO THE NON-PROFIT ORGANISATION: ST FRANCIS ANIMAL RESCUE	That Council approves sponsorship for the 2022/23 financial year for R85 000-00 (Eighty-Five Thousand Rands Only) all-inclusive, to the non-profit organization: St Francis Animal Rescue.	No action required			Completed
			That the Municipal Manager, as the Accounting Officer of the Municipality, be authorized to enter into a Service Level and Sponsorship Agreement in respect of sponsorship stated in (1.) above.	The SLAs are being drafted and almost completed	Required information requested from LED to give effect to a final draft	Legal/Community Services	In Progress
	22/11/PDT20	COUNCIL AUTHORISATION FOR SPONSORSHIP TO THE NON-PROFIT ORGANISATION: SOCIETY FOR THE PREVENTION OF CRUELTY TO ANIMALS (SPCA)	That Council approves sponsorship for the 2022/23 financial year for R250 000-00 (Two Hundred and Fifty Thousand Rands Only) all-inclusive, to the non-profit organization: Society for the Prevention of Cruelty to Animals (SPCA).	No action required			Completed
			That the Municipal Manager, as the Accounting Officer of the Municipality, be authorized to enter into a Service Level and Sponsorship Agreement in respect of sponsorship stated in (1.) above.	Request submitted to legal to draft SLA	required information requested from LED to give effect to a final draft	Legal/Community Services	In Progress
	22/11/PDT21	COUNCIL AUTHORISATION FOR SPONSORSHIP TO THE NON-PROFIT ORGANISATION: NATIONAL SEA RESCUE INSTITUTE (NSRI)	That Council approves sponsorship for the 2022/23 financial year for R250 000-00 (Two Hundred and Fifty Thousand Rands Only) all-inclusive, to the non-profit organization: National Sea Rescue Institute (NSRI).	No action required		Legal	Completed
			That the Municipal Manager, as the Accounting Officer of the Municipality, be authorized to enter into a Service Level and Sponsorship Agreement in respect of sponsorship stated in (1.) above.	Request submitted to legal to draft SLA	Please note that this Sponsorship are being funded by Community Services	Legal/Community Services.	In Progress

09-Dec-22	22/12/PDT1	FINAL APPROVAL FOR ALIENATION OF UNREGISTERED ERF 4593, KRUISFONTEIN: JABES CHURCH	That Council grants final approval for the alienation of unregistered Erf 4593, Kruisfontein to Jabes Church, at a purchase price of R37500 (thirty thousand and five hundred rands only) calculated as 25% of the fair market value (R150 000,00).		Completed	Manager: L&PA	Completed
	22/12/PDT1	FINAL APPROVAL FOR ALIENATION OF UNREGISTERED ERF 4593, KRUISFONTEIN: JABES CHURCH	That 1. subject to the registration of the subdivided portion of Erf 2 (now erf 4593),Kruisfontein. be in line with the Council approved policy.		Communicated with land surveyor and it was confirmed the subdivision can be revived by means of a consent letter from Kouga Municipality to the Surveyor-General.	Manager: L&PA	In Progress
			That rezoning and subdivision processes be finalised for the property contemplated herein.		A consent letter submitted to Land Surveyor.Three quotations has been received.	Manager: Town Planning	In Progress
			That Council authorizes the Accounting Officer to enter into a Deed of Sale for the purposes of transferring the said property.		Transfer of property in progress	Manager: Legal Services	In Progress
	22/12/PDT3	ALIENATION OF ERF 1787, HANKEY (HENRY MASETI)	That transfer of the immovable property be effected on confirmation of payment of the full purchase price.	Will be done in line with council resolution	Applicant has been requested to provide proof of payment	Manager: L&PA	In Progress
			That based on the information from the transferring conveyancers, the purchaser settles any outstang balance if any, before the transfer of the property.	Will be done in line with council resolution	Proof of full payment will be provided to Legal Department	Manager: L&PA	In Progress
			That Council authorizes the Accounting Officer to enter into a Deed of Sale for the purposes of transferring the said property.	Legal has been instructed to proceed with the disposal and transfer of the property	Legal Department attending to the transfer	Manager: Legal Services	In Progress
	22/12/PDT4	TOWN PLANNING PROGRESS REPORT: PREPARATION OF ST FRANCIS BAY CBD & HANKEY CBD PRECINCT PLAN: 1 JULY 2022 TO 30 SEPTEMBER 2022	That Council supports that the Service Provider to embark on a Public / Stakeholder engagement Process as outlined in the Project Implementation Plan (Phase 2).	First public meeting were conducted in St Francis Bay and Hankey.(Dec) Hankey no representation of public - meeting to be rescheduled.	Consultative meeting to be conducted on the 16 & 17 February with I & A parties in St Francis Bay & Hankey. I& A parties for Both Hankey and St Francis were engaged on 16 & 17 February 2023. First Draft Document completed. Final Public Participation round to be conducted before Council Approval in May /June.	CTP - P Molele	In Progress
	22/12/PDT6	GRANT IN AID	That Organizations be workshopped on the application process for Grant in aid	Office busy with re-workshopping the Grant in Aid Policy to go to the Policy workshop.	Office is currently busy with benchmarking and to relook the Grant in Aid Policy.	LED Office	In progress
			That the Salvation South Africa Kouga Kruisfontein Future Farmers be withdrawn and referred to the next Council Meeting.	Feasibility done by the Office - item will be tabled at next Council Meeting	Feasibility study done and investigation in the operations of the Salvation SA Farmers. Name change was noted also. Ward Cllr Alexander was also consulted. Item to be tabled in June 2023 Council Meeting.	Council	In progress
31-Jan-23	23/01/PDT1	AUTHORISATION TO TAKE TO PUBLIC PARTICIPATION THE INTENTION OF COUNCIL TO ALIENATE CERTAIN PORTIONS OF ERF 873, ERF 5478, 5479,5480, 5481 AND 8825 JEFFREYS BAY	That in terms of Reg 6(a) and (b) of the MATR and Policy on disposal of immovable assets, Council grant authorization to the Accounting Officer to advertise and commence public participation, on Council's intention to alienate the immovable properties erven 873, 5478, 5479, 5480, 5481and 8825, Jeffreys Bay.	Council's in-principle approval obtained	Currently busy implementing the conditions of resolution, eg. Public participation completed	Manager Land & Properties	Completed
			That a 60 day process of advertisement, consultation and invitation for public commentary be implemented.	Advert has been placed in regional and local newspapers on 26 January and the process will run for a period of two months.	Completed	Manager Land & Properties	Completed
			That the Department of Land & Property Administration finalizes the s14 process confirming that the land is not needed to provide the minimum level of basic municipal services before final approval is granted in terms of section 14 of the MFMA.	The application has been placed on the LEC Meeting scheduled for 16 March for section 14 comments	Completed. Minutes prepared in order for Item to be tabled at Council meeting	Manager Land & Properties	In progress
			That the market related value for the immovable properties contemplated in 1. be confirmed through independent or second latest valuation.	Quotations has been requested from service providers	Awaiting for all qoutations to be submitted.	Manager Land & Properties	In progress
			That the lead department tables the independent valuation report and the section 14 process to Council after completion of the processes stated in 2,3; and 4 above prior engaging the Auctioneers.	Will be tabled after public participation, valuation and section 14 has been completed.	Determination of valuation is in progress.	Manager Land & Properties	In progress

28-Feb-23	23/02/PDT11	**ALIENATION OF UNREGISTERED ERF 3085, SEA VISTA: ST FRANCIS BOWLING CLUB**	That the Council grant final approval for alienation of Erf 3085, Sea Vista to St Francis Bowling Club, at the confirmed fair market related value of 25% of R750 000,00 (R187 500,00) as a Social Care User.	Final approval received from Council	Completed	Manager Land & Properties	Completed
			The registration of the subdivided portion of Erf 554 (now Erf 3085), Sea Vista be finalized.	Will consult with the land surveyor who initially subdivided erf 554 on the process to follow to revive the subdivision in the Office of Surveyor-General.	Legal firm, Billet & Gouws has been appointed to attend to registration.	Manager Land & Properties	In progress
			The land shall be solely used for the purposes of conducting thereon a bowling club and related purposes.	This will be included as a condition in deed of sale	Legal service provider will ensure this condition is included in deed of sale.	Manager Land & Properties	In progress
			In the event of the property not being used for the purpose for which it was sold or no longer required for such purpose, it shall revert back to the Council without payment of compensation for any improvements effected to or on the property.	This will be included as a condition in deed of sale	Legal service provider will ensure this condition is included in deed of sale.	Manager Land & Properties	In progress
			Council confirms that the land is not needed to provide the minimum level of basic municipal services in terms of section 14 of the MFMA.	Section 14 comments was received	Completed	Manager Land & Properties	Completed
			That rezoning and registration of subdivision be finalised for the property contemplated herein.	The current zoning was checked and confirmed to be in line.	Completed	Manager Land & Properties	Completed
			That Council authorizes the Accounting Officer to enter into a Deed of Sale for the purposes of transferring the said property.	Instruction will be given to Legal Department to commence with disposal and transfer before week ending 17 March	Instruction was given to Legal	Manager Land & Properties/MM/Legal	In progress
			That the bowling club facility be availed to the Ward 12 Community as a Community Hall.	This will be included as a condition in deed of sale	Instruction was given to Legal	Manager Land & Properties	In progress
06-Apr-23	23/03/PDT4	**REQUEST FOR COUNCIL AUTHORISATION TO ADVERTISE AN IN-PRINCIPLE APPROVAL TO DEVELOP A SHELTER FOR THE HOMELESS ON ERF 5972, JEFFREYS BAY**	That in terms of Reg 5(1)(b)(ii) of the MATR and Policy on disposal of immovable asse	Item was tabled on 6 April for in-principle approval	Objections received against alienation of Erf 5972, Jeffreys Bay. A new Erf number will be identified.	Manager: L&PA	In progress
			That in terms of Reg 6(a) and (b) of the MATR and Policy on disposal of immovable Assets, Council grant authorization to the Accounting Officer to advertise the intended alienation of the immovable property herein.	Advert will be prepared to be published	New property to be identified	Manager: L&PA	In progress
			That public participation process and stakeholder engagement be embarked on after which an agreement be concluded.	Will form part of the instruction to Legal	New property to be identified	Manager: L&PA	In progress
			That a Service Level Agreement (SLA) be concluded with the successful NPO for the funding of the Shelter.	Will form part of the instruction to Legal	New property to be identified	Manager: L&PA	in progress

KOUGA MUNICIPALITY

ORDINARY COUNCIL MEETING

OFFICE OF THE MUNICIPAL MANAGER

DATE: 31 MAY 2023 **ITEM NO: 23/05/MM2**

APPROVAL TO RE-ADVERTISE THE APPROVED VACANCY OF THE DIRECTOR CORPORATE AND DIGITAL SERVICES POSITION

1. Introduction

The purpose of this item is to seek Council's approval to re-advertise the vacant position of Director: Corporate & Digital Services, following the withdrawal of the candidates which resulted in the panel not being able to make a recommendation for appointment.

2. Background

Following the approval from Council to commence the recruitment process of the Director Corporate and Digital Services as resolved on the 31 January 2023, the process was initiated via a national advertisement placed in the different publications from the 08th of January 2023 onwards. A total of thirty-eight (38) applications were received.

Shortlisting and interviews

On the 21st of February 2023, the panel as constituted by the Council met to conduct shortlisting where four (4) applicants were shortlisted. In terms of the regulations governing the appointment of managers directly accountable to the municipal manager as contained in Local Government: Municipal Systems Act 32 of 2000, as amended during 2022 and promulgated on the 1st of November 2022, The panel agreed to conduct interviews on the 11th of April 2023.

One (1) candidate's qualification level was confirmed as not meeting the requirements as specified within the advertisement when normal processes of vetting was conducted. Two (2) candidates withdrew as they were successfully appointed elsewhere. This final candidate during the competency assessments withdrew before the interviews could be conducted.

Request to proceed with filling of vacancy

The panel met on the 11th of May 2023 to conclude the process. The panel members on the backdrop of the withdrawals of the candidates recommended that the position be readvertised in the national newspapers and other publishing media as allowed. This recommendation is in line with Chapter 4, section 20 which reads as follows:

"Re-advertisement of post

20. if no suitable candidate has been found and the municipal council resolves

to re-advertise the post, all interviewed candidates must be informed in writing that the post has been re-advertised, and that they may re-apply. "

3. Comments by relevant Directorates:

3.1. Municipal Manager:

Item be supported.

4. Financial implications:

None as no appointment is made.

5. Legal implications

It is imparative that the provisions of the Local Government: Municipal Systems Act 32 of 2000, as amended during 2022 and promulgated on the 1st of November 2022 be followed, failing which the process can be considered to be null and void.

6. Recommendation

6.1. That Council approves the re-advertisement of the approved, vacant post of Director Corporate and Digital Services inviting applications from suitably qualified candidates, and as a permanent position.

6.2 That the required advertisement be advertised nationally, as per Section 56 (3) of the Local Government: Municipal Systems Act 32 of 2000, as amended, within 14 days from date of the Council resolution.

6.3 That the post be advertised for a minimum period of 14 days as prescribed by the regulations as contained in Chapter 3 - Regulation 10 as contained in MSA 32 of 2000.

6.4 That a selection panel be established and that it be noted that the selection panel for the appointment of a manager directly accountable to a Municipal Manager must consist of at least three and not more than five members constituted as follows:

6.4.1 the Municipal Manager, who will be the chairperson;

6.4.2 a member of the mayoral committee or councillor who is the portfolio head of the relevant portfolio which will be…….

6.4.3 at least one other person, who is not a councillor or a staff member of the municipality, and who has expertise or experience in the area of the advertised post which will be……..

Item prepared by Deputy Municipal Manager 

Item approved by the Municipal Manger: 

KOUGA MUNICIPALITY

ORDINARY COUNCIL MEETING

OFFICE OF THE MUNICPAL MANAGER

DATE: 31 MAY 2023 **ITEM NO: 23/05/MM3**

APPROVAL TO RE-ADVERTISE THE APPROVED VACANCY OF THE POSITION: DIRECTOR PLANNING DEVELOPMENT AND TOURISM

1. Introduction

The purpose of this item is to seek Council's approval to readvertise the vacant position of Director: Planning, Development and Tourism, following the concluded recruitment process.

2. Background

Following the approval from Council to commence the recruitment process of the Director Planning Development and Tourism position as resolved on the 31 January 2023, the process was initiated via a national advertisement placed in the Sunday Times. A total of 47 applications were received.

Shortlisting and interviews

On the 21st of February 2023, the panel as constituted by the Council met to conduct shortlisting where four (4) applicants were shortlisted. In terms of the regulations governing the appointment of managers directly accountable to the municipal manager as contained in Local Government: Municipal Systems Act 32 of 2000, as amended during 2022 and promulgated on the 1st of November 2022, The panel agreed to conduct interviews on the 11th of April 2023.

One (1) candidate had a criminal record and did not declare it in his application form and this was confirmed when normal processes of vetting was conducted. Two (2) candidates withdrew before the interviews. Two (2) candidates remained and were interviewed.

Recommendation for candidate to Council for appointment

The panel met on the 11th of May 2023 to conclude the process and make a recommendation to Council. The appointed service provider following the conclusion of the above-mentioned processes highlighted one candidate that the panel would be in a position to recommend for appointment based on the ratings achieved during the recruitment process.

The panel members highlighted that there was one very crucial element that the recommended candidate did not possess which is town planning.

Request to proceed with filling of vacancy

Based on the unanimous recommendation from panel members regarding the crucial element of town planning, the panel resolved to request the Council to approve re-advertising of the position. This would be in line with the regulations as contained in Chapter4, section 20 which reads as follows:

"Re-advertisement of post

20. if no suitable candidate has been found and the municipal council resolves to re-advertise the post, all interviewed candidates must be informed in writing that the post has been re-advertised, and that they may re-apply. "

The panel was also of the view that the advertisement should be recrafted to make provision for a town planning qualification to be incorporated.

3. Comments by relevant Directorates:

3.1. Municipal Manager:

Item be supported.

4. Financial implications:

None as no appointment is made.

5. Legal implications

It is imperative that the provisions of the Local Government: Municipal Systems Act 32 of 2000, as amended during 2022 and promulgated on the 1st of November 2022 be followed, failing which the process can be considered to be null and void.

6. Recommendation

6.1. That Council approves the re-advertisement of the approved, vacant post of Director: Planning, Development and Tourism inviting applications from suitably qualified candidates, and as a permanent position.

6.2 That the required advertisement be advertised nationally, as per Section 56 (3) of the Local Government: Municipal Systems Act 32 of 2000, as amended, within 14 days from date of the Council resolution.

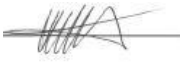
6.3 That the post be advertised for a minimum period of 14 days as prescribed by the regulations as contained in chapter 4 section 11(j)

6.4 That a selection panel be established and that it be noted that the selection panel for the appointment of a manager directly accountable to a Municipal Manager must consist of at least three and not more than five members constituted as follows:

6.4.1 the Municipal Manager, who will be the chairperson;

6.4.2 a member of the mayoral committee or councillor who is the portfolio head of the relevant portfolio which will be…….

6.4.3 at least one other person, who is not a councillor or a staff member of the municipality, and who has expertise or experience in the area of the advertised post which will be……

Item prepared by Deputy Municipal Manager 

Item approved by the Municipal Manger: 

KOUGA MUNICIPALITY (EC108)

ORDINARY COUNCIL MEETING

OFFICE OF THE MUNICIPAL MANAGER

DATE: 31 MAY 2023 **ITEM NO: 23/05/MM4**

MEDIA AND COMMUNICATION POLICY ADOPTION

1. Introduction

The purpose of this item is to request Kouga Local Municipality Council to adopt and implement the revised Media and Communication Policy.

The purpose of this policy is to provide clear principles and guidelines for communication in the Municipality. The key municipal communicators are identified, and their different roles and responsibilities are clarified, as well as what is communicated and by whom.

It will, furthermore, provide the Municipality with a platform to promote transparency and accountability as well as to create a better opportunity to involve the public in matters of local government.

Attached as Annexure "A" is the Media and Communication Policy.

2. Background

The Media and Communication Unit located in the Office of the Municipal Manager and reporting to the Deputy Municipal Manager, is requesting the Council to Adopt the Media and Communication Policy.

The objective of the Media and Communication Policy is to regulate the Municipality's communication with all stakeholders, as well as to ensure that communication is well-coordinated, effectively managed, and responsive to the diverse information needs of personnel and the public, and whoever must be informed about what the Municipality does.

The policy also seeks to ensure that the Municipality acknowledges the importance of communication as a strategic management function and as an integral part of its daily functioning.

It demonstrates that the Municipality is committed to a transparent and effective relationship with its internal and external stakeholders about municipal programmes and services in an accurate, timeous, relevant, and understandable manner.

3. Comments by Directorates:

3.1 Acting Director: Corporate Services & Digital Services & Deputy Municipal Manager:

That Council approves the policy.

3.2 Director: Community Services:

Item noted.

3.3 Director: I & E:

Item noted.

3.4 Chief Financial Officer:

Report noted.

3.5 Acting Director PDT:

The recommendations are noted and supported.

3.6 Municipal Manager:

Recommendation supported.

4. Financial implications:

None.

5. Legal implications:

Once the Policy herein is approved, Council and administration are bound to its provisions and same must be implemented accordingly.

6. Recommendation

6.1 That the policy be approved by Council.

Item prepared by: Communication Specialist

Item approved by: Deputy Municipal Manager

Item endorsed by: Municipal Manager:

Item noted by: Executive Mayor

ANNEXURE A:

KOUGA
local municipality
Good Governance through Service Excellence

Media & Communication Policy

May 2023

Prepared by Monique Basson

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1. DEFINITIONS

Communication: Refers to communication with the purpose of sharing information with the public, the press and employees through the various communication methods as stipulated by this document.

Media and Communication Policy: Provides the institutional framework in which media and communication are implemented, ensuring that Kouga Municipality engages in a coordinated manner regarding communication and communities in a standarised manner with unified messages.

Internal Communication: The main purpose of internal communication is to facilitate and manage the flow of information within the Municipality in order to create an informed workforce.

External Communication: The main purpose of external communication is to inform stakeholders of services and programmes of the Municipality.

IGR: Intergovernmental Relations

IDP: Integrated Development Plan

GCIS: Department of Government Communication and Information Systems

PPU: Public Participation Unit

SOP: Standard Operating Procedure

2. INTRODUCTION

Kouga Local Municipality is committed to two-way communication, building relationships with its internal and external stakeholders, and forming partnerships with the public and private sector.

The purpose of this policy is to provide clear principles and guidelines for communication in the Municipality. The key municipal communicators are identified, and their different roles and responsibilities are clarified, as well as what is communicated and by whom.

It will, furthermore, provide the Municipality with a platform to promote transparency and accountability, as well as to create a better opportunity to involve the public in matters of local government.

The policy will ensure that communication takes place in a coordinated and uniform way.

3. LEGISLATION

The following legislation is applicable and must be adhered to in all communication:

Municipal Systems Act, 2000	**Promotion of Access to Information Act, 2000 (Act of 2000)**
Sections 18 (2): When communicating information, the Municipality must take into account: **(a)** Language preferences and usage in the municipality, and **(b)** The special needs of people who cannot read or write.	This Act operationalises Sections 8 and 32 of the Constitution. It aims to foster a culture of transparency and accountability and to promote effective access to information to protect an individual's rights.
Section 4: A Municipal Council has, within its capacity, the right to: **(a)** Provide without favour and prejudice, democratic and accountable government. **(b)** Encourage the involvement of the community. **(c)** Consult the community on the level, quality and range of services and the delivery options. **(d)** Provide members of the local community equitable access to the services to which they are entitled.	The Act applies to the records of public and private bodies, regardless of when the record came into existence (Section 3). A record held by an official is regarded as a record of the Institution (Section 4). A requester must be given access to records of a public body if he or she complies with procedures and if there is no ground for refusal in terms of Chapter 4 of the Act. Some information can be technical: if in doubt, the official must consult. The information Officer of a public body is responsible for the administration of the Act in a public body. An Information Officer is defined in Section 1 as the Chief Executive Officer. Therefore, in a municipality it is the Municipal Manager.

	A public body must designate such number of Deputy Information Officers as may be necessary to ensure reasonable access. Within six months, the Information Officer must compile a manual in at least three official languages, containing: **(a)** A description of the structure and its functions, and **(b)** Addresses and telephone numbers.

The Constitution of the Republic of South Africa	**Bill of Rights**	**Intergovernmental Relations Framework Act, 2005 (Act 13 of 2005)**
Section 152 (1)(e): In setting out of the objects of local government, it states that municipalities must "encourage the involvement of communities and community organisations in matters of local government".	The right to freedom of expression, the right to receive information and the right of access to information, which includes access to any information held by the State.	This Act establishes a framework for national, provincial, and local governments to promote and facilitate intergovernmental relations (IGR) and provides for mechanisms and procedures to facilitate the settlement of intergovernmental disputes.
Section 160 (7): "A municipal council must conduct its business in an open manner, and may close its sittings, or those of its committees, only when it is reasonable to do so".		Through the work of IGR forums, implementation protocols can be developed to advance the work areas of government, especially in terms of assisting the various spheres of government in implementing policies but

		also to ensure that the various spheres can implement their constitutional obligations effectively.

4. GUIDING PRINCIPLES OF THIS DOCUMENT

The Media and Communication Policy seeks to ensure that Kouga Local Municipality acknowledges the importance of communication as a strategic management function and as an integral part of its daily functioning.

It demonstrates that the Municipality is committed to a transparent and effective relationship with its internal and external stakeholders and will do so by a process of consultation and information dissemination.

Communication is inherently central to the Integrated Development Plan (IDP) process as it affects the local communities of the Municipality who are entitled, in law, to actively participate in municipal planning, budgeting, and drafting of by-laws and policies, as well as take part in monitoring performance of the Municipality's political structures and administration – all of which entails extensive communication between all the stakeholders.

The IDP process, therefore, requires strong and clear channels of communication, with particular emphasis on quality feedback mechanisms from residents, in order to develop an IDP that is credible in both the drafting process and its content. As such, Kouga Local Municipality recognises that it has a duty to facilitate public involvement by providing meaningful opportunities for participation process and to take measures to ensure that people have the ability to take advantage of such opportunities.

The Municipality acknowledges that it has a responsibility to inform its internal and external stakeholders of identified issues, progress made, and results achieved in addressing its mandate.

The Media and Communication Unit, located in the Office of the Municipal Manager, has the responsibility to ensure that all communication activities are done in accordance with these policies and procedures. This requires all communication and communication-related activities to be coordinated and recommended by the Media and Communication Unit.

5. POLICY STATEMENT

It is the policy of Kouga Local Municipality to provide information to its internal and external stakeholders about municipal programmes and services. This must be done in an accurate, timeous, relevant, and understandable manner.

The policy seeks to ensure that the Municipality reports its achievements regarding its mandate and that it is visible, accessible, and answerable to the public it serves.

All communication must reflect the communication priorities of government.

6. COURTESY STATEMENT

Kouga citizens should be treated with courtesy and consideration. Every Kouga Local Municipality customer should be treated with respect, without any prejudice regarding gender, age, ability, status, or race.

To ensure this, the municipality may implement the following:

- Institutionalise Batho Pele culture.
- Development of a Customer Care Plan that sets out clear standards and guidelines to be followed to achieve better service delivery.
- Capacitating the Customer Care/ Call Centre Unit.
- Signing of Customer Care Pledge by all Kouga employees.
- Training in diversity management and customer care annually.

7. OBJECTIVES

The overall objective of the Media and Communication Unit will be to:

- Improve and promote Kouga Local Municipality's corporate image to attract and retain national and international investors.
- Ensure informative, professional, and regular communication is directed and sustained with civic structures and organisations.
- Keep the public informed on matters that affect them, i.e. service delivery.
- Raise awareness of municipal services, support, and initiatives.
- Report on outcomes of all activities, projects, and developments.
- To ensure an effective, attentive, and motivated workforce through good internal communication withing the Municipality.
- Accessible to all members of the community.
- Honest, open, and accurate with communication and information provided.
- Clear, simple, and user-friendly.

- Consistent and relevant.
- Timely and current.
- Act in accordance with legislation applicable and Council's own protocols and guidelines.
- Regularly report back to Council for review and performance monitoring purposes.
- Cost-effective.

8. COMMUNICATION ROLES AND RESPONSIBILITIES

At all times, the communication of all roleplayers must be underpinned by the following:

- Kouga Local Municipality as a place of excellence.
- Kouga Local Municipality as a place of equality, inclusiveness, and opportunity.
- Kouga Local Municipality as an open and transparent local government.

It is important that all spokespersons communicate with a singular and unified message, always supporting one another. To support this effort, all roleplayers must be kept up to date, within reason, of external public communication.

Potentially controversial issues should, wherever possible, be shared with primary spokespersons as to create awareness of issues which may negatively impact on the image of the Municipality.
All stakeholders should be consulted of the nature, quantity, and quality of the services to be provided in order to determine the needs and expectations of the end users. Kouga Local Municipality stakeholders will be consulted through the following:

- Stakeholder and Citizen forums
- Customer satisfaction surveys
- Focus groups
- Workshops and summits
- Road shows
- Izimbizo
- Exhibitions
- Joint management meetings with service partners.

Everyone at Kouga Local Municipality is a communicator at all times, however, an element of hierarchy and authorization must be adhered to in order to correctly coordinate the release of messages. To ensure consistency, all communication must be authorized by the Mayor or Municipal Manager.

In order to ensure effective communication and compliance to the Media and Communication Policy the following roles and responsibilities are adopted.

Person/ Persons	COMMUNICATION RESPONSIBILITY
Executive Mayor	The Executive Mayor is the Chief Communicator (spokesperson) for the Municipality. All aspects of Council policy and programme matters of policy yet to be adopted/enacted, is key for all public participation unless delegated otherwise.
Speaker	The Speaker of the Municipality will be the only authority to communicate on matters regarding council code of conduct and rules of order. The Speaker is responsible for the acceptance and signing of any petitions. This responsibility can only be delegated to the Executive Mayor or Municipal Spokesperson by the Speaker should he/she be unavailable.
EXCO Members	All aspects of Council policy and programmes in their portfolio may be delegated spokesperson on an issue by the Mayor.
Councillors	Comment on all activities in their ward, except for matters where a policy must still be adopted/enacted. This does not include official queries from external media (including print, radio and television). All media queries must be referred to the Media and Communication Unit. In addition, they may not engage in communication activities that could bring Kouga Local Municipality into disrepute. In terms of Item 2 of the Code of Conduct for Municipal Employees, an employee must always, *inter alia*, act in the best interest of a municipality and in such a way that the credibility and integrity of the municipality is not compromised

Municipal Manager/ Deputy Municipal Manager	Any area of the municipal administration. Matters of policy yet to be adopted/enacted. Information around any legal processes the municipality might be engaged in. Any matter that relates to the running of a municipality as a whole and is not specific to existing policy, programme, or activity of a specific department. All municipal communication. All media enquiries unless delegated otherwise.
Section 57 Managers	Any area of business in their Directorate. May be delegated spokespersons on an issue by the Municipal Manager. On all aspects of their service delivery areas. Queries from journalists will be referred to HoDs / Managers for comment/ clarification/ information. Comment will then go out in the name of the Executive Mayor or Municipal Manager unless indicated otherwise. Media inquiries are subject to the approval of the Executive Mayor/Municipal Manager.
Communication Specialist/ Municipal Spokesperson	The Communication Specialist, to be located in the Office of the Municipal Manager, is the Head of Communication and serves as the Municipality's authority on communication issues. He/she is responsible for co-coordinating all communication activities, including the procurement of communication products and services. All these activities must be either approved or recommended by him/her. He/she ensures that the Media and Communication Policy and procedures are communicated to staff and adhered to. He/she provides communication advice

	and counsel to the Executive Mayor and Municipal Manager. He/she will be responsible for the coordination of media communication, media conferences, media statements and handling of media queries unless indicated otherwise. Will act on instruction of the Deputy Municipal Manager and Executive Mayor. Media inquiries are subject to the approval of the Executive Mayor unless indicated otherwise. Social Media pages updates and responses as approved by the Executive Mayor.
Media and Communication Personnel	Media and Communication personnel are to report to the Communication Specialist in the Office of the Municipal Manager. This is in line with the recommendation of the national Department of Government Communication and Information Systems (GCIS).
Call Centre	The Kouga Call Centre consist of appointed employees who interact directly with the public, with the purpose of enhancing the level of service delivery, done in accordance with an SOP. They communicate with the public by means of telephone, email, and WhatsApp, which is directly linked to their services. They communicate on matters of service delivery issues when they are contacted by the public. These issues are then dealt with as stipulated by the SOP and in accordance with the Media and Communication Policy.
Public Participation Unit	The Public Participation Unit (PPU) consist of appointed employees who interact directly with the public, with the purpose of enhancing the level of service delivery, as stipulated by the Standard Operating Procedure (SOP) and in accordance with the Media and Communication Policy.

	Public participation through communication is the ongoing, planned, structured, and organised use of communication in the promotion of development, working towards changing the attitudes and/or behaviour of the public, through the dissemination of reliable information and through encouraging the active and conscious participation of the broad public in the process. There is an intricate interrelationship between communication and participation, whereby communication is both a prerequisite for effective participation and an ongoing, parallel process. Most often, public participation implies broad-based communication, the provision of accurate and reliable information to the public. The effectiveness of any participation process is fundamentally linked to the institutional capacity of the Municipality to maintain an effective communication system. Successful participation is dependent on good communication.

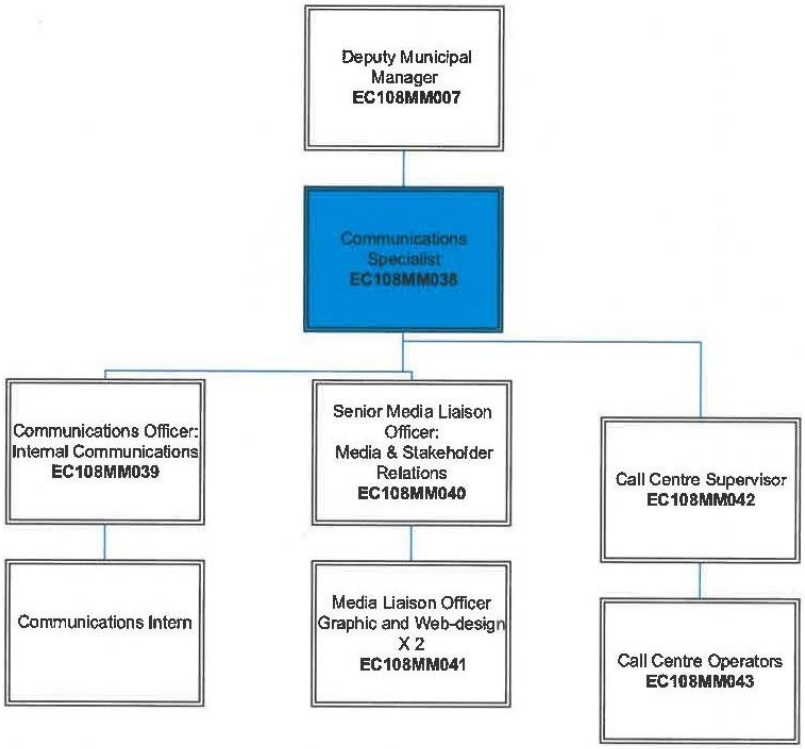
9. MEDIA AND COMMUNICATION UNIT

The Media and Communication Unit is responsible for co-coordinating communication activities in the Municipality. In this regard, the Media and Communication Unit shall support and coordinate all communication efforts with the main aim of enabling the Executive Mayor and Municipal Manager to perform their function as Chief Communicators; shall provide strategic advice and counsel with regard to Media and Communication Policy development, programme planning and programme implementation; develop and implement communication plans and produce publications for information dissemination.

It is the responsibility of the Communication Specialist to ensure that his/her department has the capacity to handle each of the cluster functional areas. These areas include media liaison, speechwriting, presentations, identifying communication issues, assisting directorates to develop communication plans, providing

communication support to campaigns and events, designing and printing communication materials, marketing and communication research.

Office of the Deputy Municipal Manager
COMMUNICATIONS
Annexure 1.1.8



10. COORDINATING COMMUNICATION

Communication shall be a standard item at Management and Executive Management meetings in acknowledgement of its importance as a strategic management function and an integral part of the Municipality's daily functioning.

11. CONFIDENTIALITY

Confidentiality must be applied by all councillors and personnel to avoid information leakages that may have a negative impact on the Kouga Council's image, e.g., Council documents, employees' health status and employment contracts cannot be disseminated without proper municipal consent.

Citizens should be given full, accurate information about the municipal services they are entitled to receive as provided for in legislation.

Municipal employees and councillors are required to provide information without contravening or confusing the POPI and PAIA regulations.

12. PROCEDURES AND REGULATIONS

The following Procedures and Regulations are the rules that govern the implementation of the Media and Communication Policy.

12.1 Media Relations

In order to avoid uncoordinated media comments, only the Executive Mayor, Municipal Manager, Communication Specialist or designated Media and Communication personnel may issue media statements on behalf of the Kouga Council. Other personnel are prohibited from speaking to the media on behalf of Kouga Council unless prior consent has been received in writing from the Municipal Manager. Personnel not authorised in writing to speak to the media may not divulge information to the media or the general public, which may be confidential or privileged and of which disclosure may bring Kouga Council or the Municipality's name into disrepute.

Media and Communication personnel are the Municipality's first line of contact with the media and are responsible for coordinating media relations. The following procedures have to be followed with regards to media liaison:

- All media queries must be referred to the Media and Communication Unit, who will then engage with the relevant line functionaries for an adequate response. Media and Communication personnel should ideally at all times coordinate interactions with the media, such as media conferences, briefings, and letters to the media.

- The Media and Communication Unit is responsible for media evaluation and monitoring. Items of importance will be circulated to those impacted upon, either for information purposes or for a draft response.

- Media queries are to be dealt with within the stipulated deadline or otherwise within 24 hours. Inquiries received after hours will only be dealt

with during office hours unless there is obvious urgency or instruction to do so. Inquiries from the media should be in writing.

- Responses are to be supplied in writing except for radio and television interviews. Media queries must be treated as top priority.

The following matters may not be discussed with the media unless the Municipal Manager believes it to be in the best interest of the institution to comment: personnel matters, legal matters, and issues that might cause harm to others.

12.2 Internal Communication

The main purpose of internal communication is to facilitate and manage the flow of information within the Municipality to create an informed workforce. Internal communication involves information about the Municipality's programmes, relevant human resource information, and other useful information that staff may have an interest in.

Communication tools and mediums must be developed and continuously improved upon to communicate with staff members. These platforms would include internal newsletter, staff meetings, notice boards, intranet, email, workshops, posters and pay slips.

12.3 External Communication

The main purpose of external communication is to inform stakeholders of services and programmes of the Municipality. Different communication tools and mediums must be developed to communicate with stakeholders. These mediums would include external media (print and radio), a municipal newsletter, accounts, website, social media, mobile communication, public meetings, ward meetings, outreaches, workshops and complaints management.

All external communication campaigns must be approved by the Communication Specialist.

12.4 Production of Communication Materials

The Media and Communication Unit must be consulted on communication material that is produced on behalf of the Municipality. Decisions to outsource such activity or part thereof must carry the approval of the Communication Specialist.

12.5 Advertising

The Media and Communication Unit is responsible for coordinating all advertising activities. The Communication Specialist must approve all advertising or the procurement of advertising services.

No contract or payment can be signed off without the approval of the Communication Specialist or his/her representative. In all instances the correct procurement procedures should be followed. Heads of Directorates must complement the advertising budget.

12.6 Corporate Image

The Communication Specialist must ensure that all internal and external media and communication adhere to the rules and regulations as set out in the Corporate Identity Policy.

12.7 Branding and Promotional Material

The Communication Specialist must ensure that all promotional material (internal and external media and communication) using the corporate identity of the Municipality adhere to the rules and regulations as set out in the Corporate Identity Policy.

Strict adherence to the corporate identity is a given with the development of any branded material.

12.8 Procurement of Communication Materials

Communication materials include any type of publication, newsletter, magazine, brochure, audiovisual material, and any other material intended to convey information to the public. The Communication Specialist has the responsibility of ensuring that communication products and services, including that of consultants, are acquired in a fair and equitable manner.

The Communication Specialist must be consulted on procurement processes for communication. It is advisable to make use of the Municipality's in-house service, depending on the type of project, the time frames, capacity available and budgets.

12.9 Website

The Municipality's internet site serves as its window to the public. The Media and Communication Unit is responsible for monitoring the content and the Corporate Services Directorate is responsible for the technical administration. Information will be placed on the site only after the approval of the relevant Section 56 Manager or a delegated official not lower than the rank of Manager.

It is the responsibility of individual Directorates to provide information relevant to their Directorates for the website. The creation of links on the Municipality website and/or acceptance of a link of the municipal website to another website will only be done after the approval of the Communication Specialist.

12.10 Language Policy and Translations

Kouga Local Municipality's language policy is based on the Constitution of South Africa and the Municipal Systems Act. In this regard, it takes into account the language usage and preferences of the residents when communicating.

English, Afrikaans, and isiXhosa are business languages for Kouga Local Municipality. All official notices and advertisements issued for general public information must be published in at least one of these languages.

12.11 Copyright

The Municipality owns all publicity material and information it has paid for or created. Consequently, the reproduction of any such material requires the approval of the Municipality. Copyright to the Municipality allows the Municipality the freedom to allow others to use the material without paying fees to the original producer. It also gives the Municipality the authority to prevent misuse of the material by the producer or anyone else.

12.12 Events

Events shall be organised as prescribed in the Kouga Council's Events Policy. The Media and Communication Unit is responsible for media and publicity.

12.13 Training, Development & Awareness

The Communication Specialist shall identify communication-training courses for Council officials who interact with the media and public. These may include:

- Exposing all new employees to proper Orientation programme within three months of commencing work.
- PAIA booklet is made available in both English and 2nd Language at all Front Desks.
- The dissemination of information from Strategic level to Operational levels, in a traceable and credible manner.
- Display of Service Standards and tariff structure in all service points.
- Display of information flyers and booklets with all relevant municipal services, as well as all public services available in the municipality.
- Annual reports, newsletters, media releases, magazines, information posters.
- Road shows used for dissemination of information pertaining to Service Delivery.
- Publishing/distributing of all major events.

12.14 Communication in a Crisis Situation

A crisis is every organisation's worst nightmare. However, it is important that a framework for such a situation exist. A crisis situation includes, but is not limited to, natural disasters, technological disasters, intentional violence and harm (including strike actions), and accidents.

In the event of a crisis the following should be adhered to:

- The Manager whose area of responsibility is involved, should inform his/her Section 57 Manager. The Communication Specialist is to be copied in the information.
- A Crisis Committee will consist of the Municipal Manager, Communication Specialist and relevant officials. The Executive Mayor is to be informed immediately.
- A plan of action is to be drafted.
- The Crisis Committee will manage the issue, communication thereof and release the necessary statements with the involvement of the Mayor.
- Only the Executive Mayor, Municipal Manager, Communication Specialist or delegated official may issue media statements or give media interviews.
- Staff members will be kept informed of the situation.

13. PROCEDURES AND COMPLIANCE

This policy is intended to ensure that the Municipality engages in a co-coordinated manner with regard to communication and communicates in a standardised manner with unified messages.

Adherence to the policy will result in a coherent image for the Municipality. This Media and Communication Policy and its procedures are applicable to every staff member in the Municipality.

The Media and Communication Policy falls within the scope of internal communications, and it will be communicated accordingly.

14. CONCLUSION

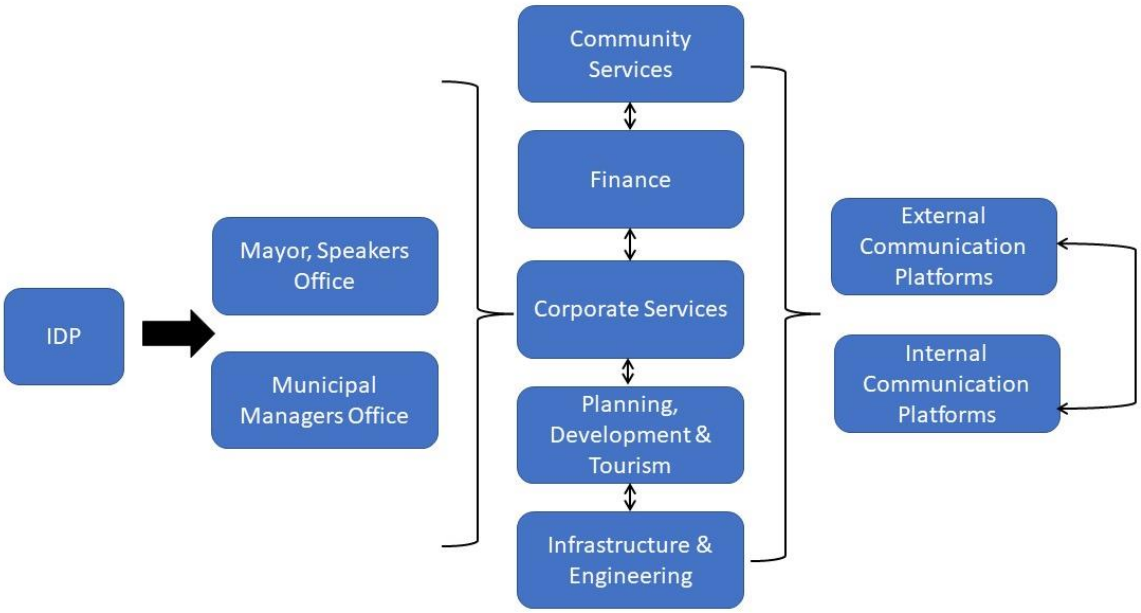
The implementation of this policy will assist all active roleplayers at Kouga Local Municipality recognising his/ her role in the organisation in terms of his/ her communication abilities.

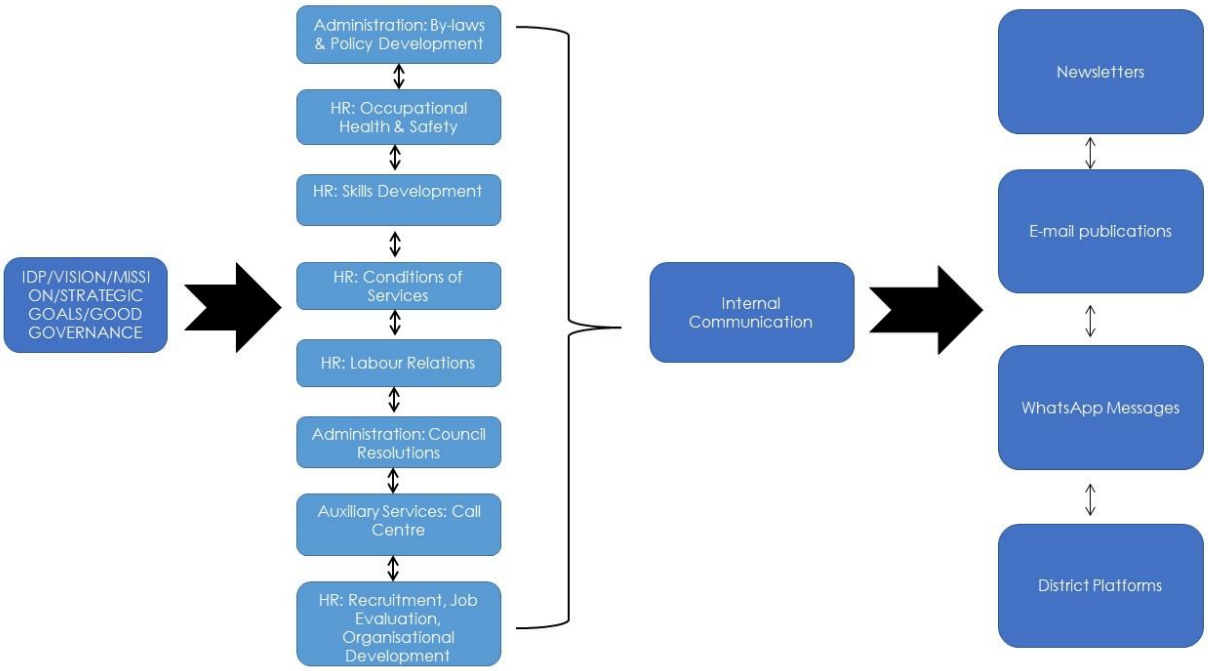
The Media and Communication Policy is set to be reviewed and updated annually or after there has been any change in structure or constitution.

Revised: 20 September 2022
Approved by Council: 31 May 2023
Council Resolution:

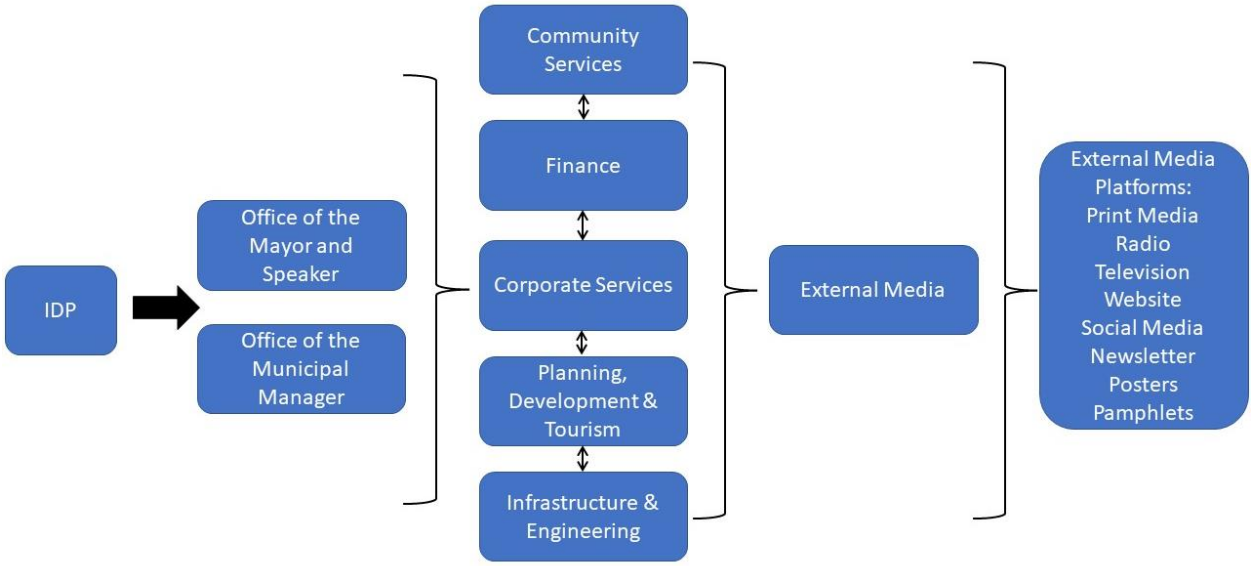
15. ADDENDUM

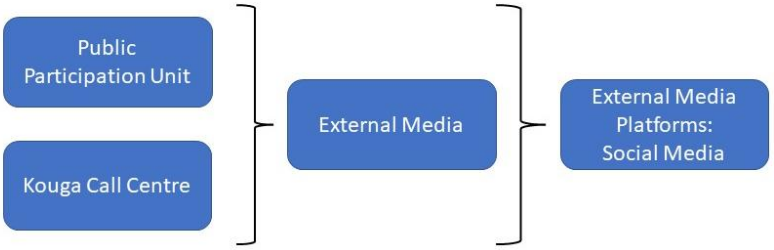
15.1 Flow Chart: Internal Communication





15.2 Flow Chart: External Media





KOUGA MUNICIPALITY (EC 108)

ORDINARY COUNCIL MEETING

OFFICE OF THE MUNICPAL MANAGER

DATE: 31 MAY 2023 **ITEM NO: 23/05/MM5**

PETITIONS RECEIVED FROM KOUGA LOCAL CLINICS 2023

1. Introduction

The purpose of this item is to inform the Council of the deteriorating circumstances around Kouga Local Clinics specifically in relation to the petitions received from Pellsrus Clinic and Sea Vista Clinic.

2. Legislative Framework

The right to health care is enshrined in ***section 27 of the Constitution of the Republic of South Africa 108, 1996.*** Which provides that everyone has the right to have access to healthcare services and requires the State to take reasonable legislative and other measures to achieve the progressive realisation of the right.

The Local Government: Municipal Structures Act 117 of 1998, as amended, provides that every municipality to develop a culture of community participation as well as mechanisms, processes and procedures for community participation. Inclusive of receipt, processing and consideration of petitions and complaints lodged by community members and or organizations.

3. Background

Two petitions was received from Pellsrus Clinic (ward 2) and Sea Vista Clinic (ward 1 and 12) due to the lack of service and other related circumstances.

3.1 Sea Vista Clinic:

The current situation at the local clinic has resulted in various challenges, *inter alia*, but not limited to, the failure in the provision of effective and efficient health care services, chronic medication that is not readily available, no administrative support to the clinic staff. The total signatories received by way of petitions are **154** as set out below:

SEA VISTA CLINIC PETITION

SEA VISTA CLINIC, MARCH 2023, ST FRANCIS

The right to healthcare is enshrined in section 27 (the Bill of Rights) of the Constitution and provides that everyone has the right to have access to healthcare services, and requires the state to take reasonable legislative and other measures to achieve the progressive realization of this right.

The current situation at the Sea vista Clinic has resulted in the following challenges:

- Failure in the provision of effective and efficient health care
- Staff attitude is unfriendly and rude – this is not just isolated incidents, but predominantly the case – patients are treated like children and shouted at or ignored or sent away
- Unreasonably long waiting periods in the queue to receive medical attention
- Patients being turned away if they are not wearing face masks
- Patients who are employed are not prioritized in appointment or consulting system
- Clinical Staff do not have sufficient administrative support and have to use valuable consulting time and after hours to keep pace with administrative tasks
- Medication and chronic medication is not always available
- No clinic committee exists

We, the undersigned, residents of Ward 1 and 12, call upon the Department of Health officials to help us ensure that the Department:

- recruits sufficient competent human resources to staff the clinic – both clinical and administrative
- provides resources for the effective and efficient provision of health services – ensuring all medical equipment and treatment and medication is accessible at all times
- ensures that the patients dependent on these services are provided with health care in a dignified manner – whether whilst waiting or being consulted or communicated with
- demands that patients are treated with respect and compassion as partners in their own journey to health
- creates a booking system that prioritises the employed (earlier or later in the day)
- informs staff that no person may be turned away from the clinic for not wearing a mask as masks are no longer mandatory under Covid regulations
- insists that a Clinic Committee is re-established asap

	Name	Address	Signature
1	Deslynne	3548 7th Avenue	D.Jonker
2	SHIRLEEN	2527 STEENBRAS STR	S. NORKIE
3	SHAHIDA	2755 STEENBRAS STR	S.A. CHRISJAN
4	C. Rollison	11	C. Rollison
5	CALVIN - Pamines	2755 STEENBRAS STR	
6	DAKOTA Pamines	2755 STEENBRAS STR	
7	Brenda Mkutso	2712 Makriel Str	B Tso
8	Mbele Mompumelelo	2615 MAKRIEL ST	Mmbele
9	Dlova Nomathemba	2706 Makriel sts	N.L. Dlova
10	Dlova Nompumelelo	7 Avenu White house	N. Dlova
11	Klaas Nkombekhaya	2698 Makriel Strt	N. Klaas
12	Zimkhi Mdyas	2645 Steebraestr	Z.M dyas
13	Mavis Bell	2645 steebaa str	M. Bell
14	Nomaxabiso Hlela	2645 Steebas Str	Hlela
15	Buskiwe Maldoni	245 7th Avenue St	R B M
16	Gaudina Mle	2645 Steelbraas St	Mle. G
17	Jolina Hlela	2648 Steenbras	J Hlela
18	Julia Nkosinkulu	2645 Steenbraas	N. Nkosinkulu
19	Patricia Fredericks	2556 Elfstraat	P. Fredericks
20	Jeanette Ngcayisa	2554 Elf St	J. N.
21	Joanne Vena	2676 mackrel st	J Vena
22	Petry Vena	2677 Mackrel St	Vena

	Name	Address	Signature
1	Vuyani Kuka	16 Cosovo	
2	Sisipho Tombe	16 Cosovo	
3	Lithemba Thombe	46 Cosovo	
4	Onke	Fanabakho	
5	Siphenkosi Shiwane	Z 244	
6	Zukelwa Dwayi	Z 311	
7	Phindile Magolo	Z 122	
8	Sphelo Njemla	16 Cosovo	
9	Mzukisi Xhayimpi	108 Cosovo	
10	Linda Tengile	47 Cosovo	
11	Nombandazo Kuka	256 Cosovo	
12	Zolile Mvezo	Zwelitsha 112	
13	Simamkele Koti	3571 7th Avenue	
14	Makazole Lyoke	Z 249	
15	Melumzi Moko	Z 12	
16	Nozuko Vane	Zwelitsha 425	
17	Mbekeli Nchoke	Zwelitsha 58	
18	Maximdumise Bobo	3528 7th Avenue Cavour	
19	Nuyelwa dwayi	Z 113	
20	Nombonyo Hno	Z 244	
21	Zukelwa Tombe	16 Cosovo	
22	Thandiwe Wana	34 Zwitsha	

	Name	Address	Signature
1	Nokuthula Manyatela	2 Cosovo	Nmanyatela
2	Limkhitha Lerei	7 Cosovo	
3	Amelia Klaasen	17 Cosovo	AKlaasen
4	Zukisaw Tekela	22 Cosovo	
5	Thamsanqa Tukwini	19 Cosovo	T.T
6	Luvise Lwemi	48 Cosovo	Luvise
7	Mxoleli Nyandeni	49 Cosovo	Mxoleli
8	Meiwonke Myoka	51 Cosovo	M.N
9	Lungelo Punjana	136 Zwelitsha	Lungelo
10	Mjonesizwe	149 Zwelitsha	X
11	Sibongile	Zimasile	S.M
12	Ongezwa	122 Zwelitsha	
13	Mlungiseleli	Isetse	Mlungiseleli
14	Awewise Olga	3242 Steenbraas Street	
15	Mxemeleto Bongeka	28 Cosovo	
16	Mzwezwe Mbali	Z 228	
17	Amasha Velbeni	35657th Location Middelburg	
18	Luzuko Toni	Z 22	Luzuko
19	Mzimkhe Fani	Z 22	MF
20	Bongiswa Mzilisa	Z 205	
21	Bukelwa Zonondi	Z 210	
22	Mcingisi Mjoka	Z 259	

	Name	Address	Signature
1	Mzwandile Kobi	47 Cosovo	M/K
2	Lumyo Dakeza	27 Cosovo	Dakeza
3	Zimasa Mayeki	9 Cosovo	Zmayeki
4	Mthandazi Rili	64 Maleme	Mrili
5	Zubenathi Qubu	86 Cosovo	ZQubu
6	Mlindeli Mdledle	Zwelitsha 185	Mm
7	Likhona Mdudi	Zwelitsha 105	Lmdudi
8	Lindelwa Sibanda	Steenbraas 3565	LS
9	Nolutheniil Nkenla	Steenbraas 3565	Nkenla
10	Zubekazi Julu	Steenbraas 3561	ZJulu
11	Lumnandi Kovu	Whitehaise 3571	Lkovu
12	Zanomzi Joko	7th Avenue 3571	ZJoko
13	Mayvukile Sonjani	Geelbark 2565	MSonjani
14	Mlonddori Dlay	12 Zwelitsha	MD
15	Likhona Jonas	48 Zwelitsha	LJ
16	Asekho Vane	12 Zwelitsha	Avane
17	Mzoxolo dlakela	14 Zwelitsha	Md
18	Ayanda Zolo	228 Zwelitsha	AZolo
19	Mzuvukile Tanda	16 Cosovo	MTanda
20	Yokuthula Msomi	Maleme 240	Mmsomi
21	Amelisa Vumi	Maleme 120	Avumi
22	Mamasi Mayoni	Maleme 222	Mmayoni

	Name	Address	Signature
1	Nomvuyiseko	2578 Elf Str	N. Nkololo
2	Theodora	2578 Elf str	T. Bell
3	Nwabisa	2578 Elf Str	
4	Liyema	2598 Elf St	L Mafu
5	PHAKAMA	246 Zwi	T. Mnqy
6	Judy	2579 Elf Street	
7	Nolakhe	2579 Elf Street	X
8	David	2764 Roman	
9	Esmo	2591 Elf Street	ÜANNAK
10	Thulisa	71 Cosovo	T. Sel
11	Anelisa	5152911	
12	Venenda	3536 7TH Avenue	
13	Johnny	2587 Elf Street	
14	Khusekoa.	3841 7Tavenue.	
15	RAYDENE	3491 7TH AVENUE	R.P.
16	Nandipha	3491 7th Avenue	
17	Elvis Mlambo	2589 th Ave	
18	Danéy	Matema	D. JACOBS
19	Leshay Plaatjies	3549 7th Avenue.	
20	Charlotte Ruiters	3559 7th Avenue	C. Ruiters
21	OIA Cupido	3558 7th Avenue	O. Cupido
22	Eloise Lamont	3579 7th Aven	E.M.L

	Name	Address	Signature
1	Mokulunga	2758 Steen brass	M.
2	NOMFUNDO	19 ZWELITSHA	N. GOBESE
3	Siphephemba	2586 Elf Street	S. Mbotjwa.
4	Phumeza	8 Cosovo	P. Grootboom
5	Nothando zo	102 Cosovo	
6	Nombuyiselo	2760 Steen bras	
7	Dinah Ruiters	3559 Avenue	D.D. Ruiters
8	JANNIE CUPIDO	3559 7 Avenue	
9	CLEAH PETERSEN	3553 7 AVENUE	
10	Felicity Jantjies	3556 7 the Avenew	
11	Lizaan Jordaan	3553 7th Avenue	L. Jordaan
12	Esta Lamont	3553 7th Avenue	E.L.
13	HANSIE	SLANG BAAI	H.R
14	Shunite	Slange Park	S.L
15	laurika	Slange park	L.L
16	Veronica	Slange park	V.L
17	KALTON AFRICA	7TH AVENUE	K. Africa
18	DANIEL MUNNIK	Slange Park	
19	A Daniels	DANIELS 3595 7th Ave	DANIELS
20	N. Ruby	3554 7th Avenue	
21	Danielle Coerdt	3553 Avenue	
22	Isolene Lejanden	7112 Makriel	

	Name	Address	Signature
1	Vuyani Klaas	16 Cosovo	
2	Yonela Xamntwana	7 Cosovo	
3	Ayabulela Xamntwana	7 Cosovo	
4	Makalata Mbangni	81 Cosovo	
5	Jonusaba Nito	77 Zwelitsha	
6	Nomaliviwe Nito	11 11	
7	Nomthandazo Botse	243 Zwelitsha	
8	Bulelani Lukhanji	78 Zwelitsha	
9	THEMBELANI Matyolo	79 Zwelitsha	
10	[illegible]	57 Zwelitsha	
11	Ntombizabo	3565 7th Avenue	
12	Nondoida Nathemba	78 Zwelitsha	
13	Nolitha Sgam	3571 7th Avenue	
14	Lucalise Tombe	3571 7th Avenue	
15	Mawande Tontsi	229 Zwelitsha	
16	Phindile Maqolo	29 Zwelitsha	
17	Mzukis Bhekebhu	321 Zwelitsha	
18	Thandiwe Wagga	3562 Skenbrass	
19	Nkosiyethu Tuttuka	3571 7th Avenue street	
20	Nosiphiwo Thombe	3571 7th Avenue street	
21	Siphokuhle Tombe	16 Cosovo	
22	Nosikhumbuzo Soti	148 Cosovo	

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TOTAL		**154**

3.2 Pellsrus Clinic

The petition was received from Pellsrus Clinic on the 03rd March 2023 outlining the challenges they are facing at the Clinic. A total of **1028** signatories was received from community members voicing their dissatisfaction due to the lack of service at the clinic.



PELLSRUS CLINIC, 03rd FEBRUARY 2023, JEFFREYS BAY

This petition seeks to bring to the attention of the Department of Health, the dire state of service delivery at the Pellsrus Clinic **due to the shortage of sufficient resources.** It is based on the right to healthcare as enshrined in section 27 (the Bill of Rights) of the Constitution and which provides that everyone has the right to have access to healthcare services and requires the state to take reasonable legislative and other measures to achieve the progressive realization of this right.

This petition further serves to implore the Department of Health to establish a second clinic, 2 clinics, one must be a 24-hour Community Health Centre (CHC), to provide the required health care and to give effect to the right to health care as enshrined in the Constitution for the Jeffreys Bay area and to, as a matter of great urgency, ensure that the current Pellsrus Clinic is sufficiently staffed with suitably qualified personnel and fully resourced with the required medical equipment. Even though the clinic is situated in Pellsrus, it essentially services the Jeffreys Bay area which includes Pellsrus, Ferreira Town, Ocean View, Paradise Beach, Aston Bay, Wavecrest, Kabeljous, Madiba Bay, Marina Martinique, Tokyo Sexwale, The Sands and C Place.

The Dept of Health to be included in public meetings.

The current situation at the Pellsrus Clinic has resulted in the following challenges:

- Work overload and burnout of competent staff members

- Poor working environment and reduces moral of staff members and patients
- Failure in the provision of effective and efficient health care
- Unreasonably long waiting periods to receive medical attention
- Negligent conduct due to backlogs, overworked staff members and pressurized circumstances to the lack of medical equipment
- Long and intense working hours may have negative impact on the quality of care the staff provide to the patients.

We, the undersigned, residents of Jeffrey's Bay, call upon the Department of Health officials to help us ensure that:

- The Department recruit sufficient competent human resources to staff the clinic and to ensure that the patients dependent on these services is provided with health care in a dignified manner
- Provide resources for the effective and efficient provision of health services
- Provide safe patient care, as patients are constantly exposed to criminal elements whilst waiting on health services
- Ensure quality health care for patients
- Improve working environment and staff morale
- An additional clinic be established for the Jeffreys Bay area, *Jeffreys Bay with a population of 27 107 in 2011 with a growth of 3.2% should approximately have a population of 36 649 in 2022*. Considering the growth in the population of the Jeffreys Bay area, and a direct increase of patients/visitors to the Pellsrus clinic, according to the sector requirements the Jeffreys Bay area should in fact have 2 clinics, one must be a 24-hour Community Health Centre (CHC), to provide the required health care and to give effect to the right to health care as enshrined in the Constitution.
- Armed response, beams and an alarm at night.
- The B J Vorster Hospital in Kareedouw, to be converted to a Mental Health Hospital.

SIGNED BY: PELLSRUS CLINIC COMMITTEE CHAIRPERSON & COMMITTEE MEMBER

NAME & SURNAME: Nomzamo E Williams **SIGNATURE:** .....

Name and Surname	Address	Signature
NOMITHANDO WILLIAMS	4112 Mente	
Lulama Williams	68 Mjekula	
[illegible]	5 Bay	
Lungi-Mari Bernardo	4 Kabeljaauws	
Lindi Marx	8 Roman OB	
A [illegible]	J.Bay	
Charmelle Mafalle	Humansdorp	
Henriette Kettlestas	Humansdorp	
Bryanton Gans	J Bay	
Akram Jantjies	J Bay	
George van Zyl	J-Bay	
PHILIP SWARTBOOI	J. BAY	
ST. THOMAS JACOBS	HUMANSDORP	
Maryann Lyders	J. Bay	
Denise Cohen	J. Bay	
Sibulele Mhlauseka	J. BAY	
Cindy de Wet	J Bay	
JZ van Zyl	J Bay	
Nacy Rammutla	J Bay	
Rodney Jacobs	8 Dolphin Jeffreys	
Gareth Evans.	26 Pink oak	
C.v.d Walt	Blue Water 33	
Mandisa Ndamase	7318 Griffith Mxenge J/Bay	
Ellis M	96 MARINA DRIVE	
ALFRED BAMBIE	JEFFREYS BAY	
JOHNNY Costello	Harrison St	
FIONA Hammond	Kruis/Main ST	
TAHO N	J/BAY	
Silvia Grobler	St Francis str. 20A J Bay	
N. Rabeka	J. bay	
N. Kandisa	J/bay	
F Plaatjies	J. bay	
F. Nyaki	J. bay	
DEON BOUCHER	11 CHRISTIMANST PARK J	
Clyde Jantjies	07 Linden Street	
Sylvia de Vos	Humansdorp	
M. Louw	J bay	
M. Booysen	J bay	
V. Williams	MAN	
J Kleinhans	Wavecrest	

Name and Surname	Address	Signature
ANGUS BRUINERS	J'BAY	
MZIYANDA TESHA	J.BAY	
Tembisa Bam	J.bay	
A-A-Kabie	J.bay	
T. Accamp	J Bay	
Kabelo Kondze	J Bay	
Dineo Ntshabele	J Bay	
Lisa Kotty	J Bay	
B Buaza	J BAY	
FREDRICK TITUS	J BAY	
Nosiphumo Gamede	Jbay	
ZANDILE MJAKU	J.BAY	
EMIHLE SIHAGALE	J.BAY	
Heidi Dauven	JBAY	
ERICH UNGERER	JBAY	
G. Pieters	"	
Alberta EJAVA	J.BAY	
Sandy Young	J BAY	
Fabian King	14 Dorp	
AEGAN JANTJIES	J.BAY	
Monica Cike	Humansdorp	
Madelein Olivier	J Bay	
ALGYRNIN Johnson	Humansdorp	
Alfred Jongile	J. Bay	
Aviwe [illegible]	[illegible]	
Elsabe Muller	Jbay	
E Pieters	J bay	
Lothiswa Gqola	J-bay	
Jayson Williams	Thornhill	
Andy Dima	7583 Mxpie Mandela	
Nhululeko Mpumlwana	27 E Scion J. bay	
Jason Petersen	J Bay	
Hoalica	Braclene Beach	
J Jacobs	J Bay	
A Jacks	J Bay	
Johnwaye Hammond	J Bay	
[illegible]	[illegible]	
Syne Malgas	J.BAY	
Thabo Mathebe	371 Nelle	
Xolisiwe Gomba	6 Robbie Dennis. J BAY	

Name and Surname	Address	Signature
Martin Botha	65 Bretwood	
Nolisa Molose	F 514 OCEAN VIEW	X. Molose
Mandy Pietersen	1100 Meteor Str	M. Pietersen
[illegible]	41 [illegible]	
CHEZLIN ROLLISON	44 KAPENAAR STR	Rollison
[illegible] ANDREW [illegible]	10 [illegible]	
Johann devos	1 Bosbok Str Wavecrest	
Andrew Lamax	25 Myburi's Wavecrest	
Nomvuyo Vekbay	[illegible]	N. Vekbay
Jay Legs	[illegible] J Bay	J
Louis Botha	24 Leadwood st T Bay	
Sinolise Landu	16 Swartkaak Crescent J.B	
Aida Theunissen	Plettenberg Bay	
Keanthy Botha	J Bay	
Olwethu Makeasi	G112 GOLF COURSE	O. Makeasi
Honkani Mguabe	1 14th London informal	
Tshileka Dijan	1 14th London Imperial	T. Dijan
Kamvin Mnisi	163A Stellenway Straat	
Allison Jacobs	20 Mossel Crescent	
[illegible]	22H Palm Crescent	
R. Morgan	13 Malhoree [illegible]	
VANESSA HOWARD	14 ASTON BAY CARAVAN PARK	
Kelile Bokiba	51 Mkhwenkwi kolitha str	
JOHN y	J Sinclair	
[illegible]	J.BAY.	
M.E. [illegible]	J.Bay	
K. POTGIETER	J.Bay	
Sinesipho Ketshengane	1474 Winnie Mandela	
Zoe Hartley	5 Sandpiper Manor	Hartley
[illegible]	HCJ A J Bay	
T. EMERY	4 Bigger St Vilivenlo	
Emiel De Bod	26 Holtemode	
Nesmile Mentoor	2581 Marry Gwala	N. Mentoor
[illegible]	307 [illegible]	
RICHARD JONAS	1962 NEW HOUSES [illegible]	
[illegible]	J Bay	
Chantay Smith	10 Steenbras Street	Smith
[illegible]	56 Dolphin Drive Aston	
Marsue Theunissen	41 Salig Street	
Angelina Nieveldt	J Bay	A Nieveldt
TOMMY EMERY	[illegible] J Bay	

Name and Surname	Address	Signature
DALI MARWANA	BALBERdina Street-Ottaw	
Msondezi Ncangwa	ZB	
Sysbonga MAMKeli	J Bay	
Mulisani Mafanya	TBay	
LEVONA Pence	LEBRide	
Ochiro Lyno Lyon Khas	39 Ocean View Drive	
Elvis NaceBi	JBAY	
JE ROSSOUW	Woodpeckersingle 7 Astonbaai	JRossouw
M.S Claasen.	Woltemadestr. 370	MClaasen.
[illegible]	Chestnut 25	
Unaye la James	J Bay	
Rudolf Mentor	17 ANCILLA J-BAY	
Shiran Adams	5 Cypress Ave, George	
Angelika Hennig	2 Oakmes Road Bay	
Ericardo Katoo	10274 Marina Drive	Ekatoo
Lindi Morx	8 Rimon OB	
Yusef [illegible]	Gonubie	
Muiseal Mostert	46 Blackwood	
APRIL REANS	7 STEVE BIKO JBAY	
Zukolwethu Kedama	M97 Kanoteraand	
Claire Kloka-Crause	Eersterivier Plaas - Tsit.	
J Mase Zeka	7 K Sigga	
M.P Claassen	30 Woltemadestr.	
Jasemine Booysen	05 Stompkop Str	JS.Booysen
Tracey Kakay	J Bay	
Claire v. Leggenberg	0825751672	
L. FADASHE	7615 Harry Gwala Ocean View	
APRIL REMN	7 STEVE BIKO	
Pistin Campbell	Loerie	
MALEFU NORUSHU	HUMANSDORP	M NORUSHU
[illegible]	J Bay	
JOSHUA LOUCKS	J BAY	
Thuleka	9 KLIPULS	
R. MORGAN	8 MALHONIE CRESCENT	
O. Makosi	6 112 GOLF COUR- COURSE	
Nombuyiselo Olifant	11 Mkuseli koliti	N. Olifant
[illegible]	Fernkloof Park Hyson	
Jaime v. Vuuren Quackenbergen	1 BAY	
Koby Brown	6 AVEKOF AV P.E	

Name and Surname	Address	Signature
THAMARA Kleinbooi	7239 Bevers. NAUDE.	
[illegible]	33 BLACKBERRY [illegible]	
Uymle NTIM	9 [illegible] Str Hanke	
Bongani W YATAWU	1946 Pellgros Newtlow	
[illegible] Dinis		
christolene Ruiters	Kabeljous Smith Town	
Charmaine Jouws	Finnergraan 38 Paradise	
Cameg de Klerk	Mustard Close 07. South	
Nare Pitjeng	Milkwood 321	
Mantoa Mahore	22 Mandela street	
Gert Goosen	993 Swartberg PTA	
ANDRE		
CLAUDIA Potgieter	Steve Steele	Claudia
Sodinga Ayakalela	Ocean view	
V B Mentis	Mossel Bay	
Simone Rike	7 Garnaal	
ZONGEZILE POTI	60 Msimka Street	
M. BEKIMAN	45 LANTERN STR	
A. Motsoeba	20830 Makriel Str	
ZANDA ROLOFF	27 SEMPERT STR	
G. DANIELL	47 De Mist Heroldt	
B TEE	114 Cill Marcel Knill	
K. McLarnie	32 Komaroomi Street	
Wild Mawe	402 Voortrekker Road, A	
[illegible]	2 Fisher	
W. SIWAU	9 TOEMO [illegible]	
M. Lobise	28 Rockerbrant singel	
[illegible]	120 Seaview Resort	
Rev P.L. Bodlo	2624 Vergenoeg H'dorp	
R Snyman	17 Hengelaar Road	
Nare Pitjeng	Milkwood 321	
Isak Pietersen	Sonopkaas Kabeljous	A.I. Pietersen
Alice Jacks	23 Mossel Crescent	
Anthera . Petersen	Sonopkaas Kabeljous	A Pietersen
Nowell Zukiswa	1055 Griffiths Mxenge	
Crystal Fouche	28 Orlo St.	
MICHAEL PETERS	19 KRUIS BASSIE ST	
T.E. O'Connell	2 Fels Street Port Elizabeth	
B. Butler	34 Leadwood	
M. ADAMS	2732 GAUGEEN STR.	

Name and Surname	Address	Signature
LEIGH KORKEE	3 CUMIN CLOSE JBAY	
LIZELLE APOOLS	31 Tanguis Street	
NAMTHON KORKEE	3 Cumin close JBAY	
X S DUSUNTYI.	09 h w	
S. SALMAN	0 [illegible] V	
Shaida Oliphant	601 Slinger St. Humansdorp	
V V ROSENVELDT	28 SPEKBOOM	
M. COLANI	438 Rooikloof	
M. NGEKO	611 UMZAMO WETHU LOC	M. NGEKO
Y ngeko	611 Umzamo Wethu Loc.	Yngeko
N. [illegible]	2259 Pesenibag Str Call Me	
ETIENE THOMPSON	Loerie Hoogte	ETIENE Thompson
N Taho	09 Mandela Rd	
Abby	3947 Pakaas Park	
Buzani Shwama	3946 Pakaas Park	
Dayo Mthana	Human Open	
Thabetha Katoo	1171 Harry Gwala Ocean	
BRONWYN AFRICA	16 PIET UYS STREET, HUMANSDORP	
ANIKA KOLESKY	PARADISE BEACH	
Zoë Smith	45 Flame Crescent	
ASHWIN Brown	29 Dolphin Avenue	
VERNON Fells		
C. TOLL	CORPUS TE	
CHRIS	7305	Enyati
S. SALMAN	7374	
Moses NYAZO	Khumbulani	
Alison Jacobs	20 Moses Crescent Bethelsdorp	
J McNeil	6 Kikpersel St	
P. Voorslag.	79 Robbie Dennis Jeffreysbay	
L V Schalkwyk.	28 Goedehoop C-Place	
NG. Pijeng	Milkwood Flats	
D. Engelbrecht	21 Oscarlaan Cres	
IC WERNICH.	4 Skinny JASTON	
Anthanda Dayile	7150 Valmooga Jeffreys	
Nomzisa Dayile	51 Mandela Street	
Lizi VD BERG	KM.	
Zolisa Ntshuxo		
T. Makomani	Nqushinduda	
K Stein	18 Kinal ST	
Lb'Simana	299 Loxton	

Name and Surname	Address	Signature
Ntombizenkile Nombeku	E60 Ebumnyameni	
Nomvuzo Tshuku	E178 Ocean View	
Amelusa Nasumpa	7805 Peters Mnode J Bay	
Boneliwe Ntsiko	28 Hobbie Dennis Avenue	
Florence Mambedzai	Mzansi street	
Robert Mussang	Ocean View	
Nomonyo Zinto	11 Newroast Ocean View	
John Williams	55 Tuna Str Bellsrus	
Bernard Kammies	7434 Reyars Naval	
Anathe Makove	16 Targets Street	
Jomo Ephesus	14 Seekat Street	
Johnny Jacta	5 Bells Street	
Louiso Mazingiso	16 Ocean View	
Bonisile Gobonya	7545 Blade Bizi Mana	
Nkosikhona Augustus	18 Roman Str	
" Gideon	7212 Welmessa	
Thembeka Gloria Mnaaji	48 Robbideres	0605701121
Donald Mohale	7079 Ocean Vee	0664222021
Andrew Southole	7670 Ocean View	0727834977
Allister De Klerk		
Busisile Jele	336 Emhlane	
Lukamike Mahisi	E196 Ocean View	
Nosive Ntsebe	EL 225 Ocean View	
Thembisa Citi	19 Jacob Zumashi Ocean View	
Khanya Kaba	32 Lorstan Ave, Jeffreys Bay	0630166872
Zoe Griffis	Dillice September 7667	
Tobeka Mahalo	Mnyameni 830	0623601264
Thandiwe Koyana	1938 New houses J/bay	0638380895
Hannie Keens		0763459921
Sutha Mentjie		0782972137
Nombekhaya Sikani	29 Gushendoda	0784384817
Lindikhaya Thembani		0631328513
Rags Hoek		
Nadia Magers		
Ashwell Africa	27 Galjoen	
Andile Jacky	15 kapenearStreet.	0836618630
Sorica Stompies	24 Sena Brown Straat	073 792 4975
Nompumelelo Nienso	7001 Griffith mxenge	0734527029
Leonard Felix	36 Robert Dennis Str.	0796770324

Name and Surname	Address	Signature
Yuvo NGQWABALALA		
Zukisa Jali	47 Gushington Crescent	
Sindiswa Bengani	58 Ocean View	S. Bengani
Nosam Ncabahoi	7513 Blade Nzimande	
Marlene Lewis	111 Oliver Tambo street	
Suby Bekker	39 Seabreeze Str.	
Leandra Hendricks	7614 Dulcie September	L. Hendricks
[illegible]	Boleka Mbethe	
Pasika Mapukeng	63 Oliver Tambo	
Freda Vitalingum	14 Informal Settlement Ocean View	F. Vitalingum
Andiswa Katoo	760 Dulcie September	
Mzamo Eric Ntsabo	Ocean View	
Kholiwa Agampa	Ocean View	
Akona Mtobeka	7554 Ocean View	
Yonelimatyeni	Ocean View	
[illegible]		
Jacoba Rodenhorst	Thamer	
Chereé Vogel	88 Flamingo	
Charlton Pieterse	26 Strepie Str.	
Lonwabo Magingxa	Ocean View	
Nolonwabo Greetbaam	655 Ebumnyameni	
Zukisani Magingxa	7203 Ocean View	
Vuyani Sihawuka	232 Harry Gwala Jb	V-G Sihawuka
Nzwandile Mpitikazo	7010 Ocean View	
Ronwin K Heath Cote	48 Steve Thwsethemba	
Cathleen D Heath Cote	48 Steve Thwsethemba Rd	
AJ Perile	52 Steve Tshwete Str	
Paul Ntombo	36 Nelson Mandela	
Zukolwethu Kedama	N97 Ten Rand/Kondeland	
Dotocaros Mashimba	R 5	D-R 5
Ruanne Riley	15 Keperoa Street.	
Bekentla Sihle	41 Ocean View	
Thulani Mabomba	73 Oliver Tambo	
Bernard Mathenchane	01 Dagama Str	
F Booyzen	Carpe Diem	
M Malerbe	Carpe Diem	
Luthisi Zenzile		
Magie Vetbooi	148 Robbie crescent	
Ntombizanele Vumazonke	7131 Ocean View	N. A. Vumazonke

Name and Surname	Address	Signature
[illegible] Gora	03 Ocean myrtle Crescent	
Alicestine Alexander	21 Tung Street	
Cindile Gopa	100 Ocean View	
Nonzwakazi [illegible]	2m Oliver Tambo	
Nomthi Dayose		
[illegible] Kuntsuday	Surfers Lodge	
Melisa Groot	07 Christian Street	
Annie Nel	21 Poplar St	
Mervin Lewis	69 Judy STR. LOERIE	
Jamil Engelbrecht	1 DEPERTGER	
Lorraine	12 Crystal	
Luvo Mbongo	12 Crystal Court	
Leonardo Jacobs	11 Kapur	
L Fadana	7415 Happy Glen St	
Anna Nel (Lukas)	1021 Lovedale	
Jolene Thomson	503 Crown str. Hlalo	
Sithembiso Nkwanyana	5 SINA	
Jerry Kololo	885 Oliver Tambo Street	
Mbulelo Mekana	69 Parkrose	
Nomvuyo Sakoti	59 Golf Course	
Orzelda Petersen	19 Francis road	
Yonela Gelebu	6 Bantu Holomisa Str	
Kano	13 Francis Road	
Lorraine Brown	16 Farmington Road	
Benjamin Tee		
Gladys Saffon	6991 Griffiths Mxenge	
Fanisiwa Msomi	Ocean View 2050 Hibiscus	
Isabella Thom	Ocean View 2050 Hibiscus	
L Ndlhekile	Ocean View	
Rhona Sissing	28 St Francis Street	
N. P Nkosi	7218 Walmer Ext	
Veronique Felix	11 olivier tambo	
L. Mpengesi	11 olivier tambo	
John Rivedo	2 Portland Close Greenacres	
Nathan Kortee	3 Cumin close The Sands	
Benedict Hill	14 Snoek Str Jeffreys	
Fook Akkerman	6 Zirbana Ave Jbay	
Celestin [illegible]	3607 Nkosinathi Ntlamondini	
B. [illegible]	Isabella de Str [illegible]	
Lindiwe Kololo	38 Oliver Tambo Str [illegible]	

Name and Surname	Address	Signature
NOMAWETHU Hdeka	6897 GRIFFITHS mx cange	
Jeffy Hammond	30 TORNYN STREET	
Julius Hammond	1 Turner Street	
Theodora Beam	7396 Kgalema Montlante	
Rossouw delange	5 Avery Road	
[illegible]	[illegible]	
Sharmaine Effendaar	6 C 127 Sparrow Mkhola	
Bhadene Meye	12 Tornyn Street Pellens	
Lukecia DeMoff	67 Robert Dennis	
Ruth Peters	56 Robert Dennis	
Eric Mtoba	65 Beyers	
Thulani Shabane	7496 Beyers	
Ntsumazi Tshamuyne	15 Galaem	
Thebeso Ndlebe	7383 Griffith mxenge	
John Engelbrecht	1833 Steve Biko str	
Monifero Nweni	7463 Lulcie Sept	
Thembisa Ndzengu	11 Oliver Tambo	
Dideka Juju	18 Jaynoord	
LUCINDA WINDVOGEL	MONDELAAPS	
JENNIFER SERVIER	MONDELAAPS	J. SERVIER
Sinbarodie Madlozi	6891 Jacob Zuma	
Betty Hammond	26 TORNYN STRAAT	
Teagie Strauss	22 TORNYN STRAAT	
Nicolaas Pieters	24 TORNYN STRAAT	
Magadele Jantjies	26 TORNYN STRAAT	
[illegible]	[illegible]	
[illegible]	08 Judy Street	
Lynn Lewis	13 Magda Street	
[illegible]	[illegible]	
Asiphe Bonkhi	216 Wolfenade Str	
Ibn Scheek Coetzee	9A Huge Str	
Cordelene Jantjies	18 Steve Biko St	
[illegible]	[illegible]	
[illegible]	11 TRUMPET, C-PLACE	
[illegible]	11 TRUMPET C-PLACE	
[illegible]	11 TRUMPET C-PLACE	
Tonela Geleba	6 Bantu Holomisa Ethn	
Jollie Kearet	36 Tornyn Straat	
Klaas Coetzee	34 Tornyn Straat	
Frans Syce	9 Tonyvs Straat	

Name and Surname	Address	Signature
Xavier du Plessis	03 Duine Street, Kellsmo	
Anne-Mari MMG1	12 Rosebery Road Sands	
ASHANA Groenboom	9/8 Mandela	
Jeanell Potgieter	4265 Griffiths Mxenge	
Simone Adams	7031 Harry Gwala	
Shanice Smarts	7502 Griffiths Mxenge	
Thembi Msuca	3149 H. Dorp	
Reese Barens	Kapenaars ST	
[illegible]	Kapenaars St	
Anita [illegible]	Kapenaars	
Masters	Kapenaars ST	
Gavin Stuttaford	Kapenaars st	
Tottanny Trompetter	Kapenaars st	
Warrick Trompetter	Kapenaars st	
Clive Oliver	Kapenaars st	
T Parks	Kapenaars st	
Steven Tentjies	Kapenaars st	
Lindy Hammond	Kapenaars st	
Merry Hammond	Kapenaars st	
Tottie Hendricks	Kapenaars	
Errance Brown	Tornyn Street	
T Romans	Thomas Street	
M. Brown	Denbrinck	
[illegible]	[illegible]	
[illegible]	[illegible]	
M. Kleinhans		
Johan Kossatini		
Tracie Ferris	Tonquis Street	
Fienne Trompetterson	Kapenaars Street	
Tottanny Trompetter Tottie	Kapenaars street	
Ryan Galant	Engels straat	
Norman Potgieter	Tonquis straat	
Lucky Brown	Tornyn Street	
Sherin Potgieter	Tornyn Street	
Thabisile Goba	03 Oscar Mpetha Street	
M Petersen	Oetjoen	
P Petersen	Oetjoen	
D Groenboom	Oetjoen	

	Name and Surname	Address	Signature
1	Zam Ndudiso	Uankway	
2	Zahmy Ramsiel	5 Sierra Reyes	
3	A Frans	98 Beyers Naude	
4	Thamsanqa Bantwini	6 Mimosa Street	
5	bella Greenpool	Geekoeiser	
6	Shirley Cisman	Geekoeiser	
7	Jan Hammond	Geekoeiser	
8	FRANCIS —	Geekoeiser	
9	Xolani	Gadeint	
10	Logan Gray	3371 Moot is Las	
11	Sphesihle Tyombo	32 Olive Tombo	
12	Asemahle Nusani	09 Mkhuseli Faliti Str	A. Nusani
13	Valencia Verhaar	C21 Chris Hani Scamp	
14	Lenina van Rooyen	C21 Chris Hani Scamp	
15	Jennifer van Rooyen	C21 Chris Hanie	J. van Rooyen
16	Neville Baaisen	23 Harring STREET	
17	LUYANDA MBULISI	BEYERS NAUDE	
18	Maggie Smit	36 Robbie Dennis	MSM it
19	Mandy Ploedges	5 Olivet Thambo	
20	Denise Fourhers	1 Beacon Str.	
21	A. Landt	36 Swarthaak Norwood	
22	Nosisa Gomba	106 Robbie Dennis J Bay	
23	Nomatshawe Gcu	368 Ebumnyameni	N Gcu
24	Mandla Dolwani	Hankey	
25	JOHN FOLLIS		
26	N.P MBENYA	7378 BEYERS NAUDE	
27	William Coetzee	20 Harring str	
28	Lydia Maxwell	22 Harring str	
29	Cecil Henderson	24 Harring str	
30	Marlene Fletcher	26 Harring str	
31	Johnny Castelo	28 Harringstr	
32	Hendrick Gallant	30 Harringstr	
33	Johnny Hashiyes	1 Harring str	
34	Johnny Meyring	4 Harringstr	
35	Mandileni Diniso	1623 New houses	
36	Mavis Kelseng Setai	6919 Motlan Viesel	
37	Gloria Swartbooi	62 Hall 15 Str Schauderville	
38	Karen Hamilton	20 Macina Drive	
39	Nelli Steenkamp	Beyers.	
40	Luke Petrelis	1491 Bahama close MM	

Name and Surname	Address	Signature
LEIGH KORKEE	3 CUMIN CLOSE JBAY	
Uzelle Apools	31 Tongvis Street	
NAMTHON Korkee	3 Cumin close JBAY	
F. MJACKI	32 Tarn Avenue	
Rodiriem Hoogbaard	12 Tuesday street	
HOME MICHAELS	12 Judd street	
MELVYN LE GRANGE	23 SEE LEEU ST	
Marion Pienaar	4 Savoy Apartments	
Nokuthando Taho	9 Mandela St. JBay	
Lwiseka Jansen	17 Jeffrey str.	
Jeffreyt Jayden Booysen	21 Harriet street, JBay	
Janice Sauers	8 Dume Rd, Pellsrus	
Sotheby Plaatjies	5 Strelitzia Rd, Kwanonqaba	
T. LAMat	P 6	
I. Watego	9 Ginger	
XHANTilomzi Sotopo	7144 JACOB ZUMA Str Aloe	
Siyanthanda ngele	1993 Monday ngele	
Asemahle Kana	7230 Harry Gwala	
FESTIAAN ROMAIN	23 HARING STR. PELLSRUS	
CHESCON HAMMOND	2 KNORHAAN	
PRECIOUS MBENYA	OCEAN VIEW, JBAY	
CLARISA LEWA	61 HALWYNIA Cnr MARCUS	
Lwandolazi Gobanga	871 Steve Biko	
Anti Weyers	5 Libbe	
Kienie	20 Haringstr	
Etethu Ndinge	76 Mantek street	
ANNA Mphuthi	36 B Nautilus street	
Rosina Nyathi	7508 Cuiffithys Mtange	
Wessel	67 Kabeljou Pol	
Leonn Witbooi	20 Steve Biko	L.K. Witbooi
Vayanci Batali	34 Steve twelve	N. Vatali
Ruby Msizi	1980 New houses	Rmsizi
Brenikia Pietersen	34 Steve twelve	B P
Ethniatia Booysen	Kabeljous	E Booysen
Smile Teyise	147 Ebumnyameni Ocean View	
B TEE	114 Gill Marcus Dr	
BELNIKHAYA XHANKOY	7608 OCEAN VIEW JBAY	
Priscilla Jansen	27082409820 81	
Lorisha Reti	7 Lilac Crescent Wavecrest	
WELLINGTON MALANGENI	28 ORT JBAY 6330	

Name and Surname	Address	Signature
PRISCILLA JULY	E626 OCEAN VIEW	0735540825 PP JULY
Marlene	11 Olive Thumbo Stree	
Zanele Mantyi	7009 Ocean view J.bay	Z. Mantyi
Linda Mandyoli	7349 Blade Nzimand	
Vuyolwethu Tebana	291 Ebumnyameni	V. Tebana.
Shailla Meddore	7521 Ocean view	S. Meddore
Beauty Jwarha	1185 Govan Mbeki	B Jwara
Kangaba Margiela	E208 Ebumnyameni	
Colleen Hammond	Oeie ocean view	C. Hammond
Alvin Brown.	30. Dolphin. Pellsrus.	A B.
Thembani Ndokweni	6914 Griffiths mxhenge	
WILLIAM CROTIVE	SHARPEVILLE MPM	Way
ALEX HENRY	Waterfront 54 The View	
Yuyolwethu Makinana	E345 Ocean View	Y. Makinana
MONKGOBELA DAMA	599 EBUMNYAMENI (INFORMAL)	M. Dama
Sanna Claasen	61 Sofiny Staar Pelsrus	P Claasen
Sindiswa Gcukumana	E345 Ocean view	S Gcukumana
THSD	5	
Sandra. Lyttick	23 Coral Crescent. Pellsrus.	S. Lyttick.
Vagombe Ofsi	57 New Ryf Ocean View	O. Ofsi
Patrick Lamfili	09 Mkuseli Koliti	
Qadela Bambani	133 Qusheyndeda	
Kagany Pearce.	7411 Jeff Kiabebe	P Pearce
Sinaba Jantjies	4 Steve Biko, MANDELA BAY	
Marieka Salmon	K28 New Hawees	M Salmon
Nkobi Neliswa	1518 Oscar Mpethe	N. Nkobi
Stephanie De Goede	14 Kewietjie street Adcock bay	
Neliswa Adam	10 New Rest	0789294609
Khwezi Dansa	16 Ocean View	K Dansa
Nadine Titus.	17 Ocean View Newrest	
Fihlokeki Mogenga	6997 Ocean view	
Ruben Fotyana	7275 ocean veiw	Ruben
Bulelwa Qamlana	E86 Ocean View	B Qamlana
Sisa Dolfina	145 Galjoen street	Volontiya
Gcobani Maneli	7308 Blade Nzimand Str	G. Maneli
Martjie Petersen	Juf buka str	M-Petersen
Mamanes Fijosi	7244 Beas, Note	—
Nomontumbi Mlangeni	E217	
Nosiphiwo Tshikila	7126 Jacob Zuma	N. Tshikila
Bukiwe Grace Reis	E134 Ocean view	B G Reis

Name and Surname	Address	Signature
Nontuthuzelo Chakhala	C 25 Ikwezi Heights	N Chakhala
WASHINGTON - S. MUHAH	B12 CHAKHALA	
SIMPHIWE [illegible]	[illegible]	
Ashley Kennedy	7130 Ocean View	
ZNTEYINAMA		ZNHAMA
Maggie Bezuidenhouth	39 Galjoen Straat	M.B.
Jeroba Meyer	733 Blade Nkomode	J Meyer
RICHARD Sohaan	Ocean View	
GORDON SCHAMBRIE	Pellrus Stompkop str	
Piti Nosipho	Ocean View	N.piti
Maholo Thokeka	Ocean View	T. Moholo
Thozama Solani	Mandelabay Sibay	
Cynthia Yabo	41 Oliver Thambo Stray	
Phaello Ramokepa	Griffsmogenge	
Pig Nkwalase	Itolomisp Str	
Phatiswa Xobus	48 Tuna Street	
[illegible]	[illegible]	
ANGELINA SKOLAAN	[illegible]	
Khusawa Vunatsi	Ocean View	
Fikile Ngwenya	Makana	
[illegible]	Ocean View	
Ntsapokazu Maqume	Ocean View	
Delores Peterson	Ashton Bay	
[illegible]	Ocean View	
A Simpson	Mandela Bay	
Danille Cunningham	Pellsrus	Cunningham
Jenilee Hammond	Pellsrus	
Ashley Stompies	Pellsrus	
Simon	Ocean View	
SONDLE MALAMLE	OCEAN VIEW	
FILBERT RAKHOSI	Pelsrus	
Wonnie Nando	Pelsrus	
Zolani Jojo	44 ROBBI DENNISS	Z. Jojo
Siyavuya Arthur Vungeye	7129 Jacob Ewing Ocean View Jeffreys Bay 6330	
Bene Ramaposi	Pellsrus	
Nandi Makhoti	Oceanview	
Nandy Wabooi	Pelsrus	
[illegible]	Luyanda	
MPUMAZI MCETO	OCEAN VIEW	

Name and Surname	Address	Signature
Lorraine Silvanus	31 Marina Lane J/Bay	Silque
Goodman Nyembezi	30 Marina Lane Mandela	G.N Tembezi
Lucretia Mandeka	46 Tuna Straat	L. Mandeka
Elmarie Mandeka	19 Tuna straat	E Mandeka
Dominee Williams	12 Steve Biko str	
Elani Augustus	36 Marina st	
Anouwa Kettledas	83 Dolfynstraat	
Sylvia Benjamin	41 Gannaal	S. Benjamin
Rayrance Swart	91 Roman street	
Rexanne George	26 Steenbras Street	
William George	2 Stompkop street	W.A. George
Gavin Yako	21 Tarpon Street	
Willson Yako	21 Tornya Street	
Eliza Alexander	57 Dolfynstraat	E Alexander
Hannah Alexander	57 Dolfynstraat	H.A
Khanyo Alexander	57 Dolfynstraat	K.A
Heard Alexander	57 Dolfynstraat	H.A
Enaize Baadjies	59 Dolfynstraat	E Baadjies
Phulledene Baadjies	8 Steenbrastraat	P. Baadjies
Cecilia Baadjies	8 Steenbrasstraat	C. Baadjies
Mxolisi William Mdingelele	06 Mandela Bay straat	M Williams
Krista Dolph	7 Sole street	K Dolph
Gryvean Jacobs	7 Sole street	Jacobs
AIDEEN CLAASE	4 KNORHAAN STRAAT	
Alice Hammond	72 KNORAAN ST	
CHRISTiaan Peris	72 Cowanbekai	C peris
FRANKLIN KOCK	4 KNORHAAN	F Kock
Nadia Dolph	07 Sole street	N Dolph
Mary Anne Hammond	86 Steenbra street	M Hammond
Annie Dolph	10 Sole str	
Cynthia Hammond	Knorhaanstraat 18	
Kim Hammond	Kapenaarstraat 8	K. Hammond
Sherwayo Hammond	Knorhaan straat 8	Hammond.
Sulaiman Hammond	Tuna straat 12	S. Hammond
Fiona Hammond	Tongrisstraat 15	F. Hammond.
Kurk Michaels	Tuna Straat 25	M Michaels
Ronaldo Hammond	Seeleeu straat 4	R.D Hammond
Chesney Hammond	Knorhaanstraat 8	C. Hammond
Gavean Jacobs	07 Sole Straat	J Jacobs
Alwisa Hendricks	29 Maple str	

Name and Surname	Address	Signature
Elviera Dolph	07 Jade Slit	E Dolph
HELEN CAIN	32 KNORHAAN STR.	H Cain
Elizabeth Morris	20 Knorhaan str	E Morris
Y. Madatt	1876 New Houses	Y Madatt
C. Peters	15 Turq Street	C Peters
A Madatt	1876 New Houses	A Madatt
B. Madatt	9 Stompkop Straat	B Madatt
G Roberts	9 Stompkop Straat	G Roberts
S Pienaar	2 Sand Bank Mai	S Pienaar
Renolla Theunissen	38 Martins Staat	R Theunissen
Violetta Theunissen	38 Hamra Straat	V Theunissen
MELCUYN LEGRANGE	23 SEELEEU STRT	M Legrange
Linda Witbooi	Opie Street	L Witbooi
Joanna Vora Jantjies	80 Turq Straat	J Jantjies
Rozalie Moss	1988 New Houses	R Moss
H. GERBER	26 Meruseli Rd	H Gerber
Monica Keeks	26 Meruseli Rd	M Keeks
Clemelon Brown	26 Steenbras Str	C Brown
ANTOINETTE JANTJIES	3605 Maak W Las	A. Jantjies
Monica Jansen	20 Manta Slit	M Jansen
Sally Jordaan	24 Manta St	S Jordaan
Amy Dorfling	3 Siena Brown Str	A Dorfling
Zoe Uitraler	24 Manta str	Z. Uitraler
ELLEVENE	26 " "	E Jansen
Liz Ede	33 Seekat Str	L Ede
Jan titus	Seeley Str 35	J titus
Christelle Prins	35 Seekat Str	C Prins
Kinshay Moong	82 Manta Str	K Moong
Joseline Jonas	1 Sarah Baartman str	J Jonas
Valerie SETERIA	7 Sara Baartman str	V Seteria
JYE-BEIRAH MATERI	9 Sarah Baartman str	J. Materi
Joseph Pienaar	85 Robben Island Str	J Pienaar
Tania Cupido	66 Khoi Haan	T Cupido
Egri Bosman	59 Garnaal Strt	E Bosman
Jessica	59 Prins	J Prins
Josephine Petrus	27 Manta St.	J Petrus
Anisha Dolph	26 Steenbras Straat	A. D
Asidene	6 Gole Slit	A. D
Absarion Dolph	7 Sole Straat	A. D
Davidene Dolph	26 Steenbras	D. D

Name and Surname	Address	Signature
Nandipha Soubem	18 Mkhuseli kolisi	N.
Nomvuzo Ishmky	E 178 Ocean V.	
Sune Kleinhans	635 Ocean V	S. Kleinhans
Zanne Krokebe	Pellsrus	
Sonia Fortuin	29 Kangaroo Street	
Bongiwe Stofile	6163 Adelaide lambo	
[illegible]	7419 Harry gwala	
Andile Ngcanjam	140 Harry gwala D.V	
Azola Zenzile	16 Lungile Tabalaza str	
Madida Joseph	150 Chicken	
Ntombizolo Scholtz	25 Jokin Bube str	N. Scholtz
Veliswa Ndemfeni	1430 Ocean View	
Lorraine Brown	29 Tommy str	
Olga Bobrun	54 Robbie Dennis	
Kelita Fourie	12 Tommy Pellsrus	
CHRISMONDELGH JANUARIG	7457 KGALEMA MOTLANTE D	
VELI NDONELA	7155 ocean view	
Luke Tsileka	6245 Ocean View	
Simamkele Yali	21 Oliver Tambo Street	
Ntombentsha Furile	297 Ocean View	N. Furile
[illegible]	2079 Ocean View	
yolisiwa Sindayi	90 Hdlamisa	Y. Sindayi
Thembisile Fatheni	7221 Valimooss	T. M. Fatheni
Nelly Mfesane	02 Albert Luthuli	T. M Pienaar
Khanyisile Zide	91 bentutsolomisa Tshuk	
Nombuyiselo Ottenn	7006 Ocean View	N. Ottenn
Precious Ncube	15 Lungile Street	P. Ncube
Alicia Tamboer	7000 Griffiths Mxenge	A. Tamboer
Sopheline Titus	Pellsrus	S. Titus
Lavenia Costello	Pellsrus	Costello
Chantell Meyer	Pellsrus	Chantell
Emaza Malusi	7348 Blade Nzimande	S. Malusi.
Carol Kees	40 Haring Street	C. Kees
SILINDOKUHLE HANJANA	27 ROBBIE DENNIS STR	
beamore augustus	18 Sierra Brown str	
Alwerdaki Meterse	3 Gaylian Pellsrus	
Nosandiso Shangase	7352 Blade Nzimande	N. Shangase
Vuyisani Nene	7575 Qhamane nzukela	V. Nene
B- Mafuku	22 Steve Biko	B. Mafuku
Babalwa Maqadasi	78 Ebumnyameni	M. Babalwa

Name and Surname	Address	Signature
Dominique Pietersen	6999 Griffith Mxenge	D. Pietersen
Siyamise Sonele	7136 Jacob Zuma Str	
Spokazi Layan Law	29 Mozarts, Street	S. Law
LeeANN Brintjies	19 Seekoei weg	L. Brintjies
Sphesetha Gqoga	7485 Griffith mxenge	
Nomakaya Ndayondu	6910 Griffith Mxenge	
Deidre Hama	7182 Harry gwala	Hama
NADIA MAGGABA	24 Oliver Tambo	
Fundisiwe KOPOLO	654 Ebumnyameni	
Mabena Ntombuxolo	6946 Griffits	
Luzuko NDLIMELA	565 EBUMNYAMENI	
Thammy-Jean Rennelien	32 kapenaar	
Roudine Kobo	6882 Jacob Zuma	
Nomathemsanqa Gratitude	23 Tse Sloto	
Cikisile Hlatshwayo	12 Govan mbeki	
Nwaziwa Ngwenya	29 Mandela bay	
Vuyolwethu Mafumana	Unit Place Cecil Nzo	V. Mafumana
L. Sahumani	London	L. Sahumani
Nomakula Boti	12 Spario Nl Klerno	N. Boti
Kop. Booysen	25 Govan mbeki	D. Booysen
Natalie Augustus	105 Garnaal	
Lameraal Goliath	32 kapenaar	
Nokuthanda Magwa	36 Mandela Street	
Nomvuyiselo Mtembu	4488 Motenrand	N. Mtembu
N. V. Mgoken	E383 Mnyamen	
Sane Maqas	65 gushindoda	
Kaylin Hammond	44 Garnaal Street	K. H
Bekumuzi Jantjies	7146 Queenview	
Bandiswa Mayinje	9 Oliva Tambo	B. mayinje
N. Fungani	53 Bantolomeo Bantolomeo	N. Fungani
Nandesi Nombikeyise	79 Gushindoda	
Rumbidzai mpofu	7516 Blantyre	Mpofu
Ronique Ndlimbu	12 Tulia	R. Ndlimbu
Esmarelda Baartman	33 Cyril Ramphosa	E. Baartman
Alicia Hendricks	20 Stompkop str	A. Hendricks
Princess Ntuli	7524 Mandela	P. N.
Tumi-bonath Mahlatsi	9 Sarah Baartman str.	T. Mahlatsi
PHUMZILA MADOLO	7429 4 MXENGE	P. MADOLO
N. P. Nkosi	7218 Uganda	N. P. Nkosi
N. Mbambo	50 Crustnet Bird	

Name and Surname	Address	Signature
Andrie Sibanda	14 Mazantsi street	
Percy Sibanda	14 Mazantsi street	
S- TITUS	31 Mazan' STREET	Titus
Joy Peters	42 Mkhuseli Koliti	J. Peters
[illegible]	42 Mkhuseli koliti	
Zenele	Mengu 80	
J Saul	33 Mazanzi	
N Bakete	32 mkhuseli	JB N Bakete
V Ilsenga	15 Ilama Lesk	
Mkhuseli Govolik	18 Mazantsi	M. Libvana
Mayanesa Hletyiwe	33 Mkhuseli koliti	
[illegible]	28 Mkhuseli koliti	
[illegible]	01 Mkhuseli koliti	
Johny Noma	33 Mazantsi Street	
Thando Tomas	24 Mazantsi Street	
Julius Noma	33 Mazantsi Street	
Johan Ngindo	33 Mazantsi Street	
Kholekile Mayaka	24 Mazantsi St	
Regina Ngindo	33 Mazantsi St	R.N
Nadia Ambrosi	24 Mazantsi St	
Seurjie Moos	Mkuseli Koliti 42	
Ray Williams	33 Mazantsi Street	
Nolubelo Methole	25 Steve Tshwete	
Nkosikazi Methole	25 Steve Tshwete	
[illegible]	17 MAZANTSI St	
Juanita spogter	29 mazantsi st	
Stefan Lyan Louw	29 Mazantsi Street	
Johanna Louw	29 Mazantsi Street	J. Louw
Sidney Louw	29 Mazantsi Street	
Anele Louw	29 Mazantsi St	A. Louw
David Louw	29 Mazantsi St.	D. Louw
Elvis Louw	29 Mazantsi St.	E, Louw
Vivian Louw	29 Mazantsi St.	V. Louw
Beronic Jacobs	29 Mazantsi St.	B. Jacobs.
Ayabonga Williams	22 Mazantsi Street	A. Williams
Liletshi Williams	22 Mazantsi Street	L. Williams
Sana Groeda	6920 Calata St.	S. Groeda
Andries Groeda	6920 Calata St.	A. Groeda
Johnny Groeda	6920 Calata St.	J. Groeda
Jovanne spogter	6920 Calata St	J. Spogter

Name and Surname	Address	Signature
Pumza Baski. T.		
Nonzame Mnqu		
Hembani ndakweni		
Velile Mnqu	6980 Jacob Zuma	
Asphiwa Khojhani	London	
Mbibikadwa Gladys Lolo	Rte. Robbie Dennis Jeffrey	
Phakamile	BO PLAASFAM	
X X	X X	X
Thobeka Ndamase	Ocean View	
Mkuseli Mgwathi	20 Tobalazo Street	
Andrew Pretorius	13 Steeni Baas	
Angeline Tigere	39 Mazantsi St	A. Tigere
Kudzai Tiwande	39 Mazantsi St	K. Tiwande
Gome Chima	39 Mazantsi	
Tayleen Nyakereka	80 Mazanty St	
Patrick Banda	39 Mazantsi	
Theresa Muchira	42 Mzansi	
Priscila Gonyora	17 Mkukuseli	
Ilety Mavhiya	39 Mazantsi	
Nobert Mavhiya	39 Mazantsi	
Dimelu Marikite	39 Mazansi	D. Marik
Zodwa Mavuru	35 Mazantsi	
Dude Sphu	35 Mazantsi	
Mercy Kwemiana	85 mazansi	
Susan Baramae	40 manzatsi	
Todd Munemo	40 manzatsi	
Obvrose Mudodo	40 manzatsi	
Nomathemba Julian Vece	45 Mazantsi Street	Vece
Andile Vece a	45 Mzantsi Street	Vece
Theiswa Vece	45 Mantsi Street	Vece
Thando Mangcayi	45 Mazantsi Street	
Nwabisa Lutshaba	47 Mazantsi Street	
Sandile Lutshaba	47 Mazantsi Street	S. Lutshaba
Patrick Ngwenya	45 mazantsi	
Blessing Sibanda	45 Mazantsi	
Ghost Negr	45 Mazantsi	
Nompumelelo Fhole	45 Mazantsi	
Kanyo Jehumalo	45 Mzantsi	

Name and Surname	Address	Signature
Zukhanye Maki	1884 new houses	
Funeka Nyiki	LONDON	
Lerato Rakero	19 Mandela str, Ibay	
Blade Martin	11040 Ocean View	
Yvonne Bomo	6992 GRIFFITHS Mxenge	
UTHANDO SWARTBOOI	7422 HARRY GWALA	
Asanda Mkwidigi	27 Bantu Holomisa M/URB	
Nomawe Maxalanga	R263 Ocean view	
Brenda Zoliswa Wentzel	02 Blade Nzimande Oceanview	
Goodness Shabane	7352 Blade Nzimande STR	
Ndusimdiso Chula	321 London Street	
Monkosi Mgwabe	140 London Informal Sett	
H Reuls	Gerrard Str.	
Liveziwe Titus	2 Kapenen Str.	
Zoshiwe Mehlo	23 Joe Slovo	
Lindiwe Gqotiwe	28 Joe Slovo	
Thandeka Bambiso	63 Oliver Tambo	T. Bambiso.
Letsatsi Bambiso	63 Oliver Tambo	L Bambiso
Florence. B. Heidi	38 MAZANTSI	
PATRICK VAN WYK	14 TOLLMAN STCT	
Nico DeAai	57 Grahamstad Str.	
Vaughan Njinde	25 Stopnkop St	
Ashlyn Moos	14 Knorhaan str.	

• WAVECREST, C Place, ASTON BAY MADIBA AND PELLSRUS.

	Name and Surname	Address	Signature
1	M.E. WILLIAMS	22 MAZANTSI STREET	SIGNATURE
2	L. Moove.	5 TORNYM STR. JB.	
3	A. Renon	55 Oliva Thambo STR.	
4	M. Magwebe	7546 Ocean View	
5	S Abersatte	61 Tuna Str	
6	M. ISMAIL	Griffith Mxenge	
7	J Alexander	" "	
8	ALPHEUS MBONGWA	26 JOHN GALE	AM
9	Ngetho Jonela	E28 Ebumnyameni	
10	Thenjiswa Lindiwe	1035 Govan Beki	TA Lindiwe
11	Ntombokhalo Ngabangani	Ocean View eburnnyameni	N. Ngabangani
12	Mareamoheloe Lephoane	Gushindode	M. Lephoane
13	Babalwa Soul	7817 griffith mxenge	B. Soul
14	Samkele Adonisi	7089 Jeff Radebe	Adonisi
15	NomFusi Nompunga	Ramaposa 24	
16	Chris SILISWA	Dende Nzimande	
17	Owethu Van Rooyen	01 Gushindoda	
18	[illegible]	01 Gushindonda	
19	Richard mosimanetsau	2927 HARRY GWALA	
20	Nokwanda Mavi	42 New Rest Ocean View	N. Mavi
21	Zolani Jojo	44 ROBBY DENNISS	Z. Jojo
22	Yola Salam	93 MASHEPHEKHEDI	
23	Sindile Mtsi	104 Hidamisa street	
24	Zoleka Busakwe	108 emi.yameni	
25	WILLIAM Qgazwe	34 SMRAHBRAN	
26	Nolonwabo Ludaca	10 Holomisa	
27	VUYISILE MAZANTSI	3 CHRIS HANI	
28	Namalungelo Mangaliso	E103 Bumnyameni	
29	Nombuyiselo Rawuthi	45 Oliver Tambo	
30	Tayrese' Brown	13 Xolobeni Way	
31	Zolile Dusekwe	KBUMNYAMENI	
32	Monica Mlali	Ocean View Gushindoda	M. Mlali
33	SARAH MOTSHABI	Ocean View	M. S. MOTSHABI
34	E DE Koomen	Wavecrest	
35	D de Koomen	Wavecrest	
36	Phumla Tonto	Ocean View	
37	Albertina Potgieter	Pellsrus	A Potgieter
38	GORDON WILLIAMS	Tyrol of SEXWALE	

Name and Surname	Address	Signature
39 Thandeka	Magwetha SC	
40 D. NATAL	40 GARNARL STREET	
41 N. Ileayi	6998 OCEAN View	
42 F. CORNELIUS	7642 Ocean View	
43 Ncebakazi Temela	321 ocean view	
44 SOLOMONSWARTBOOI		
45 Aneca Barboyn	7200 Byers Naudé	
46 Nolutshanwo Bans	287 Ocean View	
47 Gerson Shatuwa	692 Ocean view	
48 Vuyokazi Mbondla	6928 ocean view	
49 NOMATHAMSANQA Hewu	12 TYOKS	
50 FREEK DANIELS	SOLWER TAMBO	
51 Lucretia Mandeka	46 Tuna Street	
52 SIZIBE Nonke	Ten Rand Tokyo	
53 Elizabeth Viervlei	1812 Nuwe House	
54 PODILA NTUTU	52. GOVEN MBEKI STR	
55 Khanya Zoetland	7182 Harry Gwala	
56 Mpilokazi Poyo	4 Newest	
57 EMMIE MAZIKO 231	231	
58 KHAYALETHU YARAYI	FC 54 LONDON	
59 AYANDA NGINDU	33 Mazantsi Str	
60 JOHNNY NOMA	35 Mazantsi Street	
61 Regina NGINDU	33 Mazantsi Str	
62 Nwabisa Nyoveni	33 Mkhuseli koliti	
63 NTOSH Manyathi	38 Mazantsi	
64 N.S matomela	28 Mazantsi	
65 Ayiwe Ndovela	7293 Griffiths Mxenge	
66 Hleli Dithini	318 Ocean View	
67 Zubenathi Mabele	9 Mkhuseli koliti	
68 Florence Heath	35 MAZANTSI	
69 Chris	35 Mazantsi	
70 Lorraine Davids	35 Mazantsi	
71 Andrew Davids	35 Mazantsi	
72 Nomonzo Qege	28 Mazantsi	
73 Phumeza Sokuhle	12 Mazantsi street	
74 Anelisa Kitsana	12 Mazantsi Str	
75 MATSHALWANDILE MAPASA	28 MAZANTSI STR	
76 Siphokazi Rasmenti	28 Mazantsi Str	
77 NTOMBI MKOTO	28 MAZANTSI STR	
78 W.K. MAPASA	28 MAZANTSI	

Name and Surname	Address	Signature
Amande Maranti	6912 Jacob Zuma	
Asavuya Sifonga	86 Ocean view	
Kaylene Maggels	7608 Griffiths Mxenge	
Ntombomzi Ngcungcwana	123 Bantu Holomisa	
Molukholo Zande	8128 Bantu Holomisa	
Josephina Williams	6887 Jacob Zuma Street	J. Williams
Esinako Notiki	1931 New Houses	
Nelisa Majikazana	101 Gushindoda	
Ntombovuyo Apolis	6914 - 302 Jacob Zuma	N. Apolis
Onoaho Mnqoleni	1784 Jacob Zuma Street	O. Mnqoleni

Name and Surname	Address	Signature
BRADLEY JONAS	1862 NEW HOUSES	JEFFS
Gladys. Nombizeduo Letsi	40. Robbie Dennis Mzamomhlophe	
Linda Tshumungwa	18 GALILEEN DR	
Thandiwe Sipaila	112 Ebhumnyameni	
Nosipho Dorcasshe	7324 Griffithsmerge	
Jeremy TITUS	42 DolphinStreet	
Leonie Windvogel	21 Streepies Str	
Lorretta Bennett	1798 New Haven	
Naveeren Peters	56 Robbie Dennis	
Mzukisi MTANA	5 GOVAN MBEKI ST	
RICHARD TSOKA	6888 JACOB ZUMA ST	
Athenkosi Sam	7323 Tibbery mxenge	A. Sam
Thandiwe Mapu	7439 Beyers Newdee	
DUDLEY SHARPE	20 STREEPIE ST.	
JUAN KRIEGER	24 WHALE STREET, PENINSULA	
Gladys. Meko	7418 Harry Gwala	
Ayabulela Mazantsi	19 Joe Slovo Tokyo Sexwale	
Odwa Yokwe	N72 Banthu Holomisa	
Nomgbongo Mabuya	6845 Sparrow mkhonto	Mabuya
Athenkosi MANKAMANE	119 Badumise Xo 10rd	A. MAN
Yandiswa FRANS	6845 Sparrow mthonto	Y. Frans
Sesethu Dalasile	7320 Griffiths Mxenge	S. Dalasile
Nolusindiso Eksteen	12 Tuma Street	
Ngabisa Maruhana	16 Tuma Street	
Joza KITSANA	2 Galjoen Str	
NOLUYISO JAFTA	127 BANTU HOLOMISA ST	
Michelle Bell	6994 Griffis Mxenge	
MAKA NOTIKI	0634635 484	
NOSIPHO KAYI	078 4379 BU	
BUTHELWA Mdledle	078-4379184	
N.E. WILLIAMS	0732173472	
A. Nkwanca	0791178868	
L.C. MAKI	0763195587	
[illegible]	061 090 3293	
SL Potgieter	076 450 2829	
Fiona Hammond	18 Knorhaan St	
ZARLINA MINDOOR	32 KNORHAAN ST	
LENA Ruiters	17 GALILEEN ST	
Rose Kanyer	13 Selati	
Geneva Lippert	9 Dagerraad Street	

Name and Surname	Address	Signature
Chelsea-ann Lypsak	4 Dagenrood St Ridley	

Name and Surname	Address	Signature
Sandisiwa Magenda	7556 Oscar Mpetha Ocean view	
Nyamekaza Lola	7165 V-U Moosa Ocean View	
Sikhekazi wadi	6961 Ocean View	
Canele Mathole	Emlanjeni Ocean view	
Lindokuhle Mathole	Emlanjeni Ocean view	
Yolanda Mathole	John Dube 12	Y Mathole
Nomakula Dayi	12 Sparrow Mkhonto Madolo	
Nondabeko Mathole	Shon Dube 12	N Mathole
Lulama Mathole	Shon Dube 16	L Mathole
Yolisa J. mandela	7391 Gr1775 Inxenge	Y.J. mandela

Name and Surname	Address	Signature
Bonita Moos	14 Knorhaan Str.	
Edward Moos	14 Knorhaan Str	
NOBIATHEMBI MTHINGI	14 Zwelinzimanzi	N. M
ZANDILE GAKU	14 BLADENZIMANDE	
PATRICIA MUUNDLE	14 BLADENZIMANDE	
Claudia Andrews	55 Dolfyn straat	C. Andrews
Celine Titus	35 Dolfyn straat	
Charvé Dollett	57 Robert Dennis Str	
Bianca Botha	4 Galjoen Str.	
Luanda Leander	37 Strandpie Str.	
Davelene Williams	12 Strandpie Str	Williams
Braylon Hammond	1902 Galjoen street	
Christelle Stuurman	35 Strandpies Street	
Faika Harmse	31 Strandpies Street	
Bongiwe Lundi	47 Galjoen Street	
Yamkela Jinge	5 Mandela drive	
NIGEL MALGAS	91 Robbie Dennis Road	
SIYANDA ALEX NTABAYILE	21 JOESLOVO STREET	
AYANDA MBEBENGE	16 Turpin	
KHAYALETHU KRAYI	6903 Jacob Zuma Str	
Christelene Kamaru	1863 New Houses	Cramers
Olivia Kamaru	2 Kapenaar Str	
Wellington Malangen	29 ILINGE THEMBA CRES	
KUHAYA NDZABA	BANKHUSELA KOLTI	
NKOSINATHI HLUNGE MANDI	M23 NOTOLI AFRIKA	
Lungelo Nephawe	8 Jetsun Estate	
Luthando Anele	57 Dube St	
Richard Tienlei	89 Govanmbeki	

FORMS	PAGE 1	PAGE 2	PAGE 3	AMOUNT
1	40	40		80
2	40	41		81
3	40	40		80
4	39	38		77
5	40	40		80
6	40	40	40	120
7	40	40		80
8	40	40		80
9	40	40		80
10	40	40		80
11		23		23
12	38	40		78
13	10			10
14	1	40		41
15	10			10
16	28			28
TOTAL				**1028**

4. Financial Implications

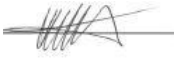
None.

5. Legal Implications

The municipality must take note of the outcry of its community and raised these challenges, shortcomings and needs at the Intergovernment platforms. Although the provisions of these health services falls outside of the legislative mandate of local government, it is worth noting that the failure to provide sufficient health care services is a violation of the basic human rights as contained in the ***Constitution of the Republic of South Africa 108 of 1996.***

6. Recommendation

6.1 That all petitions submitted to Kouga Municipality surrounding the circumstances of the abovementioned clinics be referred to the Eastern Cape Provincial Legislature.

Item approved by: Deputy Municipal Manager 

Item endorsed by: Municipal Manager 

Item noted by: Speaker 

KOUGA MUNICIPALITY (EC108)

ORDINARY COUNCIL MEETING

OFFICE OF THE MUNICIPAL MANAGER

DATE: 31 MAY 2023 **ITEM NO: 23/05/MM6**

DISCIPLINARY ENQUIRY HELD BY THE RULES AND ETHICS COMMITTEE - CLLR. P OLIPHANT

1. Introduction

The purpose of this report is to advise Council of the outcome a disciplinary hearing held by the Rules and Ethics Committee on 04 May 2023.

2. Background

Council is advises that the Rules and Ethics Committee has been established by council with the powers to sit as a tribunal to investigate allegations of breach of the Code of Conduct for Councillors. The Committee's power include making a finding and any alleged breach of the Code of Conduct and to make appropriate recommendations to Council in accordance with the provisions of the Code of Conduct as set out ***in Schedule 7 of the Local Government: Municipal Structures Act 117 of 1998, as amended.***

3. Discussion

Council is advised that the following Charges were brought against Cllr. P Oliphant:

Charge 1 – Absent from MPAC Meeting on 17 February 2022
Charge 2 - Absent from MPAC Meeting on 18 march 2022
Charge 3 – Absent from MPAC Meeting on 23 March 2022
Charge 5 – Absent from MPAC Meeting on 19 May 2022
Charge 6 - Absent from MPAC Meeting on 21 June 2022
Charge 7 - Absent from MPAC Meeting on 21 July 2022

The following charges was withdrawn:

Charge 4 – Absent from MPAC Meeting on 04 April 2022.
Charge 8 – Absent from MPAC Meeting on 09 February 2022.
Charge 9 - Absent from MPAC Meeting on 06 April 2022
Charge 10 – Absent from MPAC Meeting on 08 June 2022

4. Findings

Council is advised that the Rules and Ethics Committee, after thorough deliberations on the evidence presented, made the following findings:

Charge 1 – Guilty
Charge 2 – Guilty
Charge 3 – Guilty
Charge 5 – Guilty
Charge 6 – Guilty
Charge 7 - Guilty

5. Applicable legislations and Policy provisions

Schedule 7, Section 16 (2) of the Local Government: Municipal Structures Act 117 of 1998, as amended, provides that if the committee finds that the councillor has breached a provision in the Code of Conduct, the Council may-

5.1 Issue a formal written warning
5.2 Reprimand the Councillor
5.3 Request the MEC for local government in the province to suspend the councillor for a certain period
5.4 Fine the councillor; or
5.5 **Request the MEC to remove the councillor from office**.

The Policy on Standing Rules and Procedures with regard to Disciplinary Matters against Kouga Municipal Councillors provides that the finding of the Committee and the recommendations on a sanction must be submitted to the Council at its first possible meeting and that Council decides on the sanction after consideration of the recommendation of the Committee.

In terms of Section 16(7), If the MEC is of the opinion that the councillor has breached a provision of this Code, and that such contravention warrants a suspension or removal from the office, the MEC may –

(a) Suspend the councillor for a period and on conditions determined by the MEC; or
(b) Remove the councillor from office.

Section 17 (8) Any investigation in terms of this item and any action by the MEC in terms of the subitem (7) must be in accordance with *Section 3 of the Promotion of Administrative Justice Act, 3 of 2000.*

6. Legal Implication

Item 5 of the Code of Conduct for Councillors provides for the sanctions for non-attendance of meetings. Item 5(2) provides that a councillor who is absent from three or more consecutive meetings (of Council or committee of council the councillor is required to attend), must be removed from office as a councillor.

7. Financial Implication

None

8. Recommendation

8.1 That the following sanctions be implemented against Councillor P Oliphant in respect of the charges laid against him and for which charges the Councillor was found guilty by the Committee:

8.2 In respect of **Charges 1; 2; 3; 5; 6 and 7** – That Councillor P. Oliphant be **removed from office.**

8.3 That the Speaker, in line with Item 16(3) of the Code of Conduct for Councillors, within 14 days from the date of the finding inform the MEC, for local government in the Province of the Eastern Cape, of the finding and sanction decided by Council.

Approved by the Chairperson of the Rules and Ethics Committee



KOUGA MUNICIPALITY (EC108)

ORDINARY COUNCIL MEETING

OFFICE OF THE MUNICIPAL MANAGER

DATE: 31 MAY 2023 **ITEM NO: 23/05/MM7**

DISCIPLINARY ENQUIRY HELD BY THE RULES AND ETHICS COMMITTEE - CLLR. MALIBONGWE DAYIMANI

1. Introduction

The purpose of this report is to advise Council of the outcome a disciplinary hearing held by the Rules and Ethics Committee on **05 May 2023**.

2. Background

Council is advises that the Rules and Ethics Committee has been established by council with the powers to sit as a tribunal to investigate allegations of breach of the Code of Conduct for Councillors. The Committee's power include making a finding and any alleged breach of the Code of Conduct and to make appropriate recommendations to Council in accordance with the provisions of the Code of Conduct as set out ***in Schedule 7 of the Local Government: Municipal Structures Act 117 of 1998, as amended.***

3. Discussion

Council is advised that the following Charges were brought against Cllr. M. Dayimani :

Charge 1 – Absent from Special Council Meeting held on 31 January 2022
Charge 2 - Absent from Special Council Meeting held on 07 February 2022
Charge 3 – Absent from Special Council Meeting held on 28 February 2022
Charge 5 – Absent from I&E Services Portfolio Meeting held on 06 April 2022
Charge 6 – Absent from I&E Services Portfolio Meeting held on 08 June 2022

The following charge was withdrawn:

Charge 4 – Absent from Infrastructure and Engineering Service Portfolio Meeting on 09 February 2022.

4. Findings

Council is advised that the Rules and Ethics Committee, after thorough deliberations on the evidence presented, made the following findings:

Charge 1 – Guilty
Charge 2 – Guilty
Charge 3 – Guilty

Charge 5 – Guilty
Charge 6 – Guilty

5. Applicable legislations and Policy provisions

Schedule 7, Section 16 (2) of the Local Government: Municipal Structures Act 117 of 1998, as amended, provides that if the committee finds that the councillor has breached a provision in the Code of Conduct, the Council may-

5.1 Issue a formal written warning
5.2 Reprimand the Councillor
5.3 Request the MEC for local government in the province to suspend the councillor for a certain period
5.4 Fine the councillor; or
5.5 **Request the MEC to remove the councillor from office**.

The Policy on Standing Rules and Procedures with regard to Disciplinary Matters against Kouga Municipal Councillors provides that the finding of the Committee and the recommendations on a sanction must be submitted to the Council at its first possible meeting and that Council decides on the sanction after consideration of the recommendation of the Committee.

In terms of Section 16(7), If the MEC is of the opinion that the councillor has breached a provision of this Code, and that such contravention warrants a suspension or removal from the office, the MEC may –

(a) Suspend the councillor for a period ands on conditions determined by the MEC; or
(b) Remove the councillor from office.

Section 17 (8) Any investigation in terms of this item and any action by the MEC in terms of the subitem (7) must be in accordance with *Section 3 of the Promotion of Administrative Justice Act, 3 of 2000.*

6. Legal Implication

Item 5 of the Code of Conduct for Councillors provides for the sanctions for non-attendance of meetings. Item 5(2) provides that a councillor who is absent from three or more consecutive meetings (of Council or committee of council the councillor is required to attend), must be removed from office as a councillor.

7. Financial Implication

None

8. Recommendation

8.1 That the following sanctions be implemented against Councillor M. Dayimani in respect of the charges laid against him and for which charges the Councillor was found guilty by the Committee:

8.2 In respect of **Charges 1; 2; 3; 5 and 6** – That Councillor M. Dayimani be **removed from office.**

8.3 That the Speaker, in line with Item 16(3) of the Code of Conduct for Councillors, within 14 days from the date of the finding inform the MEC, for local government in the Province of the Eastern Cape, of the finding and sanction decided by Council.

Approved by the Chairperson of the Rules and Ethics Committee



KOUGA MUNICIPALITY (EC 108)

ORDINARY COUNCIL MEETING

OFFICE OF THE MUNICIPAL MANAGER

DATE: 31 MAY 2023 **ITEM NO: 23/05/MM8**

APPLICATION FOR TRANSFER OF LIQUOR LICENCE CERTIFICATE: QUITSCHYS PIZZA RESTAURANT (PTY) LTD TO MOZAMBIK

1. Introduction

The purpose of this item is for the Council to consider the application for the registration of Liquor Licence certificate transfer received from Quitschys Pizza Restaurant to Mozambik.

2. Legislative Framework

a) Eastern Cape Liquor Act 10 of 2003: States in terms of ***Section 20(2)(d)(i)*** that **"**Proof of service of the notice contemplated in the prescribed manner on the ward committee which must on receipt of the notice consult the community of the area where the premises are situated and simultaneously submit a report to the board and the **relevant municipal council**".

b) Kouga Local Municipality By-Law on the Sale of Liquor and the Regulating of Trading Hours for Licenced Undertakings and Matters Incidental thereto, gazetted 11 November 2013.

In terms of **Regulation 3** dealing with **Ward Committee Consultative Meetings** states that,

i. A Ward Committee must, upon receipt of a notice of application for registration, hold a consultative meeting with the owners of immovable property in the immediate vicinity of premises for which an application has been received to discuss and solicit their views with regard to the application as is required in terms of *Section 22(2)(d)(i) of the Act*.

ii. The Ward Committee must compile a report and submit it to the municipality, stipulating the date, time, the names, and the addresses of the people who attended the consultative meeting, indicate whether it objects to or supports the application and what additional conditions it proposes, if any.

iii. The Municipality must keep a record of all reports submitted to it by a Ward Committee in a register, which register shall be controlled by the Director for Administration, Monitoring and Evaluation, who will be responsible for all administrative procedures to take the application to finality.

iv. The Municipality must consider the report submitted to it by a Ward Committee and submit recommendations to the Board regarding the application for registration in terms of *Section 20* of the Act.

v. For the purpose of considering a report a Ward Committee may request an official to undertake an investigation or request any further information that could have a bearing on the outcome of the application.

3. Background

Application was received in respect of the registration for transfer of the liquor licence certificate from Quitschys Pizza Restaurant (PTY) LTD to Mozazmbik. In terms of the ***Eastern Cape Liquor Act 10 of 2003***, notice was given to the Ward Committee (Ward 8) of the intention to apply for transfer of certificate of registration on **16 January 2022**, which was duly signed by the Ward Councillor. The community consultative meeting process regarding the application for liquor registration was held **on 20 January 2023**. See Attached Form 2A.



1

RONEL - FOURIE - GROVE
ATTORNEYS INCORPORATED

Reg No.: 2021/159328/21
Practice No.: 68938

Suite 11A, 1ST Floor, Mimosa Building
Noorsekloof Road, Wavecrest
Jeffreys Bay, 6330
PO Box 35
Jeffreys Bay , 6330

Email: ronel@rfgattorneys.co.za
Office: +27 (0)60 572 5125
Mobile: +27 (0)83 389 1151

VAT NO.:

Date: 28 November 2022

Our ref.: R Grove/Q001

KOUGA MUNICIPALITY
JEFFREYS BAY

BY HAND

RE: APPLICATION FOR TRANSFER OF LIQUOR LICENCE CERTIFICATE: QUITSCHYS PIZZA RESTAURANT (PTY) LTD TO MOZAMBIK

Kindly find attached hereto notice to Ward Committee in terms of Eastern Cape Liquor Act 2003 (Act. No. 10 of 2003) for signing thereof by the Chairperson of Ward 14, Reinhardt Foley. 8

Kindly acknowledge receipt of aforementioned notice by signing and stamping Forms 8 with the municipal stamp where indicated.

Yours faithfully

RFG ATTORNEYS INC.

Per: R GROVÉ

Director: Ronel Grové - LLB-UNISA

FORM 8
[Reg 10 (1)]

EASTERN CAPE LIQUOR ACT, 2003 (Act No. 10 of 2003)

NOTICE TO THE WARD COMMITTEES OF INTENTION TO APPLY FOR TRANSFER OF CERTIFICATE OF REGISTRATION

Notice is hereby given that it is the intention to lodge the above-mentioned application, particulars of which appear hereunder, with the Board in column 1 on ....7 December.... 2022.....

1 Name and address of current holder	2 Name and address of prospective holder	3 Name under which business is conducted and particulars of the erf, street or farm
QUITSCHYS PIZZA RESTAURANT (PTY) LTD Director: Stefano Zanella 44 Dogwood Road Jeffreys Bay, 6330	BLOCK BRIDGE TRADING (PTY) LTD Director: Eshara Chotoo 38 Zimbali Wedge Zimbali Kwa-Zulu Natal, 4399	QUITSCHYS PIZZA RESTAURANT ERF 5963 122 DA GAMA ROAD JEFFREYS BAY 6330

Place : JEFFREYS BAY

Date : ..14 NOVEMBER 2022.....

.....
Signature of applicant or person authorized to sign application

RECEIVED BY : REINHARDT FOLEY
(Full names)

INSTITUTION : KOUGA MUNICIPALITY

SIGNATURE : .....

DATE : ..16 - 01 - 2022.....

Form 2A
(Reg. 3)

The Ward Committee

1. **RE: APPLICATION FOR A LIQUOR TRADING REGISTRATION CERTIFICATE IN TERMS OF THE EASTERN CAPE LIQUOR ACT, 2003 (ACT 10 OF 2003)("the Act")**

Section 22(2)(d)(i) of the Act read with **Regulations 3** provides for a notice to be served on the Ward Committee of the area where the premises intended to be registered for liquor trading are situated. The Ward Committee is then expected to convene a meeting and consider the implications of the application with the members of the community and a written report should be presented to the Board and to the relevant municipal council.

You are therefore requested to confirm the consultative process to have taken place by completing and returning the form attached hereunder within thirty (30) days.

Your anticipated cooperation and assistance in this regard is greatly appreciated.

Regards,

EASTERN CAPE LIQUOR BOARD

2. **CONFIRMATION OF A COMMUNITY CONSULTATIVE PROCESS REGARDING AN APPLICATION FOR LIQUOR REGISTRATION**

I hereby confirm that a consultative process was embarked on with the community of:

Ward No.	3	Suburb/Village	Wavecrest
City/Town	Jeffreys Bay		
Municipality	Kouga Local Municipality		
Ward Councillor	Reinhardt Foley		

The community is fully aware of **Regulation 5** of the Act which states that objections, if there are any, should be lodged timeously within twenty-eight (28) days of the application, indicating clearly the name, identity number, residential and postal address and telephone number, where applicable, of the person objecting. Herewith attached is proof of consultation in the form of a comprehensive report and a meeting attendance register.

This further serves to confirm that:

- there is/are educational institution/s within the prescribed radius — YES | (NO)
- there is/are places of worship within the prescribed radius — YES | (NO)
- health and safety matters meet the minimum municipal requirements — (YES) | NO

Form 2A
(Reg. 3)

3. ATTENDANCE REGISTER FOR THE COMMUNITY MEETING HELD IN TERMS OF THE EASTERN CAPE LIQUOR ACT, 2003 (ACT 10 OF 2003) READ WITH REGULATIONS REGARDING APPLICATIONS FOR REGISTRATION[2]

FULL NAME AND SURNAME	PHYSICAL/RESIDENTIAL ADDRESS	CONTACT DETAILS (Telephone/Cellphone)	SIGNATURE
JAMES ALDRICH	30 SOUTH POINT WHARF ST	082 710 9063	
JAKKIE TERENCE TENTER	12 Myrtle Street 21 Mountain Bread St	0842958838	
RAYKUS LEKSTER	22 Loop Main Uitenhage	0423250264	
STEVE WILKINSON	15 NOORSEKLOOF	0791613751	
DENISE MOKEYS	2 Broom St	063 353 1716	

* If space provided does not accommodate all meeting attendees, please attach the extra page to this.

Form 2A
(Reg. 3)

4. REPORT BY WARD COUNCILLOR

4.1 Was there any objection or concern raised at the meeting?	Yes	X
If so, please give a detailed description of objections or concerns raised at the meeting		
None		
4.2 Was the application for registration supported	Yes	X
If so, please give a detailed description of the support		
Application is only for transfer, no objections were raised		
4.3 Was the applicant present or represented in the meeting	Yes	No
4.4 Was the applicant afforded an opportunity to make representation	Yes	No
Please provide details		
4.5 Were the relevant municipal departments consulted in relation to this application?	YES	NO
Please provide details	Ward Councillor and Ward Committee was present	
4.6 Is a copy of this submitted to the municipal council for consideration?	YES	NO
Please provide details		
4.7 Does the ward committee support the application?	YES	NO
Please provide details		

Signed at Jeffreys Bay on this 20 day of January 2023

Signature: _____
(Chairperson of the Ward Committee)

Full Name: Reinhardt Foley
(Chairperson of the Ward Committee)

Official Date Stamp
20/01/2023
KOUGA MUNICIPALITY
WARD / WYK 8 COUNCILLOR
R. FOLEY
TEL : 042 200 2200

4. Financial Implications

None.

5. Legal Implications

None.

6. Recommendation

6.1 That Council approves the application brought for the registration of transfer of Liquor License certificate between Quitschys Restaurant (PTY) LTD and Mozambik.

Item approved by: DMM 

Item endorsed by: MM 

Item noted by: Speaker 

REPORTS BY THE PORTFOLIO CHAIRPERSON: **INFRASTRUCTURE & ENGINEERING**

KOUGA LOCAL MUNICIPALITY
COUNCIL OPEN AGENDA

KOUGA MUNICIPALITY (EC 108)

ORDINARY COUNCIL MEETING

INFRASTRUCTURE & ENGINEERING

DATE: 31 MAY 2023 **ITEM NO: 23/05/I&E1**

REPORT: INTEGRATED NATIONAL ELECTRIFICATION PROGRAM (INEP) ALLOCATION FOR 2023/24 FINANCIAL YEAR

1. Introduction

The purpose of this item is to notify Council that Kouga received R 4.7m from the Department of Minerals & Energy (DMRE): INEP program for the 2023/24 financial year on the electrification program.

2. Background

Municipalities were historically allowed to claim the grant with the commitment that houses (top structures) will be build, or beneficiaries will be placed on registered erven that will be electrified.

The agreement was a once off commitment (connection point) to informal units on registered erven and as the formal structures are being constructed, the municipality move the connection at their own cost.

This arrangement in the Gamtoos area is a little more complicated as Eskom doesn't allow council to work on their network and charges to move the connection from the old to the new structure is estimated at around R12 000.00.

The DMRE has since 2022 made a principle decision that no funding will be awarded where top structures or informal structures are not on a registered erven where the beneficiary occupies the unit.

If Kouga does not comply to the minimum requirement to have beneficiaries on registered erven, Kouga will not be entitled to the benefit for this financial year.

3. Discussion

The Infrastructure & Engineering department is not responsible for the function to allocate beneficiaries. This is a coordinated task between I&E & PDT to ensure the success of such a project as both departments have deliverables to be met.

4. Comments by Directorates:

4.1 Director: Infrastructure &Engineering

Infrastructure & Engineering department is committed not to refer any GRANT funding back to government. We realise the need in communities to have an electrical connection and would not want to refer any funding away from Kouga.

Electrifying consumers is a great benefit to the municipality for the following reasons;

- It reduce losses.
- It protect our electrical system with less network failures.
- It enhance our revenue base.
- We bring dignity to peoples life's.
- We are able to register consumers as the users become municipal consumers.
- We also use the grant to strengthen our own network to benefit the town where construction are being performed.

4.2 Acting Director: Corporate & Digital Services & Deputy Municipal Manager

Item noted.

4.3 Acting Director: Planning, Development and Tourism

The recommendations are noted and supported.

4.4 Director: Community Services

Item noted.

4.5 Chief Financial Officer

Report noted.

4.6 Municipal Manager

Item noted.

5. Financial Implications

Should we not capitalize on the funding, Kouga will forfeit R4.7m with its entire benefit to the municipality.

6. Legal implications

None

7. Other implications

None

8. Recommendations

8.1. That the report for the conditions to receive the R4.7m INEP funding be considered and action required to retain the funding be implemented.

8.2. That the Human Settlements department of Kouga be ready with registered erven occupied erven to benefit from the grant.

Item prepared by the Manager Electrical

Item approved by the Director: Infrastructure & Engineering

Item endorsed by the Municipal Manager

Item noted by the Portfolio Councillor

KOUGA MUNICIPALITY (EC 108)

ORDINARY COUNCIL MEETING

INFRASTRUCTURE & ENGINEERING

DATE: 31 MAY 2023 **ITEM NO: 23/05/I&E2**

REPORT: CLEARING OF SERVITUDES THROUGHOUT KOUGA OBSTRUCTING ACCESS TO WATER INFRASTRUCTURE AND POWERLINES FROM KOUGA AND ESKOM

1. Introduction

The purpose of this item is to notify Council of a request by Eskom to remove all structures within their servitudes. The protection of the municipalities main supply also form part of Kouga's municipalities by-laws, restricting activities across a registered servitude.

It is dangerous to construct any structure under a powerline, across a cable or main waterline, the consequences should anything happen can be damaging/ fatal.

2. Background

Illegal settlements increase within the Kouga region with little control over such. These settlements are constructed under our electrical line and over cables and main water supply lines.

This places the occupants of these units at great risk should something happen, for instance an electrical pole break down, fall over and electrocute the occupants or a mains water pipe burst and the municipality cannot get to the area to commence with the repairs.

One such case was registered in Hankey where Eskom's structures fell over on Illegal structures erected under the line. In this instance no one was injured but the consequences could have been worse.





3. Discussion

As per our electrical by-law below, highlighted in yellow, Kouga have as the custodian of the servitude the right to remove any infringement across our network mains.

The areas affected are spread across Kouga, in all areas where illegal settlements are mushrooming.

Our municipal by-law;

Protection of municipality's supply mains

27. (1) No person shall, except with the consent of the municipality and subject to such conditions as may be imposed –

(a) construct, erect or lay, or permit the construction, erection or laying of any building, structure or other object, or plant trees or vegetation over or in such a position or in such a manner as to interfere with or endanger the supply mains;

(b) excavate, open up or remove the ground above, next to, under or near any part of the supply mains;

(c) damage, endanger, remove or destroy, or do any act likely to damage, endanger or destroy any part of the supply mains;

(d) make any unauthorised connection to any part of the supply mains or divert or cause to be diverted any electricity there from. Any such unauthorised connection or diversion shall be removed by the municipality and the costs thereof be recovered from the owner or occupier of the premises on which the unauthorised connection was made or from which electricity was diverted;

(e) The owner or occupier shall limit the height of trees or length of projecting branches in the proximity of overhead lines or provide a means of protection which in the opinion of the municipality will adequately prevent the tree from

(f) interfering with the conductors should the tree or branch fall or be cut down. Should the owner fail to observe this provision the municipality shall have the right, after prior written notification, or at any time in an emergency, to cut or trim the trees or other vegetation in such a manner as to comply with this provision and shall be entitled to enter the property for this purpose and to recover the costs for work done from the owner.

27.(2) The municipality may, subject to written notice of at least 14 days, demolish, alter or otherwise deal with any building, structure or other object constructed, erected or laid in contravention with this by-law.

(3) The municipality may in the case of a power failure, emergency or disaster remove anything damaging, obstructing or endangering or likely to damage, obstruct, endanger or destroy any part of the electrical distribution system.

4. Comments by Directorates:

4.1 Director: Infrastructure & Engineering

That the department responsible to enforce our by-laws do so without failure. The safeguarding of our infrastructure, our staff that have to work end execute their duties as well as our communities is a huge and critical responsibility. It is further strongly encourage that the Human Settlements Department keep close record of any and all settlements and restrict the owners to clear our servitudes at all times.

4.2 Acting Director: Corporate & Digital Services and Deputy Municipal Manager

Item noted.

4.3 Acting Director: Planning, Development and Tourism

The recommendation is noted and supported.

4.4 Director: Community Services

Item noted.

4.5 Chief Financial Officer

Report noted.

4.6 Municipal Manager

Item noted.

5. Financial Implications

None

6. Legal implications

None

7. Other implications

None

8. Recommendation

8.1 That Council compel the relevant department/ departments responsible to keep servitudes clear to do so and apply the law should it be necessary.

Item prepared by the Manager Electrical





Item approved by the Director: Infrastructure & Engineering

Item endorsed by the Municipal Manager



Item noted by the Portfolio Councillor



KOUGA MUNICIPALITY (EC108)

ORDINARY COUNCIL MEETING

INFRASTRUCTURE & ENGINEERING

DATE: 31 MAY 2023 **ITEM NO: 23/05/I&E3**

REGISTERING OF NEW PROJECTS ON MIG

1. Introduction

Kouga LM receives MIG grant funding from DORA, which must be spent on infrastructure projects.

The MIG funding for the 22/23 and 23/24 Financial years are as follows:

22/23 R35,891,000.00
23/24 R37,372,000.00

New projects must be registered at DAC (District Adjudication Committee) for it to be implemented as MIG funded projects.

The purpose of this report is to request Council to approve additional projects to be registered on the Municipal Infrastructure Grant (MIG).

2. Background

Community Services and I&E has requested PMU to register the following projects on MIG:

- Purchasing of Specialized Waste Vehicles – R21,878,885.00;
- Rehabilitation of Phillipsville Sports ground – Design Stage: R1,300,000.00;
- Urgent repair and refurbishment of water and sanitation infrastructure in response to the COVID pandemic: 10% of yearly allocation;
- Umzamowethu Sewer Reticulation – Planning Stage: R1,500,000.00.

3. Comments by Directorates:

3.1 Director: Infrastructure and Engineering

It is essential that the above projects be approved by Council so that they can be registered with MIG.

3.2 Acting Director: Corporate & Digital Services and Deputy Municipal Manager

Item noted.

3.3 Acting Director: Planning, Development and Tourism

The recommendation is noted.

3.4 Director: Community Services

Item noted

3.5 Municipal Manager:

Noted

3.6 Chief Financial Officer

Report noted

4. Financial Implications

The project will be funded by the MIG and paid via MIG over multiple years.

5. Legal implications

None.

6. Recommendation

6.1 That the Item be approved by Council.

Item prepared by: PMU Manager

Item approved by: Director I & E:

Item noted by the Portfolio Councillor:

Item endorsed by the Municipal Manager:

KOUGA MUNICIPALITY (EC108)

ORDINARY COUNCIL MEETING

INFRASTRUCTURE & ENGINEERING

DATE: 31 MAY 2023 **ITEM NO: 23/05/I&E4**

RE: REALLOCATION OF CAPITAL FUNDS WITHIN INFRASTRUCTURE AND ENGINEERING DIRECTORATES

1. Introduction

The purpose of this report is to seek approval of reallocation of the internal funds earmarked for internal Capital projects.

2. Background

Certain allocations earmarked for the 22/23 Financial year will not be used in this financial year. As such, it is requested that these funds be allocated to the Humansdorp Groundwater project as being done by Ikhono Civils, for which there is a shortage of funds to complete the project.

3. Comments by Directorates:

3.1 Director: Infrastructure and Engineering

The optimum allocation and use of funds towards critical infrastructure is and will become more and more a priority in the future. The reallocation of funds towards areas where infrastructure can be completed or improved upon is seen as best practices.

3.2 Acting Director: Corporate & Digital Services and Deputy Municipal Manager

Item noted.

3.3 Acting Director: Planning, Development and Tourism

The recommendation is noted and supported.

3.4 Director: Community Services

Item Noted

3.5 Municipal Manager:

Noted

3.6 Chief Financial Officer:

Report noted.

4. Financial Implications

There is no financial implications as this is only a reallocation of funds within the approved budget.

Project Name	2022/2023 Approved Budget (Excl. VAT)	Actual Expenditure To date (excl VAT)	Available Balance (Excl. VAT)	2022/2023 Proposed Adjustments (Excl. VAT)	Total Adjusted Budget (Excl. VAT)
Machinery and Equipment U-Key: 20200711023385	R125,000.00	R8,339.13	R116,660.87	-R116,660.87	R0.00
Machinery and Equipment U-Key: 20230203054818	R125,000.00	R14,407.48	R110,592.52	R-110,592.52	R0.00
Machinery and Equipment U-Key: 20230203054821	R125,000.00	R0.00	R125,000.00	-R125,000.00	R0.00
Connecting Kruisfontein Boreholes to Humansdorp WTW U-key: 20220303054991	R3,255,369.00	R3,255,359.56	R9,44	R252,859.03	R3,508,228.03
Repair leaking concrete water tower U-key: 20200711023320	R100,000.00	R17,394.36	R82,605.64	-R82,605.64	R17,394.36
Upgrade Sewer Rising Main La Mer U-key: 20200711023347	R160,000.00	R32,000.00	R128,000.00	-R128,000.00	R32,000.00
Purchase new generator for Workshop No U-key	R0.00	R0.00	R0.00	+R310,000.00	+R310,000.00

5. Legal implications

None.

6. Recommendation

6.1 That the accounting officer request the Executive Mayor to recommend to the Council, by resolution taken by the majority of its full number, and in terms of Section 30(2) of the Local Government: Municipal Structures Act No. 117 of 1998 (as amended), read in conjunction with Section 28 of the Local Government: Finance Management Act, Act 56 of 2003, approves the following proposed amendments to the 2022/2023 and 2024/2025 Capital Budget:

Project Name	2022/2023 Approved Budget (Excl. VAT)	2022/2023 Proposed Adjustments (Excl. VAT)	Increase	Decrease
Machinery and Equipment U-Key: 20200711023385	R125,000.00	R0.00		-R116,660.87
Machinery and Equipment U-Key: 20230203054818	R125,000.00	R0.00		R-110,592.52
Machinery and Equipment U-Key: 20230203054821	R125,000.00	R0.00		-R125,000.00
Connecting Kruisfontein Boreholes to Humansdorp WTW U-key: 20220303054991	R3,255,369.00	R3,508,228.03	R252,859.03	
Repair leaking concrete water tower U-key: 20200711023320	R100,000.00	R17,394.36		-R82,605.64
Upgrade Sewer Rising Main La Mer U-key: 20200711023347	R160,000.00	R32,000.00		-R128,000.00
Purchase new generator for Workshop No U-key	R0.00	R310,000.00	+R310,000.00	

Item prepared by: PMU Manager:

Item approved by: Director I & E:

Item noted by the Portfolio Councillor:

Item endorsed by the Municipal Manager:

KOUGA MUNICIPALITY (EC108)

ORDINARY COUNCIL MEETING

INFRASTRUCTURE & ENGINEERING

DATE: 31 MAY 2023 **ITEM: 23/05/I&E5**

EXPANDED PUBLIC WORKS PROGRAMME (EPWP) POLICY NO 4 ADOPTION, IMPLEMENTATION AND EXPRESSION WITHIN KOUGA LOCAL MUNICIPALITY

1. Introduction

The purpose of this item is to request Kouga Local Municipality Council to adopt and implement the Expanded Public Works Programme (EPWP) Policy No.4 which is an attachment to the existing EPWP Policy No 3.

2. Background and Objectives

The Infrastructure and Engineering Directorate is requesting the Council to adopt the EPWP Policy.

- The objective of the policy is to provide work opportunities and income support to poor and unemployed people through labor-intensive delivery of public and community assets and services, thereby contributing to development.

- This policy will be implemented through:

  - Employment Creation where participants acquire work-based skills by taking part and working in different projects implemented by the Municipality.

  - Income support where all participants are able to provide for their families through the wages that they receive while working on the projects.

  - Provision of services all the projects that Kouga Local Municipality implements, contribute greatly to the provision and or strengthening of services delivered to the local communities of the municipality.

The deadline for adoption of the policy is 25 March 2023. As to date, Kouga LM is the only Municipality in the Sarah Baartman District not to have adopted the policy.

3. Comments by Directorates:

3.1 Director: Infrastructure and Engineering

The adoption of the EPWP Policy No 4 is essential to comply with the EPWP Incentive Grant Framework. As such it is recommended that the policy be approved by Council and be implemented by Kouga LM.

Kouga Council to adopt the policy as it promotes labour-intensive delivery of services, thereby contributing to development and alleviating poverty, high rate of unemployment and crime within our communities.

3.2 Acting Director: Corporate & Digital Services and Deputy Municipal Manager

Item noted

3.3 Director: Planning, Development and Tourism

The recommendation is noted and supported.

3.4 Director: Community Services

Item Noted

3.5 Chief Financial Officer:

Report noted.

3.6 Municipal Manager:

4. Financial Implications

None.

5. Legal implications

None.

6. Recommendation

6.1 That the report on the Expanded Public Works Programme (EPWP) Policy No 4 Adoption, implementation and expression within Kouga Local Municipality be approved by Council.

Item prepared by: PMU Manager:

Item approved by: Director I & E:

Item noted by the Portfolio Councillor:

Item endorsed by the Municipal Manager:

EPWP PHASE 3 POLICY

Addendum to the Kouga Local Municipality Expanded Public Works Programme Policy

1. GLOSSARY OF TERMS / DEFINITIONS

The following terms are used throughout this document:

Term	Definition
EPWP	The EPWP is a nation-wide government-led initiative aimed at drawing a significant number of unemployed South Africans into productive work in a manner that will enable them to gain skills and increase their capacity to earn income as well as develop their community and country.
EPWP Target group	Poor and unemployed people willing and able to take up the offered work at the agreed wage rate.
EPWP participant	A person employed to work in an EPWP project under the Code of Good Practice for Expanded Public Works Programmes.
Implementing Agent(s)	An individual or legal entity contracted authorized to act on behalf of the sector department, by implementing projects and executing related transactions on their behalf.
Labour Intensity	Labour intensity refers to the expenditure on wages expressed at a percentage of total project expenditure. Labour intensity is an indicator of the project expenditure that is injected into the community in the form of wages.
Monitoring	Monitoring is a process that involves measuring and tracking progress according to the planned situation including; inputs, resources, completion of activities, costs, timeframes, etc.
Ministerial Determination	The Ministerial Determination applies to all employers and employees engaged in Expanded Public Works Programmes gazetted by the Minister of Labour and amended from time to time.
Project	An undertaking to create a unique product or service. It has a defined start and end point and specific objectives that, when attained, signify completion. In implementing EPWP, public bodies should select projects based on their potential to create

	work opportunities for poor and unemployed people without displacing existing workers.
Programme	A programme is a group of related projects managed in a coordinated way to obtain benefits not available from managing the projects individually.
Public body	Any institution of government administration at national, provincial or local government sphere as well as any other functionary or institution exercising a power or performing a duty in terms of the Constitution. However, a public body may appoint an implementing agent that is either an individual or legal entity contracted and authorised to act on its behalf implementing under the rules and conditions provided by the public body.
EPWP Reporting	Refers to the process of collecting project data in a defined (by National Department of Public Works) format and capturing in the EPWP Reporting System according to defined timeframes
Work opportunity	Paid work created for an individual on an EPWP project for any period of time. The same person can be employed on different projects and each period of employment will be counted as a work opportunity.

ABBREVIATIONS

Abbreviation	Full Name
CWP	Community Work Programme
DPW	Department of Public Works
E&Cs	Environment and Culture Sector
EPWP	Expanded Public Works Programme
FETs	Further Education and Training
FTE(s)	Full Time Equivalent Job(s)
M&E	Monitoring and Evaluation
NDP	National Development Plan
NGP	New Growth Path
NSF	National Skills Fund
PEPs	Public Employment Programmes
PWD	People With Disabilities
SETAs	Sector Education and Training Authorities
WOs	Work Opportunities

2. INTRODUCTION

2.1 EPWP Phase 3

In November 2013, Cabinet approved the implementation of EPWP Phase 3 for another 5-year period (2014/15-2018/19), with increased targets and more focused and specific objectives, which include amongst other things:

- The increased focus on community-driven programmes such as the CWP, which through the transfer of wages will provide an economic stimulus, target the poorest areas and consolidate and strengthen markets in marginalised local economies. These types of programmes will broaden the development impact.

- The introduction of a set four of (4) core principles to improve compliance to the EPWP guidelines in terms of minimum wages and conditions of employment, selection of EPWP workers, provision of public goods and services as well as adherence to a minimum level of labour intensity. This will assist in creating synergy for the broader development impact and multipliers from PEPs.

- Fostering synergy and convergence amongst sectors and intra/inter-sectoral collaboration.

- Systematic approach in the measuring impact to be included in the design of the sector programmes, with an explicit intention to strengthen their development impacts and multipliers.

- Strengthening the ability of public bodies to identify and provide quality assets and services that have transformative impacts on community development.

- Training interventions to be specific to the operational needs of the different sectors. Collaborations with FET Institutions and SETAs to be enhanced to work towards accredited training.

- Enterprise development interventions to be limited to sub-programmes that use small and medium enterprises in the delivery of services and assets.

The objective of EPWP Phase 3 is "***To provide work opportunities and income support to poor and unemployed people through the labour-intensive delivery of public and community assets and services, thereby contributing to development.***"

This focused mandate of the EPWP Phase 3, emphases the three main outputs, namely employment creation, income support, and the development of community assets and the provision of services, delivered on a consistent basis at the required quality creates the platform to enable broader development impacts. The injection of income in communities, participation of beneficiaries and utilisation of assets will enhance the livelihoods and local economic development.

3. AMENDMENTS TO BE MADE ON THE EXISTING EPWP MUNICIPAL POLICY.

In light of the above, the following amendments to the EPWP Municipal Policy are proposed and the Municipality commits to implement these priorities and creates an enabling environment to achieve these targets for PWP Phase 3 in line with this Policy:

3.1 Introduction and monitoring of the four (4) EPWP Universal Principles

The Principles form the basis for deciding whether a project or programme is part of the EPWP and may be reported as such. Through compliance with principles such as the Ministerial Determination, social protection outcomes of EPWP are enhanced and a minimum level of income transfer is ensured.

While some of these are not necessarily new but in EPWP Phase 3 are made much more explicit, are constantly monitored and that specific measures are taken to ensure adherence, such as exclusion of EPWP reports when projects that do not comply to these criteria. The Municipality will take all possible steps to ensure that the four (4) EPWP Universal Principles are adhered to in all the projects it implements.

The following universal Principles are introduced:

UNIVERSAL EPWP PRINCIPLES

Principle	Explanation
1. Adherence to the EPWP Minimum wage and employment conditions under the EPWP Ministerial Determination	The EPWP Ministerial determination of 2012 sets out a minimum wage for the EPWP and the EPWP must seek to achieve full compliance with this determination. There is currently substantial non-compliance with the minimum wage.
2. Selection of workers based on (a) A clearly defined process and (b) A defined criteria	The selection of each worker should be done on a clear set of criteria to minimize patronage and abuse during selection. The selection should also happen in accordance with clear transparent and fair procedures.
3. Work provides or enhances public goods or community services	The work output of each EPWP project should contribute to enhancing public goods or community services.
4. Minimum labour intensity appropriate to sector	A minimum labour-intensity benchmark appropriate to each sector should be set as sectors differ too much to apply a common standard across all sectors. Furthermore programmes within each sector would also be encouraged to set their own benchmarks.

3.2 Convergence and contributing to sustainable livelihood

As the EPWP keeps growing both in terms of overall scale and the number of sub-programmes, to avoid duplication and overlaps the Municipality will strengthen collaboration and synergy with other public bodies. Improve complementarity and convergence, whereby programmes rather collaborate with each other and build on each other's strengths in order to increase their overall impact.

Continuous capacity building and training of Programme participants will be prioritised to contribute to their sustainable livelihood during and after their involvement in the Programme. Using different pillars (Financial Capital, Physical Capital, Natural Capital, Social Capital and Human Capital) the Municipality will strive to improve sustainable livelihood of the Programme participants directly and indirectly.

3.3 New targets

The new targets for the municipality for the entire EPWP Phase 3 for the period (2014/15-2018/19) are outlined below and broken down per annum. The Municipality will ensure that the work opportunity targets and Full-Time Equivalent are met and all the EPWP sectors are implemented within the municipality.

Financial Year	Work opportunities (WOs)	Full Time Equivalents (FTEs)
2014/15		
2015/16		
2016/17		
2017/18		
2018/19		
Total		

3.4 Demographic Targets

In line with the EPWP Phase 3 and in recognition of the extremely high rates of youth unemployment, the overall youth target is 55 per cent; women 55 per cent and people with disabilities is 2 per cent. The designated target for youth increased from 40 per cent in EPWP Phase 2 to 55% in EPWP Phase 3. All the Municipal projects will strive to meet and where possible exceed these targets.

3.5 Focused Reporting

EPWP Phase 3 put in place increasing emphasis not just on reaching work opportunity targets, but also pays greater attention to the quality of the services that are provided and the new assets created. In order to achieve this objective the Municipal reporting will include:

3.5.1 ***Work opportunities created*** – these are traditional numbers of work opportunities that have been reported through the programme.

3.5.2 ***Assets created*** – using the identified unit of measure (e.g. hectors of land cleared, kilometres of road constructed, etc.) given by the EPWP relevant sector to report the asset created.

3.5.3 ***Service rendered/delivered*** – reporting of service rendered and its impact is critical for EPWP Phase 3. The Municipality will also provide the report on the serve rendered and the impact to participants and beneficiaries.

3.6 Quarterly and annual report on incentive projects

In line with the Division of Revenue Act, the Municipal will submit quarterly and annual non-financial reports within thirty (30) days after the end of each quarter on

impact of the incentive grant received as far as job and asset creation or service rendered are concern.

3.7 Training of EPWP Participants – Phase 3 training is to enhance skills and entrepreneurial capacity of participants; enhance the participants' future employability, opportunity to access further education/vocational training and/or to establish and manage their own enterprises. To improve training and its outcomes, the Municipality will:

i. Prioritise accredited project based training including skills programme, artisan development interventions and learnships.
ii. Set aside budget for training to augment the limited external funds
iii. Report all training interventions to the EPWP system irrespective of whether internal or external funded.

3.8 In line with the Cabinet Approval for the EPWP Phase 3 proposal, the Municipality will further mainstream the implementation of the programme through having a dedicated capacity to monitor the implementation and reporting of the programme and improve convergence within the Municipality.

4. Endorsement of the Policy

The amendment to the EPWP Municipal is endorsed by the Council and all Departments and Units of the Municipality including entities shall comply with the Policy and its amendments.

5. Monitoring of the Policy

The appointed Municipal EPWP Champion will provide a quarterly report to the Council on the implementation and monitoring of this Policy.

6. Review of the Policy

The policy will be reviewed annually or as and when required.

Kouga Local Municipality Expanded Public Works Programme Policy

AUGUST 2021

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1. Background

The Expanded Public Works Programme (EPWP) is one of Government's short to medium term programmes aimed at alleviating and reducing unemployment. Former President Thabo Mbeki formally announced the Expanded Public Works Programme in his State of the Nation Address in February 2003 and Cabinet adopted it in November 2003. EPWP has gone through three phases of the programme since then.

The third phase of the EPWP was approved by Cabinet in November 2013 with the target of creating 6 million Work Opportunities. We are currently in the fourth phase of EPWP which was approved by cabinet with a target of creating 5 million Work Opportunities. Phase 4 commenced in April 2019 and will end in March 2024.

EPWP is a National programme covering all spheres of government and state-owned enterprises. The programme involves re-orientating line function budgets so that government expenditure results in more Work Opportunities, particularly for unskilled labour, youth and the vulnerable groups. The EPWP projects are therefore funded through the normal budgetary process, through the budget of line function Provincial Departments as well as Metro, Districts Municipalities and Local Municipalities.

Opportunities for implementing EPWP have been identified in the infrastructure, environment, social and economic sectors. In the Infrastructure sector the emphasis is on creating additional Work Opportunities through the introduction of labour-intensive construction methods. This involves the use of an appropriate mix of labour and machines. Preference is always placed on labour where it is technically feasible and without compromising on the quality of the product.

All Public Bodies involved in infrastructure provision, social and other sectors are expected to contribute to the programme. As part of this initiative, the national government has through the 2004 Division of Revenue Act (DORA), placed additional conditions on the Provincial Infrastructural Grant and the Municipal Infrastructural Grant. These conditions require the Municipality to use EPWP guidelines for identification, design and construction for all projects financed through MIG and Capital Expenditure.

2. Purpose

The purpose of this Policy is to institute a sustainable Expanded Public Works Programme (EPWP) within the Kouga Municipality as provided in the EPWP national framework. The fundamental objectives of this policy are to provide a framework for the implementation of EPWP within the Municipality and to:

- Inform all Departments and Units within the Municipality on how its functions should contribute towards the EPWP;
- Establish EPWP as an approved socio-economic developmental and poverty alleviation programme with sustainable exit strategies that maximise SMME development, employment creation and skills development;
- Entrench the EPWP methodology within the Integrated Development Plan (IDP) – a methodology that expands the current service delivery of goods and services to ensure shared economic growth;
- Ensure developmental integration across all sectors and re-engineer how project and Programmes are planned, designed and implemented within the existing Municipal operational and capital budgets, to maximise greater employment opportunities per unit of expenditure;
- Introduce appropriate clauses and specifications to align Tender Documents with Labour-Intensive Construction methods coupled with training.

3. Vision

To create a safe and healthy Municipality by responding to the challenges of poverty and joblessness affecting all communities within the jurisdiction by engaging the Expanded Public Works Programme to create Work Opportunities.

4. Mission

The Municipality, through EPWP, aims to create Work Opportunities by adopting labour-intensive methods to reduce poverty.

5. Legal Framework

The development of this Policy is guided by the following legislative and policy prescripts:

- The Constitution of South Africa (Act No.108 of 1996);
- Public Service Act (PSA, 1994);

- Municipal Finance Management Act (MFMA, 2003);
- The Division of Revenue Act (DORA, 2006);
- The Municipal Systems Act (Systems Act, 2000);
- The Basic Conditions of Employment Act (BCEA, 1997);
- The Skills Development Act;
- EPWP Cabinet Memo of 2003;
- EPWP Log Frame;
- Ministerial Determination and the Code of Good Practice for employment conditions of work for Expanded Public Works Programme;
- Expanded Public Works Programme (EPWP) Institutional Arrangement Framework, (Draft 2012);
- Other relevant municipal policies.

6. List of Abbreviations

CAPEX	Capital Expenditure
CETA	Construction Education and Training Authority
CI	Corporate Identity
COIDA	Compensation of Injuries and Diseases Act
DoL	Department of Labour
DORA	Division of Revenue Act
DPW	Department of Public Works
ED	Enterprise Development
EPWP	Expanded Public Works Programme
IDP	Integrated Development Plan
KPI	Key Performance Indicators
MEC	Member of the Executive Committee
MFMA	Municipal Finance Management Act
MINMEC	Minister and Members of Executive Committee of Public Works
MM	Municipal Manager
MMC	Member of the Mayoral Committee
NCC	National Coordination Committee
NSC	National Steering Committee
OHSA	Occupation Health and Safety Act
PFMA	Public Finance Management Act
PSC	Project Steering Committee
SAQA	South African Qualifications Authority
SC	Steering Committee
SCM	Supply Chain Management
SETA	Sector Education and Training Authority
SMME	Small Micro to Medium Enterprises
UIF	Unemployment Insurance Fund

7. Glossary of Terms / Definitions

Administrative Champion: An official responsible for advocating and providing leadership and administrative support to EPWP in the Municipality, and represents his or her directorate or department in the EPWP Steering Committee.

By hand: It refers to the use of tools, which are manually operated and powered.

Capital Expenditure (CAPEX): Expenditure used to create new assets or to increase the capacity of existing assets beyond their original design capacity or service potential. CAPEX increases the value of an asset.

Cash flow: The stream of costs and / or benefits over time resulting from a project investment or ownership of an asset

COIDA: Means the Compensation for Occupational Injuries and Diseases Act no. 130 of 1993 and amendments.

Community Liaison Officer (CLO): The CLO is a member of the targeted community. The CLO is selected by the Project Steering Committee (PSC) and is subsequently contracted by the contractor to provide social facilitation services. The CLO will be the link between the community and the project.

Demographic Characteristics of Workers: The number of workers that fall within the following categories must be recorded:

- Youth (16 –35 years of age)
- Women
- People with disabilities

EPWP - The Expanded Public Works Programme: The Expanded Public Works Programme (EPWP) is a nation-wide Government programme aiming at drawing significant numbers of unemployed into productive work, so that they increase their capacity to earn an income through the provision of Labour-based Work Opportunities coupled with training.

EPWP Project: A project implemented using EPWP principles and guidelines.

EPWP Worker/Beneficiary: An unskilled or semi-skilled person working temporarily or on a contract basis on an EPWP designed project.

Full Time Equivalent (FTE's) employment: Full Time Equivalent means 230 person days of work (i.e. 365 days less 104 weekend days, less 10 public holidays and less 21 annual leave days but inclusive of paid sick leave created by an EPWP project or programme within a financial year. Full time equivalent is the same as person years of work. Measure of number of full years of employment (230 days of work per year) created through the work opportunities.

Key Performance Indicator (KPI): A qualitative or quantitative measure of a service or activity used to compare actual performance against a set standard or other target. In the

context of EPWP, the key performance indicators relate to worker demographics, project budget, training days, wages, social impact studies, etc.

Labour-intensive work methods: Labour–intensive work methods are the methods of construction involving a mix of machines and labour, where labour utilizing hand tools and light plant and the equipment, is preferred to the use of heavy machines, where technically and economically feasible. (Note: The normal emphasis on the cost effectiveness and quality of the asset must be retained)

Person-Days of Employment: The aggregate of the number of people who worked on a project multiplied by the number of days each person worked.

Person-Days of Training: The number of Training Person-days is the number of people who attended training multiplied by the number of days of training. A distinction must be made between accredited and non-accredited training person-days.

Project Budget: The project budget is the price tendered by the contractor plus the professional fees for the professional service provider appointed to design and supervise the project.

Project Wage: Minimum Daily Wage Rate (whether task-rated or time rated) paid per beneficiary and as determined by the Municipality. The minimum daily rate cannot be less than the minimum wage rate as specified in the Ministerial Determination for EPWP.

Project wage rate: Minimum Daily Wage Rate (whether task-rated or time rated) per individual project

Task-rated worker: Means a worker who is paid a fix rate for performing a task.

Time-rated worker: Means a worker who is paid on the basis of the length of the time worked.

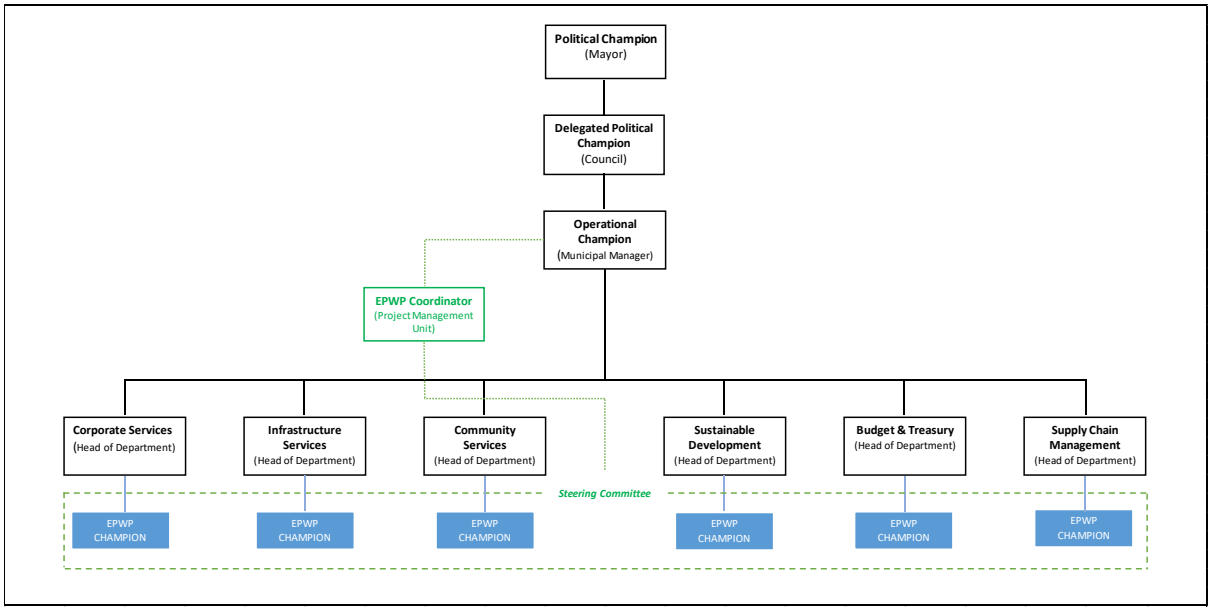
Work Opportunity: Paid work created for an individual on any EPWP project for any period of time, within the employment conditions of the code of good practice for special public works programme i.e. social sector projects, Learnerships. The same person can be employed on different projects and each period of employment will be counted as a job opportunity.

8. Institutional arrangement

- Kouga Municipality will adopt a hierarchal structure as a Municipal EPWP coordinating body, consisting of the following levels.
- Political Champion (Mayor);
- Delegated Political Champion (Council Member);
- Administrative Champion (Municipal Manager);
- Steering Committee;
- Delegated EPWP Champion (Unit/Director/Manager);

- Data Capturers.

9. Proposed EPWP Structure



EPWP cuts across all the Departments and Units of the Municipality. Each Department will make a systematic effort to target the unskilled and unemployed and develop a plan to utilize their budgets to draw significant numbers of the unemployed into productive work. This will be undertaken in such a way that workers are given an opportunity to gain life and job specific skills while they work to increase their chances of getting out of the marginalized pool of unemployed people. Each department/unit will compile a Unit Plan (business plan) on how they will utilise funds to contribute to the Municipality's overall job creation targets (stipulated in the Protocol and Integrated Grant Agreements). This Unit Plan will feed into the broader Municipal Management Plan which will be aligned to the IDP and the EPWP Policy Document.

10. Roles and Responsibilities

10.1 *Political Champion: The Executive/Mayor*

In line with the EPWP Institutional Arrangement Framework and Protocol Agreement signed by the Minister of Public Works and The Mayor/Executive Mayor, the Executive/Mayor will provide leadership and direction on the implementation of the EPWP in the Municipality. The appointed MMC/Portfolio Chairpersons will also ensure that EPWP is aligned with IDPs and key policies and programmes of the Municipality. The Mayor shall ensure that the EPWP performance of the municipality is a standing item at key internal forums and shall account on

the performance of the Municipality to the Member of Executive Committee (MEC) of the Department of Co-operative Governance and Traditional Affairs(Cogta) within the MINMEC.

10.2 *Administrative Champion: The Municipal Manager*

The Municipal Manager (MM) will appoint the Executive/Director (ED) and/or delegate functions of the overall coordination of EPWP to a unit within the municipality and ensure that all the Executives/Directors have EPWP as an item in their performance contracts/agreements. Furthermore, the MM shall ensure that all EPWP personnel at the various levels of implementation have EPWP as a KPI in their scorecards and are held accountable. The Municipal Manager shall plan an active role in ensuring that stakeholders are accountable for their responsibilities regarding EPWP from project selection through to reporting. The Municipal Manager shall monitor EPWP performance across all units within the municipality and ensure that adequate consequence management is exercised where stakeholders do not execute duties in order to achieve the municipality's objectives.

10.3 *Executive Director: Coordinating Unit*

The Executive Director of the appointed unit, on behalf of the MM, will be responsible for creating an enabling environment for the implementation of EPWP within the municipality. This is to be done through integrated planning where EPWP targets are set by all units/departments for each of their respective projects and programmes using the municipality's various sources of funds culminating in an integrated EPWP development plan. This unit will:

- Support and coordinate the establishment of a suitable EPWP organogram for the municipality;
- Leads the establishment and functioning of an EPWP Steering Committee;
- Define, manage and monitor the EPWP Standard Operating Procedures which are required to implement EPWP within the municipality;
- Identify and facilitate the EPWP training needs of the various stakeholders in the Municipality;
- Ensure EPWP is a standing item on all municipal forums;
- Ensure that all department representative co-operate with the EPWP Champion;
- Monitor and report progress on relevant municipal forums;

- Monitor EPWP progress and report to the MM on progress;
- Facilitate the reporting of all EPWP projects and work opportunities onto the EPWP Reporting System;
- Coordinate EPWP legislative compliance through collation, approval and submission of relevant information on behalf of the municipality;
- Monitor the implementation of projects funded by the EPWP Integrated Grant as well as their implementation progress.

10.4 *Unit Heads*

The heads of each unit will be responsible for incorporating EPWP into the units' business plan through selecting, designing, procuring, implementing and monitoring projects in a manner which is conducive to EPWP. The divisional head is responsible for ensuring that all projects implemented by their units generate appropriate and valid portfolios of evidence and that such evidence is timeously submitted for reporting to the relevant stakeholders for capturing on the EPWP Reporting System.

10.5 *Chief Financial Officer (CFO)*

The CFO will be responsible for ensuring that a budgets are allocated to projects in accordance with a business plan drawn up through planning processes. The CFO will be responsible for communicating spend on projects to the Coordinating Department on a monthly basis. The CFO, in collaboration with Head of the Coordinating Unit, will be responsible for ensuring compliance with financial reporting requirements of the Integrated Grant to the National Department of Public Works.

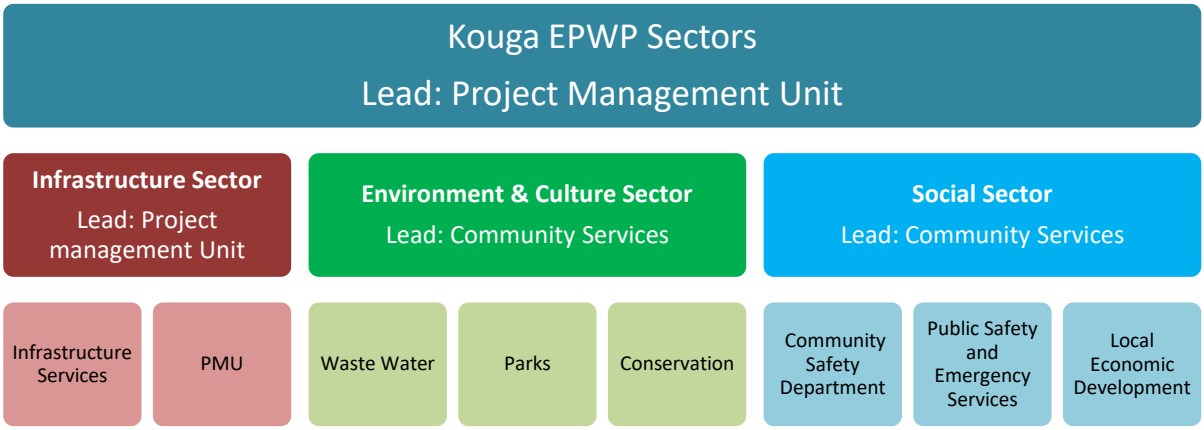
10.6 *Supply Chain Management (SCM)*

The head of SCM, in collaboration with the Head of the Coordinating Unit, will be responsible for ensuring that all procurement documents and procurement processes include EPWP in the workflow. The Head: Supply Chain management will be responsible for maintaining a proforma tender document which includes the requirements of EPWP and will ensure that all units utilise such proforma tender documents.

11. EPWP Sectors

The EPWP will be implemented through clustered groups called sectors. These sectors are led by specific units who will coordinate the sector departments and support EPWP

implementation, holding relevant units accountable for EPWP implementation and reporting. The EPWP sectors within the Municipality are listed in the figure below:



12. Overall Co-ordination

It is noted that the Expanded Public Works Programme is a cross-cutting initiative which may be implemented across all parts of the value chain process. It is vital that all stakeholders understand that the EPWP is not implemented as a stand-alone programme, but is rather incorporated within all job functions for implementation across all programmes. Thus, it is necessary that the EPWP Steering Committee comprise of strategic and operational staff across the Municipality.

The Municipality will form the EPWP Steering Committee to be responsible for the strategic direction and coordination of EPWP. The Steering Committee will be chaired by the Municipal Manager. This Committee is constituted as follows:

- A representative from the Corporate Service Unit/ Deputy Municipal Manager;
- Representative from each Department;
- Championing Unit (Community Services);
- Chief Financial Officer;
- Supply Chain Management;
- Chairperson of Community Services Portfolio Committee.

12.1 *The EPWP Steering Committee will be responsible for:*

- Overall coordination of EPWP related issues;
- Monitor and evaluate the progress of EPWP within the Department;

- Facilitate the reporting of EPWP indicators in both internal and external reporting systems;
- Support the inclusion of labour-intensive activities in planning processes;
- Report EPWP progress to relevant Municipal strategic platforms;
- Ensure that the EPWP implementation adheres to all relevant compliance requirements at all levels;
- Raise any EPWP planning, design, implementation and technical support issues related to EPWP project implementation;
- Create an enabling environment for EPWP communication within the Municipality;
- Share challenges, solutions, and best practices on EPWP implementation;
- Streamline coordination and ensure that role players work in a structured and proficient manner;
- Facilitate the streamlining of training and enterprise development according to Framework documents;
- Facilitate provision of technical support to the business units and ensure it is well coordinated and structured;
- Ensure that the business units comply with the EPWP Framework, policies and procedures; and
- Ensure that the instructions and mandates from the Head of Department and the Department's Executive Committee are communicated to all relevant managers and that these are supported and implemented;
- Regular reviews (annually) of the Municipality's EPWP policy;
- Development of new relevant policies and procedures;
- Monitoring of performance in relation to FTEs and WOs produced;
- Creating an enabling climate for the successful implementation of EPWP.

12.2 *The Management Plan*

The Management Plan includes the outputs of the planning associated with each of the sectors to form a consistent and coherent document. Without a Management Plan, control is severely compromised. The Management Plan is used to:

- Guide the execution of the EPWP, including project selection;
- Document EPWP related decisions and assumptions;
- Define Sector reviews;
- Facilitate communication amongst stakeholders;

- Provide a baseline for progress measurement and programme control;
- The overall monitoring, evaluation and reporting of the adopted Programme Performance Indicators (PPIs), and reporting to the Council.

13. EPWP Phase 4 Targets

The municipality will adopt the baseline targets set for Phase 4 by the National Department of Public Works. These targets will be included in the Protocol documents signed by the Premier as well the Executive mayor. The Municipality will develop a business plan including a project list which will aim to achieve these targets. The sum of the expected work opportunities for all projects on the annual business plan shall always exceed the targets stipulated in the baseline targets below.

EPWP Phase 4 Targets – National: Work Opportunities					
Year	**Infrastructure**	**Environment and Culture**	**Social**	**Non-State**	**TOTAL**
2019-2020	321,260	181,458	171,703	307 076	**981,497**
2020-2021	331, 072	185,838	174,204	293 376	**984,490**
2021-2022	340,114	189.588	175,253	305 017	**1,009,972**
2022-2023	348,819	193,260	176,474	305 016	**1,023,569**
2023-2024	358,503	197,103	178,120	305 016	**1,038,742**
TOTAL	**1,699,768**	**947,247**	**875,754**	**1 515 501**	**5,038,271**

EPWP Phase 4 Targets – National: Full Time Equivalents					
Year	**Infrastructure**	**Environment and Culture**	**Social**	**Non-State**	**TOTAL**
2019-2020	114,069	78,807	115,462	148,185	**456,523**
2020-2021	117,785	80,814	117,353	148,115	**464,067**
2021-2022	121,277	82,576	118,193	156,622	**478,668**
2022-2023	124,687	84,445	119,149	156,622	**484,903**

2023-2024	128,452	86,421	120,347	156,622	**491,842**
TOTAL	**606,269**	**413,63**	**590,504**	**766,167**	**2,376,003**

EPWP Phase 4 Targets – Eastern Cape Provincial: Work Opportunities				
Year	**Infrastructure**	**Environment and Culture**	**Social**	**TOTAL**
2019-2020	35 929	762	16 084	**52 774**
2020-2021	37 885	758	16 568	**55 211**
2021-2022	39 853	754	16 610	**57 217**
2022-2023	41 921	751	16 676	**59 347**
2023-2024	44 119	748	16 765	**61 632**
TOTAL	**199 706**	**3 773**	**82 702**	**286 182**

EPWP Phase 4 Targets – Eastern Cape Provincial: Full Time Equivalents				
Year	**Infrastructure**	**Environment and Culture**	**Social**	**TOTAL**
2019-2020	15 524	312	9 626	**25 462**
2020-2021	16 390	310	9 943	**26 643**
2021-2022	17 272	307	9 968	**27 547**
2022-2023	18 202	305	10 007	**28 514**
2023-2024	19 189	307	10 061	**29 557**
TOTAL	**86 577**	**1 541**	**49 604**	**137 723**

EPWP Phase 4 Targets – Kouga LM: Work Opportunities				
Year	**Infrastructure**	**Environment and Culture**	**Social**	**TOTAL**
2019-2020	169	149	0	**318**
2020-2021	170	149	0	**318**
2021-2022	170	149	0	**319**
2022-2023	170	149	0	**318**
2023-2024	170	149	0	**319**
TOTAL	**849**	**743**	**0**	**1592**

EPWP Phase 4 Targets – Kouga LM: Full Time Equivalents				
Year	**Infrastructure**	**Environment and Culture**	**Social**	**TOTAL**
2019-2020	56	51	0	**107**
2020-2021	56	51	0	**107**
2021-2022	56	51	0	**107**
2022-2023	56	51	0	**107**
2023-2024	56	51	0	**107**
TOTAL	**280**	**255**	**0**	**536**

14. EPWP Phase 4 Principles

- Strengthening the monitoring of the core EPWP principles to improve compliance to the EPWP guidelines.
- Expansion of the programme through replication and improvement in programmes across all sectors.
- Enhancing the EPWP coordination and institutional arrangements including the PEP-IMC.
- Strengthening impact evaluation of the EPWP and ensure greater transparency and accountability through the introduction of Social Audits.
- Strengthening partnerships with the private sector and TVET Colleges

14.1 *Targets Groups*

The EPWP target group is unemployed and unskilled persons. EPWP target groups will be aimed at employing.

- Women (60%),
- Youth (55%)
- Persons will disabilities (2%).

This will be attained by:

- Targeting vulnerable women in household during the recruitment procedures;
- Targeting unemployed youth and other child-headed households;
- Ensuring that the disabled are empowered with useful skills.

15. Competence of Stakeholders

The Municipality shall ensure that all relevant internal and contracted stakeholders, working with EPWP projects, will have the following minimum competency:

Personnel	NQF	Unit Standard Title	Skills Programme Description
Senior Management & Professionals	7	Develop & Promote Labour-Intensive Construction Strategies or Equivalent QCTO Qualifications	Skills Programme against this single unit standard or part qualification
Middle (Technical)	5	Manage Labour-Intensive Construction Projects or Equivalent QCTO Qualification	Skills Programme against this single unit standard or part qualification

16. Project Identification

All units shall include identify and include projects in their annual business plans which are amenable to optimised labour creation using labour-intensive methods where possible and based on their various budgets. The municipality advocates that at least 30% of unit budgets will be ring fenced for EPWP projects whilst EPWP principles shall be employed in all projects implemented by business units. Kouga Municipality will ensure that all EPWP projects undertaken forms part and /or related to the IDP of the Municipality.

17. Coordination

The municipality shall collaborate with all public bodies implementing projects within the municipality's geographical boundaries to establish:

- A list of projects being implemented within the municipality's boundaries
- Collaborate efforts being implemented
- Synergies in efforts such as training and SMME development
- Uniform wage rates within the municipal boundaries
- A coordinated approach to EPWP implementation

18. Project Design

All designers will be mandated to optimise job creation through all activities through all projects implemented by the municipality where practicably possible. The design will optimize the use

of locally available resources. Specific clauses related to the use of labour-intensive methods will be incorporated into tender/contract documents under 'Special condition of contracts', the Ministerial Determination and 'Schedule of quantities' (for the Infrastructure Sector, this is outlined in the Guidelines for Implementation of Labour-Intensive Infrastructure Projects under EPWP).

19. Supply Chain Management (SCM) processes

The legislations and policies governing public sector procurement will be adhered to in the implementation of EPWP within the Municipality. The Municipal Finance Management Act (MFMA, 2003) and the Municipal Procurement Policies will apply, unless where the National Treasury has granted the permission to deviate from the stipulated SCM processes. All tender processes shall be aligned to EPWP implementation. The municipality shall issue targets to designers for job creation depending on high level estimates derived from the Guidelines for Labour Intensive Construction.

20. Recruitment of Beneficiaries

The recruitment of beneficiaries will be driven by the Municipality, with support from the Community Structures, Ward Committees and the Mayor's Office through Mayoral Special Programmes to identify vulnerable members. Social Facilitation (rationale) and EPWP beneficiaries must meet the following criteria:

- Be South African citizens with a valid bar-coded ID;
- Residents of the designated area where the project is being implemented;
- Persons from indigent households;
- Households with no income and priority given to one individual per household.
- The recruitment process must be fair and transparent as dictated by the National EPWP Recruitment Guidelines.

21. Wage Rate

The Municipality shall determine, in discussion with all other public bodies undertaking projects within the municipality's geographic coverage area, determine and set suitable EPWP wage rates for workers in the municipality, which is greater than the set EPWP minimum rate and less than the national gazetted minimum rate. The rate may also include consultation with the public on annual basis and shall be published in local news media.

22. Conditions of Employment

EPWP beneficiaries are employed under the conditions of employment stipulated in the Ministerial Determination and Code of Good Practice for EPWP. Full compliance with labour legislation such as Unemployment Insurance Fund (UIF), Compensation of Injuries and Diseases Act (COIDA), and Occupation Health and Safety Act (OHSA) will be adhered to. No person shall be employed on the programme for more than 2 years.

23. EPWP Integrated Grant

Taking the eligibility criteria into account, each unit will identify projects which are eligible to be funded through the Integrated Grant. This may be whole-funded or part-funded from any of the 3 EPWP sectors. Units shall submit their proposed projects to the coordinating unit who will table a list of projects ranked by suitability for implementation during the financial year. The list will be approved by the Municipal Manager who will sign the Incentive Agreement with the National Department of Public Works. The municipality shall monitor implementation of approved projects to ensure that the project meets legislative requirements.

The municipality appreciates the importance of the grant, and commits to utilise the grant to introduce or strengthen best practice EPWP within the municipality. The municipality will therefore follow a structured process in order to identify suitable projects for use of the grant.

24. Branding

Kouga Municipality will make reference to the EPWP Corporate Identity Manual (To ensure that all projects are branded and visible as per National and Provincial guidelines for EPWP branding.) Further to this, Kouga Municipality will adopt a day where Management and Office staff will be encouraged to wear EPWP orange colours, to sensitize members of the public to the programmes.

25. Training

The municipality understands that training is a pivotal component of the EPWP. The Municipality will strive to access various funding options for training, including the National Skills Fund (NSF), and the training for municipal officials in Labour-Intensive work methods to

ensure that municipal projects are designed and implemented in a labour-intensive manner. Training can either be accredited or non-accredited, with a distinction being made between the two in recording the training time. The municipality commits to implementing training through its projects through:

- Ensuring that programme managers are aware of their training responsibility;
- Ensuring that a portion of a project budget is allocated to funding the training where practically possible;
- Developing, implementing and monitoring an annual training strategy which applies a programme approach rather than a project approach;
- Balancing formal training with structured work place learning;
- Selecting relevant training courses which will equip workers with skills that can be used to secure other employment opportunities;
- Identify possible career paths available to workers exiting the EPWP.

26. Enterprise Development

The Municipality, through EPWP Projects, will support the capacitation of SMMEs and emerging contractors, where practically possible, within local communities by facilitating the transfer of sustainable technical, managerial and financial skills through appropriate learnership programmes and SMME development initiatives. The Municipality shall also maximise the percentage of the annual total budget spent and retained within local communities by promoting the procurement of goods and services from local manufacturers, suppliers and service providers.

27. Reporting

The municipality understands that measuring the progress of job creation is pivotal in understanding the success of initiatives. Whilst various reporting is undertaken for EPWP, the municipality understands the need for validated job creation indicators. As such, the municipality will recognize job creation statistics from the National EPWP Reporting System as the source of validated jobs created within the municipality. The municipality will use the reporting system as the source for job creation statistics, to be used in various reporting platforms. All stakeholders shall therefore be held accountable for generating, collating and capturing EPWP job creation information onto the database in accordance with the requirements stipulated by the National Department of Public Works.

In addition, there will be an annual report that will reflect: achievements, challenges and best practices for the reporting period as well as an outline of goals and activities for the following year.

28. Overview of EPWP Projects

The Programme is co-ordinated by the National Department of Public Works (DPW), with the Department of Co-operative Governance and Traditional Affairs (COGTA) acting as the facilitator, as mandated by Cabinet. The Kouga Local Municipality is a contributor to the 6 million full-time equivalent jobs (FTEs) that are to be created by 2023-2024 and further the targets that are set out for the Municipality. The Programme will be implemented by all defined sectors, namely, Infrastructure, Social and Environment/Culture run by the various Kouga Local Municipal operating units.

EPWP incentive has been introduced as part of Phase 4 of this programme to further enhance the creation of EPWP Full-Time Equivalent and work opportunities by Public Bodies (1 Full Time Equivalent = 230 Person days). This was after the realization that NDPW had limited authority in Phase 3 to make Public Bodies meet their targets;

The incentive is paid to eligible Public bodies that meet their thresholds and set targets;

The incentive is an additional source of funds for Public bodies implementing Projects under all sectors of EPWP.

29. Compliance (Endorsement and submission of EPWP Policy)

The Policy will be signed off through Council endorsement.

30. Review of the Policy

The Policy will be reviewed annually and as and when necessary.

KOUGA MUNICIPALITY (EC108)

ORDINARY COUNCIL MEETING

INFRASTRUCTURE & ENGINEERING

DATE: 31 MAY 2023 **ITEM NO: 23/05/I&E6**

RE: REALLOCATION OF MIG FUNDS WITHIN INFRASTRUCTURE AND ENGINEERING DIRECTORATES

1. Introduction

The purpose of this report is to seek approval of reallocation of the internal funds earmarked for MIG and Capital projects.

2. Background

The Infrastructure and Engineering Directorate is seeking the authorization to reallocate funds from two MIG funded projects within the I&E Directorate. The two applicable projects are:

- Hankey Sanitation upgrade
- Loerie Sportsfield upgrade

The motivation is that the projected expenditure on the Loerie Sportsfield is behind programme due to slow progress by the contractor resulting in the expenditure on the project may be approximately R440,000.00 less than what is still left of their 22/23 FY allocation. The expenditure on the Hankey Sanitation project is on schedule, specifically due to the purchasing of the pumps, macerators (sanitation type pump) and generators that make up a huge portion of the overall project cost and expenditure to date.

To ensure that the complete 2022/23 MIG allocation is spent by June 2023, the reallocation is necessary as pointed out above.

The aim is to have no roll-over for the 22/23 FY.

3. Comments by Directorates:

3.1 Director: Infrastructure and Engineering

The temporary reallocation of funds allows for the full expenditure of the MIG allocation.

3.2 Acting Director: Corporate & Digital Services and Deputy Municipal Manager

Item noted

3.3 Director: Planning, Development and Tourism

The recommendation is noted and supported.

3.4 Director: Community Services

Item noted

3.5 Municipal Manager:

Noted

3.6 Chief Financial Officer

Report noted

4. Financial Implications

There is no financial implications as this is only a reallocation of funds within the approved budget.

Project Name	**2022/2023 Approved Budget (Excl. VAT)**	**Actual Expenditure (Excl. VAT) as per certificates processed**	**Available Balance (Excl. VAT)**	**2022/2023 Proposed Adjustments (Excl. VAT)**	**Total Adjusted Budget (Excl. VAT)**
Upgrading of Loerie Sports Facility U-Key: 20220509024215	R4,521,739.00	R2,310,417.09	R2,211,321.91	-R440,000.00	R4,081,739.00
Upgrade Sanitation System of Old Hankey- U-Key: 20190710991734	R13,574,877.00	R11,101,327.60	R2,473,549.03	+440,000.00	R14,014,877.00

For the next financial year the funds (R440 000) will be reverted back as originally planned.

Project Name	**2023/2024 Approved Budget (Excl. VAT)**	**Actual Expenditure (Excl. VAT)**	**Available Balance (Excl. VAT)**	**2023/2024 Proposed Adjustments (Excl. VAT)**	**Total Adjusted Budget (Excl. VAT)**
Upgrading of Loerie Sports Facility 23/24 Draft Budget	R3,057,473.80	R0.00	R3,057,473.80	+R440,000.00	R3,497,473.80

Upgrade Sanitation System of Old Hankey- 23/24 Draft Budget	R12,808,470.14	R0.00	R12,808,470.14	-R440,000.00	R12,368,470.14

5. Legal implications

None.

6. Recommendation

6.1 That the accounting officer request the Executive Mayor to recommend to the Council, by resolution taken by the majority of its full number, and in terms of Section 30(2) of the Local Government: Municipal Structures Act No. 117 of 1998 (as amended), read in conjunction with Section 28 of the Local Government: Finance Management Act, Act 56 of 2003, approves the following proposed amendments to the 2022/2023 and 2024/2025 Capital Budget:

Project Name	**2022/2023 Approved Budget (Excl. VAT)**	**2022/2023 Proposed Adjustments (Excl. VAT)**	**Increase**	**Decrease**
Upgrading of Loerie Sports Facility U-Key: 20220509024215	R4,521,739.00	R4,081,739.00		-R440,000.00
Upgrade Sanitation System of Old Hankey- U-Key: 20190710991734	R13,574,877.00	R14,014,876.63	+R440,000.00	

Project Name	**2023/2024 Approved Budget (Excl. VAT)**	**2023/2024 Proposed Adjustments (Excl. VAT)**	**Increase**	**Decrease**
Upgrading of Loerie Sports Facility 23/24 Draft Budget	R3,057,473.80	R3,497,473.80	+R440,000.00	
Upgrade Sanitation System of Old Hankey- 23/24 Draft Budget	R12,808,470.14	R12,368,470.14		-R440,000.00

Item prepared by: PMU Manager:



Item approved by: Director I & E:



Item noted by the Portfolio Councillor:



Item endorsed by the Municipal Manager:



REPORTS BY THE PORTFOLIO CHAIRPERSON: **COMMUNITY SERVICES**

KOUGA LOCAL MUNICIPALITY
COUNCIL OPEN AGENDA

KOUGA MUNICIPALITY (EC108)

ORDINARY COUNCIL MEETING

COMMUNITY SERVICES

DATE: 31 MAY 2023 **ITEM NO: 23/05/CS1**

REVIEW AND UPDATE OF KOUGA LOCAL MUNICIPALITY DISASTER MANAGEMENT PLAN

1. Purpose

The purpose of this report is to inform Council regarding the review of the Kouga Disaster Management Plan.

2. Background

In terms of Regulation 53 of the Disaster Management Plan for Municipal areas under Chapter 5 of the Disaster Management Act 57of 2002, "Each municipality must, within the applicable Municipal Disaster Management Framework, regularly review and update its plan, and through appropriate mechanism, processes and procedures established in terms of Chapter 4 of the Local Government Municipal Systems Act, (Act No. 32 of 2000) consult with the local community for input to amend the plan accordingly."

The plan was adopted by Kouga council on 30 June 2021 and was due for review in the following financial year.

The notice of the public participation process for the Kouga Disaster Management Plan review was disseminated for comments in various methods.

The Disaster Management Plan remained available for public comments at the following municipal offices and libraries (Jeffreys Bay Municipal Offices, Humansdorp Municipal Offices Francis Bay Municipal Offices, Hankey Municipal Offices, Patensie Municipal Offices, Humansdorp Library, Jeffreys Bay Library, Kruisfontein Library, Ukhanyiso Library, Patensie Library, Loerie Library, Hankey South Library, Hankey North Library, Weston Library, Sewendelaan Library and Thornhill Library) during normal office hours (Mon – Thursday - 7:30 – 16:15 & Friday 07:30 - 15:00) or could be viewed on the Municipal Website www.kouga.gov.za and on the Municipal Notice Boards.

The request for public comment was advertised and closed on 23 September 2022. No public inputs or comments were received during that period, thus it was decided that the plan be workshopped with councillors on 22 March 2023. No amendments were made to the plan at the workshop

3. Comments by Directorates:

3.1 Director: Community Services

Item supported.

3.2 Acting Director: Corporate & Digital Services and Deputy Municipal Manager

Item noted

3.3 Director: Infrastructure and Engineering

Item noted

3.4 Acting Director: Planning, Development and Tourism

The recommendation is noted and supported.

3.5 CFO

Report noted

3.6 Municipal Manager:

Report noted

4. Recommendation

4.1 That it be recommended that the reviewed Kouga Local Municipality Disaster Management Plan be adopted by the Council.

Item prepared by : Manager: Fire and Disaster

Item approved by : Director Community Services

Item Endorsed by : The Municipal Manager

Item noted by : The Portfolio Chairperson

Kouga Local Municipality

KOUGA
local municipality
Good Governance through Service Excellence

Disaster Management Plan

April 2023

Plan Number:	**Date of Approval: 30 June 2021**
Date of Effect: 30 June 2021	**Date of Approval After Review:**

Foreword

This plan was developed to comply with the legislative requirements as contemplated in the Disaster Management Act, No 57 of 2002, Disaster Management Amendment Act, No 16 of 2015 and The Policy Framework for Disaster Risk Management, 2005.

This plan gives effect to the fundamental requirements of the Disaster Management Act. It focuses on providing a co-ordinated and integrated approach to Disaster Management that focuses on preventing or reducing disaster risk and facilitating emergency preparedness to respond to disasters rapidly and effectively.

The focus of Disaster Management is to create a safe and secure environment where the lives and property of people are the central priority.

The purpose of this plan is to give effect to the responsibilities assigned to municipalities in Chapter 5 of the Disaster Management Act.

Foreword by The Executive Mayor



Executive Mayor: Cllr Deon De Vos

The Sarah Baartman District Municipality herewith presents its Disaster Management Plan (DMP) in compliance with Section 53 of the Disaster Management Act, 2002 (Act No. 57 of 2002). The Act requires our Municipality to prepare a Disaster Management Plan for its area according to the prevailing disaster risk and such plan must form an integral part of the municipality's Integrated Development Plan.

Disaster Management is the discipline of dealing with disaster risks. It is a continuous process that consists of four phases namely mitigation, preparedness, response, and recovery. A disaster is a result of the combination of a hazard meeting a vulnerable community with insufficient capacity to cope with its effects.

The time has come for the plans and initiatives related to disaster risk reduction to be in place and finding coherence in Sarah Baartman District Municipality, as the district addresses the important task of implementing robust disaster risk reduction measures to protect its vulnerable communities and its ambitious economic growth.

Historically, disaster management in South Africa, and worldwide, focused on disaster response and relief aid. The Disaster Management Act 2002 clearly articulates that disaster management stakeholders must be ready and equipped to help the community prevent, prepare, respond to, and recover from both natural and man-made disasters.

Accidents and disasters are inevitable. They have caused and will continue to cause human casualties and material/infrastructural damages. However, in the past decades, we have been witnessing a rapid rise in their intensity fuelled by accelerated climatic changes and technological development. The latter in its respect does not always reflect a developed conscience of the risks that it brings about and lacks the necessary level of risk management skills.

South Africa is currently experiencing one of the worst drought disasters in history. Climate change is increasingly affecting the region, causing more extreme weather events and increased frequency and intensity of disaster events.

The Risk Assessment was recently conducted by the District Municipality to be able to develop Disaster Management Plans for the District and its seven Local Municipalities to enhance response and rehabilitation during and after a disaster has occurred.

I would like to further invite relevant stakeholders to join in contributing to Disaster Risk Reduction for our communities.

Honourable Executive Mayor

Statement of commitment by the Executive Mayor of the Kouga Local Municipality



Kouga Executive Mayor: Cllr Horatio Hendricks

Municipalities play a key role in bringing together stakeholders to prevent and manage potential disasters that may befall a region, including minimising the impact a disaster may have on the socio-economic welfare of communities.

To this end Kouga Municipality has compiled the following Disaster Management Plan (DMP), aimed at promoting an integrated and coordinated system of disaster management for the region, with special emphasis on prevention and mitigation by all role-players.

The Kouga region has not been alien to disasters, be it the recent COVID-19 pandemic, drought, floods, run-away fires, or rising sea levels threatening coastal properties and infrastructure.

With climate change expected to increase the frequency and intensity of extreme weather-related occurrences, it is now more important than ever that we stand and act together to keep Kouga safe, serviced and growing.

The political leadership of the institution is fully committed to ensuring a responsive, accountable, efficient, and effective system of disaster management.

Various partnerships are already in place to help reduce the risk of disasters happening and to build the resilience of communities. On behalf of the Kouga Council, I wish to thank each one of these community, business, and government partners for recognising the importance of collective action.

I further wish to thank our Disaster Management officials for facilitating the compilation of this plan. Studies have shown that effective disaster management is critical in ensuring sustained service delivery. The DMP will, therefore, also form an integral part of the municipality's Integrated Development Plan (IDP) going forward.

Honourable Executive Mayor

Statement of commitment by the Municipal Manager of the Kouga Local Municipality



Koura Municipal Manager : Charly Du Plessis

Kouga Local Municipality herewith presents its Disaster Management Plan (DMP) in compliance with Section 53 of the Disaster Management Act, 2002 (Act No. 57 of 2002, DM Act). The Disaster Management act requires our municipality to prepare a disaster management plan for its area according to the predominant disaster risks affecting the area and that such a plan must form an integral part of the municipality's Integrated Development Plan.

Kouga Municipality recognizes the importance of providing services in an efficient and sustainable manner. Studies and observed practical evidence have demonstrated that Disaster Risk Reduction (DRR) is a critical contributor in ensuring sustained service delivery, as it plays a key role in safeguarding lives and infrastructure.

The effects of changes in climate and weather patterns, call for a closer relationship between risk reduction development and management programmes. Within this context, in line with our government's outcomes approach to service delivery and development, our Municipality has committed to ensuring a responsive, accountable, effective, and efficient system of disaster management.

This plan thus seeks to promote an integrated and coordinated system of disaster management with special emphasis on prevention and mitigation by all role players involved in disaster management and communities.

Disaster Risk Management is and will always be everybody's business. We all can have a hand in the reduction of its affects. I commend this plan to all involved in the effort to shape robust communities in our municipalities.

Municipal Manager

Kouga Local Municipality

Preface

This document should be read in conjunction with the Sarah Baartman District Disaster Management Framework and Sarah Baartman Disaster Risk Assessment.

This plan contains the following chapters as contemplated in the National Disaster Management Centre Guidelines:

- Chapter 1: Introduction and background
- Chapter 2: Constitutional, Legislative and Policy Mandates
- Chapter 3: integrated institutional capacity
- Chapter 4: Risk Assessment
- Chapter 5: Disaster Risk Reduction
- Chapter 6: Preparedness planning
- Chapter 7: Response
- Chapter 8: Recovery
- Chapter 9: Testing and review of the plan
- Chapter10: Contact details and reference documents

Careful consideration should be given to the required responsibilities of all local municipal departments and entities towards Disaster Management.

Distribution Record				
No	Department of Person Name and designation	Electronic or printed copy	Date	Signature
1	Director Community Services			
2	Manager Waste & Environment			
3	Manager Parks & Public Amenities			
4	Manager Safety & Security			
5	Manager Fire & Disaster			
6	Disaster Management Specialist			
7	Environmental Specialist			
	Senior Environmental Health Practitioners x2			
8	Director Infrastructure & Engineering			
9	Manager Electrical			
10	Manager Civils			
11	Occupational Health & Safety Specialist			
12				
13				
14				

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List of Abbreviations

Abbreviation	Meaning
AFAM	African Aid Material Curriculum
AIDS	Acquired immunodeficiency syndrome
CBO	Community Based Organisation
COVID-19	Novel Corona Virus 2019
DEFF	Department of Environment Forestry and Fisheries
DM	Disaster Management
DMAF	Disaster Management Advisory Forum
DMF	Disaster Management Framework
GDP	Gross domestic product
IDP	Integrated Development Plan
ISO	International Organization of Standardization
JOC	Joint Operational Centre
KPA	Key Performance Area
MDMC	Municipal Disaster Management Centre
MIG	Municipal Infrastructure Grant
MM	Municipal Manager
NDMC	National Disaster Management Centre
NDMF	National Disaster Management Framework
NGO	Non-governmental organizations
SABS	South African Bureau of Standards
SANS	South African National Standard
SDF	Spatial Development Framework
SWOT	Strengths, Weakness, Opportunities and Threats
UN	United Nations
UNDAC	United Nations Disaster Assessment and Coordination

Terminology

“**adaptation**” means—

(a) in relation to human systems, the process of adjustment to actual or expected climate and its effects, in order to moderate harm or exploit beneficial opportunities; and

(b) in relation to natural systems, the process of adjustment to actual climate and its effects.

“**Climate change**” means a change in the state of the climate that can be identified by changes in the variability of its properties and that persists for an extended period, typically decades or longer.

“**disaster**” means a progressive or sudden, wide- spread or localised, natural, or human-caused occurrence which—

(a) causes or threatens to cause—

(I) death, injury, or disease.

(ii) damage to property, infrastructure, or the environment; or

(iii) significant disruption of the life of a community; and

(b) is of a magnitude that exceeds the ability of those affected by the disaster to cope with its effects using only their own re- sources.

“**Disaster management**” means a continuous and integrated multi-sectoral, multi-disciplinary process of planning and implementation of measures aimed at—

(a) preventing or reducing the risk of disasters.

(b) mitigating the severity or consequences of disasters.

(c) emergency preparedness.

(d) a rapid and effective response to disasters; and

(e) post-disaster recovery and rehabilitation.

“**Disaster risk reduction**” means either a policy goal or objective, and the strategic and instrumental measures employed for—

(a) anticipating future disaster risk.

(b) reducing existing exposure, hazard, or vulnerability; and

(c) improving resilience.

“**District municipality**” means a municipality that has municipal executive and legislative authority in an area that includes more than one municipality, and which is de- scribed in section 155 (1) of the Constitution as a category C municipality;

“**ecosystem**” means a system of relationships be- tween animals and plants and their environment.

“Emergency preparedness” means—

(a) a state of readiness which enables organs of state and other institutions involved in disaster management, the private sector, communities, and individuals to mobilise, organise and pro- vide relief measures to deal with an impending or current disaster or the effects of a disaster; and

(b) the knowledge and capacities developed by governments, professional response and recovery organisations, communities, and individuals to effectively anticipate, respond to and recover from the impacts of likely, imminent or current hazard events or conditions.

"**Integrated development plan**", in relation to a municipality, means a plan envisaged in section 25 of the Local Government: Municipal Systems Act, 2000 (Act No. 32 of 2000).

"Local disaster" means a disaster classified as a local disaster in terms of section 23.

"Local municipality" means a municipality that shares municipal executive and legislative authority in its area with a district municipality within whose area it falls, and which is described in section 155 (1) of the Constitution as a category B municipality;

"**mitigation**", in relation to—

(a) a disaster or disaster risk, means the lessening of the potential adverse impacts of physical hazards, including those that are human- induced, through actions that reduce hazard, exposure, and vulnerability; or

(b) climate change, means a human intervention to reduce the sources or enhance the sinks of greenhouse gases.

"**Municipal disaster management centre**" means a centre established in the administration of a municipality in terms of section 43.

"**Municipal entity**" means a municipal entity defined in section 1 of the Local Government: Municipal Systems Act, 2000.

"**municipality**" means a municipality as contemplated in section 2 of the Local Government: Municipal Systems Act, 2000 (Act No. 32 of 2000).

"**Municipal legislation**" means municipal by-laws.

"**Municipal manager**" means a person appointed as such in terms of section 82 of the Local Government: Municipal Structures Act, 1998 (Act No. 117 of 1998).

"Municipal organ of state" means—

(a) a municipality.

(b) a department or other administrative unit with- in the administration of a municipality, including an internal business unit referred to in section 76 (a) (ii) of the Local Government: Municipal Systems Act, 2000; or

(c) a municipal entity.

"**National disaster management framework**" means the national disaster management framework prescribed in terms of section 6;

"**post-disaster recovery and rehabilitation**" means efforts, including development, aimed at creating a situation where—

(a) normality in conditions caused by a disaster is restored by the restoration, and improvement, where appropriate, of facilities, livelihoods and living conditions of disaster-affected communities, including efforts to reduce disaster risk factors.

(b) the effects of a disaster are mitigated; or

(c) circumstances are created that will reduce the risk of a similar disaster occurring.

"**prevention**", in relation to a disaster, means measures aimed at stopping a disaster from occurring or preventing an occurrence from becoming a disaster.

"**Provincial organ of state**" means a provincial department or provincial public entity defined in section 1 of the Public Finance Management Act, 1999 (Act No. 1 of 1999);

“**Risk assessment**” means a methodology to deter- mine the nature and extent of risk by analysing potential hazards and evaluating existing conditions of vulnerability that together could potentially harm exposed people, property, services, livelihoods and the environment on which they depend;

“**Statutory functionary**” means a person performing a function assigned to that person by national, provincial or municipal legislation;

“v**ulnerability**” means the conditions determined by physical, social, economic, and environmental factors or processes, which increase the susceptibility of a community to the impact of hazards.

Chapter 1: Introduction and background

Disaster management plan

The Kouga Local Municipality prepared this Level 2 Disaster Management Plan, in which the scope, objectives, management issues and other elements pertaining to disaster management are outlined.

The National Disaster Management Framework, Section 3.1.1.2, defines a Level 2 Disaster Management Plan as follows:

"*A Level 2 Disaster Risk Management Plan applies to national, provincial, and municipal organs of state that have established the foundation institutional arrangements and are building the essential supportive capabilities needed to carry out comprehensive disaster risk management activities. It includes establishing processes for a comprehensive disaster risk assessment, identifying, and establishing formal consultative mechanisms for development of disaster risk reduction projects and introducing a supportive information management and communication system and emergency communications capabilities*."

The Plan states actions to prevent and mitigate disasters and how risk reduction measures are dealt with in the long-term as well as managing emergencies in the shorter term. It includes aspects of preparedness, response, and recovery. Provision is also made for the periodic reviews and updates of the plans.

This Plan establishes the arrangements for disaster management within The Kouga Local Municipality and has been prepared in accordance with the requirements of the Disaster Management Act, 57 of 2002 (the Act) and Disaster Management Amendment Act, 16 of 2015.

Section 43 (3) of the Disaster Management Act as amended states:

"*A local municipality must establish capacity for the development and co-ordination of a disaster management plan and the implementation of a disaster management function for the municipality which forms part of the disaster management plan as approved by the relevant municipal disaster management centre."*

This Plan should be read in conjunction with "The Sarah Baartman District Disaster Management Plan", Sarah Baartman Disaster Risk Assessment as well as Provincial and National legislation, policy, and guidelines.

This living document is a collation of information and inputs received from the different stakeholders and need to be constantly reviewed and updated.

The disaster management planning process

The disaster management planning process is depicted in the diagram below. Communication takes place throughout the disaster management planning process and is key to the ultimate acceptance ownership of the plan.:

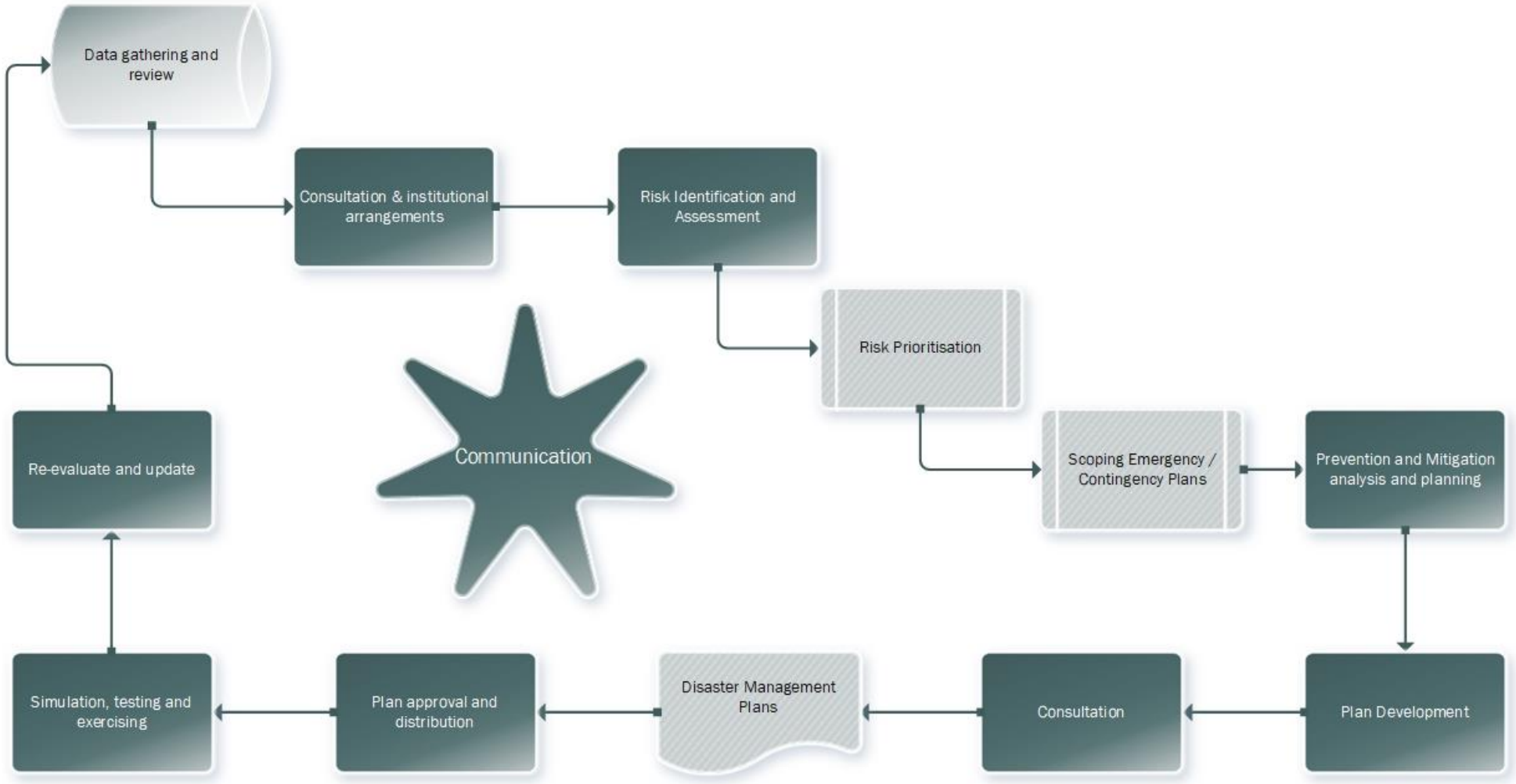


Figure Error! No text of specified style in document.**-1: Disaster Management Planning process**

Stakeholder consultation

Consultations were undertaken with:

Kouga Municipality, 15 October 2019, Jeffreys Bay.
Dr. Beyers Naude Municipality, 16 October 2019, Graaf Reinet.
Ndlambe Municipality, 16 October 2019, Port Alfred.
Blue Crane Route Municipality, 17 October 2019, Somerset East.
Makana Municipality, 17 October 2019, Grahamstown.
Kou-Kamma Municipality, 22 October 2019, Kareedouw.
Sundays River Valley Municipality, 22 October 2019, Kirkwood.
Sarah Baartman District Municipality, 23 October 2019, Port Elizabeth.

During these sessions the contents of the Disaster Management Plan was discussed, and all participants were asked for inputs and comments. The comments received was then reviewed and incorporated into this document.

Municipal Profile

The geographical profile

Kouga Municipality falls within the jurisdiction of Sarah Baartman District Municipality within the Eastern Cape. It comprises the coastal region stretching from the Van Stadens River in the east to the Tsitsikamma River in the west, and the fertile Gamtoos Valley characterised by fertile floodplains associated with low-lying land. Steep and less fertile slopes are also found at the edges of the valley.

There are numerous areas of wetland adjacent to the region's rivers and on the coastal platform. These wetlands are extremely sensitive to disturbances such as agricultural activities and development. The wetlands accommodate high species diversity and fulfil natural water purification and flood retention roles.

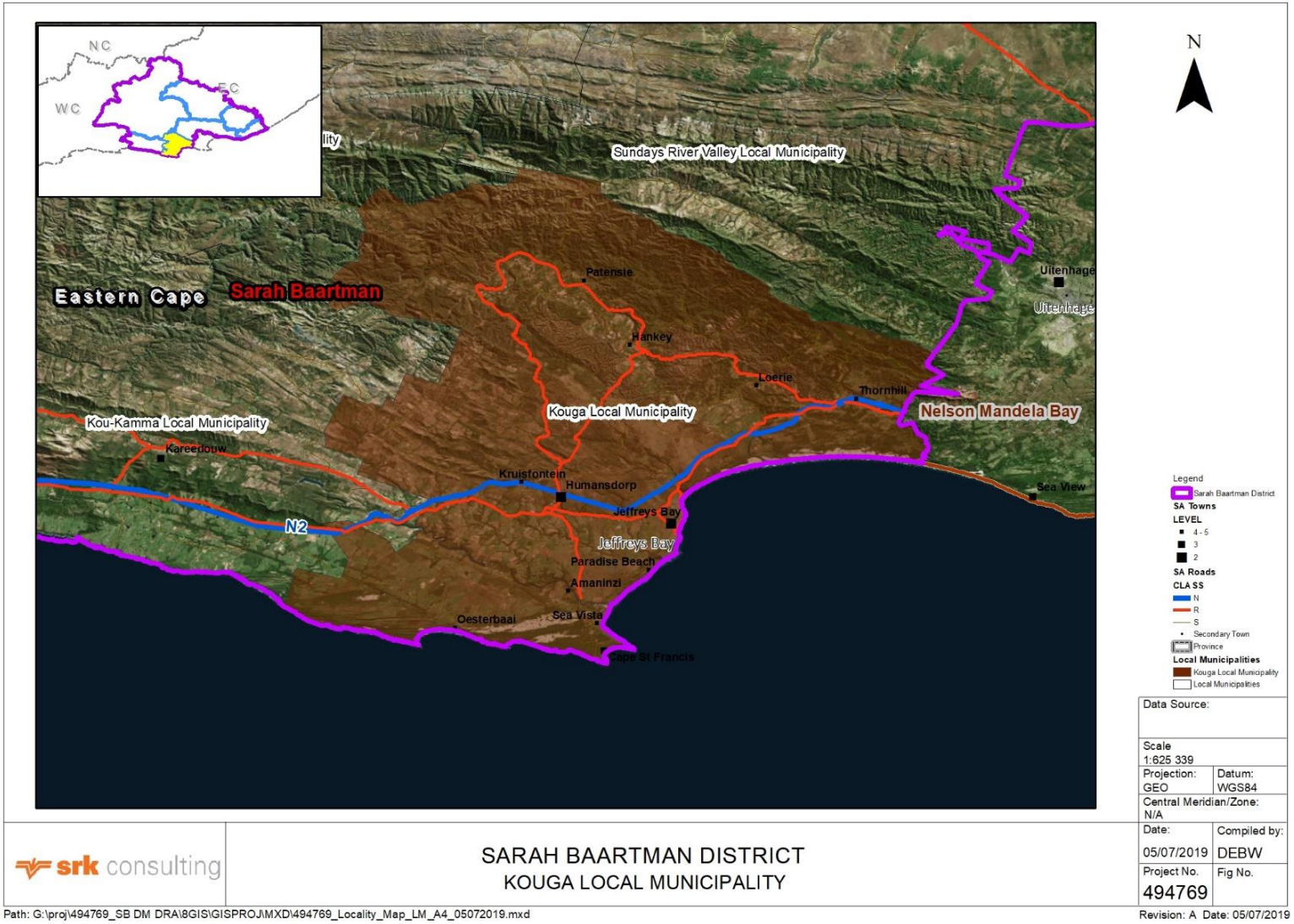


Figure Error! No text of specified style in document.**-2: Kouga Local Municipality location**

There are seven (7) local municipalities within Sarah Baartman District Municipality which includes Dr Beyers Naude, Blue Crane Route, Makana, Ndlambe, Sundays River Valley, Kouga and Kou-Kamma.

Demographic profile – Kouga Local Municipality

Local Municipalities Comprising the Sarah Baartman District

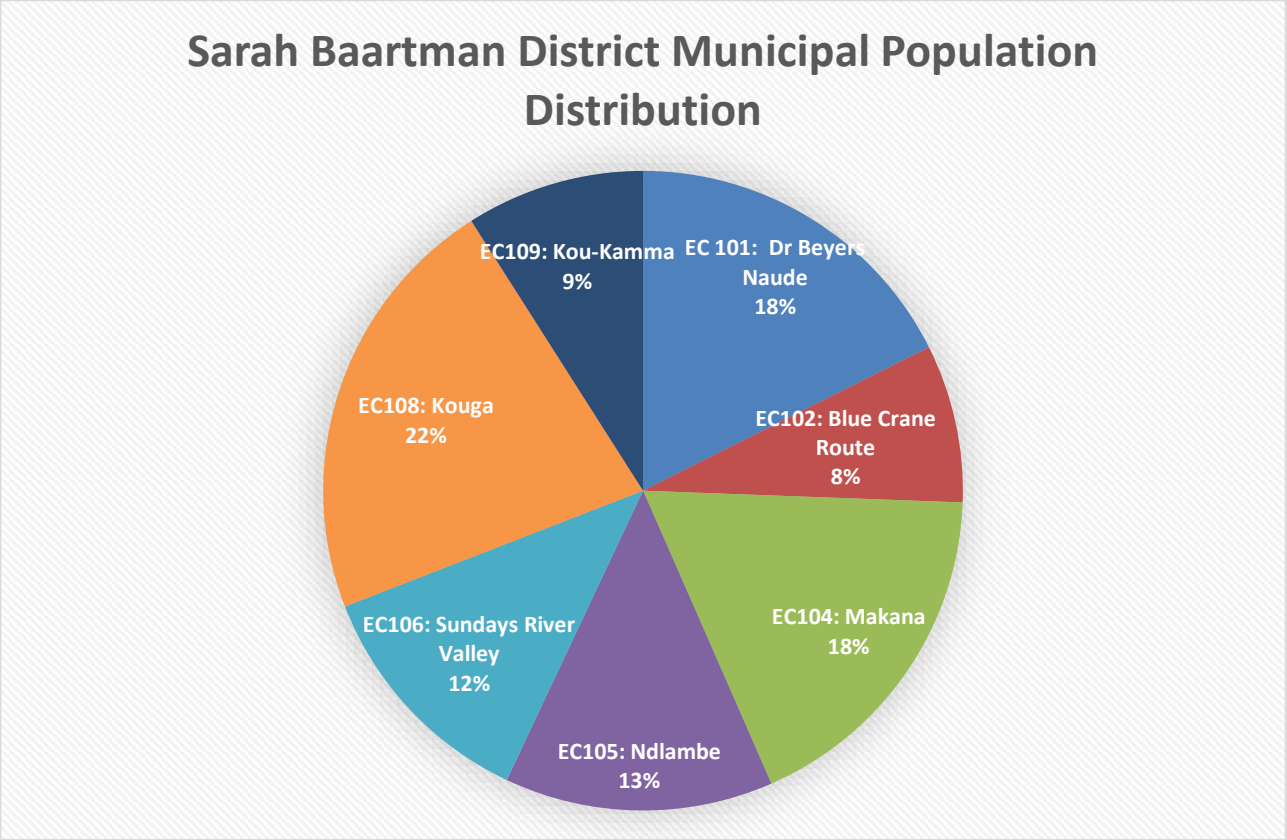


Figure 1-3 Percentage of total population distribution for Sarah Baartman District Municipality (Statistics South Africa, 2012)

Households and population

Table Error! No text of specified style in document.**-1: Kouga Local Census data (Statistics South Africa, 2012) and (Statistics South Africa, 2017)**

	Census 2011	Community Survey 2016
Black African	38274	46974
Coloured	41989	49752
Indian or Asian	245	37
White	17376	16179
Other	674	No data available
Grand Total	98558	112942

Chapter 2: Constitutional, Legislative and Policy Mandates

Constitutional mandates

The primary responsibility for disaster management in South Africa rests with the government.

In terms of section 41(l)(b) of the Constitution of the Republic of South Africa, all spheres of government are required to "*secure the well-being of the people of the Republic*".

Disaster management is listed as a functional area in Part A of Schedule 4 of the Constitution, meaning that both the national and provincial spheres of government are competent to develop and execute laws within this area and have powers and responsibilities in relation to disaster management.

Disaster management has also been 'assigned' to local government through the promulgation of the Disaster Management Act, 2002 (Act no 57 of 2002) as amended by Act 16 of 2015.

National and International Standards

SABS TC 292 (National Disaster Management Committee) is the successor of the ISO / SABS TC 223 Committee in South Africa. The SABS TC 292 drives the development of Disaster Management standards in line with Section 7(2)(c)(iii) of the Disaster Management Act. In executing its disaster management function, the Kouga Local Municipality will take guidance and cognisance from national and international standards on disaster management, including SANS 10263-1, 2 and 3.

Legislative requirements

The legal and policy requirements for a disaster management plan

The Act calls and/or makes provision for a range of actions to be taken by a Local municipality that has, in accordance with legislation established a Disaster Management Centre.

These actions include:

Establishment and implementation of a Disaster Management Framework.

Appointment of a Head of the Centre and suitably qualified staff.

Adhere to requirements of assistance and communication with National and Provincial Disaster Management Centres.

Promote prevention and mitigation.

Monitor and measure performance of disaster management plans.

Assess and classify events as disasters.

Annual reporting.

Establishment of an Advisory Forum; and

Formulating disaster management plans.

Section 53 of the Act, requires the following pertaining municipal disaster management plans:

"(1) Each municipality must—

(a) conduct a disaster risk assessment for its municipal area.

(b) identify and map risks, areas, ecosystems, communities, and households that are exposed or vulnerable to physical and human-induced threats.

(c) prepare a disaster management plan setting out-

(i) the way in which the concept and principles of disaster management are to be applied in its municipal area, including expected climate change impacts and risks for the municipality.

(ii) its role and responsibilities in terms of the national, provincial or municipal disaster management framework.

(iii) its role and responsibilities regarding emergency response and post-disaster recovery and rehabilitation.

(iv) its capacity to fulfil its role and responsibilities.

(v) particulars of its disaster management strategies; and

(vi) contingency strategies and emergency procedures in the event of a disaster, including measures to finance these strategies.

(d) co-ordinate and align the implementation of its plan with those of other organs of state and institutional role-players.

(e) provide measures and indicate how it will invest in disaster risk reduction and climate change adaptation, including ecosystem and community-based adaptation approaches.

(f) develop early warning mechanisms and procedures for risks identified in the municipal area; and

(g) regularly review and update its plan.".

Important to note are the requirements (by the Act, as amended) for disaster management planning by Municipal Organs of State other than Municipalities. According to the National Disaster Management Framework a: *"organ of state" means— (a) any department of state or administration in the national, provincial or local sphere of government; or (b) any other functionary or institution— (i) exercising a power or performing a function in terms of the Constitution or a provincial constitution; or (ii) exercising a public power or performing a public function in terms of any legislation, but does not include a court or a judicial officer;*

Section 52 further elaborates on the requirement.

"52. Preparation of disaster management plans by municipal organs of state other than municipalities. —

(1) Each municipal organ of state other than a municipality must—

(a) conduct a disaster risk assessment for its functional area.

(b) identify and map risks, areas, ecosystems, communities and households that are exposed or vulnerable to physical and human-induced threats.

(c) prepare a disaster management plan setting out—

(i) the way in which the concept and principles of disaster management are to be applied in its functional area, including expected climate change impacts and risks for that municipal entity or administrative unit.

(ii) its role and responsibilities in terms of the national, provincial or municipal disaster management framework.

(iii) its role and responsibilities regarding emergency response and post-disaster recovery and rehabilitation.

(iv) its capacity to fulfil its role and responsibilities.

(v) particulars of its disaster management strategies; and

(vi) contingency strategies and emergency procedures in the event of a disaster, including measures to finance these strategies.

(d) co-ordinate and align the implementation of its plan with those of other organs of state and institutional role-players.

(e) provide measures and indicate how it will invest in disaster risk reduction and climate change adaptation, including ecosystem and community-based adaptation approaches.

(f) develop early warning mechanisms and procedures for risks identified in its functional area; and

(g) regularly review and update its plan.".

(2) (a) A municipal [entity] organ of state referred to in subsection (1) must submit a copy of its disaster management plan, and of any amendment to the plan, to the [National Centre and the] relevant [provincial and] municipal disaster management [centres] centre.

(b) If a municipal [entity] organ of state fails to submit a copy of its disaster management plan or of any amendment to the plan in terms of paragraph (a), the [National Centre or] relevant [provincial or] municipal Disaster Management Centre must report the failure to the executive mayor or mayor, as the case may be, of the municipality concerned, who must take such steps as may be necessary to secure compliance with that paragraph, including reporting the failure to the municipal council.".

Once the above plans have been developed by all Municipal Organs of State, they will further inform this Local Municipal Disaster Management Plan.

Of further importance to note are the stipulations of section 54 of the Act:

"54. Responsibilities in event of local disaster. —

(1) Irrespective of whether a local state of disaster has been declared in terms of section 55-

(a) the council of a metropolitan municipality is primarily responsible for the co-ordination and management of local disasters that occur in its area; and

(b) the council of a district municipality, acting after consultation with the relevant local municipality, is primarily responsible for the co-ordination and management of local disasters that occur in its area.

(2) A district municipality and the relevant local municipality may, despite subsection (1)(b), agree that the council of the local municipality assumes primary responsibility for the co-ordination and management of a local disaster that has occurred or may occur in the area of the local municipality.

(3) The municipality having primary responsibility for the co-ordination and management of a local disaster must deal with a local disaster

(a) in terms of existing legislation and contingency arrangements, if a local state of disaster has not been declared in terms of section 55(1); or

(b) in terms of existing legislation and contingency arrangements as augmented by by-laws or directions made or issued in terms of section 55(2) if a local state of disaster has been declared.

(4) This section does not preclude a national or provincial organ of state, or another municipality or municipal organ of state from aiding a municipality to deal with a local disaster and its consequences."

The above section implies that a municipality's council is responsible for all disastrous incidents (i.e. incidents that, as per the definition of a disaster according to the act, cannot be dealt with by those affected by it using only their own resources) irrespective of whether a state of disaster has been declared. It should however be implemented in collaboration with the local municipality(s) in who's jurisdiction the incident occurs.

Regulations In terms of Act 57 of 2002

National, Provincial and Municipal may make regulations in terms of:

Section 27(2) National.
Section 41(2) Provincial; and
Section 55(2) Municipal.

The National Covid 19 regulations issued during the National Disaster in 2020 was issued under Section 27 of the Disaster Management Act

Section 55(2) and (3) states the following: *"If a local state of disaster has been declared in terms of subsection (1), the municipal council concerned may, subject to subsection (3), make by-laws or issue directions, or authorise the issue of directions, concerning—*

(a) the release of any available resources of the municipality, including stores, equipment, vehicles

and facilities.

(b) the release of personnel of the municipality for the rendering of emergency services.

(c) the implementation of all or any of the provisions of a municipal disaster management

plan that are applicable in the circumstances.

(d) the evacuation to temporary shelters of all or part of the population from the disaster stricken

or threatened area if such action is necessary for the preservation of life.

(e) the regulation of traffic to, from or within the disaster-stricken or threatened area.

(f) the regulation of the movement of persons and goods to, from or within the disaster stricken

or threatened area.

(g) the control and occupancy of premises in the disaster-stricken or threatened area.

(h) the provision, control, or use of temporary emergency accommodation.

(i) the suspension or limiting of the sale, dispensing or transportation of alcoholic beverages in the disaster-stricken or threatened area.

(j) the maintenance or installation of temporary lines of communication to, from or within the disaster area.

(k) the dissemination of information required for dealing with the disaster.

(l) emergency procurement procedures.

(m) the facilitation of response and post-disaster recovery and rehabilitation; or

(n) other steps that may be necessary to prevent an escalation of the disaster, or to alleviate, contain and minimise the effects of the disaster.

(3) The powers referred to in subsection (2) may be exercised only to the extent that this is necessary for the

purpose of—

(a) assisting and protecting the public.

(b) providing relief to the public.

(c) protecting property.

(d) preventing or combating disruption; or

(e) dealing with the destructive and other effects of the disaster."

International guidelines

Disaster management in the Kouga Local Municipality will be implemented in line with provincial, national, and international guidelines.

The Sendai Framework for Disaster Risk Reduction 2015-2030 aims to achieve the substantial reduction of disaster risk and losses in lives, livelihoods, and health and in the economic, physical, social, cultural and environmental assets of persons, businesses, communities and countries over the next 15 years.

The Framework was adopted at the Third UN World Conference on Disaster Risk Reduction in Sendai, Japan, on March 18, 2015.

The Framework outlines seven clear targets and four priorities for action to prevent new and reduce existing disaster risks:

1. Understanding disaster risk.
2. Strengthening disaster risk governance to manage disaster risk.
3. Investing in disaster reduction for resilience and.
4. Enhancing disaster preparedness for effective response, and to "Build Back Better" in recovery, rehabilitation, and reconstruction.

The Sendai Framework targets are:

1. Substantially reduce global disaster mortality by 2030, aiming to lower the average per 100,000 global mortality rates in the decade 2020–2030 compared to the period 2005–2015;
2. Substantially reduce the number of affected people globally by 2030, aiming to lower the average global figure per 100,000 in the decade 2020–2030 compared to the period 2005–2015;9.
3. Reduce direct disaster economic loss in relation to global gross domestic product (GDP) by 2030.
4. Substantially reduce disaster damage to critical infrastructure and disruption of basic services, among them health and educational facilities, including through developing their resilience by 2030.
5. Substantially increase the number of countries with national and local disaster risk reduction strategies by 2020.
6. Substantially enhance international cooperation to developing countries through adequate and sustainable support to complement their national actions for implementation of the present Framework by 2030.
7. Substantially increase the availability of and access to multi-hazard early warning systems and disaster risk information and assessments to people by 2030.

The role of disaster management in South Africa and requirements of the Disaster Management Act

The approach to disaster risk in South Africa has undergone major reform since 1994, when government took the decision to move away from the prevailing philosophy and practice that disasters were inevitable and could only be dealt with once they had occurred. As early as 1990, South Africa had aligned itself with new international developments in the field of disaster management. These included an emphasis on the use of disaster risk reduction strategies to build resilience and promote sustainable livelihoods among ‘at risk’ individuals, households, communities, and environments.

A wide process of consultation was embarked upon, which culminated in the publication of the Green Paper, in 1998, and the White Paper on Disaster Management, which was gazetted in 1999. Based on these documents, the Disaster Management Act, Act 57 of 2002 was promulgated in 2002. In terms of a proclamation in Government Gazette, Vol. 465, No. 26228 of 31 March 2004, the President proclaimed 1 April 2004 as the date of commencement of the Act in the national and provincial spheres and 1 July 2004 in the municipal sphere. Subsequent to this the Act has been amended in 2015 and the amendments were incorporated into this plan.

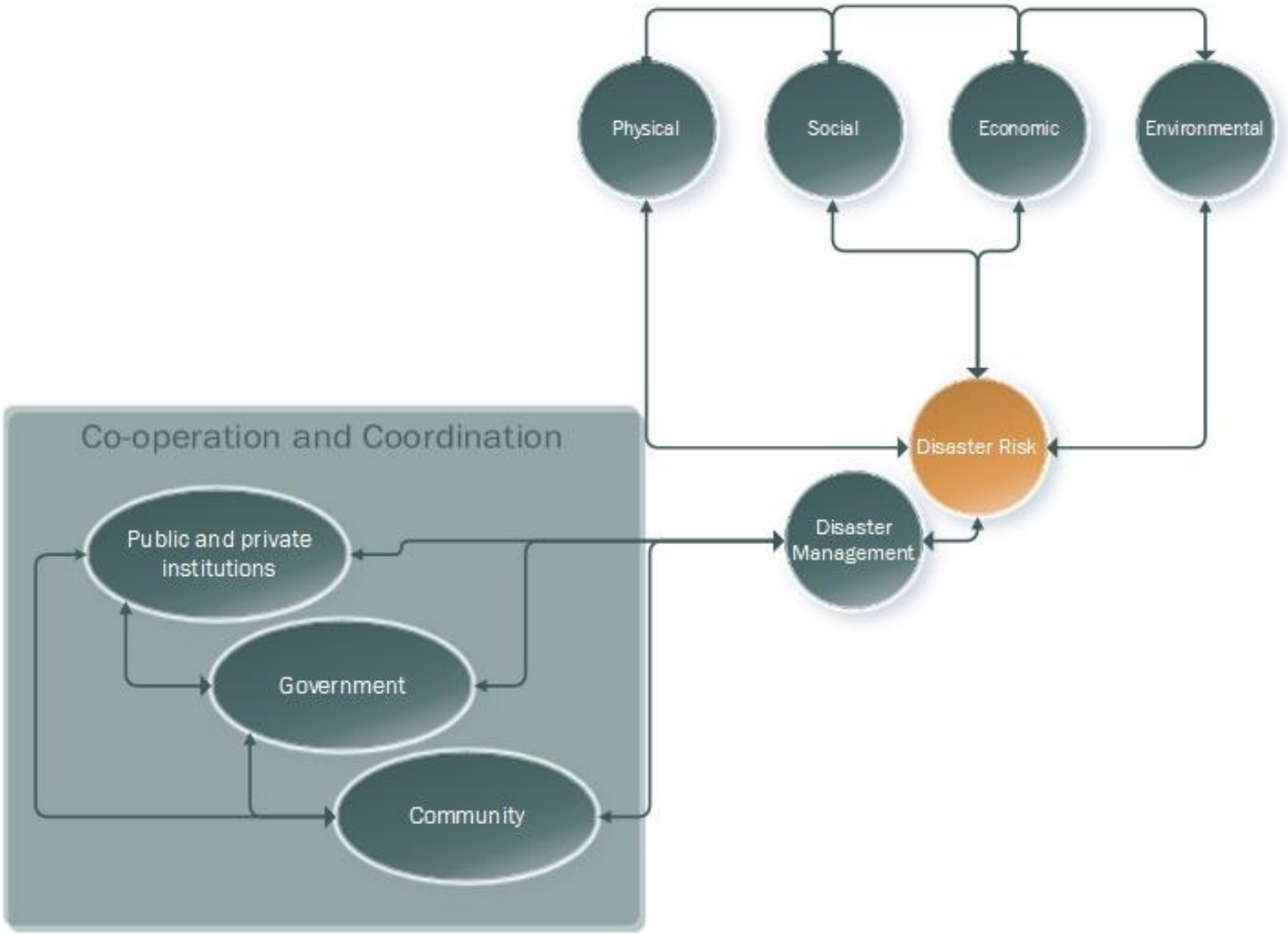
In giving effect to the fact that disaster management is the responsibility of a wide and diverse range of role players and stakeholders, the Act emphasises the need for uniformity in approach and the application of the principles of co-operative governance. In this regard, it calls for an integrated and coordinated disaster management policy, which focuses on risk reduction as its core philosophy. In order to achieve consistency

in approach and uniformity in the application of the Act, section 6 of the Act mandates the Minister to prescribe a national disaster management framework. In accordance with this mandate, the National Disaster Management Framework (NDMF) was gazetted on 29 April 2005 (Government Gazette, Vol. 478, No. 27534). The Act was amended in 2015 and these amendments have been incorporated into this plan.

In terms of section 41(1)(b) of the Constitution of the Republic of South Africa, act 108 of 1996, all spheres of government are required to 'secure the well-being of the people of the Republic. According to Part A, Schedule 4, disaster management is a functional area of concurrent national and provincial legislative competence. However, section 156(4) of the Constitution does provide for the assignment to a municipality of the administration of any matter listed in Part A Schedule 4 which necessarily relates to local government if that matter would most effectively be administered locally and if the municipality has the capacity to administer it. The assignment of the function must, however, be by agreement and may be subject to certain conditions.

In this context, Schedules 4 and 5 of Part B of the Constitution require local government to provide for functions which are closely linked to disaster management. In particular, section 152(1)(d) requires local government to 'promote a safe and healthy environment'. It is in this context then that the Minister has elected to assign the function, by way of national legislation, to municipalities. Accordingly, in terms of the Act, the function is assigned to the Municipal Council of the Kouga Local Municipality through agreement with the Sarah Baartman District Municipality.

The field of disaster management covers a broad spectrum and affects a range of role players. The integration and context of disaster management in the country is further indicated in the diagrams below:



Error! No text of specified style in document.**-3: Integration of Disaster Management**

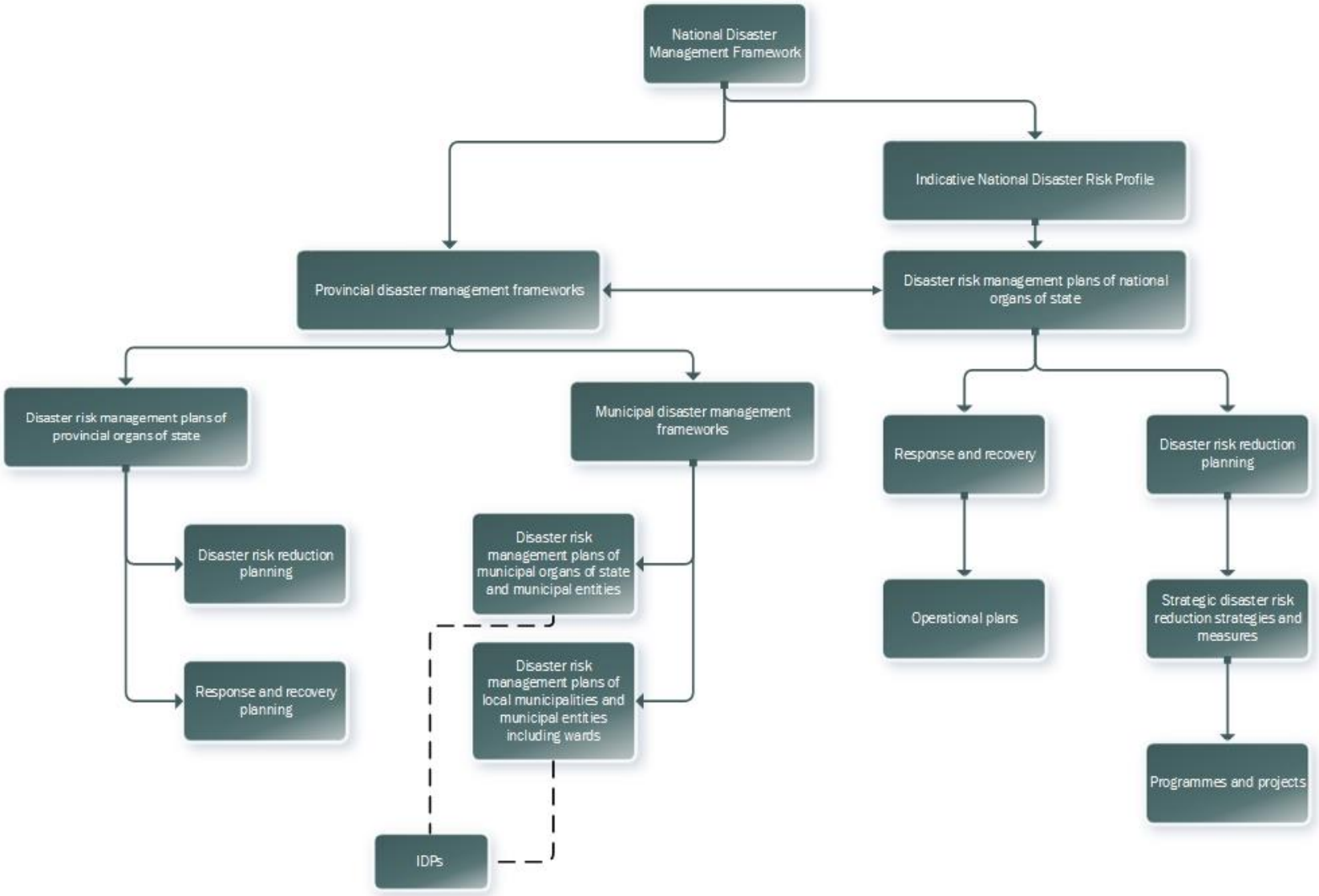


Figure Error! No text of specified style in document.**-4: National, provincial, and municipal disaster management frameworks and disaster management plans across the spheres of government**

It should be noted that a disaster management framework acts as the foundational policy guideline *(Section 3.1.1.1 of the National Disaster Management Framework)* for ***what*** needs to be addressed through the disaster management efforts in The Kouga Local Municipality and the disaster management plans specifies in more detail ***how*** these requirements and policies are implemented.

The link with sustainable development

The aim of the Integrated Development Plans (IDP) of the Kouga Local Municipality is to promote sustainable development and uses the spatial development framework (SDF) to visualize future development.

In terms of Section 26(g) of the Municipal Systems Act, 200, Act 32 of 2000, a Municipality's IDP must contain a disaster management plan. Development projects in the Municipality, as contained in the Municipality's IDP, is thus interlinked with disaster management planning and activities. Risk reduction projects identified as part of disaster management planning, such as those identified in this plan and the contingency plans developed and risk assessments should be included into the local Municipal IDP as the IDP focuses on sustainable development.

The 2030 Agenda for Sustainable Development Goals (United Nations, 2019) were adopted by the member states of the United Nations in 2015. The idea behind this adoption is for member states to work towards a world that enjoys peace and success and also that this continues into the future.

In order to achieve this, 17 Sustainable Development Goals were agreed to.



Figure Error! No text of specified style in document.**-5: Sustainable Development Goals**

Goal 1. End poverty in all its forms everywhere

This goal is aimed at eliminating extreme poverty deemed to be people living on less than $1.25 per day by 2030. The goal further aims at reducing poverty of men, women, and children, of all ages and across all nationalities, by at least half. It also looks at providing "social protection systems and measures for all".

Goal 2. End hunger, achieve food security and improved nutrition and promote sustainable agriculture.

The target by 2030 is to end hunger and ensure that all people have access to sufficient food. This would go hand in glove with increasing agricultural activity by 50% and ensuring that the income of small-scale farmers

is increased. The aim is further to ensure that there is sustainable food production across all systems and that this positively impacts on climate change adaptation.

Goal 3. Ensure healthy lives and promote well-being for all at all ages.

The target is to reduce the global maternal mortality rate and to end preventable deaths in newly born babies as well as in children under 5 years of age. The targets also aim at ending "*AIDS, tuberculosis, malaria and neglected tropical diseases and combat hepatitis, water-borne diseases and other communicable diseases*."

Goal 4. Ensure inclusive and equitable quality education and promote lifelong learning opportunities for all.

The targets are all related to primary and secondary education being made available to all people including women, persons with disabilities, indigenous people, "children in vulnerable situations" and for increasing skills levels so that gainful employment is made possible. All this needs to be done by also improving the number of qualified teachers.

Goal 5. Achieve gender equality and empower all women and girls.

The targets associated with this goal include the ending of discrimination of women and girls, the ending of all violence against them, ensuring that women have equal opportunity and rights across all sectors of society as well as leadership roles.

Goal 6. Ensure availability and sustainable management of water and sanitation for all.

The targets aim to achieve, by 2030, access to safe, affordable drinking water while providing equitable sanitation and hygiene while also giving attention to the needs to women and girls. The targets also consider the water-related eco-systems and the protection of mountains, forests, wetlands, and the like.

Goal 7. Ensure access to affordable, reliable, sustainable, and modern energy for all.

The targets, by 2030, aim to ensure that there are energy services that all people can access and that much of it is obtained through renewable energy processes.

Goal 8. Promote sustained, inclusive, and sustainable economic growth, full and productive employment and decent work for all.

The 2030 aim is to increase economic growth, to increase economic productivity by doing things differently including by means of diversification and innovation and to achieve a position where all men and women and the youth have jobs in either the formal or informal sectors.

Goal 9. Build resilient infrastructure, promote inclusive and sustainable industrialization and foster innovation.

The targets for 2030 include the development of quality, sustainable and resilient infrastructure for economic development to occur and for it to be sustained. This goal also targets the achievement of maintainable and robust infrastructure development in developing countries.

Goal 10. Reduce inequality within and among countries.

The targets here are related to achievement of equality, across all sectors, as it relates to social, economic, and political inclusion.

Goal 11. Make cities and human settlements inclusive, safe, resilient, and sustainable.

The targets for 2030 include that access to adequate, safe, affordable housing and basic services is achieved and that slums and upgraded so that human dignity prevails.

Goal 12. Ensure sustainable consumption and production patterns.

The targets include the achievement of sustainable management and use of natural resources. This would improve the health of the environment as well as of humans.

Goal 13. Take urgent action to combat climate change and its impacts.

The targets are related to climate change and to increasing climate change adaptation and there-by reducing climate related hazards and reducing natural disasters.

"*Acknowledging that the United Nations Framework Convention on Climate Change is the primary international, intergovernmental forum for negotiating the global response to climate change*."

Goal 14. Conserve and sustainably use the oceans, seas, and marine resources for sustainable development.

The targets here aim to reducing marine pollution. This includes marine debris like single use plastic found in the oceans and inside the bodies of fish and other marine and water using animals. It also includes ending overfishing and the incorrect use of all water sources while increasing sustainable use of water resources.

Goal 15. Protect, restore and promote sustainable use of terrestrial ecosystems, sustainably manage forests, combat desertification, and halt and reverse land degradation and halt biodiversity loss.

The targets here relate to adherence to international agreements in respect of conservation, restoration and the "sustainable use of terrestrial and inland freshwater ecosystems and their services, in particular forests, wetlands, mountains and drylands". The targets also consider reversing desertification and restoring land that has been degraded, through natural and other means like droughts and floods.

Goal 16. Promote peaceful and inclusive societies for sustainable development, provide access to justice for all and build effective, accountable and inclusive institutions at all levels.

The target aims to meaningfully reduce violence, and violent deaths in all forms. It also looks at ending violence against children, including exploitation, trafficking, and abuse. The targets include reducing funding of weapons, reducing corruption, and developing institutions which are accountable.

Goal 17. Strengthen the means of implementation and revitalize the global partnership for sustainable development.

These targets relate to finance, technology, capacity-building, trade, and systemic issues. They deal, in part, with developing nations strengthening their systems for tax collection, servicing international commitments, and attaining long-term debt sustainability. On the technology front the targets aim to achieve "*cooperation on and access to science, technology and innovation*." The target also aims to improve international assistance for capacity-building in developing countries so that their sustainable development goals can be achieved. The systemic issues to be addressed and achieved include sustainable development through the consistence of policy implementation, being involved in multi-stakeholder partnerships and in so doing sharing knowledge, goals, technology, and financial resources, increasing the use and availability of data which is separated by issues of gender, age, geography or any other cause. (United Nations, 2019)

Chapter 3: Integrated institutional capacity

Institutional Arrangements

The Status of Disaster Management in Kouga Local Municipality

The Kouga Local Municipality has the following in place:

District Disaster Management Framework
A Disaster Management Plan (2015)
A Disaster Management Plan (this document)
Various Hazard-specific contingency plans
A Local Disaster Management Advisory Forum
24 Hour emergency call centre
An established Disaster Management Volunteer Unit
A Database of volunteers, private sector stakeholders, CBOs, and NGO
An (District Based) integrated Disaster Management information system procured and implemented.

An overview of the arrangements for integrated institutional capacity for disaster management in the municipality

The disaster management function and Kouga Local Disaster Management Centre / Office in the municipality resort under the Community and Emergency Management Services Cluster.

The organogram below indicates the main disaster management-related structure within the municipality.

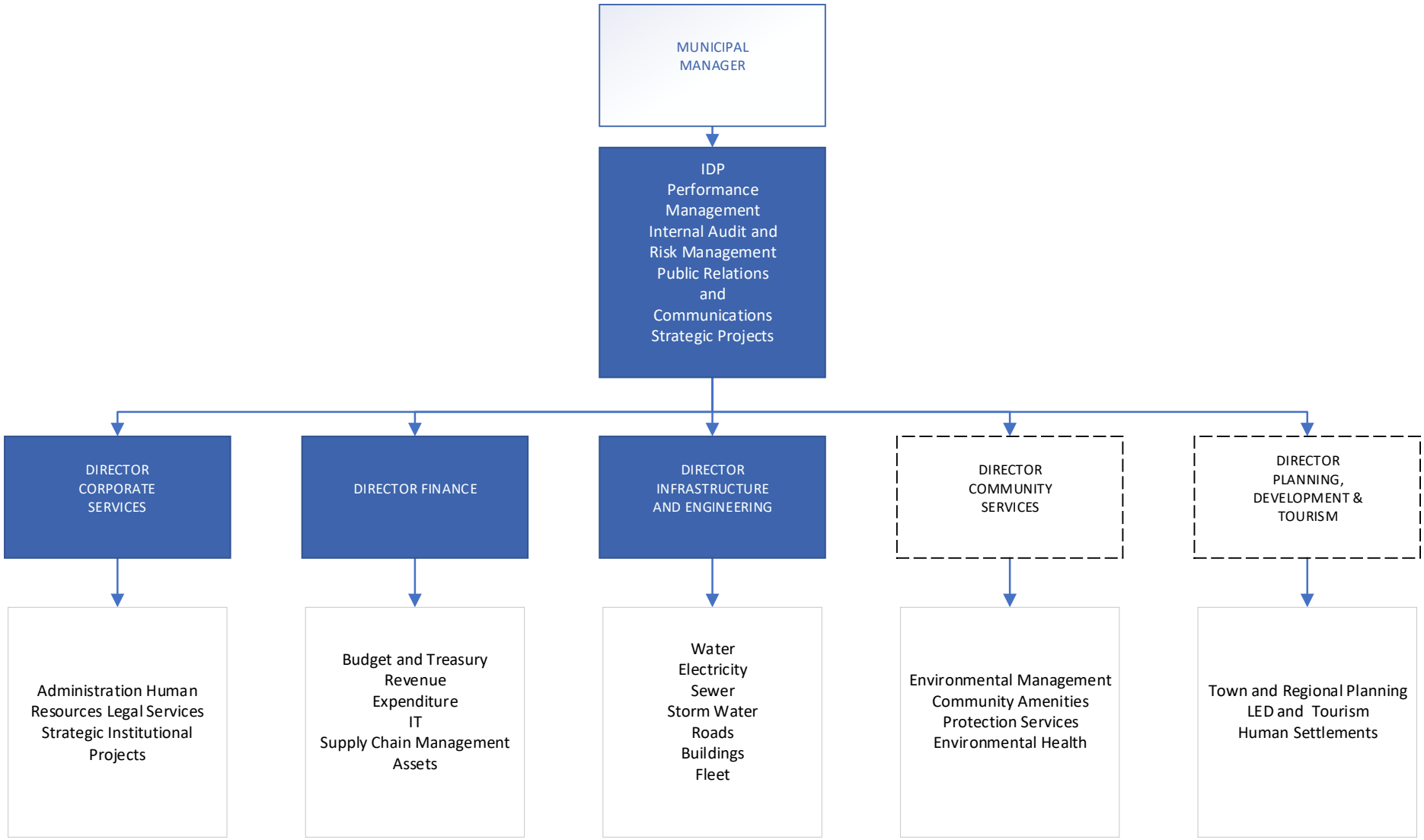


Figure Error! No text of specified style in document.**-6: Municipal Top structure**

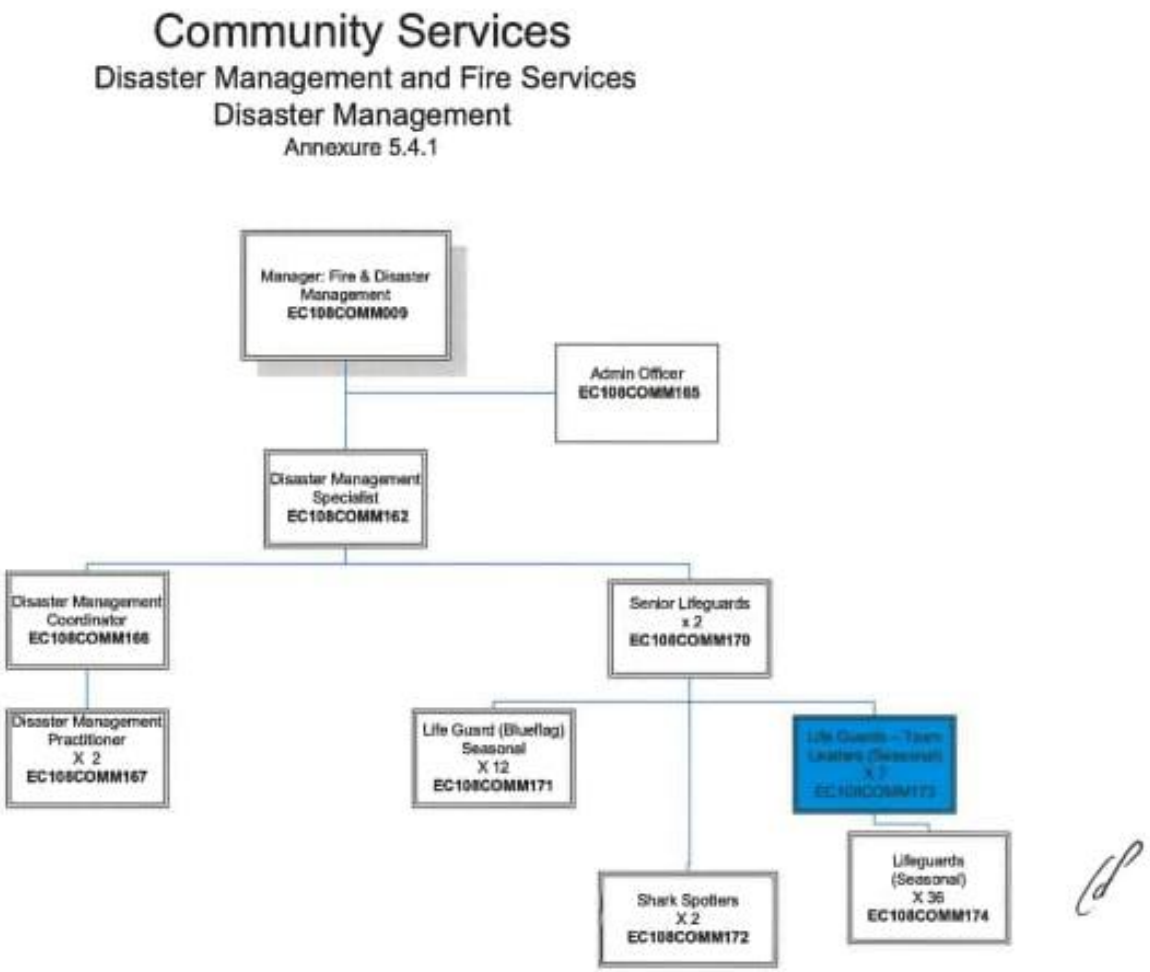


Figure Error! No text of specified style in document.**-7: Disaster Management Structure**

An overview of the arrangements for integrated institutional arrangements, as prescribed by the National Disaster Management Framework is summarised in the diagram below.

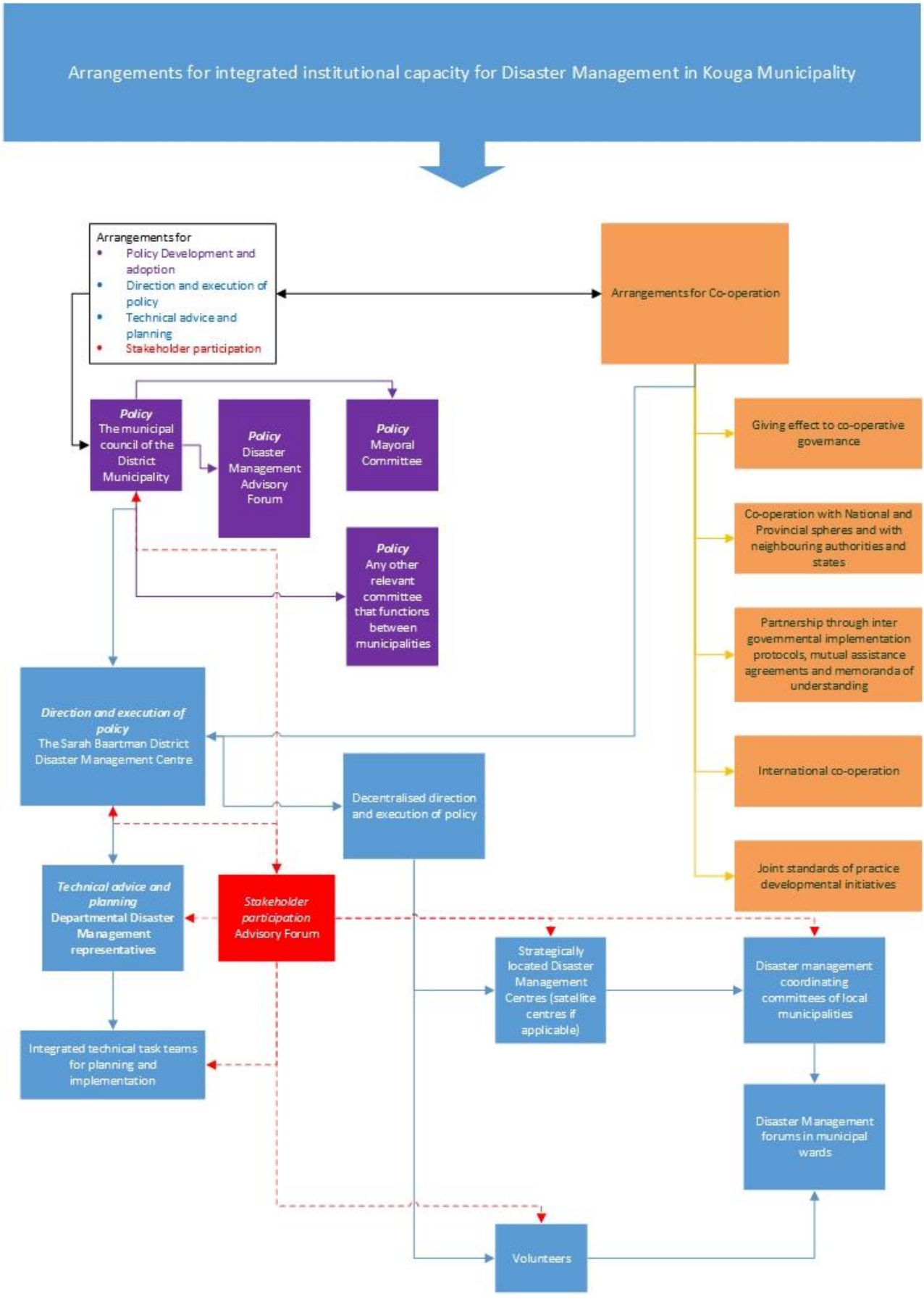


Figure Error! No text of specified style in document.**-8: integrated institutional arrangements for disaster management**

The District Municipal Disaster Management Centre

The District Municipal Disaster Management Centre (MDMC) is located at Govan Mbeki Street in Port Elizabeth.

The Disaster Management Unit / Centre falls under Department of Infrastructure Development and Community Services. The purpose of the Centre is to promote integrated, coordinated, and multi-disciplinary Disaster Management and Fire Services.

The Disaster Management Centre for the District Municipality has a 24-hour control room and an Information System.

The function of firefighting is administered within the Disaster Management Centre and includes:

Planning, co-ordination and regulation of fire services throughout the Sarah Barman District.
Provision of specialized firefighting services such as mountain, veld, and chemical services.
Coordinating of the standardization of infrastructure, vehicles, equipment, and procedure; and
Training of fire officers.

The District Municipality enters into a Performance Partnership Service Level Agreement with its seven Local Municipalities annually to perform firefighting services on an agency basis.

The District Municipality is implementing specific projects such as (amongst others) construction of fire stations, emergency response centres, purchase of firefighting response vehicles, standardization of fire hydrants. The funds are budgeted annually for Disaster Management and Fire Services for projects and operational related costs.

To optimally perform all statutory responsibilities and to execute all directives of the Districts Disaster Management Framework, Sarah Baartman District Municipal Disaster Management Unit / Centre must be adequately resourced in terms of personnel and infrastructure. The NDMC provides guidance in this regard, by setting out the minimum standards required for setting up a Disaster Management Centre (The National Disaster Management Centre, 2008).

The Head of the Municipal Disaster Management Centre

In terms of section 45(1) of the Act, the municipal council must appoint a suitably qualified person as head of the municipal Disaster Management Centre. The appointment is subject to the applicable provisions of the Local Government: Municipal Systems Act No. 32 of 2000 (known as the Systems Act). The Head of the Centre should be appointed / situated at senior management level.

The head of the Sarah Baartman District Municipal Disaster Management Centre is responsible for the functioning of the Disaster Management Centre and the exertion of its powers and the performance of its duties. In this regard, the head takes all the decisions of the centre, except decisions taken by another person as a result of a delegation by the Head of the Centre. The head performs the functions of office in accordance with section 44 of the Act.

The Head of the Centre performs the functions of office:

in accordance with the National Disaster Management Framework and the key responsibilities prescribed in the National Disaster Management Framework.
in accordance with the disaster management policy framework of the Eastern Cape Province.
in accordance with the Disaster Management Policy Framework of the Sarah Baartman District Municipality.
subject to the municipal council's IDP and other directions of the council; and
in accordance with the administrative instructions of the municipal manager.

Delegation or assignment of the powers of the Head of the Centre

The Head of the Centre may, in writing, delegate any of the powers or assign any of the duties entrusted to the municipal centre in terms of the Act to a member of staff of the Municipal Disaster Management Centre. The District Municipal Manager must give effect to such delegation or assignment of powers. Such delegation is, however, subject to limitations or conditions that the Head of the Centre may impose. Such delegation or assignment does not divest the head of the Municipal Disaster Management Centre of the responsibility concerning the exercise of the delegated power or the performance of the assigned duty.

The Head of The Municipal Disaster Management Centre may confirm, vary, or revoke any decision taken in consequence of a delegation or assignment, but no such variation or revocation of a decision may detract from any rights that may have accrued as a result of such a decision.

Capacity Requirements

Section 43 of the Disaster Management Act of 2002, as amended, requires that:

"43. Establishment. — (1) Each metropolitan and each district municipality must establish in its administration a disaster management centre for its municipal area.

(2) A district municipality—

(a) must establish its disaster management centre after consultation with the local municipalities within its area; and

(b) may operate such centre in partnership with those local municipalities.

(3) A local municipality must establish capacity for the development and co-ordination of a disaster management plan and the implementation of a disaster management function for the municipality which forms part of the disaster management plan as approved by the relevant municipal disaster management centre.

(4) A local municipality may establish a disaster management centre in consultation with the relevant district municipality in accordance with the terms set out in a service level agreement between the two parties, in alignment with national norms and standards."

The strengths, weaknesses, opportunities, and threats for disaster management in the Kouga Local Municipality

Table Error! No text of specified style in document.**-2: strengths, weaknesses, opportunities, and threats for disaster management in the Kouga Local Municipality (SWOT)**

SWOT Analysis	
STRENGTHS	**THREATS**
Mayor and MM pro disaster management Commitment of municipal area to Disaster Management Willingness to participate Support from the District.	Ageing infrastructure and fleet Vandalism Funding Commitment Succession planning Centre that is not accredited Legal noncompliance Community unrest Labour unrest Water Scarcity COVID-19 Infrastructure Capacity Political Sabotage
WEAKNESSES	**OPPORTUNITIES**
Funding Personnel shortages Training Aging Infrastructure and fleet Lack of suitable resources Centre that is not accredited	Training and development of skills Insurance companies to assist with social responsibilities Succession planning

Joint Operations Centre (JOC)

The Joint Operations Centre establishes a platform to manage multi-disciplinary / multi-dimensional response to a major emergency / disaster. The aim is to provide an appropriate operational environment within which all agencies can function and make decisions in a co-operative manner. This allows for strategic decision makers to stay informed of developments, manage deployments and resources on a prioritised basis. This in turn allows for recognition of changing dynamics of a multi-faceted incident and allow for seamless shift in control / co-ordination of the associated response activities from one agency to another depending on the most important remedial focus at any given time.

Decentralised arrangements for the integrated execution of disaster management policy in the area of Kouga Local Municipality

The Head of the Centre must establish mechanisms to ensure integration and joint standards of practice in the execution of disaster management policy throughout the District and Kouga Local Municipality, linked with neighbouring municipalities.

The District Disaster Management Centre will constantly liaise with the local and neighbouring municipalities in disaster risk reduction and planning efforts.

Sarah Baartman District and Kouga Disaster Management Advisory Forums

Purpose

Section 44(1)(b) of the Disaster Management Act No. 57 of 2002 (Act) calls for an integrated and coordinated approach to disaster management in municipal areas. To make provision for the integration and coordination of disaster management activities and to give effect to the principle of co-operative governance in the Sarah Baartman District and Kouga Local Municipality, the municipal councils may establish a Disaster Management Advisory Forums. Section 51 of the Act makes provision for the establishment of such forums.

Legislative requirement

Management and administration

The Advisory Forum is established to coordinate and manage any disaster. The forum is chaired by the Portfolio Head/Committee Chair as well as the Director – Community Services Chief Fire and Disaster Management Services. The Disaster Management Centre / Office provides the secretariat for the Advisory Forum and ensures that accurate records of the activities of the forum are maintained.

Composition of the Disaster Management Advisory Forum

The advisory forum must comprise all the relevant stakeholders and role players in disaster management in the municipality, including non-governmental and community-based organisations, individuals or groups with special technical expertise, representatives of the local municipalities in the district and representatives of neighbouring district municipalities. A detailed standard for the establishment and functioning of the Advisory Forum will be drafted and approved by the Advisory Forum.

Current status of the local advisory forum

Kouga has an established Advisory Forum that has to meet on a quarterly basis. The terms of reference for the Advisory Forum will be developed will include reporting requirements.

Volunteer Unit

The volunteers are managed by Sarah Baartman District Municipality has a formally established disaster management volunteer unit in compliance with the National Regulations.

The management, requirements and processes relating to volunteers will be in accordance with the Act, its regulations, and the National Disaster Management Framework. Different categories of volunteer units, as envisaged by the National Disaster Management Framework, will be established. The National Regulations pertaining to volunteers will be utilised as the basis for management of the unit.

A total of 34 volunteers within Kouga Local Municipality have been trained according to the African Aid Material (AFAM) curriculum which was specifically designed for the African Continent. Volunteers from the following areas have been trained:

Table Error! No text of specified style in document.**-3 Volunteer Distribution in the Kouga Local Municipality**

Municipality	Municipal Area	Number of Volunteers
Kouga Local Municipality	Hankey	19
	Jeffreys Bay	15

Technical Task Teams / Technical Advisory Committee

When an event is not a disaster, but Disaster Management still plays a significant role it is advisable to consider the establishment of a Technical Task Team to resolve that specific event. This in effect encourages multi-disciplinary responses to multi-faceted events. A Technical Task Team may also be appointed by the municipal Disaster Management Centre / Office prior to commissioning any disaster management projects for the municipality as and when required. The purpose of the Technical Task Team is to provide scientific and technical advice, to monitor the progress of disaster management projects and to assist with the validation and/or interpretation of the findings.

In addition, any municipal department and / or municipal entity in the municipality or a department intending to commission disaster management projects for its functional area may appoint a technical advisory committee to provide scientific and technical advice, to monitor the progress of the disaster management project and to assist with the validation and/or interpretation of the findings.

A technical advisory committee must function and meet as required in accordance with predetermined terms of reference, which must be documented and submitted to the Kouga Advisory Forum for approval before being formally adopted by a technical advisory committee.

The relevant departments and municipal entities in the municipality must, in consultation with the Kouga Advisory Forum to determine the intervals at which disaster management implementation for their functional areas should be reviewed.

It is advisable that all proposed disaster management projects planned by departments and municipal entities in the municipality be submitted to the Kouga Advisory Forum. In order to ensure that projects are integrated across departments and also accessed from a sustainable development viewpoint.

Ward structures

The existing ward structures and ward-committee meetings are utilised for implementing disaster risk reduction at ground level. Disaster management must be an agenda point of ward committee meetings.

Assignment of responsibilities

The following table summarises the main responsibilities of the different structures at Municipal level, with regard to disaster management efforts:

Table Error! No text of specified style in document.**-4: Disaster management summary roles and responsibilities-powers & functions**

DISASTER MANAGEMENT SUMMARY ROLES AND RESPONSIBILITIES-POWERS & FUNCTIONS **Populate: Input / Implement / Obtain / Disseminate**						
Component:	**Mayor and Municipal Manager**	**Council**	**Disaster Management Officials & Volunteers**	**Departments and Organs of State**	**Advisory Forum**	**Other external role players**
Disaster Risk Management Policy	Input Obtain Disseminate Implement	Input Obtain Disseminate Implement	Input Obtain Disseminate Implement	Input Obtain Disseminate Implement	Input Obtain Disseminate	Input Obtain Disseminate Implement
Disaster Risk Assessment & Planning	Input Obtain Disseminate Implement	Input Obtain Disseminate Implement	Input Obtain Disseminate Implement	Input Obtain Disseminate Implement	Input Obtain Disseminate	Input Obtain Disseminate Plans: Implement
Declaring a State of Disaster	Input Obtain Disseminate Implement	Declare	Input Obtain Disseminate Implement	Input Obtain Disseminate Implement	Input Obtain Disseminate	Obtain Disseminate

DISASTER MANAGEMENT SUMMARY ROLES AND RESPONSIBILITIES-POWERS & FUNCTIONS Populate: Input / Implement / Obtain / Disseminate						
Component:	**Mayor and Municipal Manager**	**Council**	**Disaster Management Officials & Volunteers**	**Departments and Organs of State**	**Advisory Forum**	**Other external role players**
Disaster Response and Recovery activities	Obtain Disseminate Implement	Input Disseminate Implement	Input Obtain Disseminate Implement	Input Obtain Disseminate Implement	Input Obtain Disseminate	Input Obtain Disseminate Implement
Designating members of the Advisory Forum & Volunteers	Input Disseminate Implement	Disseminate	Input	Obtain	Obtain Disseminate	Obtain Disseminate
Communication of information, training & research	Input Obtain Disseminate Implement	Input Obtain Disseminate Implement	Input Obtain Disseminate Implement	Input Obtain Disseminate Implement	Input Obtain Disseminate Implement	Input Obtain Disseminate
Reporting, Monitoring and Evaluation	Input Obtain Disseminate	Input Obtain Disseminate	Input Obtain Disseminate	Input Obtain Disseminate	Input Obtain Disseminate	Input Obtain Disseminate

DISASTER MANAGEMENT SUMMARY ROLES AND RESPONSIBILITIES-POWERS & FUNCTIONS Populate: Input / Implement / Obtain / Disseminate						
Component:	**Mayor and Municipal Manager**	**Council**	**Disaster Management Officials & Volunteers**	**Departments and Organs of State**	**Advisory Forum**	**Other external role players**
	Implement	Implement	Implement	Implement	Implement	Implement

Specific roles and responsibilities for municipal departments and organs of state

The following general responsibilities pertain to all municipal department of the Kouga Local Municipality. These general responsibilities are the minimum requirements in order to give effect to the Disaster Management Plan. It should however be noted that these lists are not exhaustive and serve as a guide for departments to take their own initiatives.

The district's main stakeholders in disaster management and their primary responsibilities are summarised in the table below:

Table Error! No text of specified style in document.**-5: Primary responsibilities of stakeholders**

STAKEHOLDER	PRIMARY ROLES AND RESPONSIBILITIES
The Municipal Council	The Municipal Council declares a state of disaster and receives and considers reports with regard to disaster risk management.
The Municipality's Municipal Manager	The Municipal Manager is overall responsible for governance in the Municipality, including effective disaster risk management.
The Municipality's Disaster Management Function	The Disaster Management Functions are overall disaster risk management and co-ordination, as per section 44 of the Disaster Management Act. Each Municipal Organ of State (which implies each Municipality Department and each Municipal Entity), will complete its own disaster management plan, to be incorporated into the Municipality's Municipal Disaster Management Plan.
Fire, Protection and Emergency Management Services	Assist with disaster risk reduction, implementation, and co-operation.
The Disaster Management Volunteers	The formal, trained volunteer unit assist Disaster Management in their functions.
The residents and communities affected	Assist with disaster risk reduction and co-operation.
The Ward Councillors	The Ward Councillors assist with community liaison.
The Community Leaders	The Community Leaders assist with community liaison.
Fire Protection Associations	Disaster risk reduction, response, and co-operation
Eastern Cape Wildlife	Disaster risk reduction, response, and co-operation
Non-Governmental Organisations (NGOs) and Community Based Organisations (CBO's)	The NGOs and CBO's assists with disaster risk reduction and co-operation. Note: The nearest Red Cross Branch
Private sector and industry	Assist with disaster risk reduction and co-operation.
Health Care	Assisting with prevention/mitigation, response, and recovery actions. Treating and transporting of patients.
Corporate Services and Financial Services	Assisting with administration, legal advice, and funding.
Communication & Public Participation and Community Services	Assisting the disaster management function with communication and awareness.
Engineering, Development, Infrastructure & Technical Services and Community Services	Assisting with prevention/mitigation, response, and recovery actions.
The South African Police Service	Assisting with prevention/mitigation and response actions. Public safety and crime prevention
South African Weather Service	Forecasting and issuing of severe weather warnings, including heavy rain, flash flooding, severe thunder,

STAKEHOLDER	PRIMARY ROLES AND RESPONSIBILITIES
	strong winds and conditions where severe veld fires are possible.
National Disaster Management Centre	National guidance and policy and institutional support to Province and Municipality on disaster risk management
Provincial Disaster Management Centre	Provincial guidance, policy, and institutional support to Municipality on disaster risk management
Department of Environment, Forestry and Fisheries	Draft disaster management plans, relevant to the DEFF Implement drought and forest fire and fishery-related disaster risk management and report on disaster risk management and disaster risk reduction activities
Department of Social Development	Draft disaster management plans, involving the Department of Social Development Manage disaster relief. Annual reports generated by the national Department of Social Development and its provincial counterparts must include an account of the number of households receiving social relief assistance.
Department of Local Economic, Tourism and Environmental Affairs	Draft disaster management plans, involving the Department of Environmental Affairs. Environmental management and impact assessments. Assisting with prevention/mitigation, response, and recovery actions.
*The Department of Foreign Affairs	The lead national department responsible for promoting and facilitating South Africa's role in international co-operation in disaster risk management. It must, in liaison with the National Disaster Management Centre and the relevant organs of state, forge links with national agencies that render relief assistance internationally, as well as with international agencies, organisations and institutions involved in disaster risk management
Department of Cooperative Governance, Human Settlement and Traditional Affairs	Assisting with prevention/mitigation, response, and recovery actions. Provision of emergency shelter.
Department of Health	Managing provincial hospitals and ambulance services and emergency medical care
Department of Education	Disaster Management education and awareness. Facilities could serve as emergency shelter or housing
Department of Justice	A key area for the Department of Justice and Constitutional Development will be to deal with all criminal cases in a fast and efficient way, especially where foreigners are involved.
Department of Home Affairs	Immigration Response

Cross border arrangements

The Kouga Local Disaster Management Centre / Office will constantly be in contact with Sarah Baartman District and neighbouring municipalities in disaster risk reduction and planning efforts.

Memorandum of understanding between stakeholders on disaster management planning and implementation for all role players in the municipality

The following principles will apply to all stakeholders in disaster management in Kouga Local Municipality:

Detailed disaster management planning, prevention, mitigation, response, and recovery-related actions will be executed by all relevant institutions and stakeholders / role players in Kouga Local Municipality though applying the principles and requirements as foreseen by the Act, the National Disaster Management Framework, Provincial Disaster Management Framework, Sarah Baartman District Municipality Disaster Management Framework and this Plan.

Mutual Aid Agreements will be signed between relevant stakeholders.

The principles of co-operation, effective communication, and information management, reporting and alignment (joint standards of practice) of planning and implementation on disaster management will at all times be adhered to by all institutions, stakeholders and role players.

Disaster management information and communication will be systematically co-ordinated and aligned throughout the Sarah Baartman District to ensure effective information management on a common platform.

Training, capacity building and research on disaster management will continually be executed at all levels of government, Kouga Local Municipality will strive to compliment this process whenever possible.

The involvement and co-operation of non-governmental role players and historical information, to be inter alia gathered through indigenous knowledge, is of paramount importance. Traditional leaders will be properly consulted and informed with regard to disaster management initiatives in their areas.

The local disaster management function will execute detailed research; obtain all required technical advice and inputs required and guide and monitor disaster management implementation, co-operation, communication, and information dissemination in Kouga Local.

Chapter 4: Risk Assessment

Municipal disaster risk assessment and profile

Disaster risk assessments in the Local Municipality is executed as prescribed by the National Disaster Management Framework, summarised below:

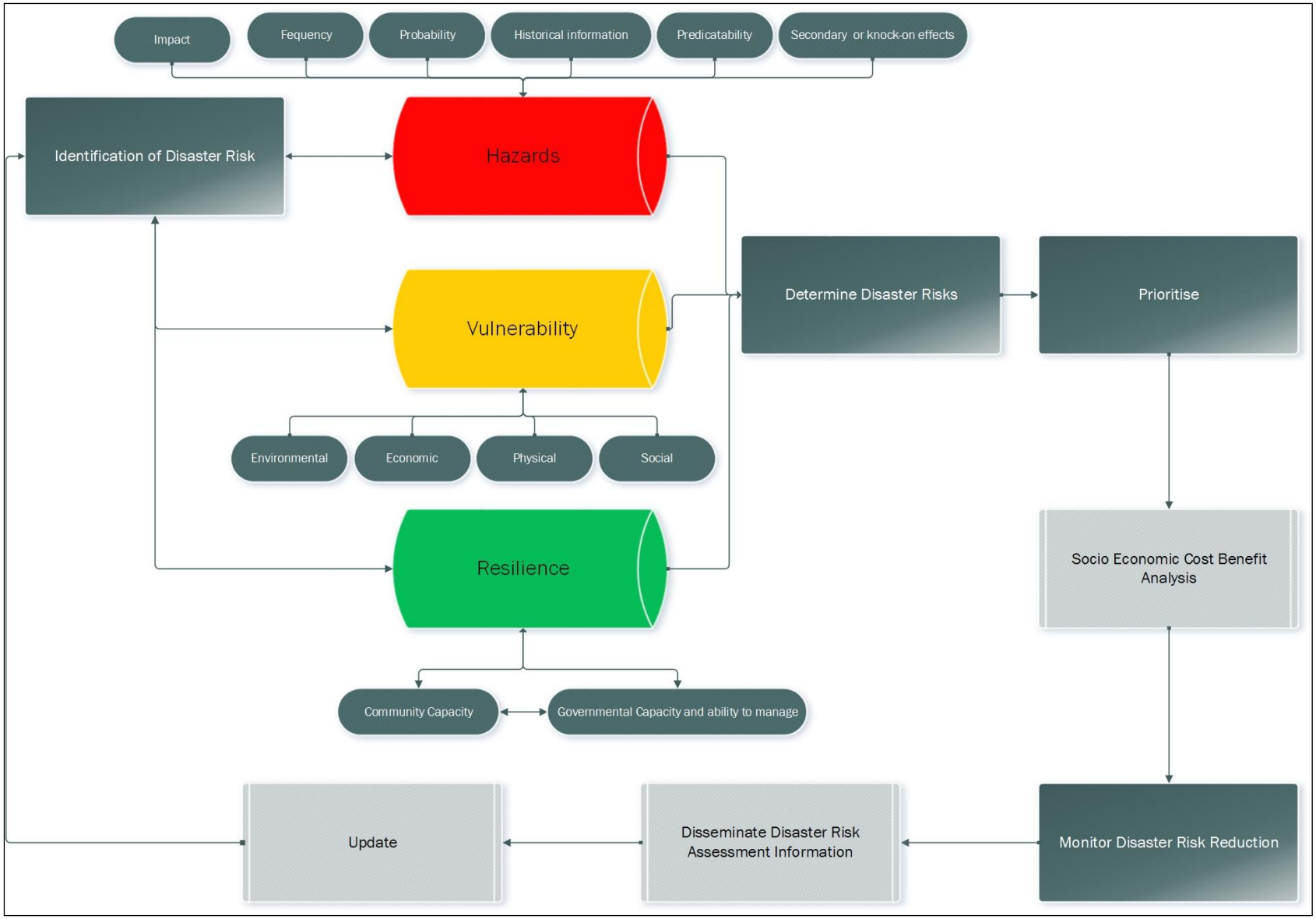


Figure Error! No text of specified style in document.**-9: The basic stages of disaster risk assessment**

The risk profile for the Kouga Local Municipality is based on the data received and analysed from the workshop consultations, as well as the base data (including reports) collected during the study and from the Aurecon Disaster Risk Assessment concluded in November 2017. The data collected from the stakeholders was evaluated against the risk assessment results from the Aurecon Disaster Risk Assessment of 2017.

The prioritised risk profile for the Kouga Local Municipality is based on the data received from the Aurecon Report. The stakeholder perception data and local resilience information was considered and brought into context with the current set of perceived and real disaster risks. The Risk Prioritization for the Kouga Local Municipality is shown below. Please refer to the detailed disaster risk assessment report 2017 for more details pertaining to the district and local municipal disaster risks.

The following table contains the summarised results of the disaster risk assessment for Kouga Local Municipality.

Table Error! No text of specified style in document.**-6: Prioritized risks for the Kouga Local Municipality (Aurecon South Africa (Pty) Ltd, 2017)**

Local Municipality	No	Disaster Risk	Total
Kouga Local Municipality	**1**	Climate Change - Floods	1
	2	Human and Animal Epidemic Disease	1
	3	Fire (Formal)	1
	4	Road Incidents	1
	5	Climate Change - Drought	1
	6	Fire (Informal Settlement)	1
	7	Water Pollution	1
	8	Dangerous Electrical Connections	1
	9	Fire (Veldt)	1
	10	Illegal Uncontrolled Solid Waste Disposal	1
		Coastal Erosion	
		Dune Encroachments	
		Spillage of Hazardous Materials	
Kouga Local Municipality Total			**10**
Grand Total			**10**

The Municipal Disaster Risk Assessment (2017 report) has more information on priority risks.

The consultations highlighted several considerations and processes that are already in place. The following was considered in the preparation of this Disaster Management Plan:

Human diseases in Hankey may be related to the bucket system.

Drought, floods, and fire regarded as the highest risk in Kouga.

Road incidents (buses, taxis, hazardous materials)

Informal settlement houses are susceptible to fires.

In Oyster Bay - Dune movements due to winds as a result of human factors and unplanned building of homes. Dune are being rehabilitated.

St Francis Bay Spit

Estuaries

Drought: There is a lack of rain in the catchment areas. Dam which feeds Kouga remains a concern and boreholes and springs are being negatively affected.

Informal settlements structure is not planned, and so emergency services cannot access the areas. Also, illegal electricity connections remain a concern. Social functions (parties) cause people to be less concerned about safety. (Alcohol use).

Labour unrest

Community unrest; Lack of temporary hospitals

Lack of mass burial facilities

No crematorium or medical waste treatment facility that is nearby.

Climate change – sea level rise

Contagious Animal Diseases

Natural dams a challenge

Building in high-risk areas.

Bucket system is still a challenge.

Sewer pollution in the Jefferies Bay area as pump stations are located along the sea and this is the lowest point and contours are used to move sewerage to the pump stations.

Illegal electricity connections - two different suppliers (Customize for Kouga - Eskom)

Veld fires: - dense vegetation FPA"s have been established. Also have a Risk reduction committee. Voluntary disaster teams available, clearing of alien vegetation.

Incident command centre that will have a system.

Radio repeaters needed. Can communicate with neighbouring municipalities on two-way-radio.

There is a challenge with officials responding to the Joint Operations Centre (JOC) as they live far away and so it takes a while for them to arrive.

The use of an incident board is in place, but the information is not documented in hard or soft copy.

Incident board is managed by the disaster management practitioner or the chairperson of the board.

A Terms of Reference for the JOC needs to be developed.

A Mass Casualty Plan is operational with the ambulance (provincial) and Pathology services responsible for the transportation of bodies.

It is the view of the consultations that the province needs to be involved in dealing and funding mitigation for disaster risks as well as repairs and maintenance of bridges and other infrastructure that belongs to them.

The Local municipality is investigating appointing 40 fire reservists during the next financial year.

Chapter 5: Disaster Risk Reduction

In terms of Section 26(g) of the Municipal Systems Act, 200, Act 32 of 2000, a Municipality's IDP must contain a disaster management plan. Development projects in the Municipality, as contained in the Municipality's IDP, is thus interlinked with disaster management planning and activities. Risk reduction projects identified as part of disaster risk management planning, such as those identified in this plan and the contingency plans and risk assessment should be included into the District and Local Municipal IDP's.

There are eight key planning points or requirements that must be applied by all municipal organs of state and municipalities when planning for disaster risk reduction initiatives. These must form part of the annual reporting of the municipalities and municipal organs of state to the Kouga Local Disaster Management Centre / Office.

1) Use the disaster risk assessment findings to focus planning efforts.
2) Establish an informed multidisciplinary team with capacity to address identified disaster risk and identify a primary entity to facilitate the initiative.
3) Actively involve the communities or groups at risk.
4) Address identified vulnerabilities in the municipal area wherever possible.
5) Plan for changing risk conditions and uncertainty, including effects of climate variability.
6) Apply the precautionary principle to avoid inadvertently increasing disaster risk.
7) Avoid unintended consequences that undermine risk avoidance behaviour and ownership of disaster risk; and
8) Establish clear goals and targets for disaster risk reduction initiatives, and link monitoring and evaluation criteria to initial disaster risk assessment findings.

Several hazard specific risk reduction project proposals are included in the Sarah Baartman Disaster Risk Assessment (page 404) (Aurecon South Africa (Pty) Ltd, 2017). The following list is an extract from this list.

Table Error! No text of specified style in document.**-7: Risk reduction project proposals**

No	Hazard	Risk reduction project proposals
1	Flooding	1. **Physical planning**: poor physical planning causes flooding but where adequate drainage channels are constructed and ongoing maintenance the problem of flooding reduces. 2. **Engineering & Construction**: engineering design and safety standards should be incorporated to assure structural integrity of buildings. 3. **Economic Measures**: address flood related financial needs & investing in forecast-based financing of risk reduction and preparedness measures as climate changes might increase in the future. 4. **Management & Institutional**: in order to achieve ideal flood forecasting and warning systems, cooperation involving stakeholders is necessary. For example, SA Weather Services can provide specific advisory services

		to local communities establishing flood warning systems. 5. **Societal Measures**: traditional and indigenous practices of coping with floods are as important and vital as the modern approaches. Local knowledge approaches should be investigated as it is also the most valuable asset for flood management planning.
2	Human and Animal Epidemic Disease	1. **Physical planning measures**: hospitals to draw up plans for managing epidemics. Train hospital staff for in an emergency or disaster to better contribute to the emergency response. Providing support for patient transport. 2. **Engineering & construction measures**: ensure that effective repair & maintenance services aimed at avoiding functional collapse of the hospital. Train engineering & maintenance staff in infection prevention and control procedures. 3. **Economic measures**: Logistics management & stockpiles of special supplies and equipment are needed in readiness. 4. **Management & institutional measures**: developing Hospital Emergency Risk Management Programme-including measures to protect staff, patients & visitors from infections. Establish hospital emergency committee & Incident Command Group. 5. 5. Societal measures: developing strategies & programs to disseminate information the public is likely to need with a view to reducing risks during an emergency.
3	Fire: Structural (Formal Settlements). Fire: Structural (Informal Settlements).	1. Physical planning measures: develop a District-Wide strategic framework for fire & burn prevention. 2. Engineering & construction measures: smoke alarms provide an early warning system that alert people & permit time for an escape before a fire spreads, the implementation of this invention will reduce the risk of deaths in any form of settlements. 3. Economic measures: prioritise funding & prevention training. 4. Management & institutional measures: develop an information strategy & data collection system because an effective information strategy would support response planning & prevention, hazard identification & risk assessments. 5. Societal measures: educational strategies for the public & communities with regards to fire awareness, safety & prevention.

4	Road Incidents	1. **Physical planning**: looking into the possibility of introducing less safe travel choices. For example, rail has shown to be a safer form of travelling than motorized modes of travelling. 2. **Engineering & Construction measures**: development of local road safety schemes that road safety engineers and urban designers can use in a wide range of measures to improve the safety of the road environment for all road users and to encourage increased use of streets as places that meet the needs of pedestrians, cyclists, and public transport users. 3. **Economi**c: Speed enforcement detection devices can be effective in reducing RTA's and associated injuries. Appointing and training police for policing on roads can be a beneficial effect on road traffic facilities and crashes. 4. **Management & Institutional** measures: Introduce proper land use planning, residential, commercial, and industrial policies to be enforced. Develop of a Road Traffic Accidents Response Strategies. 5. **Societal measures:** enforce seatbelt wearing use as research has shown that seatbelts reduce the risk of death in a crash by approximately 60%. Safety education programmes for pedestrians. Driver training/ education programmes. Awareness, communication, and collaboration are key to establishing and sustaining national road safety efforts.
5	Drought	1. **Physical planning**: limit evaporation from swimming pool and other man-made water bodies through implementing appropriate physical planning measures and by-laws. Study and understand the impact of climate change on development. Promote awareness and cultivation of drought resistant crops. Build proper storage and preservation facilities by agricultural produce. 2. **Engineering & Construction**: Monitor observation and production boreholes. Implement water pressure management systems to reduce water network losses. Finding and repairing underground water leaks (on going). 3. **Economic Measures**: address drought related financial needs through operating budgets & forecast-based financing of risk reduction & preparedness measures. Introducing the stepped tariffs system of billing. Facilitate affordable and accessible insurance for emerging businesses and small-scale farming communities. 4. **Management & Institutional** Measures: appoint a drought task team with a focus on establishing a multidisciplinary team of stakeholders and securing

		partnerships. Establish clear drought planning purposes and objectives. 5. **Societal Measures**: capacitate rural & urban communities to identify areas where water losses and leakages can and do occur and provide an efficient reporting process. Develop awareness training and workshops in high-risk areas. Develop & inform communities of response actions to early warning systems.
6	Water Pollution	1. **Physical planning**: develop and maintain control measures for effective curbing of water pollution resulting from pollutants seeping into rusted galvanized iron pipes, flood/underground seepage of human and material wastes. 2. **Engineering & construction measures**: 3. **Economic measures**: Providing incentives for environmentally sound behaviour, raising revenue to help finance pollution control activities, and ensuring that water quality objectives are achieved at the least possible (overall) cost to society. 4. **Management & institutional measures**: develop a Water Pollution Control Compliance on Construction Sites for Resident Engineers Policy. Ensure compliance with this policy. Adapting practices such as organic farming and integrated pest management could help protect waterways. Develop Wastewater discharge regulation. 5. **Societal measures**: develop intervention projects pertaining to environmental hazards are often more sustainable if they address the driving forces behind pollution at the community level.
7	Fire (Velt)	1. **Physical planning measures**: Fire response team working close to fire-fighting equipment. Ensure on-going testing of firefighting equipment. 2. **Engineering & Construction** measures: Ensure that infrastructure within the perimeter of the veldfire should be inspected for damage and repaired if necessary. 3. **Economic measures**: address veld fires/wildfires related financial needs through operating budgets & forecast-based financing of risk reduction & preparedness measures in order to ensure that resources will respond quickly. 4. **Management & Institutional** measures: Ensure designated management staff are available for veld fires/Wildfires response. Ensure that proactive fire management measures are undertaken as planned. Ensure standby operational on a roster basis. Establish agreements with a neighbouring estate whereby fires on

		the property are reported on the owner's behalf. Keep informed of fire weather conditions and forecasts. In terms of resources, fire response agreements should be in place-either with neighbouring estates that have sufficient resources to respond, or with a third-party agent. 5. **Societal measures**: educate the public that open fires are only permitted in authorised fireplaces. Plan and make known escape routes for everyone on the ground and in the air. Restrict public access to the recently burnt areas if dangerous or ecologically sensitive. Post a lookout for danger and safety aspects.
8	Illegal Uncontrolled Solid Waste Disposal	1. **Physical planning**: good municipal solid waste management practices require collection of critical information which is not just for keeping the records up to date but used effectively for taking corrective measures as well as proper planning for the future. Establishment of landfill sites as well as street bins distribution to minimize illegal solid waste dumping. 2. **Engineering & construction measures**: investment for bulk infrastructure development for the establishment of regional waste disposal sites and bulk waste transfer stations within the district. 3. **Economic measures**: Implement and ensure the user-pays principle applied for waste management. 4. **Management & institutional measures**: ensure rules & regulations governing waste management are enforced at all times. Preparing & implementing an IWMP & development of a framework for IDPs & ensuring that IWMPs inform the IDP Process. 5. **Societal measures**: establishment of waste minimisation programmes, environmental education, and awareness campaigns and workshops.

The Kouga Municipal Disaster Management Centre / Office must ensure that response and recovery plans and disaster risk reduction plans, programmes and projects are incorporated into IDP's, Spatial Development Frameworks, environmental management plans and other strategic developmental plans and initiatives in the Kouga Local Municipality and in the local municipalities in the district.

Strategic approach to disaster risk reduction

Strategic Disaster Risk Reduction

The dictionary defines a strategy as follows: "*A plan of action designed to achieve a long-term or overall aim. "Time to develop a coherent strategy" synonym: master plan, grand design, game plan, plan of action, plan, policy, proposed action, scheme, blueprint, programme, procedure, approach, schedule."*

Disaster risk reduction, through proper planning and management is the new key driving principle in disaster management.

Disaster risk reduction is the concept and practice of reducing disaster risks through systematic efforts to analyse and manage the causal factors of disasters, including through reduced exposure to hazards, lessened vulnerability of people and property, wise management of land and the environment, and improved preparedness for adverse events.

Disaster risk reduction is therefore part of disaster management but does not focus primarily on (although it does link with) disaster response and recovery.

Disaster Risk Reduction should not be implemented in an isolated manner. It takes cognisance of international agreements and guidelines.

Disaster risk reduction is closely linked with sustainable development. Development projects should be informed by disaster risk reduction planning and activities.

Disaster risk reduction is influenced by several factors (such as climate change, economic and regional growth and development, capacity to implement planning, etc.) and the municipality has to think carefully and in new ways about effectively reducing its disaster risks.

The Kouga Local Municipal follows a priority strategic approach to disaster risk reduction. This strategy aims to achieve the following objectives:

To establish and incorporate the foundational guiding arrangements for disaster risk reduction in the Kouga Local Municipality.

To increase awareness and knowledge of disaster risk reduction methods and opportunities.

To inform the legal and institutional basis for efficient disaster risk reduction planning and implementation.

To contribute towards the inclusion of disaster risk reduction into development policy, programmes, and projects.

To establish a strategic platform for public-private-sector co-operation in disaster risk reduction.

To contribute to community resilience against the threats and effects of disasters.

The success of this strategy will lie in its effective implementation and monitoring throughout the municipality. This can however only be achieved through co-operation and partnership between all stakeholders in disaster risk reduction.

The following factors are important to ensure the effectiveness of implementing the strategic goals and initiatives:

Political buy-in and support.

Strategic leadership by management.

Uniform standards supported by national policy and legislation.

Stakeholders and responsible agencies need to accept responsibility and be held accountable for neglecting responsibilities in terms of disaster risk reduction.

Capacity and awareness at local level.

Appropriate systems and technologies.

Private-sector support.

Optimising the use of resources: Using fewer resources to achieve more.

The involvement and co-operation of non-governmental role players and historical information, to be inter alia gathered through indigenous knowledge, is of paramount importance.

The Disaster Management Centre / Office must establish mechanisms to ensure integration and joint standards of practice in the execution of disaster management policy.

The following general principles guide the above goals:

Enhance and support advocacy on disaster risk reduction.

Work within current reality - optimising usage of existing resources and capacity, whilst awaiting additional funding and capacity, is very important.

Plan pro-actively and not re-actively for disaster risk reduction.

Adopt a more holistic approach to disaster risk reduction and building resilience. The 'silos should be broken' and all risk factors should be recognised and addressed holistically and in an integrated manner.

Utilise the historic indigenous knowledge of the people when disaster risks are assessed.

Utilise private sector advertisement funding to further disaster risk reduction advocacy and information sharing.

Communities need to understand the benefits from contributing to disaster risk reduction and support disaster risk reduction initiatives: Disaster risk reduction can save their lives and property.

Effective law enforcement is critical for disaster risk reduction.

Communities should be active participants in disaster risk assessments and disaster risk reduction planning and programmes.

Work, within the correct and sensitive protocols, with traditional leaders and Community-Based Organisations.

Maintain a balance when assigning resources between proactive and reactive measures.

Understand that national / regional programmes such as poverty reduction is mid to long-term goals, but disaster resilience should be built / enhanced within current reality as well. Poor and vulnerable people, communities and groups should be assisted to become more resilient within their current realities.

Cross-cutting considerations such as gender (for example, the value of utilising woman in disaster risk reduction), youth (sustainable disaster risk reduction starts with the children), people with disabilities, people with less access to facilities and risk transfer-mechanisms such as insurance, must be taken cognisance of in disaster risk reduction planning and initiatives.

Because disaster risks cannot be totally eliminated, the remaining economic risks need to be shared, spread or financed so that individual people, companies and communities are not forced into poverty or bankruptcy if a disastrous event occurs. Mechanisms for sharing or transferring risk are an important component of disaster risk reduction. At the national or district level, this can be achieved through the establishment of reserve funds, contingent credit arrangements, or purchase of offshore insurance or disaster bonds. These usually require supporting arrangements at international level through the private sector or multilateral banks. At local level, the insurance industry can become a partner in disaster risk reduction and communities can be encouraged (through incentives agreed upon with insurance companies) to ensure themselves against loss.

In terms of Section 26(g) of the Municipal Systems Act, act 32 of 2000, a Municipality's IDP must contain a disaster management plan. Development projects in the Municipality, as contained in the Municipality's IDP, is thus interlinked with disaster management planning and activities. Risk reduction projects identified as part of disaster management planning, such as those identified in this plan and the contingency plans to be developed and risk assessments should be included into the Municipality and local Municipal IDPs.

Sarah Baartman District Municipality has defined strategic objectives in order to reach the overarching goal of developing more resilient communities in the Sarah Baartman Municipal Area. One of the objectives is to improve capacity of Local Municipalities to provide a timely and appropriate response to disasters complex emergencies, and other crises. The strategic objectives include the following:

Assisting Local Municipalities with the development of fire services plans for their areas.

Assisting each Local Municipality with the implementation of its fire services plan by rendering support with:

- Establishment of satellite fire stations in identified areas.
- Recruitment of fire fighters, reservists and/or volunteers.
- Restoration of fire hydrants district wide.
- Acquisition of fire/rescue vehicles, equipment, and tools; and
- Training of fire officers, fire fighters, reservists, and volunteers.

Lobbying for funding to assist local municipalities with implementation of their fire services plans.

Preparing business plans where necessary to secure funding; and

Make general public aware of the dangers of fires.

Protection of critical infrastructure

Critical infrastructure includes assets and networks, physical or virtual, which is essential for the functioning of a society and economy.

This infrastructure is found in the following sectors/areas:

Energy
Communications
Transportation
Health Systems
Public Safety and Security
Public Administration
Financial Sector
Educational Systems
Water and Sewerage
Agriculture and Food
Chemicals and Hazardous Materials

Critical infrastructure in the Municipality should be pro-actively protected and a critical infrastructure protection plan need to be developed by the Municipality.

Chapter 6: Preparedness planning

Education, Training, Public Awareness, and research

Communication and stakeholder participation in disaster management in The Kouga Local Municipality was executed through a consultative process, initiated by the Sarah Baartman District Municipality disaster management function in conjunction with the Kouga Local Municipality.

The development of disaster management information is critical in ensuring that the community and all facets of the public and private sector are well informed and prepared for any disaster which may occur.

In order to give proper effect to preparedness planning, it is necessary that the local disaster management focal point “Disaster Management Centre / Office”, together with the District Disaster Management Centre, develops a plan of action which will engage all the departmental, community, traditional, private and commercial stakeholders. These stakeholders need to be trained in preparedness techniques.

These processes will include the development of disaster management information leaflets, training programmes, media, and local-level meetings with disaster management role players, including non-governmental institutions (to be preferably invited / co-opted on the local disaster management committee) and the local traditional and community leaders, schools, clinics and communities.

Although the main responsibility to plan for, ensure budgeting and executing education, training, and research (and the publication and communication of the results thereof) lies with the Kouga Local Municipality disaster management function and Municipal departments, organs of state and municipal entities will also address these elements pro-actively. This will be co-ordinated through to the Kouga Local disaster management function and the results communicated to the Eastern Cape Provincial Disaster Management Centre, National Disaster Management Centre, and the local disaster management committee.

Training on disaster management in The Kouga Local Municipality will be in accordance with the National Disaster Management Framework and National Guidelines in this regard. Training can be of an accredited or non-accredited in nature. Practical, ‘hands-on’ training of The Kouga Local Municipality and local

municipal disaster management officials need to be executed to ensure that at least the following capabilities have been efficiently established in the Kouga Local Municipality disaster management function:

Public Awareness: Public Awareness campaigns are ongoing.

Education: to have brochures, talks and presentation for disaster management for schools

Training: training of staff on emergency evacuation and ensuring that emergency evacuation takes place at schools

Integrating all of the above into an effective the Kouga Local Disaster Management operation.

Communication and stakeholder participation in disaster management in the Kouga Local Municipality is executed through a consultative process, education, and public awareness, initiated by the Kouga Local Municipality disaster management function. These processes include the development of disaster management information leaflets, training programmes, media, and local-level meetings with disaster management role players, including non-governmental institutions (to be preferably invited / co-opted on the local disaster management committee) and the local traditional and community leaders, schools, clinics, and communities.

Disaster management actions and initiatives, such as results of important meetings and new projects, will be communicated to the communities via media or otherwise.

The Kouga Local Disaster Management and Sarah Baartman Disaster Management will formulate and implement appropriate disaster management public awareness programmes that are aligned with the national disaster management public awareness strategy and will play an active part in engaging schools to ensure a practical approach to education and awareness programmes.

School level disaster management awareness programmes in The Kouga Local Municipality will be conducted, assessed, and adapted on an annual basis. Community resilience-building is crucial, and a first capacity-building priority is the consultative development of a uniform approach to community-based risk assessment for municipalities and non-governmental and community-based organisations throughout The Kouga Local Municipality this will contribute considerably to forge links between disaster risk reduction and development planning in disaster-prone areas and communities.

Information Management and Communication

The Kouga Local Municipality will adhere to the *Integrated Information Management and communication model* as contained in the National Disaster Management Framework, summarised below:

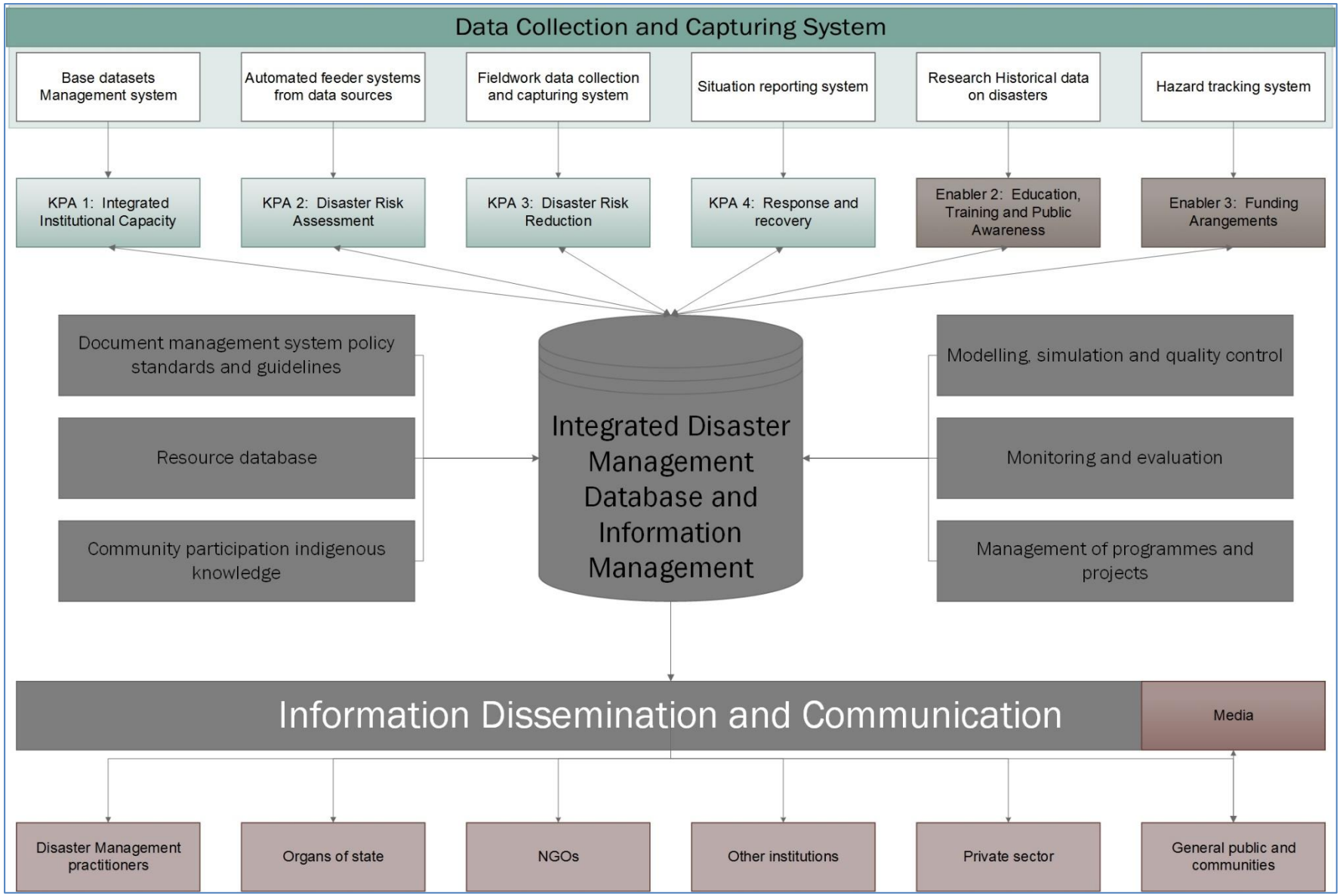

Data Collection and Capturing System
Base datasets Management system
Automated feeder systems from data sources
Fieldwork data collection and capturing system
Situation reporting system
Research Historical data on disasters
Hazard tracking system
KPA 1: Integrated Institutional Capacity
KPA 2: Disaster Risk Assessment
KPA 3: Disaster Risk Reduction
KPA 4: Response and recovery
Enabler 2: Education, Training and Public Awareness
Enabler 3: Funding Arangements
Document management system policy standards and guidelines
Resource database
Community participation indigenous knowledge
Integrated Disaster Management Database and Information Management
Modelling, simulation and quality control
Monitoring and evaluation
Management of programmes and projects
Information Dissemination and Communication
Media
Disaster Management practitioners
Organs of state
NGOs
Other institutions
Private sector
General public and communities

Figure Error! No text of specified style in document.**-10: Model of an integrated information management and communication system for disaster risk management**

Effective communication is paramount to effective disaster management planning and implementation. Each stakeholder's communication, dispatching and other procedural arrangements are governed by its functional role and its related standard operating procedures. Details of specific disaster incident communication protocols are contained in the disaster contingency plans, where such details are required.

Communication during a disaster or major incident needs to be fast and require the provisioning of accurate information. Designated resources that would be favourably positioned to convey messages and collect information would be communications officers (emergency control centre) who would act as a communication and information coordinating hub and municipal representatives who would be in familiar with and trusted by local communities.

The involvement of communities is becoming more prominent to ensure resilience and sustainability.

At the heart of participative strategies is the requirement for a sustainable municipal representative that communities will trust and allow should meetings be held for capacity building or information dissemination.

The nature of communication and information management before an incident is largely gathering and making information available regarding the incident. During the incident it is critical to maintain situational awareness and understanding. In order to fulfil this requirement speed of delivery, accessibility and accuracy is very important. SMSs, direct phone calls and even two-way radios are preferred mechanisms. After an incident the coordination of recovery actions would need to take place. For this purpose, emails and meetings would be sufficient.

Early warning systems

The Kouga Local Disaster Management Centre / Office must ensure the technical identification and monitoring of prevailing hazards and must prepare and issue hazard warnings of significance to the municipality and inform the District Disaster Management Unit. The Kouga Local Disaster Management Centre / Office must develop and implement communication mechanisms and strategies to ensure that such warnings are disseminated immediately to reach at-risk communities, areas, and developments as speedily as possible. The Kouga Local Disaster Management Centre / Office must identify and establish strategic inter sectoral, multi-disciplinary and multi-agency communication mechanisms and must ensure that such communication mechanisms are accessible to at-risk communities and areas in the district.

The Kouga Local Disaster Management Centre / Office must facilitate the development of a communication plan for the district which must be documented.

Early warning through normal functioning

In cases where a hazard is encountered and has the potential to develop into a disaster, it is important that appropriate actions are taken. This can include:

- Initiation of preventative or mitigation measures.
- Awareness to create a broader understanding within the public sector and within government sectors; and
- Using reporting structures/channels so that details of identified hazards, that have the potential to lead to disasters are appropriately communicated to relevant stakeholders.

This is a continuous process and will be enhanced by a greater understanding of disaster management throughout the municipality. However, in order to give effect to the above, it would be necessary to incorporate disaster risk reduction into all activities, projects, and development plans in the municipality.

This means that when there is a need for communication with the Inter-governmental Committee when an early warning or disaster hazards are identified/discovered so that the proper attention can be given to the

warning/hazard. It is only when Early Warning/hazard becomes mainstreamed as part of disaster risk reduction that the true benefit will emerge, and disaster gain made.

There is a need for Early Warning of disaster hazards to be communicated to all sectors (various departments within the municipality). It is only when these are ingrained into the fabric of the employee's functions that proper Early Warning notices can be communicated to decision-makers.

Early Warning as a result of participation in Provincial Disaster Management Advisory Forum

Kouga has an established Disaster Management Advisory Forum that meets at least once every quarter.

As a result, they are provided with information of risks that affect other municipalities and stakeholders. Risks that negatively impact on the municipality must be addressed proactively by the Inter-governmental Committee.

South African Weather Services

SAWS has an extremely important Early Warning function due to the high percentage of disasters that are weather related.

Impact based Early Warning

The current traditional Severe Weather Warning System (SWWS) in South Africa issues warnings based on weather related thresholds. Typically, such warnings could be of "heavy rain with more than 50 mm in 24 hours". This warning has no real meaning in a local area where only 30 mm, or another area where more than 100 mm of rainfall is required to cause flash flooding that could close bridges or flood properties. An Impact-based (ImpB) Early Warning System (EWS) is not based on weather thresholds, but rather on increasing severity levels of impact, considering the localised socio-economic vulnerability to distinguish between less severe and more severe events.

Currently SAWS is still issuing the traditional threshold warnings as the ImpB EWS is still being piloted/tested while the dissemination tools are being put in place so that the ImpB Warnings can be issued seamlessly.

To fully implement ImpB Warnings there will be a need for Local Municipalities to provide information on the impacts that could be expected for their various mandates.

This information is of utmost importance for the Kouga municipality given the prioritised hazards in the municipality include drought and flood, which are weather-related.

Fire Danger Index

In order for SAWS to comply with the legislative requirements of, for example, the Veld and Forest Fire Act (refer to Chapter 2), it monitors the current and predicted state of the Fire Danger Index (FDI) across South Africa on a daily basis and issues predictions based on the expected future state of FDI over the next few days. As per the requirements of the Veld and Forest Fire Act, the public are furnished with a basic indication (in a binary yes/no sense) whether there is expected to be an "extremely dangerous" level of FDI. For more specialised users, such as NDMC, PDMC, Agriculture and Forestry (forest/plantation managers), SAWS issues more detailed information.

The SAWS make use of Lowveld Fire Index when generating Fire Danger Index (FDI)-related watches and warnings for South Africa. As such, the FDI formula makes use of four (4) basic meteorological parameters, namely: (a) surface (@2m) air temperature (b) relative humidity (%) (c) surface wind speed (@10m) as well as (d) the "antecedent rainfall" occurring over a 21-day period, prior to the current time. When the calculated

FDI meets or exceeds 75 (the lower threshold for the “extremely dangerous” category an FDI warning will be generated and distributed to various media (printed, social media, TV, radio, electronic).”

The FDI forms part of televised weather bulletins and provide valuable information to not only the fire services fraternity but also to law enforcement and the public. Within the Cape Province and other areas this has been used most significantly to ensure that the fire services are properly prepared to deal with the fire hazards as these can quickly get out of control, especially on very hot and windy days. While the public are able to participate in ensuring that the risk of fire in hazardous areas is reduced by not having open flames on days which a high fire index.

It is also through a system of Early Warning that disaster risks can be reduced, and preparedness and mitigation measures implemented.

This is beneficial for Kouga Local Municipality due to the fire risks in the municipality.

Early Warning planning

As Kouga Municipality is in the process of developing a Level 2 DMP the Early Warning Planning will be in line with the disaster risk assessment, and this will further enable the Municipality to develop more focused early warning mechanisms. As a result, this will enable planning for high level risk. This will also impact the dissemination of warnings and appropriate reactions within the municipality as well as the neighbouring municipalities. Also, important as part of the expansion and improvement of early warning mechanisms is the inclusion of understanding and interpretation of early warning in awareness programmes so the end user receiving the warning is able to interpret the message correctly.

Contingency planning

In terms of sections 52 and 53 of the Disaster Management Act, act 57 of 2002, (the Act) each municipality and municipal organ of state must draft disaster management plans for their area.

“52. Preparation of disaster management plans by municipal organs of state other than municipalities. — (1) Each municipal organ of state other than a municipality must—

(a) conduct a disaster risk assessment for its functional area.

(b) identify and map risks, areas, ecosystems, communities and households that are exposed or vulnerable to physical and human- induced threats.

(c) prepare a disaster management plan setting out—

(i) the way in which the concept and principles of disaster management are to be applied in its functional area, including expected climate change impacts and risks for that municipal entity or administrative unit.

(ii) its role and responsibilities in terms of the national, provincial or municipal dis- aster management framework.

(iii) its role and responsibilities regarding emergency response and post-disaster recovery and rehabilitation.

(iv) its capacity to fulfil its role and responsibilities.

(v) particulars of its disaster management strategies.

(vi) contingency strategies and emergency procedures in the event of a disaster, including measures to finance these strategies.

(vii) specific measures taken to address the needs of women, children, the elderly and persons with disabilities during the disaster management process.

(d) co-ordinate and align the implementation of its plan with those of other organs of state and institutional role-players.

(e) provide measures and indicate how it will invest in disaster risk reduction and climate change adaptation, including ecosystem and community-based adaptation approaches.

(f) develop early warning mechanisms and procedures for risks identified in its functional area; and

(g) regularly review and update its plan."

To clarify this further it is important to understand the definition of a "municipal organ of state" as defined in the Disaster Management Act no 57 of 2002: "*municipal organ of state" means—*

(a) a municipality.

(b) a department or other administrative unit with- in the administration of a municipality, including an internal business unit referred to in section 76 (a) (ii) of the Local Government: Municipal Systems Act, 2000; or

(c) a municipal entity;"

The District Disaster Management Centre / Unit is therefore responsible for the application of the Act; however, the local disaster management office must assist in the provision of guidance to municipal departments, local municipalities and other municipal entities as indicated above are primarily responsible, and can be held liable for their Disaster Management Plans.

In terms of section 54 of the Act, a Municipality must deal with a local disaster through existing legislation and contingency arrangements, even if a local state of disaster is not declared.

In terms of the National Disaster Management Framework, contingency planning is defined as follows:

"The forward planning process for an event that may or may not occur, in which scenarios and objectives are agreed, managerial and technical actions defined, and potential response systems put in place to prevent, or respond effectively to, an emergency situation."

Contingency plans for all major disaster risks will be developed.

The Kouga Local Municipality have developed hazard specific contingency plans for:

Seasonal preparedness plan that is updated yearly.

Planning Calendar

There is a seasonal nature to a many hazards and events. Examples of these are grass or veld fires that predominantly happen in winter, and events such as the Major Events The Kouga Local Disaster Management Centre / Office should keep a "Planning Calendar" for such events that can be reviewed and ensure update planning is completed on an annual basis.

Funding arrangements

Funding arrangements for disaster management are specified in the National Disaster Management Framework as indicated below and these guidelines will be followed in the municipality.

Table Error! No text of specified style in document.**-8: Funding arrangements for disaster management**

Activity	Funding source	Funding mechanism
Start-up activities (KPA 1, Enabler 1)	National government	Conditional grant for local government – district and metropolitan municipalities, where necessary
		Conditional grant for provinces with counter-funding component1
		Budget of national departments
Disaster risk management ongoing operations (KPAs 2 and 3)	National and provincial government	Own departmental budgets
	New assignment to local government	Increase in the I (Institutional) component of the equitable share of local government
Disaster risk reduction (KPAs 2 and 3)	National departments	Own budgets
	Provincial departments	Own budgets but can be augmented by application for funding to the NDMC for special national priority risk reduction projects
	District municipalities	Own budgets but can be augmented by application for funding to the NDMC for special national priority risk reduction projects
	In the case of low-capacity, resource-poor municipalities2	Additional funding released from the NDMC targeted at these categories of municipalities
Response, recovery and rehabilitation and reconstruction efforts (KPA 4)	National government	Own budget for those departments frequently affected by disasters
		Access to central contingency funds
		Reprioritise within capital budgets for infrastructure reconstruction
	Provincial government	Own budget, particularly for those departments frequently affected by disasters
		Conditional infrastructure grants
		Access to central contingency fund once threshold is exceeded on a matching basis
		Reprioritize within capital budget for infrastructure reconstruction
	Local government	Access to central contingency fund once threshold is exceeded
		Conditional infrastructure grant, i.e. Municipal Infrastructure Grant (MIG)
Education, training, and capacity-building programmes (Enabler 2)	All spheres of government	Own budgets and reimbursement through SETAs
		Public awareness programmes and research activities can also be funded through the private sector, research foundations, NGOs, and donor funding

Section 7.6.2 of the NDMF states that *"Cost expenditure on routine disaster management activities must be funded through the budgets of the relevant organs of state. Preparedness must be funded through the budgets of national, provincial, and local organs of state as part of their routine disaster management activities".*

Considering the above it is evident that the municipality must fund and implement disaster management from their own budgets.

Funding of post-disaster recovery and rehabilitation

In the case of post-disaster recovery and rehabilitation, section 56 of the Act states:

"56. Guiding principles (1) This Chapter is subject to sections 16 and 25 of the Public Finance Management Act, 1999, which provide for the use of funds in emergency situations.

(2) When a disaster occurs, the following principles apply:

(a) National, provincial, and local organs of state may financially contribute to response efforts and post-disaster recovery and rehabilitation.

(b) The cost of repairing or replacing public sector infrastructure should be borne by the organ of state responsible for the maintenance of such infrastructure."

Procurement of essential goods & services

To understand the importance of this it should be viewed in context.

Section 53(2) of the Disaster Management Act states the following:

"(2) A disaster management plan for a municipal area must—

(a) form an integral part of the municipality's integrated development plan.

(b) anticipate the types of disaster that are likely to occur in the municipal area and their possible effects.

(c) place emphasis on measures that reduce the vulnerability of disaster-prone areas, communities and households.

(d) seek to develop a system of incentives that will promote disaster management in the municipality.

(e) identify the areas, communities, or households at risk.

(f) consider indigenous knowledge relating to disaster management.

(g) promote disaster management research.

(h) identify and address weaknesses in capacity to deal with possible disasters.

(i) provide for appropriate prevention and mitigation strategies.

(j) facilitate maximum emergency preparedness; and

(k) contain contingency plans and emergency procedures in the event of a disaster, providing for—

(i) the allocation of responsibilities to the various role-players and co-ordination in the carrying out of those responsibilities.

(ii) prompt disaster response and relief.

(iii) the procurement of essential goods and services.

(iv) the establishment of strategic communication links.

(v) the dissemination of information; and

(vi) other matters that may be prescribed."

Kouga Local Municipality must have an emergency procedure for the procurement of essential goods and services.

Section 55(2) states the following:

"(2) If a local state of disaster has been declared in terms of subsection (1), the municipal council concerned may, subject to subsection (3), make by-laws or issue directions, or authorise the issue of directions, concerning—

(a) the release of any available resources of the municipality, including stores, equipment, vehicles, and facilities.

(b) the release of personnel of the municipality for the rendering of emergency services.

(c) the implementation of all or any of the provisions of a municipal disaster management plan that are applicable in the circumstances.

(d) the evacuation to temporary shelters of all or part of the population from the disaster- stricken or threatened area if such action is necessary for the preservation of life.

(e) the regulation of traffic to, from or within the disaster-stricken or threatened area.

(f) the regulation of the movement of persons and goods to, from or within the disaster- stricken or threatened area.

(g) the control and occupancy of premises in the disaster-stricken or threatened area.

(h) the provision, control or use of temporary emergency accommodation.

(i) the suspension or limiting of the sale, dispensing or transportation of alcoholic beverages in the disaster-stricken or threatened area.

(j) the maintenance or installation of temporary lines of communication to, from or within the disaster area.

(k) the dissemination of information required for dealing with the disaster.

(l) emergency procurement procedures.

(m) the facilitation of response and post-disaster recovery and rehabilitation; or

(n) other steps that may be necessary to prevent an escalation of the disaster, or to alleviate, contain and minimise the effects of the disaster."

Kouga Local Municipality in conjunction with the district may, when a local state of disaster has been declared, make by-laws or issue directions, or authorise the issue of directions, concerning emergency procurement procedures.

It should be noted that procurement of essential goods and services should take place during all stages of disaster management, including disaster risk reduction, response, and recovery.

Procurement for disaster risk reduction will happen in accordance with the relevant legislation and Kouga Local Municipality procurement policies and procedures. Procurement for disaster recovery and reconstruction will happen in accordance with section 56 of the Act.

Emergency procurement during a disaster and for disaster relief will take place in accordance with Section 55 of the Act.

The contingency arrangements for emergency procurement should a local state of disaster not be declared will be as follows:

The Disaster Management Centre / Office to be informed of any emergency procurement requirements during a disaster or major incident.

The Director Community Services will have access to the Municipal Manager to request emergency procurement in the required format.

The Municipal Manager will urgently attend the approvals for the emergency procurement.

Chapter 7: Response

Immediate and effective response

To clarify this, it is important to take note of first section in the Disaster Management Act, 57 of 2002. The purpose of the Act states the following:

"To provide for—

an integrated and co-ordinated disaster management policy that focuses on preventing or reducing the risk of disasters, mitigating the severity of disasters, emergency preparedness, rapid and ***effective response*** *to disasters and post-disaster recovery and rehabilitation.*

the establishment and functioning of national, provincial, and municipal disaster management centres.

disaster management volunteers; and

matters incidental thereto."

What constitutes an integrated, co-ordinated, rapid, and effective response? This can only be achieved through planning, implementation, and exercise. A Technical Advisory Committee will be appointed by the Kouga Local Advisory Forum. A response policy will be drafted. This document must address amongst other factors the following:

Effective communication
Who is in command?
Co-ordination of response
Roles and Responsibilities

Section 54 of the Disaster Management Act states the following:

"54. Responsibilities in event of local disaster. —

(1) Irrespective of whether a local state of disaster has been declared in terms of section 55—

(a) the council of a metropolitan municipality is primarily responsible for the co-ordination and management of local disasters that occur in its area; and

(b) the council of a district municipality, acting after consultation with the relevant local municipality, is primarily responsible for the co- ordination and management of local disasters that occur in its area.

(2) A district municipality and the relevant local municipality may, despite subsection (1) (b), agree that the council of the local municipality assumes primary responsibility for the co-ordination and management of a local disaster that has occurred or may occur in the area of the local municipality.

(3) The municipality having primary responsibility for the co-ordination and management of a local disaster must deal with a local disaster—

(a) in terms of existing legislation and contingency arrangements, if a local state of disaster has not been declared in terms of section 55 (1); or

(b) in terms of existing legislation and contingency arrangements as augmented by by-laws or directions made or issued in terms of section 55 (2) if a local state of disaster has been declared."

Each of the departments involved have specific response and/or recovery roles and functions, which includes the following generic requirements.

The Departmental Heads: must ensure that Disaster Risk Management Plans are compiled and maintained within their respective departments, with specific reference to the following:

Compilation of pro-active departmental disaster risk management programmes to support disaster risk reduction.

Compilation of reactive departmental disaster management plans to ensure service continuation during emergency/disaster situations.

Submit departmental disaster management plans to the Head of Disaster Management and ensure regular review of such plans; and

Provide a representative at the Disaster Operations Centre if this has been activated.

Section 55 of the Disaster Management Act stipulates the following:

"*55. Declaration of local state of disaster. —*

(1) In the event of a local disaster the council of a municipality having primary responsibility for the co-ordination and management of the disaster may, by notice in the Provincial Gazette, declare a local state of disaster if—

(a) existing legislation and contingency arrangements do not adequately provide for that municipality to deal effectively with the disaster; or

(b) other special circumstances warrant the declaration of a local state of disaster.

(2) If a local state of disaster has been declared in terms of subsection (1), the municipal council concerned may, subject to subsection (3), make by-laws or issue directions, or authorise the issue of directions, concerning—

(a) the release of any available resources of the municipality, including stores, equipment, vehicles, and facilities.

(b) the release of personnel of the municipality for the rendering of emergency services.

(c) the implementation of all or any of the provisions of a municipal disaster management plan that are applicable in the circumstances.

(d) the evacuation to temporary shelters of all or part of the population from the disaster- stricken or threatened area if such action is necessary for the preservation of life.

(e) the regulation of traffic to, from or within the disaster-stricken or threatened area.

(f) the regulation of the movement of persons and goods to, from or within the disaster- stricken or threatened area.

(g) the control and occupancy of premises in the disaster-stricken or threatened area.

(h) the provision, control, or use of temporary emergency accommodation.

(i) the suspension or limiting of the sale, dispensing or transportation of alcoholic beverages in the disaster-stricken or threatened area.

(j) the maintenance or installation of temporary lines of communication to, from or within the disaster area.

(k) the dissemination of information required for dealing with the disaster.

(l) emergency procurement procedures.

(m) the facilitation of response and post-disaster recovery and rehabilitation; or

(n) other steps that may be necessary to prevent an escalation of the disaster, or to alleviate, contain and minimise the effects of the disaster.

(3) The powers referred to in subsection (2) may be exercised only to the extent that this is necessary for the purpose of—

(a) assisting and protecting the public.

(b) providing relief to the public.

(c) protecting property.

(d) preventing or combating disruption; or

(e) dealing with the destructive and other effects of the disaster.

(4) By-laws made in terms of subsection (2) may include by-laws prescribing penalties for any contravention of the by- laws.

(5) A municipal state of disaster that has been declared in terms of subsection (1)—

(a) lapses three months after it has so been declared.

(b) may be terminated by the council by notice in the Provincial Gazette before it lapses in terms of paragraph (a); and

(c) may be extended by the council by notice in the Provincial Gazette for one month at a time before it lapses in terms of paragraph (a), or the existing extension is due to expire."

The Kouga Local Disaster Management Centre / Office will draft these bylaws in conjunction with Sarah Baartman District to ensure continuity in the district and have them approved with the provision that they should only be valid if a State of Disaster has been declared.

Declaration of a state of disaster

There are a number of sections in Act 57 of 2002 as amended Act 16 of 2015 that contains stipulations that affects the declarations of a Disaster. These sections include:

Section 2. Instances where the Disaster Management Act does not apply.
Section 23. Classification and recording of Disasters. When is a Disaster a:
- Local Disaster
- Provincial Disaster
- National Disaster

Section 27. Declaration of a National state of Disaster
Section 35. Disaster occurring or threatening to occur in provinces.
Section 41. Declaration of Provincial state of Disaster
Section 49. Disasters occurring or threatening to occur in municipal areas.
Section 55. Declaration of a local state of Disaster

It is important to note that none of these sections can be applied in isolation and cognisance should be taken of all these sections during the declaration of a Disaster. The following section highlights these stipulations that are more applicable to declaring a Local state of Disaster.

Section 2. Instances where the Disaster Management Act does not apply.

"2. Application of Act. (1) This Act does not apply to an occurrence falling within the definition of "disaster" in section 1—

(a) if, and from the date on which, a state of emergency is declared to deal with that occurrence in terms of the State of Emergency Act, 1997 (Act No. 64 of 1997); or

(*b) to the extent that that occurrence can be dealt with effectively in terms of other national legislation—*

(i) aimed at reducing the risk, and addressing the consequences, of occurrences of that nature; and

(ii) identified by the Minister by notice in the Gazette.

(2) The Minister may, in consultation with Cabinet members responsible for the administration of national legislation referred to in subsection (1) (b), issue guidelines on the application of that subsection.

(3) Where provincial legislation regulating disaster management in a province is inconsistent with this Act, this Act prevails over the provincial legislation subject to section

146 of the Constitution."

Section 23. Classification and recording of disasters.

"23. Classification and recording of disasters.

(1) When a disastrous event occurs or threatens to occur, the National Centre must, for the purpose of the proper application of this Act, determine whether the event should be regarded as a disaster in terms of this Act, and if so, the National Centre must immediately—

(a) assess the magnitude and severity or potential magnitude and severity of the disaster.

(b) classify the disaster as a local, provincial or national disaster in accordance with subsections (4), (5) and (6).

(bA) inform the relevant provincial disaster management centre of the decision on the classification of the disaster made in terms of para- graph (b); and

(c) record the prescribed particulars concerning the disaster in the prescribed register.

(2) When assessing the magnitude and severity or potential magnitude and severity of a disaster, the National Centre—

(a) must consider any information and recommendations concerning the disaster received from a provincial or municipal disaster management centre in terms of section 35 or 49; and

(b) may enlist the assistance of an independent assessor to evaluate the disaster on site.

(3) The National Centre may reclassify a disaster classified in terms of subsection (1) (b) as a local, provincial, or national disaster at any time after consultation with the relevant provincial or municipal disaster management centres, if the magnitude and severity or potential magnitude and severity of the disaster is greater or lesser than the initial assessment.

(4) A disaster is a local disaster if—

(a) it affects a single metropolitan, district, or local municipality only; and

(b) the municipality concerned, or, if it is a district or local municipality, that municipality either alone or with the assistance of local municipalities in the area of the district municipality is able to deal with it effectively.

(5) A disaster is a provincial disaster if—

(a) it affects—

(i) more than one metropolitan or district municipality in the same province; or

(ii) a single metropolitan or district municipality in the province and that metropolitan municipality, or that district municipality with the assistance of the local municipalities within its area, is unable to deal with it effectively; and

(b) the province concerned is able to deal with it effectively.

(6) A disaster is a national disaster if it affects—

(a) more than one province; or

(b) a single province which is unable to deal with it effectively.

(7) Until a disaster is classified in terms of this section, the disaster must be regarded as a local disaster.

(8) The classification of a disaster in terms of this section designates primary responsibility to a particular sphere of government for the co-ordination and management of the disaster, but an organ of state in another sphere may assist the sphere having primary responsibility to deal with the dis- aster and its consequences."

Section 49. Disasters occurring or threatening to occur in municipal areas.

"49. Disaster occurring or threatening to occur in municipal areas. —

(1) When a disastrous event occurs or is threatening to occur in the area of a municipality, the disaster management centre of the municipality concerned must determine whether the event should be regarded as a disaster in terms of this Act, and, if so, must immediately—

(a) initiate efforts to assess the magnitude and severity or potential magnitude and severity of the disaster.

(b) inform the National Centre and the relevant provincial disaster management centre of the disaster and its initial assessment of the magnitude and severity or potential magnitude and severity of the disaster.

(c) alert disaster management role-players in the municipal area that may be of assistance in the circumstances; and

(d) initiate the implementation of any contingency plans and emergency procedures that may be applicable in the circumstances.

(2) When informing the National Centre and the relevant provincial disaster management centre in terms of subsection (1) (b), the municipal disaster management centre may make such recommendations regarding the classification of the disaster as may be appropriate."

Section 55. Declaration of a local state of Disaster

"55. Declaration of local state of disaster. —

(1) In the event of a local disaster the council of a municipality having primary responsibility for the co-ordination and management of the disaster may, by notice in the Provincial Gazette, declare a local state of disaster if—

(a) existing legislation and contingency arrangements do not adequately provide for that municipality to deal effectively with the disaster; or

(b) other special circumstances warrant the declaration of a local state of disaster.

(2) If a local state of disaster has been declared in terms of subsection (1), the municipal council concerned may, subject to subsection (3), make by-laws or issue directions, or authorise the issue of directions, concerning—

(a) the release of any available resources of the municipality, including stores, equipment, vehicles and facilities.

(b) the release of personnel of the municipality for the rendering of emergency services.

(c) the implementation of all or any of the provisions of a municipal disaster management plan that are applicable in the circumstances.

(d) the evacuation to temporary shelters of all or part of the population from the disaster- stricken or threatened area if such action is necessary for the preservation of life.

(e) the regulation of traffic to, from or within the disaster-stricken or threatened area.

(f) the regulation of the movement of persons and goods to, from or within the disaster- stricken or threatened area.

(g) the control and occupancy of premises in the disaster-stricken or threatened area.

(h) the provision, control, or use of temporary emergency accommodation.

(i) the suspension or limiting of the sale, dispensing or transportation of alcoholic beverages in the disaster-stricken or threatened area.

(j) the maintenance or installation of temporary lines of communication to, from or within the disaster area.

(k) the dissemination of information required for dealing with the disaster.

(l) emergency procurement procedures.

(m) the facilitation of response and post-disaster recovery and rehabilitation; or

(n) other steps that may be necessary to prevent an escalation of the disaster, or to alleviate, contain and minimise the effects of the disaster.

(3) The powers referred to in subsection (2) may be exercised only to the extent that this is necessary for the purpose of—

(a) assisting and protecting the public; (b) providing relief to the public.

(c) protecting property.

(d) preventing or combating disruption; or

(e) dealing with the destructive and other effects of the disaster.

(4) By-laws made in terms of subsection (2) may include by-laws prescribing penalties for any contravention of the by- laws.

(5) A municipal state of disaster that has been declared in terms of subsection (1)—

(a) lapses three months after it has so been declared.

(b) may be terminated by the council by notice in the Provincial Gazette before it lapses in terms of paragraph (a); and

(c) may be extended by the council by notice in the Provincial Gazette for one month at a time before it lapses in terms of paragraph (a), or the existing extension is due to expire".

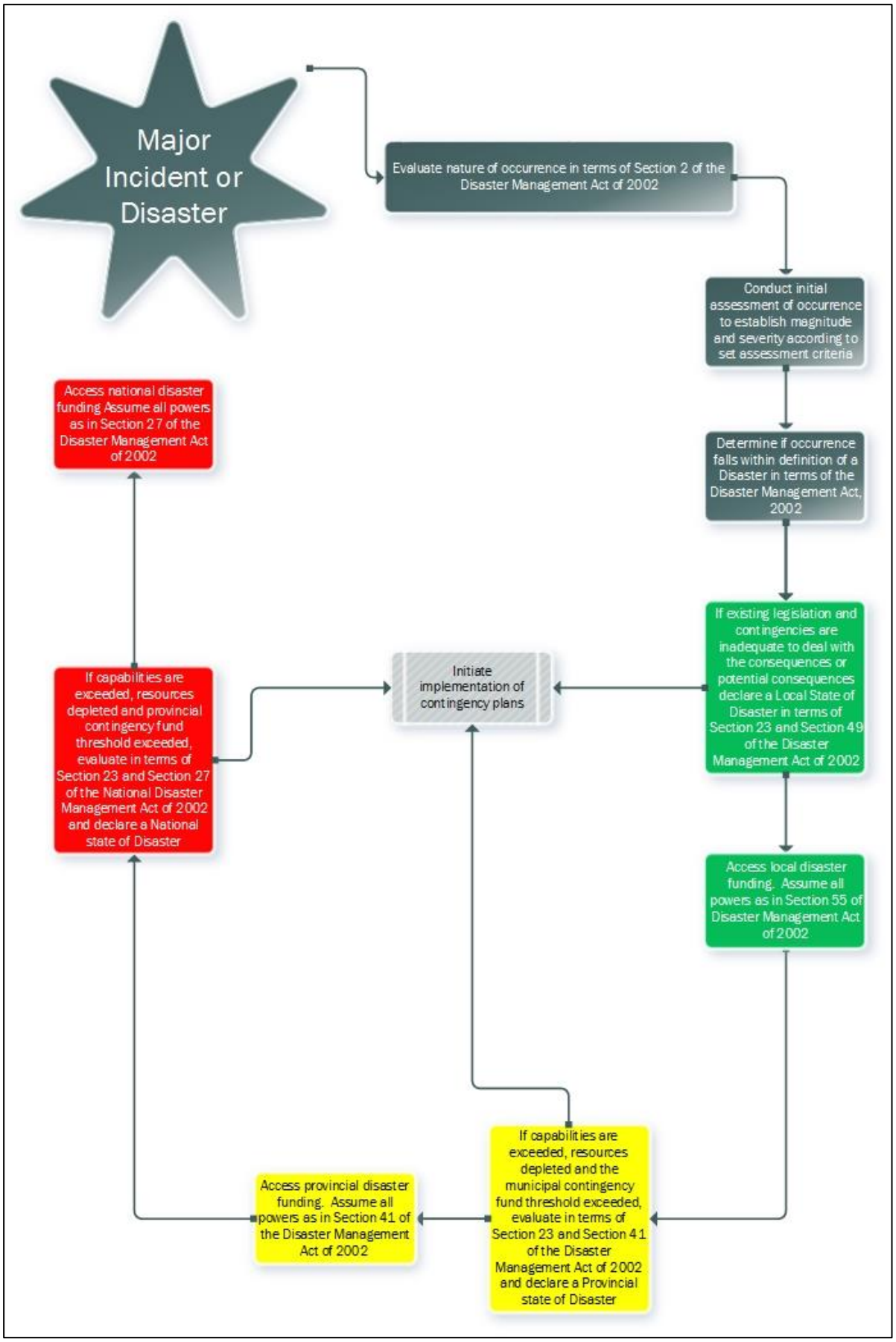


Figure Error! No text of specified style in document.**-11: Process of declaration of states of disaster**

The internal process following during declaration of a disaster is summarised below:

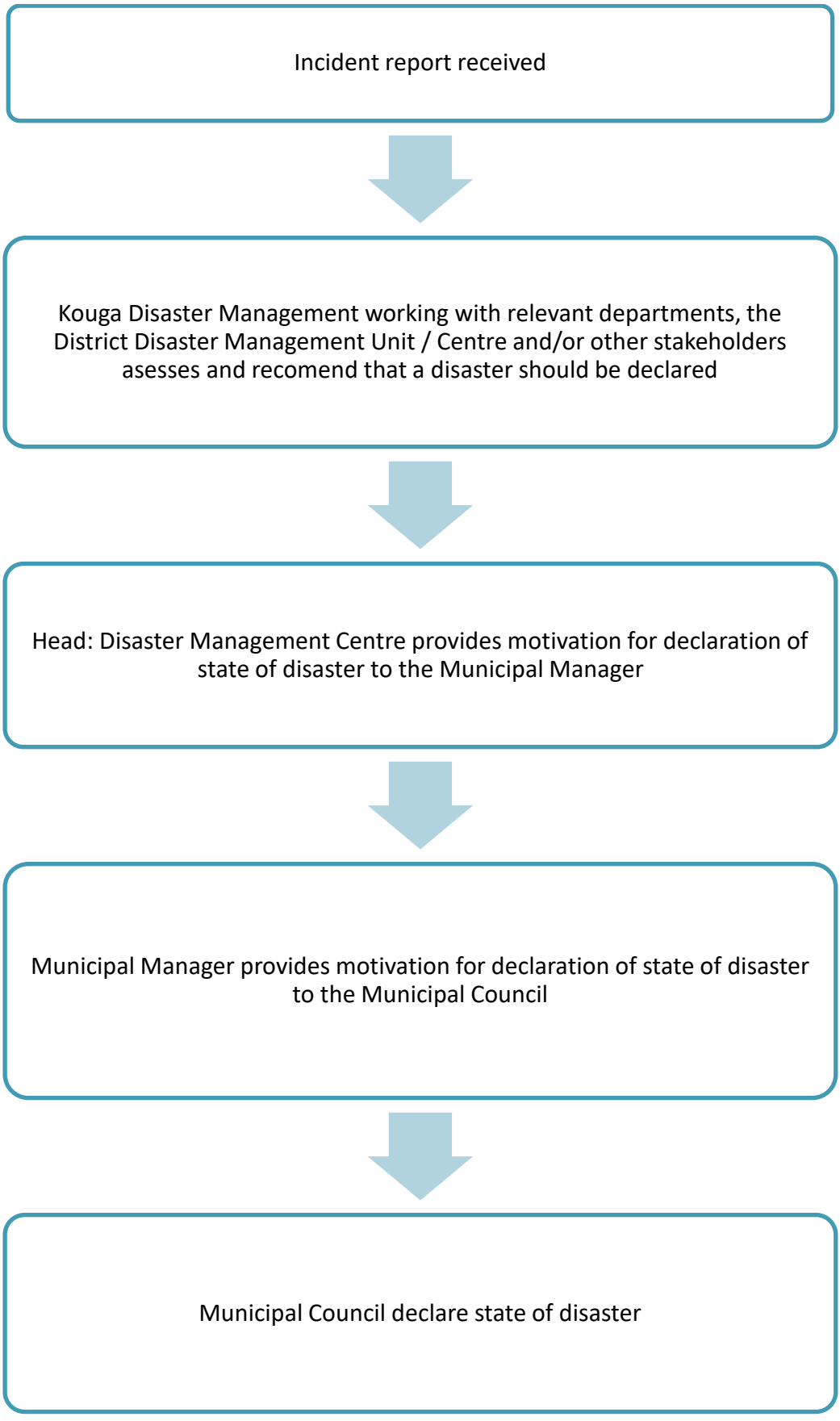


Figure Error! No text of specified style in document.**-12: Internal process following during declaration of a disaster.**

Disaster relief

The National Disaster Management Framework defines Relief as follows:

"The provision of assistance or intervention during or immediately after a disaster to meet the life preservation and basic subsistence needs of those people affected. It can include the provision of shelter, food, medicine, clothing, water, etc."

The Kouga Local Disaster Management Centre / Office will establish a Technical Task Team to formulate a Disaster Relief Strategy which will inter alia address the following matters:

Database of resources
Manpower & resource contingencies
Effective needs assessments
Education as part of relief provision and sustainable relief provision, linking to prevention/mitigation.
Relief protocols, including communication.
Emergency kits
Venues for relief
Relief reporting
Funding & procurement

Chapter 8: Recovery

Post disaster impact assessments

After a disaster, the following disaster impact assessment activities will be undertaken, including an impact analysis relating to:

Direct and indirect impact on communities.
Social impact.
Agricultural impact.
Infrastructural impact, including critical infrastructure.
Environmental impact; and
Economic impact.

Logistics

Whether during disaster response, or while implementing mitigation activities, the basic task of a logistics system is to deliver the appropriate supplies, in good condition, in the quantities required, and at the place and time they are needed. The type of supplies or goods transported in the specific logistical system will be influenced by the operation and activities supported by the logistical system, for example, if the aim is emergency relief, the good might include food or shelter items; while, if a reconstruction or rehabilitation initiative is implemented, the goods transported might include equipment, or construction material. Therefore, irrespective of the disaster phase for which the logistical system is required and implemented (prevention, mitigation, response, recovery), some general considerations can be identified.

The aim of this section is to provide an overview of a general logistical system, and to provide guidance on conducting planning for logistical support during disaster mitigation activities.

Role of Logistics in Mitigation Activities

For the purpose of this discussion, Mitigation activities will be considered to include components such as Preparedness, Recovery and Reconstruction. Mitigation activities can generally also be grouped into two

levels, namely structural and non-structural. Structural measures refer to any physical construction to reduce or avoid possible impacts of hazards, which include engineering measures and construction of hazard-resistant and protective structures and infrastructure. Non-structural measures refer to policies, awareness, knowledge development, public commitment, and methods and operating practices, including participatory mechanisms and the provision of information, which can reduce risk and related impacts. In terms of logistical systems in support of mitigation activities, and in line with the above-mentioned definition, the aim of mitigation logistics will be to ensure appropriate mitigation related supplies or goods, in good condition, in the quantities required, are available at the place and time they are needed in order to implement preparedness, recovery and reconstruction activities. These items can include, amongst others:

- Equipment
    - Construction (Concrete Mixers and Pumps, Scaffolding, Construction Plant, Earthwork Machinery, etc.)
    - Communication and Information Technology (Radio broadcasting, receiving, Cabling, Networks, Servers, etc.)
    - Office Equipment (Computer, Photocopiers, Printers, Plotters, etc.)
- Tools
    - (Power tools, Hand tools, cleaning tools, Machine tools, Measuring tools, Surveying tools, Electrical, Kitchen, etc.).
- Furniture
    - (Desks, tables, chairs, bleds, etc.) ;
- Vehicles
    - (Air, Land, Water vehicles) (Freight transport, People carriers, medical vehicles, communication vehicles, etc.);
- Construction Material
    - (Wood, Metals, Stone, Water, etc.).
- Food Material.
- Human Resources
    - (Specialists, support staff, construction workers, field workers, disaster victims, etc.); and
- Disaster Waste. Solid and liquid waste generated from a disaster, including.
    - Concrete, steel, wood, clay and tar elements from damaged buildings and infrastructures.
    - Parts from the power and telephone grids such as electrical poles, wire, electronic equipment, transformers.
    - Parts from water and sewage distribution systems.
    - Natural debris such as clay, mud, trees.
    - Chemicals, dyes and other raw materials from industries and workshops.
    - Waste from relief operations.
    - Waste from disaster settlements and camps including food waste, packaging materials, excreta, and other wastes from relief supplies; and

- Healthcare waste.

All of these items might be required to support the implemented mitigation activities, be it preparedness, recovery or reconstruction related.

Overview of Logistics

The UNDAC indicates that: *"Emergency logistics is a "systems exercise*" and requires:

Delivery of the appropriate supplies in good condition, when and where they are needed.
A wide range of transport, often improvised at the local level.
Limited, rapid, and specific deliveries from outside the area.
A system of prioritising various relief inputs.
Storing, staging, and moving bulk commodities.
Moving people.
Coordination and prioritization of the use of limited and shared transport assets; and
Possible military involvement in logistics support (especially in cases of civil conflict).

Main factors in the operating environment which shape the response are:

Capacity of the infrastructure.
Availability and quantity of transport assets in the country.
Politics of the situation; and
Civil conflict in the area of operations.

Even though the above relates specifically to 'Emergency logistics' the above-mentioned aspects apply equally to logistics during the mitigation phase.

Components and Requirements of Logistical System Structure of a Logistical System

A typical logistical system will generally consist of the following components:

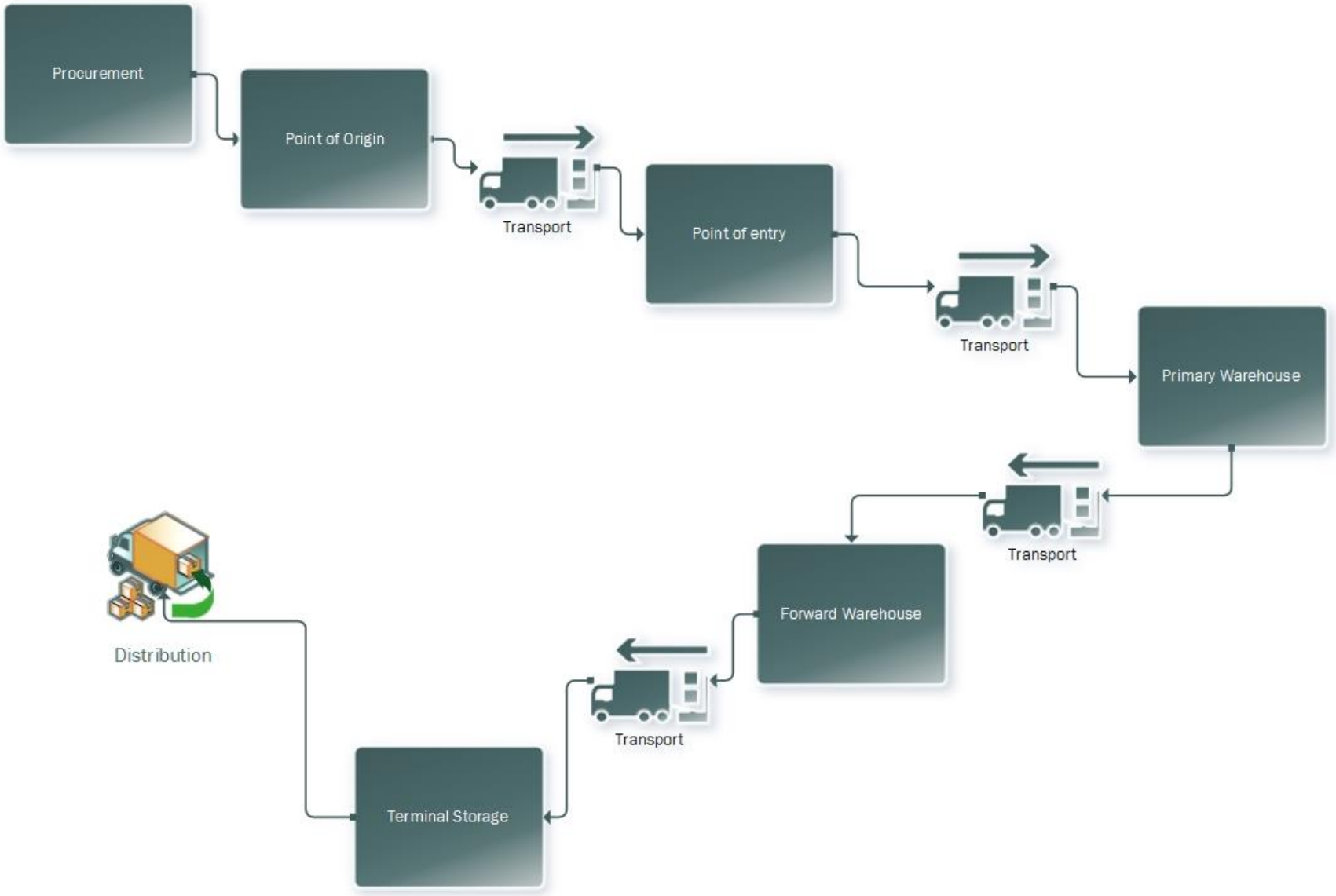


Figure Error! No text of specified style in document.**-13: Logistical system**

Generally speaking, the further down in the logistical flow, the smaller the required vehicles will be. The transportation means will usually start with ships, trains, or aircraft, through big trucks with trailers or semi-trailers, to smaller trucks or even smaller 4x4 vehicles.

Required Facilities and Equipment

The following function will form part of the logistical system, while several facilities will be required to support these functions:

Table Error! No text of specified style in document.**-9: Logistical functions and facilities**

Logistical Functions	Logistical Facilities
• Management. • Central support. • Procurement. • Port clearance. • Warehouse/storage. • Transport. • Scheduling. • Communications. • Commodity control; and • Distribution control.	• Offices and administrative equipment. • Warehouses at various levels. • Fuel and spares stores. • Workshops. • Vehicle parks. • Vehicles for management staff. • Fleets of trucks. • Special vehicles such as cranes, tankers, and cargo-handling machines. • Communications equipment; and • Accommodations.

These functions and facilities should be considered when developing a logistical plan.

Role Players in Logistics

A number of role-players are involved in the logistical process and should be considered in the logistical planning process. Some of the role-players involved in emergencies include:

Multilateral agencies: In general terms, these are organizations formed by several governments and include disaster assistance among their objectives, such as the United Nations. Their collaboration is generally focused on technical assistance related to the issues dealt with by their different agencies, sending of consultants and experts on these topics, and support to look for and channel assistance resources for the affected country. Multilateral agencies can often provide valuable expertise and support in terms of logistical processes.

Neighbouring communities or regions: It is common to have contributions in kind and spontaneous volunteers from municipalities neighbouring the affected area.

National or local government of the affected region or country: A major event usually brings about the intervention not only of the national authority on disasters but also of other governmental institutions. This is especially the case with logistics, where a range of different role players need to coordinate activities to ensure the availability, storage, transportation and delivery of goods or people. A key role-player in this regard will include border control / customs departments, who needs to ensure the swift processing and transportation of goods through the relevant ports of entry.

Military organizations: Usually they have a wide supply of equipment and experience that may be used to support logistic operations. These include means of transportation, manpower, bridge, and road construction, etc. However, the use of this resource must be carefully appraised whenever the army is an active participant in a conflict, as in these cases it may be unwise to use it for security reasons.

Non-governmental organizations (NGO): These may be national or international and include religious and social organizations. The abilities, experience, and resources are usually very varied. There are international NGOs specializing in emergencies and with appropriate intervention skills and resources.

Specialized institutions: These groups may provide crucial technical assistance to deal with specific issues, such as vulnerability analysis, risk mitigation, needs assessment, or other more practical issues such as water quality, medical supply management, etc.

The private and commercial sector, national and international: This section may become involved at different levels ranging from donations to contracting their specialized services (transportation, storage room renting, equipment manufacturing, etc.).

Local population: The inhabitants of the disaster area are the first to provide aid and who also assist with contributions in kind for the victims. The role of local populations, familiar with the affected area, should not be underestimated.

The Logistical Plan

Planning and preparedness are vital to establish an adequate logistics system. This planning should be based on good knowledge of the geographic, social, political, and physical context in which the operations are to be implemented. After a suitable plan has been compiled, it is also important to ensure effective implementation through the required operations plan. The plan should respond to the following questions with clear, detailed answers:

Which tasks are to be performed? How do they relate to other activities, and what is the sequence for their implementation?

Who are responsible for these tasks? (List specific organizations/departments).

Who will be in charge of the global coordination of the logistics system?

Which resources will be necessary? How and where will they be acquired?

Which alternative actions will be implemented in case the defined system breaks down?

Special procurement process that can be affected by existing procurement-related legislation.

Chapter 9: Testing and review of the plan

Evaluation of response and contingency planning

An assessment or evaluation of the response efforts of the various departments and role-players. The results from the assessment will be used to determine the overall impact of the event on the Municipality, identify gaps in the current disaster contingency plans, and also identify suitable improvements required to increase the resilience of the Municipality to disasters or extreme events.

This should be achieved by performing an analysis of the response efforts of the various departments and role-players after a disaster event. This can be achieved by firstly recapping the events according to records kept during the occurrence. Study among others the following:

How was decision making? What needs to change to make this effective?

Were the resources adequate or were gaps identified?

Were the contingencies adequate, or do they need to be revised?

How was communication? Was gaps or problems identified?

What is the standard of personnel, were there gaps that need to be addressed through training?

This emphasises the need for simulations and exercises, especially to evaluate response before the occurrence of major incidents or Disaster.

Integrated reporting, monitoring and evaluation.

Section 48 of the Disaster Management Act requires that the Kouga Local Municipal Disaster Management Centre / Office in conjunction with Sarah Baartman District Disaster Management Centre must monitor compliance in terms of Section 52 and Section 53 of the Disaster Management Act. The Kouga Local Municipal Disaster Management Centre / Office must also report on these monitoring initiatives.

Taking into consideration the requirements of the National Disaster Management Framework, the following approach will be followed in this regard:

- Taking cognisance of the KPIs defined in the Sarah Baartman Disaster Management Framework
- Reviewing the results of disasters and major incidents in areas where these have occurred and developing contingency arrangements in the interim from lessons learned. This is a simplified example and does not aim to replace any formal reporting templates prescribed by the District, Provincial and or National Disaster Management Centre.
- Conducting rehearsal and simulation exercises.
- Constant progress reporting to the District, Provincial and National Disaster Management Centre, as may be required by these institutions and reports to the Municipal Council as required by Council.

Disaster Incident Reporting will occur in the formats prescribed by the Municipality and/or Provincial Disaster Management Centres externally and in the formats required by the Municipal Council internally. The Director Community Services should have direct access and report to the Municipal Manager in the case of a major incident or disaster. Integrated reporting, monitoring and evaluation.

Simulations exercises and drills.

To respond effectively to the impact of disasters it is necessary to have a preparedness and response plan to facilitate organised and coordinated actions during an event. Plans are not theoretical exercises: they must be tested frequently so that they can be evaluated, adapted, and updated before and after an actual event.

Simulation exercises and drills are among the most useful tools for evaluating and testing these plans, and they have been used systematically over the years by organisations that work in disaster preparedness and response. They are also excellent tools for training, for evaluating tools and procedures, for decision making exercises, for developing teamwork, and for internal and external coordination.

Simulations

A simulation is a tabletop exercise that recreates a hypothetical disaster scenario where a group of participants must make decisions based on information that they receive during the exercise. Each participant is assigned a role in the exercise that can match his or her actual occupation. The events in the exercise happen in “simulated time” (representing days or weeks), during which the players receive information about situations that might arise during an emergency or disaster.

Drills

A drill is a practical exercise in managing operations which simulates damage and injuries in a hypothetical emergency situation. Participants face mock situations, using the skills and techniques that would be applied in real situations. Unlike the simulation exercises described in the previous section, drills require the actual mobilization and use of personnel and material resources.

Drills allow for the evaluation of procedures, tools, skills, and individual and institutional capacity in relation to disaster preparedness and response. Drills are carried out in “real” time and each of the participants

assumes the role that he or she customarily performs in his/her regular work. Others will perform as victims or other roles.

Chapter 10: Contact details and reference documents

In terms of the NDMC guidelines this chapter requires the contact details of role players and stakeholders as well as the reference documents referred to in the contents of the plan above. This section is a dynamic section as the contact details and reference documents may change frequently. An example of contact details that may change, is when a senior stakeholder is no longer part of the organisation, and another is appointed in that space. An example of reference documents that may change is when key equipment removed service for an extended period and contingency arrangement need to be changed to take this in into consideration. Since a Disaster Management Plan is required by Section 26(g) of Act 32 of 2000 (Local Government Systems Act) and Section 53(2) of Act 57 of 2002 as amended (Disaster Management Act) to be included in the Integrated Development Plan (IDP) of a Municipality, as a core component, it would be necessary to for the Municipal Council to approve any amendments to the Disaster Management Plan. The IDP would have been approved by council and therefore any changes to an approved resolution of council would have to rescinded and re-approved.

These supporting documents are listed in in the table below as they will be updated on a regular basis.

Table Error! No text of specified style in document.**-10: List of supporting documents.**

No	Name of document
1	Departmental contact list
2	Database of resources (internal)
3	Database of resources (external)
4	List of Disaster Management Volunteers
5	List of community-based organisations (CBO) and Non-governmental organisations (NGO)
6	Disaster Management By-Laws

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Appendices

Appendix A: Action plan for further implementation of disaster management in Kouga Local Municipality

MAIN KEY PERFORMANCE AREAS AND INDICATORS	RESPONSIBLE DEPARTMENT / INSTITUTION	CURRENT STATUS AND OUTSTANDING ACTIONS	TARGET DATE FOR COMPLETION OF OUTSTANDING ACTIONS
KEY PERFORMANCE AREA 1: ESTABLISH INTEGRATED INSTITUTIONAL CAPACITY			
IMPERATIVE 1.1 Establish functionally effective arrangements for the development and adoption of an integrated policy for disaster management	Disaster Management Centre / Office	The Municipality Disaster Management Policy Framework has to be updated.	2021
IMPERATIVE 1.2 Establish functionally effective arrangements for integrated direction and implementation of the Disaster Management Act, 2002; the National Disaster Management Framework; the provincial and municipality DMFs.	Disaster Management Centre / Office, in collaboration with all departments and external stakeholders	The Disaster Management Centre / Office is established and equipped, but vacant posts need to be filled. The Head of the Centre has been formally appointed. The following Technical Task Teams have to be established: A Task Team in the Inter-departmental Committee dealing with Crisis Management, including Enterprise Risk Management, Business Continuity etc. must be established. A Task Team in the Inter-departmental Committee dealing with disaster recovery specifically, including planning, land use management, legal aspects, etc., must be established.	Urgently 2021 2021
IMPERATIVE 1.3 Establish functionally effective arrangements for stakeholder participation and the engagement of technical advice in disaster management planning and operations	Disaster Management Centre / Office	The Disaster Management Advisory Forum (DMAF) has been established. The external stakeholder involvement in the DMAF will be enhanced. Stakeholders are constantly being invited to planning and input sessions pertaining to disaster risk assessments and planning.	2021

MAIN KEY PERFORMANCE AREAS AND INDICATORS	RESPONSIBLE DEPARTMENT / INSTITUTION	CURRENT STATUS AND OUTSTANDING ACTIONS	TARGET DATE FOR COMPLETION OF OUTSTANDING ACTIONS
IMPERATIVE 1.4 Establish functionally effective arrangements for national and regional cooperation for disaster management.	Disaster Management Centre / Office	The Disaster Management Centre / Office is working in close collaboration with Provincial and National Disaster Management Centre / Offices and institutions, as well as neighbouring municipalities and the private sector. Memoranda of understanding / mutual assistance agreements with main stakeholders need to be identified and finalised.	2021
KEY PERFORMANCE AREA 2: CONDUCT DISASTER RISK ASSESSMENTS AND MONITOR DISASTER RISK TO INFORM DISASTER MANAGEMENT PLANNING AND DISASTER RISK REDUCTION UNDERTAKEN BY ORGANS OF STATE AND OTHER ROLE PLAYERS			
IMPERATIVE 2.1 Review disaster risk assessments to inform disaster management and risk reduction policies, planning and programming.	Disaster Management Centre / Office	A scientific disaster risk assessment has been conducted in 2017 and the results of the assessment are available at the Disaster Management Centre / Office.	To be reviewed annually
IMPERATIVE 2.2 Generate an Indicative Disaster Risk Profile for the Municipality	Disaster Management Centre / Office	A disaster risk profile has been generated in 2017 and the results of the assessment are available at the Disaster Management Centre / Office.	To be reviewed annually
IMPERATIVE 2.3 Identify and establish effective mechanisms to monitor, update and disseminate disaster risk information.	Disaster Management Centre / Office	This is being executed by the Disaster Management Centre / Office	Constant
IMPERATIVE 2.4 Identify and apply mechanisms to conduct quality control.	Disaster Management Centre / Office	The municipal Disaster Management Centre / Office appointed and will further technical advisory committees comprising the relevant specialist scientific and technical expertise in the relevant sphere to assist	Constant

MAIN KEY PERFORMANCE AREAS AND INDICATORS	RESPONSIBLE DEPARTMENT / INSTITUTION	CURRENT STATUS AND OUTSTANDING ACTIONS	TARGET DATE FOR COMPLETION OF OUTSTANDING ACTIONS
		with monitoring standards and progress of disaster risk assessments and with the validation and/or interpretation of findings.	
KEY PERFORMANCE AREA 3: DEVELOP AND IMPLEMENT INTEGRATED AND RELEVANT DISASTER MANAGEMENT PLANS AND RISK REDUCTION PROGRAMMES IN ACCORDANCE WITH APPROVED FRAMEWORKS			
IMPERATIVE 3.1 Compile and implement integrated and relevant disaster management plans.	Disaster Management Centre / Office, all municipal departments, and Municipal Organs of State	This Disaster Management Plan and certain Contingency Plans have been drafted. Disaster plans for all municipal departments and entities have to be drafted. Additional Contingency Plans for all known prioritised hazards need to be drafted by the Disaster Management Centre / Office. Off-site Disaster Management Plans for all MHIs need to be developed by the Disaster Management Centre / Office	2022 2022 2022
IMPERATIVE 3.2 Determine municipal priority disaster risks and priority areas, communities, and households.	Disaster Management Centre / Office	A scientific disaster risk assessment has been conducted in 2017 and the results of the assessment are available at the Disaster Management Centre / Office.	To be reviewed annually
IMPERATIVE 3.3 Scope and develop disaster risk reduction plans, projects, and programmes.	Disaster Management Centre / Office, all municipal departments, and Municipal Entities	This has been executed as part of the development of this plan, but still need to be executed by all municipal departments and Municipal Organs of State.	2022
IMPERATIVE 3.4 Incorporate disaster risk reduction efforts into strategic integrating structures and processes.	Municipal Management, Disaster Management Centre / Office, all municipal departments, and Municipal Entities	This Disaster Management Plan will be incorporated into the Municipal IDP. Risk-related information will be incorporated into spatial development and	2021 Constant

MAIN KEY PERFORMANCE AREAS AND INDICATORS	RESPONSIBLE DEPARTMENT / INSTITUTION	CURRENT STATUS AND OUTSTANDING ACTIONS	TARGET DATE FOR COMPLETION OF OUTSTANDING ACTIONS
		environmental management frameworks. Mechanisms to disseminate experience from pilot and research projects that explore the vulnerability reduction potential, appropriateness, cost-effectiveness, and sustainability of specific disaster risk reduction initiatives will be further established. Case studies and best-practice guides in disaster risk reduction, facilitated by the municipal Disaster Management Centre / Office, will be generated, and disseminated. Disaster risk reduction programmes, projects and initiatives need to be implemented by municipal departments and any other municipal entities. Regulations, standards, minimum criteria, by-laws, and other legal instruments that encourage risk-avoidance behaviour need to be constantly enforced by municipal departments and other entities and documented in annual reports to the municipal Disaster Management Centre / Office, the National Disaster Management Centre / Office and the provincial Disaster Management Centre / Office concerned.	Constant Constant
KEY PERFORMANCE AREA 4: DEVELOP AND IMPLEMENT MECHANISMS TO ENSURE APPROPRIATE AND EFFECTIVE DISASTER RESPONSE AND RECOVERY IN ACCORDANCE WITH STATUTORY REQUIREMENTS			

MAIN KEY PERFORMANCE AREAS AND INDICATORS	RESPONSIBLE DEPARTMENT / INSTITUTION	CURRENT STATUS AND OUTSTANDING ACTIONS	TARGET DATE FOR COMPLETION OF OUTSTANDING ACTIONS
IMPERATIVE 4.1 Identify and implement mechanisms for the dissemination of early warnings.	Disaster Management Centre / Office, all municipal departments, and Municipal Entities	Effective and appropriate early warning strategies will be further developed and implemented, and the information communicated to stakeholders to enable appropriate responses. Strategic emergency communication links will be further established in high-risk areas and communities.	Constant
IMPERATIVE 4.2 Develop and implement mechanisms for the assessment of significant events and/or disasters for the purposes of classification and declarations of a state of disaster to ensure rapid and effective response.	Disaster Management Centre / Office	Uniform methods for the assessment and costing of significant events or disasters, which are consistent with national requirements, will be developed and adopted. Mechanisms for the rapid and effective classification of a disaster and the declaration of a state of disaster have been established. Mechanisms for conducting disaster reviews and reporting, including mechanisms to enable assessments that will comply with the provisions of sections 56 and 57 of the DM Act, have been developed and implemented. Research reports on significant events and trends are routinely submitted to the municipal Disaster Management Centre / Office, the National Disaster Management Centre / Office and the relevant provincial Disaster Management Centre / Office and are disseminated to stakeholders. Review reports on actual disasters are routinely submitted to the municipal Disaster Management Centre / Office, the National Disaster Management Centre / Office and the relevant provincial Disaster Management Centre / Office	2023

MAIN KEY PERFORMANCE AREAS AND INDICATORS	RESPONSIBLE DEPARTMENT / INSTITUTION	CURRENT STATUS AND OUTSTANDING ACTIONS	TARGET DATE FOR COMPLETION OF OUTSTANDING ACTIONS
		and are disseminated to stakeholders.	
IMPERATIVE 4.3 Develop and implemented mechanisms to ensure integrated response and recovery efforts.	Disaster Management Centre / Office, all municipal departments, and Municipal Entities	The municipal departments and any other entities that should bear primary responsibility for contingency planning and the coordination of known hazards have been identified and allocated such responsibility. Stakeholders who must bear secondary responsibility for contingency planning and the coordination of known hazards have been identified and allocated such responsibility. Contingency Plans for certain known hazards have been developed and implemented by all municipal departments and any other municipal entities. Response and recovery plans are reviewed and updated annually. Field Operations Plans for the various activities associated with disaster response and recovery need to be developed, implemented, and are reviewed and updated annually and after each significant event and/or disaster. Multi-agency responses need to be constantly managed in accordance with national regulations and directives and the relevant provincial disaster management policy framework and are reviewed and updated annually. Policy and directives for the management of disaster response and recovery operations need to be developed and gazetted or	2021 Ongoing

MAIN KEY PERFORMANCE AREAS AND INDICATORS	RESPONSIBLE DEPARTMENT / INSTITUTION	CURRENT STATUS AND OUTSTANDING ACTIONS	TARGET DATE FOR COMPLETION OF OUTSTANDING ACTIONS
		published and need to be adhered to. Constant simulation exercises (attended by senior managers of all departments and stakeholders) must be conducted with all relevant stakeholders, testing the effectiveness of disaster management planning and response, including communication effectiveness and integration.	
IMPERATIVE 4.4 Develop and adopt mechanisms for the management and distribution of disaster relief in accordance with national regulations and directives and the provincial DMF.	Disaster Management Centre / Office, Housing	Disaster relief measures are managed in accordance with national regulations and directives and are progressively monitored and reviewed annually. Recommendations are made to the municipal Disaster Management Centre / Office, the National Disaster Management Centre / Office and/or the provincial Disaster Management Centre / Office concerned, on any adjustments according to lessons learnt.	Ongoing
IMPERATIVE 4.5 Develop and implement mechanisms to ensure that integrated rehabilitation and reconstruction activities are conducted in a developmental manner	Disaster Management Centre / Office, Infrastructure & Development, Housing & Land	Post-disaster technical task teams for rehabilitation and reconstruction projects need to be established and operate effectively. Mechanisms for the monitoring of rehabilitation and reconstruction projects have been established and regular progress reports are submitted to the National Disaster Management Centre / Office and the provincial Disaster Management Centre / Office concerned.	Ongoing
Enabler 1: Mechanisms have been identified and developed to ensure that all relevant data in respect of the information management system is gathered and captured	Disaster Management Centre / Office	Command and Control System has been procured.	

MAIN KEY PERFORMANCE AREAS AND INDICATORS	RESPONSIBLE DEPARTMENT / INSTITUTION	CURRENT STATUS AND OUTSTANDING ACTIONS	TARGET DATE FOR COMPLETION OF OUTSTANDING ACTIONS
simultaneously in the process of developing and implementing disaster management plans and risk reduction programmes		A Disaster Management Information System need to be procured.	2021
Enabler 2: Education, training, public awareness, and research (knowledge management) needs in respect of disaster risk reduction planning and implementation have been analysed, and appropriate mechanisms have been identified and implemented to address the relevant needs	Disaster Management Centre / Office	Development of a disaster management communication and awareness strategy for the. Education, training, public awareness, and research (knowledge management) needs in respect of response and recovery planning and operations have been analysed and appropriate mechanisms need to be identified and implemented to address the relevant needs.	2020 Ongoing
Enabler 3: A business plan and a budget for the development and implementation of disaster management plans and risk reduction programmes have been prepared, submitted and approved for the current and ensuing financial year. Bylaws for emergency procurement in terms of sections 54 and 55 of the Act need to be promulgated.	Disaster Management Centre / Office, all municipal departments, and Municipal Entities Disaster Management Centre / Office and Municipal Council	A business plan and a budget for the development and implementation of response and recovery operational plans is prepared, submitted, and approved for the current and ensuing financial year.	Annually 2021

KOUGA
local municipality
Good Governance through Service Excellence

KOUGA LOCAL MUNICIPALITY (EC108)

DIRECTORATE: COMMUNITY SERVICES

NOTICE NO: 138/2022

NOTICE OF PUBLIC PARTICIPATION PROCESS: KOUGA DISASTER MANAGEMENT PLAN – REVIEW PUBLIC INPUTS ON THE DISASTER MANAGEMENT PLAN

Notice is given in terms of Regulation 53 of the Disaster Management Plan for Municipal areas under Chapter 5 of the Disaster Management Act 57of 2002. Each municipality must, within the applicable Municipal Disaster Management Framework, regularly review and update its plan, and through appropriate mechanism, processes and procedures established in terms of Chapter 4 of the Local Government Municipal Systems Act, 2000 (Act No. 32 of 2000) consult the local community on the preparation or amendment of its Plan.

Project Description: Review and Update of Kouga Disaster Management Plan.

The Disaster Management Plan lies open for public comments at the following municipal offices and libraries during normal office hours (Mon – Thursday - 7:30 – 16:15 & Friday 07:30 - 15:00). It can also be viewed on the Municipal Website **www.kouga.gov.za** and on the Municipal Notice Boards.

Jeffreys Bay Municipal Offices • Humansdorp Municipal Offices • St Francis Bay Municipal Offices • Hankey Municipal Offices • Patensie Municipal Offices • Humansdorp Library • Jeffreys Bay Library • Kruisfontein Library • Ukhanyiso Library • Patensie Library • Loerie Library • Hankey South Library • Hankey North Library • Weston Library • Sewendelaan Library • Thornhill Library

Written comments must be submitted to the Office of the Director: Community Services, Jeffreys Bay, or can be handed in at the Municipal Offices, 33 Da Gama Road, Jeffreys Bay, 6330 on/before **Friday, 23 September 2022. Enquiries** herein can be obtained from Mr. D. Barnard, at tel: 042-2910283 or fax 042-2910405 or email to **dbarnard@kouga.gov.za**

MR D de JAGER DEPUTY MUNICIPAL MANAGER
P.O. Box 21, JEFFREYS BAY, 6330

KOUGA MUNICIPALITY (EC108)

ORDINARY COUNCIL MEETING

COMMUNITY SERVICES

DATE: 31 MAY 2023 **ITEM NO: 23/05/CS2**

APPROVAL OF THE CEMETERY MANAGEMENT POLICY OF KOUGA LOCAL MUNICIPALITY

1. Introduction

The purpose of the report is to request Council to approve the Cemetery Management Policy of Kouga Local Municipality.

2. Background

The Cemetery Management Policy of Kouga Local Municipality was reviewed and workshopped at the Policy Workshop on 02 May 2023. All amendments have been affected, as discussed at the Policy Workshop.

3. Comments by Directorates:

3.1 Acting Director: Corporate Services & Digital Services and Deputy Municipal Manager:

Noted

3.2 Director: Community Services:

Item supported

3.3 Director: I & E:

Item supported.

3.4 Chief Financial Officer:

Report noted

3.5 Acting Director PDT:

The recommendation is noted and supported.

3.6 Municipal Manager:

Noted

4. Financial implications:

None.

5. Legal implications:

None.

6. Recommendation

6.1 That the policy be approved by Council.

Item prepared by : Manager Parks & Community Amenities

Item approved by : Director Community Services

Item endorsed by: The Municipal Manager

Item noted by: The Portfolio Chairperson

KOUGA LOCAL MUNICIPALITY

CEMETERY MANAGEMENT POLICY

TITLE OF POLICY	**CEMETERY MANAGEMENT POLICY**
POLICY OWNER	Director: Community Services
POLICY CHAMPION	Manager: Parks and Community Amenities

DRAFT

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CHAPTER 1

Interpretation

1. Definitions

1. In this Policy, unless the context otherwise indicates -

"adult" (where the word is used to describe a corpse) means a corpse buried in a coffin that will fit into a grave for adults as contemplated in section 13 of this Policy

"ashes" means the remains of a corpse after it has been cremated;

"building control officer" means any person appointed or deemed to be appointed as building control officer by the Municipality in terms of section 5 of the National Building Regulations and Building Standards Act 8 of 2008;

"burial" means burial in earth or any other method of disposal of a corpse, ashes or a cadaver in the manner provided for in this Policy;

"burial order" means an order issued in terms of the provisions of the Births and Deaths Registration amendment act 18 of 2010 authorising a burial;

"caretaker" means the officer appointed by the Municipality to supervise and control a municipal cemetery or municipal cemeteries, and his or her delegates;

"cemetery" means land or part thereof, including the buildings and works thereon, duly set aside and reserved for the purpose of burials and shall include a columbarium;

"child" (where the word is used to describe a corpse) means a corpse that is being buried in a coffin that fits into a grave for a child as contemplated in section 13 of this Policy;

"columbarium" means a memorial wall or a wall of remembrance provided by the owner of a cemetery for the burial of ashes;

"corpse" means any dead human body, including the body of a stillborn child;

"grave" means a piece of land in a cemetery laid out, prepared and used for a burial;

"holder" means a person to whom a reservation certificate for a specific grave in a municipal cemetery has been issued.

"Environmental Health Practitioner" shall mean a person registered as such in terms of section 34 of the Health Professions Act 56 of 1974

"memorial work" means any headstone, monument, inscription or other similar work or portion thereof erected or intended to be erected upon a grave or a columbarium;

"municipal cemetery" means a cemetery that is owned and controlled by the Municipality and made available for public use from time to time;

"Municipality" means the Kouga Municipality;

"Municipal Manager" means the person appointed in terms of section 57 of the Local Government: Municipal Structures Act, 2000 (Act No. 32 of 2000);

"niche" means the cavity in a columbarium provided for the burial of ashes;

"plaque" means a tablet erected on the columbarium for identification purposes;

"prescribed fees" means the fees as determined from time to time by the Municipality;

"private cemetery" means a cemetery situated -

(a) inside the area of jurisdiction of the Municipality, owned privately; and

(b) outside a developed area, not owned and controlled by the Municipality, made available from time to time by the owner thereof for private use and shall include a single grave;

"resident" means a person who at the time of his or her death, was ordinarily resident within the Municipality or under law liable for the payment of assessment rates, rent, service charges or levies to the Municipality;

"responsible person" means the nearest surviving relative of the deceased person or a person authorised by such relative.

"stillborn" in relation to a child, means that it had at least 26 weeks of intra-uterine existence, but showed no sign of life after complete birth.

"Policy" means the Cemetery Management Policy.

2. Legislative framework

National Building Registrations and Building Standards Act 8 of 2008

Birth and Deaths Registrations Act 18 of 2010

National Health Act 62 of 2003: Government Notice - Regulations 22 May 2013

Health Professions Act 56 of 1974

Disaster Management Act and Regulations 57 of 2002

CHAPTER 2

Establishment and management of cemeteries

2. Establishment of cemeteries

(1) The Municipality may from time to time set aside and reserve suitable municipal land within the Municipality for the establishment and management of a municipal cemetery.

(2) The Municipality may, in accordance with the provisions of Chapter 9 of this Policy, consider and approve an application for the establishment and maintaining of a private cemetery or a private columbarium on private land.

(3) The Municipality may set aside, reserve and demarcate within a municipal cemetery, in accordance with an approved layout plan, such areas as the Municipality may deem expedient for exclusive use by the members of a particular religion or denomination, or for the burial of adults, children,

members of security forces or war heroes, or for the creation and management of -

(a) a berm section where memorial work of a restricted size may be erected only on a concrete base provided by the Municipality at the top or bottom end of a grave, while the top surface of the grave is levelled;

(b) a monumental section where memorial work erected shall cover the entire grave area;

(c) a semi-monumental section where memorial work, without a restriction on the size, may be erected only on a concrete base at the top end of a grave, which base will not be provided by the Municipality;

(d) a natural-grass section where the surface of graves are levelled and identified by numbers affixed on top of the graves in such a way that a lawnmower can be used to cut the natural grass without damaging the numbers;

(e) a traditional section where the surface of graves are levelled and memorial work does not have to cover the entire grave area, and may be erected on graves that are not supplied with a concrete base as required in the berm section;

(f) a columbarium section where ashes may be buried in a niche in a memorial wall or wall of remembrance provided by the Municipality.

3. Official hours

(1) The municipal cemetery and the office of the caretaker shall be open during the hours as determined by the Municipality and the cemetery office of the caretaker shall be open from Monday to Friday.

(2) Burials in a municipal cemetery shall take place on the days and during the hours determined by the Municipality.

(3) The Municipality has the right to close a municipal cemetery or any portion thereof to the public for such periods and for such reasons as the Municipality may deem fit.

(4) No person shall be or remain in a municipal cemetery or part thereof before or after the official hours as determined by the Municipality or during any period when it is closed for the public, without the permission of the caretaker.

4. Register

A register of graves and burials shall be kept by the caretaker of a municipal cemetery and such register shall be completed as far as possible immediately after a burial has taken place, with reference to the prescribed particulars contained in the burial order concerned.

5. Numbering of graves

(1) All graves in a municipal cemetery that are occupied or for which a burial has been authorised in terms of the provisions of section 9 of this Policy//, shall be numbered by the Municipality.

(2) The number shall be affixed to the grave and indicated on a plan to be kept available in the caretaker's office.

6. Reservation of graves and niches in municipal cemeteries

(1) Any person who wishes to reserve a specific grave for future use in a municipal cemetery, must apply to the caretaker of that cemetery and such application must -

(a) be done in writing on the form provided by the Municipality; and

(b) be accompanied by the prescribed fees.

(2) The Municipality may grant or refuse the application.

(3) If the application is granted, the Municipality must issue a reservation certificate to the applicant setting out the conditions subject to which the certificate is issued.

(4) If the Municipality refuses the application, it must set out its reasons for such refusal in writing, and return the fees referred to in subsection (I)(a) to the applicant.

(5) The provisions of subsections (1) to (4) shall apply *mutatis mutandic* in respect of the reservation of a specific niche in a municipal colurnbarium.

7. Transfer of reserved rights

(1) A reserved right as contemplated in section 6 of this policy may not be transferred without the prior written approval of the Municipality.

(2) Application to transfer such right shall be made to the Admin Officer in writing by completing and submitting a prescribed application form.

(3) If the application is granted, a certificate shall be issued in favour of the transferee who will become the holder.

(4) The reserved right may be cancelled on request of the holder and if the request is approved by the Municipality, the amount paid by the holder (if any), minus 10 % administration fees, will be refunded to the holder.

8. Number of corpses in a single grave in a municipal cemetery

(1) Only one corpse may be buried in a grave with measurements as contemplated in section 13(1) or (2) of this policy.

(2) Only two corpses may be buried in a grave with measurements as set out in section 13(4) of this policy: Provided that application for the burial of two corpses has been made to the Admin Officer in writing by submitting an application mentioned in section 9(1) of this policy before the first corpse is buried.

(3) After the reopening of a grave for the purpose of the burial of a second corpse as mentioned in subsection (2) of this policy in that grave, a concrete layer of not less than 25 mm thick shall be cast above the coffin previously buried.

(4) If on reopening any grave, the soil is found by the Environmental Health Practitioner to be offensive or dangerous to the general health of people, the situation shall be handled in consultation with the Environmental Health Practitioner..

CHAPTER 3

Burials

9. Application for a burial

(1) Application for permission for a burial in a municipal cemetery shall be made to the Admin Clerk on the prescribed application form and such application shall be accompanied by -

(a) the prescribe burial order;

(b) the prescribed proof of payment;

(2) No person shall, without the prior written permission of the Municipality, execute, refuse or allow a burial, including the burial of ashes or a cadaver, in any other place in the Municipality than in a municipal cemetery.

(3) An application for permission for a burial must be submitted to the Admin Clerk of a municipal cemetery at least 48 working hours prior to the planned burial, failing which the Admin Clerk may refuse the application.

(4) No person shall execute a burial or cause or allow a burial to be executed in a municipal cemetery, unless written approval for the burial has been obtained, a specific grave has been allocated for the purpose of the burial and a date and time for the burial has been arranged with the caretaker.

(5) In allocating a date and time for a burial, the caretaker shall have regard to the customs of the deceased's relatives and their religion or church affiliation.

(6) The allocation of a specific grave is the responsibility and in the sole discretion of the caretaker and a burial shall be executed only in a grave allocated by him or her:.

(7) The Municipality may allow in its discretion for a pauper burial without payment of the prescribed fees in a part of a municipal cemetery set aside for such purposes and in such manner as it may deem fit.

(8) Notice of cancellation or postponement of a burial must be submitted to the Admin officer at least 24 working hours before the time set for the burial.

(9) The granting of permission for a burial and the allocation of a specific grave in a cemetery, does not give the applicant, the responsible person or any other

person any right in respect of such grave other than to bury a corpse in the grave.

10. Burial of a corpse

(1) All graves in a municipal cemetery shall be provided by the caretaker, with the exception of brick-hed or concrete-lined graves, in which cases the brickwork or concrete work shall he carried out by the undertaker under the supervision of the caretaker and in conformity with the specifications applicable to orchary graves.

(2) There shall be at least 1200 mm of soil between the top of an adult coffin and the ground surface, and at least 900 mm of soil between the top of a child coffin and the ground surface.

(3) All corpses shall be placed in a coffin for the burial thereof, except as provided for the Muslim community.

(4) No person shall, without the prior permission of the caretaker, conduct any religious ceremony or service according to the rights of one denomination in any portion of a municipal cemetery reserved by the Municipality in terms of the provisions of section 2(4) of this policy for the use of some other denomination.

(5) No person shall permit any hearse in a municipal cemetery to leave the roads provided, and every hearse shall leave the cemetery as soon as possible after the funeral for which it was engaged.

(6) Every person taking part in any funeral procession or ceremony shall comply with the directions of the caretaker as to the route to be taken within the municipal cemetery.

(7) No person shall convey, or expose a corpse or any part thereof, in an unseemly manner in any street, cemetery or public space.

(8) Every application and every document relating to a burial in a municipal cemetery shall be marked with a number corresponding to the number in the register referred to in section 4 of this Policy and shall be filed and preserved by the Municipality for a period of not less than ten years.

11. Burial of ashes in municipal cemeteries

(1) Ashes may be buried in a municipal cemetery in a coffin and only two such coffins containing ashes may be buried in niche as contemplated in section 13(4).

(2) No person shall execute a burial or cause a burial of ashes to be executed in a municipal cemetery, unless written approval for the burial has been obtained, a specific grave or niche has been allocated for the purpose of the burial and a date and time for the burial has been arranged with the Admin Clerk of the municipal cemetery.

(3) Application for the burial of ashes for definite periods or in perpetuity, or for the provision of memorial tablets of approved material to be fixed on the building, columbarium or other facility, shall be made to the Admin Clerk of the municipal cemetery on the prescribed application form.

(4) Subject to section 6, niches shall be allocated by the caretaker of the municipal cemetery strictly in the order in which the applications therefor are received.

(5) An application for permission for a burial must be submitted at least 48 working hours prior to the planned burial, failing which the Admin Clerks of the municipal cemetery may refuse the application.

(6) An urn or casket containing ashes that has been deposited in a building, columbarium or other facility of the Municipality, shall not be removed without the caretaker's prior written consent.

(7) Every niche containing ashes shall be sealed by a tablet approved by the Municipality and shall only be opened for the purpose of withdrawing an urn or casket contained therein for disposal elsewhere, or for the purpose of depositing an additional urn or casket therein whereafter it shall once again be sealed.

(8) Application for the opening of a niche shall be made to the Admin Clerk of the municipal cemetery on the prescribed application form.

(9) No person shall introduce any material into the columbarium for the purpose of constructing or erecting any memorial work therein, unless and until

(a) approval for the burial has been obtained in terms of the provisions of section 9;

(b) approval for the erection of the memorial work has been obtained in terms of the provisions of section 17(1); and

(c) the prescribed fees have been paid.

(10) Any person engaged upon any work on the columbarium, shall execute such work to the satisfaction of the caretaker, and such work shall be undertaken during the official hours of the caretaker as set out in section 3.

(11) No permanent wreaths, sprays, flowers or floral tributes may be placed in or on a columbarium.

(12) The columbarium may be visited daily during the official hours set out in section 3.

(13) Plaques shall be made of material approved by the Municipality and shall be affured simultaneously with the placing of the ashes and within 30 days of the obtaining of the consent.

12. Persons dying outside the area of the Municipality

(1) The provisions of this Policy shall apply *mutatis mufaandis* to any burial in a cemetery of a person who has died outside the Municipality.

13. Measurements of graves

(1) The excavation of a grave for an adult shall be at least 1820 mm deep, 2300 mm long and 900 rnm wide.

(2) The excavation of a grave for a child shall be at least 1300 mm deep, 1500 mm long and 700 mm wide.

(3) In the event that a grave of a greater depth, length and width than those specified above is required, an application in respect thereof, together with extra prescribed fees that are due, shall be made to the caretaker of the municipal cemetery, together with the application to obtain permission for a burial.

(4) The excavation of an extra deep grave for the burial of two corpses shall be at least 2400 mm deep, 2200 mm long and 900 mm wide.

(5) The area of a grave for a child shall be 700 mm wide and 1500 mm long, and if a coffin is too large, an adult grave shall be used.

CHAPTER 4

Cremation

14. Cremation

(1) Cremation within the Municipality shall only take place in an approved crematorium established for that purpose, and in accordance with the provisions of the Cremation Ordinance, 1926 (Ordinance No. 6 of 1926).

CHAPTER 5

Exhumation

15. Exhumation from a municipal cemetery

(1) No person shall, without the written approval contemplated in section 3 of the Exhumation Ordinance, 1980 (Ordinance No. 12 of 1980), and then only after notifying the Municipality, exhume or cause or allow any corpse or the mortal remains of a corpse to be exhumed from a municipal cemetery.

(2) Any person duly authorised to exhume a corpse as set out above, shall furnish such authority to the Admin Clerk at least 48 working hours before the time proposed for the exhumation of such corpse, and shall at the same time pay the prescribed fees.

(3) An exhumation and removal of any corpse from a municipal cemetery shall be made only in the presence of the caretaker or any authorised member of the cemetery personnel, accompanied by the funeral undertaker,

Environmental Health Practitioner and in accordance with the stipulated legislation applicable to exhumations and reburials.

(4) A grave from which any corpse is to be removed shall, if required by the caretaker, be effectively screened from public view during the exhumation.

(5) The person who applied for the exhumation of a corpse shall provide an acceptable receptacle for the remains and shall remove the remains after the exhumation.

(6) No person shall be permitted to reopen a grave in a municipal cemetery, unless he or she has satisfied the caretaker that he or she is authorised thereto.

(7) After the exhumation of a corpse and the removal of the remains from a municipal cemetery, all rights in the grave shall revert to the Municipality, and the reuse of the grave shall be done in consultation with the Environmental Health Practitioner.

(8) If at any time and for whatever reason the exhumation and transfer of a corpse to another grave in a municipal cemetery shall become necessary, the Municipality may, after the relatives of the deceased person have been notified accordingly, exhume such body and transfer it to another grave.

CHAPTER 6

Memorial work

16. Memorial work

(1) Application for the erection of memorial works shall be made to the caretaker of the municipal cemetery on the prescribed application form.

(2) The erection of a trellis around a grave is prohibited

(3) No person shall bring or cause any material to be brought into any municipal cemetery for the purpose of the erection or construction of any memorial work, unless and until -

a) approval for the burial has been obtained in terms of the provisions of section 9;

(b) approval for the erection of the memorial work has been obtained in terms of the provisions of subsection (1); and

(c) the prescribed fees have been paid.

(4) Graves of war heroes which are in the care of or maintained by the South African War Graves Board or by any other recomposed body or by the government of any foreign country, shall upon application to the Municipality, be exempted from the requitement of payment of the prescribed fees.

(5) The Municipality may refuse its consent for the erection of any proposed memorial work if the plan and specification thereof reveals that it will be of inferior quality or in any manner likely to disfigure a cemetery or which bears

any inscription likely to cause offence to users of the municipal cemetery or to visitors thereto.

(6) No person engaged upon any memorial work in a municipal cemetery shall at any time disturb any adjacent graves and on completion of such work he or she shall leave the grave and the cemetery in a clean and tidy condition and remove any building material or surplus ground therefrom.

(7) A person engaged in the erection of a memorial work in a municipal cemetery, shall -

(a) make arrangements beforehand with the caretaker with regard to the date and time of the intended erection;

(b) ensure that all separate parts of any memorial work other than masonry-construction are affixed by copper or galvanised iron dowel-pins of a length and thickness sufficient to ensure the permanent stability of the work;

(c) ensure that any part of such work which rests upon any stone or other foundation is fairly squared and pointed;

(d) ensure that the underside of every flat stone memorial and the base or landing of every headstone is set at lest 50 mm below the natural level of the ground;

(e) ensure that all headstones are securely attached to their bases;

(f) ensure that flat stones consist of one solid piece in the case of all graves;

(g) ensure that all headstones consist of granite, marble, bronze or any other durable metal or stone approved by the Municipality;

(h) ensure that all curbing or memorial work on graves are erected on concrete foundations at least 1210 mm wide and 200 mm deep over the full width in the case of adults' graves and 910 mm wide and 200 mm deep in the case of children's graves;

(i) ensure that the sizes of monumental tombstones (all inclusive) are:

- **Single grave**
  2300 mm long,
  900 mm wide
- **Child grave**
  1500 mm long,
  700 mm wide

(i) ensure that all curbs on larger graves than single graves shall be fixed on substantial concrete mats at the four corners and where joints occur;

(k) ensure that any concrete foundation on any grave, upon instruction of the Municipality, is reinforced where it is considered necessary owing to the weight of the memorial work.

(8) No person shall erect any memorial work within a municipal cemetery, unless the number and section-letter of the grave upon which such work to be erected, are engraved thereon in such a position that it will be legible at all times from a pathway, and, only with the consent of the family of the deceased, the name of the maker of such memorial work may be placed upon any footstone.

(9) Memorial work shall be constructed and erected in a municipal cemetery only during the official office hours as contemplated in section 3.

(10) No person shall fix or place any memorial work in a municipal cemetery during inclement weather or where the soil is in an unsuitable condition.

(11) Every person carrying out work within a municipal cemetery shall under all circumstances comply with the directions of the caretaker.

(12) The Municipality may, after due notice, at any time change or alter the position of any memorial work in any municipal cemetery: Provided that in any case where any memorial work has originally been placed in a certain position with the express consent of the caretaker, any alterations of such position in terms of the provisions of this Policy, shall be executed at the expense of the Municipality.

17. Graves supplied with a berm

(1) Notwithstanding anything to the contrary contained in this Policy, a grave which is supplied with a berm shall be subject to the conditions set out in subsection (2).

(2) **(a)** No kerbing shall be erected at such grave.

(b) The berm provided by the Municipality shall be 1200 mm long, 500 mm wide and 300 mm deep.

(c) The base of the memorial work to be erected on the berm of a single grave shall not be larger than 1000 mm long and 230 mm wide, and the memorial work, together with the base, may not be higher than 1200 rnrn from the ground surface.

(d) A memorial work shall not protrude beyond the base.

(e) No object shall be placed and kept on any grave: Provided that a memorial work or a vase for flowers or foliage placed in the orifice provided in the berm, may be placed and kept on a grave until such time as the ground surface over the grave is levelled.

CHAPTER 7

Maintenance

18. Maintenance of graves

(1.) **(a)** A memorial work erected upon a grave shall at all times be maintained in good order and condition by the family member.

(b) Should any such work fall into a state of disrepair or constitute a danger or be a disfigurement of the municipal cemetery, the Municipality may by written notice addressed to the family member by registered post at his or her last known postal address, require of him or her to effect such repairs as may be considered necessary.

(c) On failure to effect the required repairs within 1 month of the date of such notice, the Municipality may have the memorial work removed and disposed of as it deem fit.

(2) Unless otherwise provided for in this Policy, the Municipality shall be responsible for keeping municipal cemeteries in a neat and tidy condition.

(3) Grass may be planted on a grave by family members of the deceased, subject to the directions of the caretaker: Provided that the Municipality shall maintain the grave, as part of the cemetery, at its own cost and in accordance with its own standards and programs.

(4) **(a)** All memorial work which has been dismantled for purposes of a further burial, shall be re-erected or removed from the municipal cemetery within 2 months of the date of such dismantling.

(b) On failure to do so, the Municipality shall be entitled to remove any such dismantled memorial work from the cemetery without further notice,

(5) No person shall plant any tree, shrub, bush or any other plant on or in the vicinity of a grave.

(6) The Municipality shall have the right to remove, trim or prune any plants which extend beyond the limits of any grave or which are untidy.

(7) No person shall deposit any flowers, grass, weeds or other materials removed from a grave, on any other grave, roadway or any other place in the cemetery, except in the refuse bins intended for that purpose.

CHAPTER 8

General conduct in municipal cemeteries

19. General conduct in municipal cemeteries

(1) No person under the age of 12 years shall enter a municipal cemetery unless he or she is in the care of an adult or with the approval of the caretaker.

(2) No person shall enter or leave any municipal cemetery, except through the gates provided for that purpose, nor shall any person enter any office or enclosed place in any cemetery, except on business or with the consent of the caretaker.

(3) No person shall make a false statement or provide false information in an application or other form or document to be completed and submitted in terms of this Policy.

(4) No person shall carry on any trade or hawking activity, or solicit any business, or exhibit, distribute or leave any business card or advertisement with any cemetery or on any public place within 30 m of the boundary of any municipal cemetery, except with the written approval of the Municipality and on such conditions as the Municipality may determine.

(5) No person shall sit, stand or climb upon or over any tombstone, memorial work, gate, wall, fence or building in any municipal cemetery.

(6) No person shall hold a demonstration of any kind in any municipal cemetery or allow or participate in such demonstration.

(7) No person shall bring into or allow any animal to enter any municipal cemetery. and any animal found in a cemetery may be impounded.

(8) Directives from the caretaker to ensure the orderly procession of the ceremony concerning the placement of structures, chairs, voice amplification equipment, volume and the type of music to be played, shall be adhered to.

(9) No person shall with any municipal cemetery obstruct, resist or oppose the caretaker or any official of the Municipality, whilst acting in the course of his or her official duty, nor refuse to comply with any reasonable order or request of the caretaker or any official of the Municipality.

(10) No person shall remove from the municipal cemetery any soil, sand or other substance or thing of a similar nature without the express permission of the caretaker.

(11) No person shall want only or wilfully damage or cause to be damaged, nor shall any person mark, draw or erect any advertisement, bill or placard upon or in any manner deface any grave, tombstone, monument, wall, building, fence, path or other construction within any municipal cemetery.

(12) No person shall bribe or try to bribe any employee in the service of the Municipality in regard to any matter in connection with a cemetery or burial, neither with money, gifts or any other benefit.

(13) No person shall, except where expressly permitted by this Policy, or with the consent of the caretaker, disturb the soil, or plant or uproot any plant, shrub or flower, or in any way interfere with any grave or construction in any municipal cemetery.

(14) No person shall play any game or take part in any sport, or discharge any firearm, except as a salute at a military funeral, or discharge any airgun or catapult with any municipal cemetery, or disturb or annoy any person present therein.

(15) No musical instrument shall be played in a municipal cemetery without the consent of the caretaker.

CHAPTER 9

Private cemeteries

20. Establishment of private cemeteries

(1) The owner of land situated outside a developed area may, with the prior written permission of the Municipality, and subject to the conditions determined by the Municipality, establish a private cemetery on such land: Provided that a private cemetery consisting of a columbarium only, may also be established inside a developed area.

(2) Any existing private cemetery shall be deemed to have been established in terms of subsection (1).

(3) The owner of land on which a private cemetery is situated, shall be responsible for keeping such cemetery in a neat and tidy condition.

21. Application to establish private cemeteries

(1) The owner of land situated outside a developed area, desirous of establishing a private cemetery on such land, must -

(a) on the form provided by the Municipality, direct his or her application to the Municipal Manager;

(b) provide the Municipal Manager with a plan -

(i) Indicating the location of the proposed private cernetery on the land concerned; and

(ii) containing the detail layout of the proposed private cemetery, showing the exact location and number of each grave; and

(c) provide such further information as may be required by the Municipal Manager.

(2) The Municipal Manager shall refer the application to the building control officer, who shall do, or cause to be done, an inspection of the land concerned and make a recommendation regarding the application to the Municipality.

(3) After the Municipality has considered the recommendations of the building control officer, it shall -

(a) grant the permission contemplated in section 21 (1); or

(b) refuse the application, stating its reasons for such refusal, and forthwith, in writing, notify the applicant accordingly.

(4) The owner of land on which a private cemetery is deemed to have been established in terms of section 21(1) must, in respect of that cemetery, within a year after the commencement of this Policy, provide the Municipality with -

(a) the plan contemplated in subsection (I)(a); and

(b) a declaration stating the name of the deceased person buried in each grave if it is known to the owner.

22. Record of private cemeteries to be kept by the Municipality

(1) The Municipality must keep proper record of all private cemeteries, established or deemed to have been established, within its area of jurisdiction.

(2) 'The Municipality must update the records of private cemeteries within its area of jurisdiction regarding -

(a) each new gave added to a private cemetery by the owner of the land not already shown on the plan contemplated in section 22(1)@)(ii); and

(b) each burial that takes place in a private cemetery.

(3) The owner of land on which a private cemetery is situated, must provide the Municipality with the particulars referred to in subsection (2), within 7 days after a burial has taken place, accompanied by a copy of the burial order and a statement indicating the number of the grave in which the deceased person has been buried.

23. Land on which a private cemetery has been established may be used for burials only

(1) A private cemetery may be used for burials only, except where the Municipality gives written permission to the owner of the land to discontinue the use of the private cemetery for burials and determines how the mortal remains of persons buried in such cemetery must further be disposed of.

24. Exhumation of corpses from private cemeteries

(1) No person may, without the prior written permission of the Municipality and subject to any law governing the exhumation of corpses, exhume a corpse from a private cemetery.

CHAPTER 10

Procedures During A Pandemic

25. During a pandemic and a resultant declaration of a National State of Disaster by the government, all regulations with regard to the handling; transportation and final disposal of human remains must be done in accordance with D*isaster Management Act and Regulations 57 of 2002*.

DRAFT

REPORTS BY THE PORTFOLIO CHAIRPERSON: **PLANNING, DEVELOPMENT, AND TOURISM**

KOUGA LOCAL MUNICIPALITY
COUNCIL OPEN AGENDA

KOUGA MUNICIPALITY (EC 108)

ORDINARY COUNCIL MEETING

PLANNING, DEVELOPMENT & TOURISM

DATE: 31 MAY 2023 **ITEM NO: 23/05/PDT1**

REPORT: LAND EVALUATION COMMITTEE: NEW APPLICATIONS ON MUNICIPAL LAND & SECTION 14 COMMENTS

1. Introduction

The purpose of this item is to inform Council about the various applications received by the Land and Property Administration Department and processes followed.

2. Background

A substantial number of applications for municipal land was received over the past months, however the applications could not be dealt with in a timeous and efficient manner due to the shortage of staff. Applications was circulated via email to relevant departments however this method did not produce the desired outcomes.

In December the Admin Officer: Disposals was appointed, and the Land Evaluation Committee established. The first meeting was held on 10 March 2023 to discuss the applications and to provide Section 14 comments.

Below is the Master List of applications received and recorded as well as comments from the Land Evaluation Committee Members. In some cases, LEC Members were provided with additional time in order to verify information in order to provide comments. The Report will be updated as Members provide comments to the Admin Officer.

3. Section 14 process

Section 14 comment received from relevant departments are contained in attached LEC report. See annexure A

4. Financial Implications

Costs will be for the account of the applicant.

5. Legal implications

Section 14 comments from the departments to be concluded.

Local Government: Municipal Finance Management Act, 2003 (Act 56 of 2003, Sections 14, 90 and 33 (MFMA).

In term Sec 63 (1) and (2) of the MFMA: Asset and liability management.

6. Comment by Directorates:

6.1 Municipal Manager

Report is noted.

6.2 Chief Financial Officer

Report noted

6.3 Director: Community Services

Report is noted.

6.4 Acting Director: Corporate and Digital Services and Deputy Municipal Manager

Item noted.

6.5 Acting Director Planning Development and Tourism

The recommendations are noted and supported.

6.6 Director: Infrastructure and Engineering

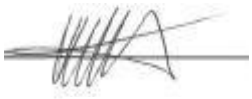
Item noted.

7. Recommendations:

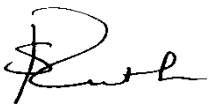
7.1 That Council takes note of the Land Evaluation Committee report.

7.2 That all Section 14 processes be finalised with confirmation that the land is not needed to provide the minimum level of basic municipal services.

Item prepared by Manager Land & Property: 

Item approved by the Act. Director PDT: 

Item endorsed by the Municipal Manager: 

Item noted by the Portfolio Chairperson 

TS: TECHNICAL SERVICE **CS: COMMUNITY SERVICES** **T.P: TOWN PLANNING** **L.S: LEGAL SERVICES**
HS: HUMAN SETTLEMENTS **AS: ASSETS**

Item No	PG No.	ERF NO	AREA	EXTENT	ZONING	APPLICATION	SDF	LUM	BUILDING CONTROL	SECTOR DEPARTMENT COMMENTS
1.1	**1-4**	Ptn 6267	Jeffreys Bay	Portion adjacent to ablution facility	Public Open Space	Beach café and adventure Centre (container)	Erf 6267 is situated within the urban edge. Although I have no objection to the proposed use, it must be noted that it is public open space and not earmarked for formal business. Therefore, it is recommended that no permanent structures be constructed for any business purposes.	Proposal requires land use approval (Consent Use for Tourist Facility) by developer in terms of SPLUM By-law. Should it be approved, developer must submit a SDP for consideration prior to submission of building plans. Note: area is not earmarked for business uses, therefore proposal must purely focus on tourists and day visitors. Limited scale is recommended.	Support Town Planning	**TS:** Not supported – no services POS & EIA required Bulk services have been provided ito original development proposal **TP:** POS= Subject to CS comments and if supported subject to TP requirements. **AS:** Supported as it is not a permanent structure that will be erected. Application to comply in terms of Land Use and Building Control requirements must be followed. **HS:** No objection **CS:** No supported received- Identified site for C.S project Maybe consider a public participation, consider using a caravan that can be moved not a container. Application not clear.
1.2	**5-7**	Erf 6267 (portion)	Jeffreys Bay	774m2	Public Open Space	Application to purchase portion of POS for single residential purposes	Not supported. Expansion of residential use on public open space land in this area will reduce land available for recreational activities.	Public Open Space /demarcated portion must be formally closed. Developer to obtain approval for rezoning of property/portion thereof to Residential Zone 1. **TS**: See email dated 8/09/2021		**HS**: No objection **TP**: Will have to determine availability of services **AS**: Besides the property being an Open Space, we propose any sale of land be done through formal tender process. Property be closed first as Public Open Space and then Rezoned after which it be put on Tender **C.S**: Consider Coastal Flood Line

2	**8-11**	ERF 835 21m High Telco Mast	Paradise Beach	2.9ha Portion of	Unknown	Application for a 3yr lease agreement	No objection. A detailed proposal must be submitted together with a land use application.	Applicant must lodge land use application (Permanent Departure from zoning scheme provisions i.t. SPLUM By-law).Note: In absence of a title deed, application must be accompanied by a Conveyancer Certificate in respect of restrictive conditions pertaining to the proposed use.	Application of submission of building plans after TP and all other legislative requirements are met	**AS:** Supported **TP:** Supported subject to all requirements subject to compliance with 10,0m building lines on all sides for possible future services **HS:** No objection **CS**: Requires EIA if mast is higher than 18.35 m
3	**12-14**	Erf 7292	Ocean View			Application for a 3year lease for tshisanyama taka-away business	Parcel earmarked for commercial use - Supported	If zoning is confirmed Business, developer must submit a detailed site development plan for consideration.	Plans to be submitted once all TP regulations are complied with.	**AS:** Supported **TP**= Zoning -Authority = Must rezone to business. Supported if not wanted by municipality for own use. **C.S**: Supported on condition that Building Control provide air quality regulations. General: Applicant to confirm position of structure. Leases will have to be a competent process
4.1	**15-18**	Erf 2 (Erf 1805) (Portion) adjacent to Sport Complex Pitch Motor Group	Humansdorp	Unknown	Agriculture zone 1	Application lease/consent use for spinning and drifting motor sport	The property identified is Erf 1805 Kruisfontein according to Ovvio. The property is zoned open space and consists of a sporting field. The proposed use is in line with the current use of the property. Therefore, the department has no objection to the proposal.	Zoning must be confirmed by GIS Administrator. If zoned for private open space, the proposal can be supported on condition that there are no restrictive conditions contained in the title deed of the property. A site development plan must be submitted by the developer for approval prior to approval of building plan. SDP must be in line with Kouga Land	Plans to be submitted if any buildings will be proposed.	**AS:** Supported **TS:** Not supported due to municipal services on the piece of land – access to services will be compromised. Exact location of services and size of area to be determined. **ES:** The electrical infra structure of the sport complex come out of the Maak n Las area with an ES: The electrical infra structure of the sport complex come out of the Maak n Las area with an overhead line. We have a main 22 0000 volt under ground cable as well as an 22 000 volt overhead line that runs parallel to the tar road leading to Kruisfontein which are both main

								Use Scheme requirements.		line infra structure to the supply of the whole area. If the leasing of the ground is going to interfere or endanger any of this infrastructure, then it is not supported by the Electrical Department. **TP:** supported subject to all condition/requirements stated. **HS:** No objection, however a Public Participation Process to be undertaken. In loco inspection
4.2	**19-25**	Erf 2	Kruisfontein & Die Berg		Agricultural 1	Application for long-term lease for business and farming purposes		Developer must obtain approval for temporary departure from zoning scheme provisions for proposed business by means of formal land use application. Proposed business must be well defined and described in motivation.	Plans to be submitted once all TP regulations are complied with.	**HS:** No objection **AS:** Supported **TP:** Supported subject to compliance to regulations **C.S**: Water source cannot be outside portion also requests 7 days to respond. **T.S**: Fountain in area General: Applicant to submit a full proposal
4.3	**26-29**	Erf 2			Agricultural Zone	Gamaqua Tribal House		Proposal is not well described, therefore unable to provide comment thereon. Any development proposal must be in line with the zoning. Specify activities, if there is a residential component, must be clarified		**AS:** requires clear proposal, mentioned that there is a portion of subject property belonging to a farmer

4.4	**30-35**	A portion of Erf 2	Kruisfontein	No Spatial Data	Agricultural Zone	Kruisfontein Toekomsboere – Stapelboerdery (Conre Didloft) – Consent use of a portion of municipal property	Erf 2 Kruisfontein is earmarked for settlement in terms of the SDF. Detailed information on the location of the proposed use is required. If the location falls under the portion earmarked for agriculture the proposed use will be in line with the provision of the SDF.	Supported on condition that new owner must obtain appropriate land use rights for development in terms of SPLUM By-law, if not in line with existing zoning.		CS: Extend needed. Application to be in English rather for subsistence farming. TS: Water permit / rights / usage to be confirmed. Should submit Validation report from Water Affairs. AS: Should request a copy of the Title Deed (Archives) as the rights are normally in the Title Deed.
4.5	**36-40**	Ptn of Erf 2	Kruisfontein	2 HA	Agriculture Zone (Commonage)	M Witbooi for 9 years and 11 months Lease for a Piggery.		Applicant to obtain land use rights (Consent Use for Intensive feed farming) in terms of SPLUM By-law	Legal aspect should be sought	**AS:** No objection **TS:** If an electrical supply is required it will be at the cost of the applicant **TS:** There is no objection to this application – it must however be noted that we do not have any civil services (water sewer etc) there. **CS**: No objection. However, once the site development plans have been drawn up, the applicant needs to submit it for EIA list activities. HS: Supported AS recommends that a month-to-month lease agreement be entered with applicant as applicant has been applying for 7 years C.S: requires 7 day turn around to respond General: Piggery already receiving funds from DRDA General: Conduct in loco inspection

5	**41-44**	Erf 5057 Gill Marcus	Kruisfontein	4553sqm	Public Open Space	Application For Consent Use - to Establish A Township Business Hub	Although the subject property is situated within the urban edge, it is not earmarked for business use. In order to operate business, the SDF must be amended to accommodate the proposed use Not Supported: Will require closure and will be deviation from SDF	If in line with SDF, Public Open Space must be formally closed. Developer to obtain approval for rezoning of the property to applicable business zoning via formal land use application.. Restrictive title deed conditions, if any, must be taken into consideration. If approved, developer must submit a detailed site development plan for approval prior to submission of building plans.	Modular construction will be more suitable	**TS:** No objection **AS:** Recommended, provided that rezoning be done if required **TP:** it is not earmarked for business use **HS:** No Objection H.S: Only provision of erf 391 was made available through EIA **T.S:** Not supported Concerned about ventilation
6	**45-48**	Ptn of Ptn 72/746	Sea Vista	Unknown	Transport Zone	Application for 3 year lease for business purposes		Cannot comment due to insufficient information. GIS Administrator to confirm zoning of property. Proposed transport use must be clarified by applicant. Not Supported: Not in line with zoning	Plans to be submitted once all TP regulations are complied with	**AS:** Supported **TS:** Not in support of leasing or alienating land adjacent to municipal infrastructure (reservoir) **TP** – Supported subject to meet all requirements **CS:** Buy in of Centre,- will investigate car wash (Maybe seek an alternative site) **T.S**: Not Supported high risk as next to reservoir-boundary of reservoir needs to be identified.

7	**49-57**	Erf 1996 Portion	Sea Vista	130sqm	Public Open Space	Application for 3year lease for a Telecommunication Mast		Applicant to lodge application for permanent departure from zoning scheme provisions for telecommunication mast. In absence of title deed, land use application must include a conveyancer certificate i.r.o. restrictive conditions pertaining to the proposed use. Applicant must also obtain environmental authorization for proposed facility on land	Plans to be submitted once all TP regulations are complied with.	**AS:** Supported **HS:** No objection **TS:** No Objection subject to:- 1) electrical supply being provided at applicants' costs 2) support to be obtained from surrounding property owners **TP** – Supported subject to meet all requirements **C.S:** Supported on condition that an EIA is provided if meter is more than 18.35 meters in height. **L.S**: Difficult to take action against a trust Provide proof that tower will be able to accommodate other networks
8	**68-61**	Erf 1229	Pellsrus	763m2	Public Open Space	Application for church site – Purchase/Lease	Although this property is situated within the urban edge, It must be noted that it is zoned public open space. If all open spaces are used for church purposes, the township may have insufficient open spaces. The proposed use is not preferred on public open spaces	The proposal requires closure of Public Open Space and Rezoning to "Community Zone" (Place of Worship) by developer. Once approved, SDP will be required for consideration prior to submission of building plans. Note: I agree with Lawrence's comment on using POS for private developments	Support LR comment. -	**HS:** No objection **TS:** Lease supported NOT disposal **TP:** POS will only be supported if Dept. Community Services supports the sale of it, then it is subject to all town planning conditions. **AS:** Supported .Public Open Space and needs to be rezoned. Tender process must be followed. **CS:** No Comment received **LS:** No comment received **L.A (General):** Tender process to be followed for the disposal of church sites

9	**62-65**	Erf 1714	Pellsrus	1128m2	Public Open Space	Application for church site - Purchase/Lease - **TENDER (NEEDS RESOLUTION)**	The subject property is situated within the urban edge. There are no specific uses earmarked for the property. There is no objection from Spatial Planning	According to record, subject property is zoned "Institution", which allows a church (Place of Worship). Developer must obtain approval of a SDP prior to submission of building plans	Building plans to be submitted after compliance with Town planning and other applicable legislation.	**HS:** No objection **TS:** no objection, however, the access and exit to this property will have to be opposite erf 1684 for safety purposes **TP:** Supported **AS:** Supported - Public Open Space and needs to be rezoned. Tender process must be followed. **CS:** No Comment received **LS:** No comment received
						tender				
10	**64-73**	Erf 2626 Assemblies of God Movement	Sea Vista	1299m2	Public Open Space	Application for church site 3year lease	The property is situated within the urban edge. It must be noted that it is zoned public open space. If all open spaces are used for church purposes, the township may have insufficient open spaces. The proposed use is not preferred on public open spaces	Note: Property not to be found on OVVIO. If zoned "Public Open Space", developer to submit an application for closure of public open space, and rezoning in terms of SPLUM By-law. Should it be approved, developer must submit a SDP for consideration prior to submission of building plans. Note: Council must carefully consider the use of POS for private development.	Comment supported	**HS:** No objection **TS**: Not in support, there are O/H electrical cables passing through the middle of this erf **TP:** See all TP requirements , if Community Services supported the sale. **CS:** No Comment received **LS:** No comment received

11	**74-75**	Erf 3465 KCCZ Kingdom of Christ	Hankey	674m^2	Public Open Space	Application for church site	Not supported. This appears to be the only public open space in proximity. Public spaces must be investigated before disposal.	Require formal closure of POS, as well as rezoning to Community Zone. Applicant must lodge land use application in terms of SPLUM By-law. Should it be approved, a detailed SDP will be required for consideration prior to submission of building plans	All other legislative requirements to be met before building plans be considered	**AS: 1)** Closure be done first **2)** Rezoning be done **3)** A new market related valuation be done **4)** Ensure that no municipal infrastructure (top or underground) is on the portion referred to We propose any sale of land be done through formal tender process **HS:** No objection **TP:** subject to TP requirements **CS:** No Comment received **LS:** No comment received **TS:** Not in support the alienation of POS in densified areas – narrows road reserve – POS's form integral part of this type of development design and should be kept intact
12	**76-79**	Erf 5060 Pastor van Rooyen	Gill Marcus Humansdorp	1,8ha	Public Open Space Zone 1	Application for Church site - Purchase		If property is zoned "Community Zone" in terms of Kouga Land Use Scheme, the development thereof must be in line with said zoning scheme. A detailed site development plan must be submitted by the developer for approval prior to submission of building plans. Any title deed restrictions must be taken into consideration. Note: taking away public open space is not recommended.		**HS:** Not in support. Municipal Infrastructure on a portion of identified site **AS: 1**) Closure be done first **2)** Rezoning be done **3)** A new market related valuation be done **4)** Ensure that no municipal infrastructure (top or underground) is on the portion referred to **5)** We propose any sale of land be done through formal tender process. **TP:** Supported, subject to departments requirements
13	**80-89**	Erf 32	Loerieheuwel	887m²	Business Zone 2	USAVE – **Existing lease**		Proposed use not clearly described, therefore LUM cannot properly comment. L &		**TS:** Eskom Supply area **CS:** No objection

								Administration also to clarify “Existing lease” and the request for comment by this department.		Consider for tender process
14		Erf 259	Patensie	1223m²	Business Zone 2	USAVE – **Existing lease**		Proposed use not clearly described, therefore LUM cannot properly comment. L & Administration also to clarify “Existing lease” and the request for comment by this department.		**TS:** Eskom Supply area **CS:** No objection Consider for tender process
15		Erf 1826	Hankey	3296m²	Open Space Zone 1	USAVE – **Existing lease**		Proposed use not clearly described, therefore LUM cannot properly comment. L & Administration also to clarify “Existing lease” and the request for comment by this department. Note: taking away public open space is not recommended.		**TS:** Eskom Supply area **CS:** No objection Consider for tender process
16		Erf 7294	Jeffreys Bay	4777m²	Business Zone 2	USAVE – **Existing lease**		Proposed use not clearly described, therefore LUM cannot properly comment. L & Administration also to clarify “Existing lease” and the request for comment by this department.		**TS:** U save has just upgraded the electrical supply to a 3 phase 60 ampere connection. We don’t have any other infra structure on erf. Consider for tender process
17	**90-94**	Erven 566 and 567	Sea Vista	595m² and 842m²	Open Space Zone 1	Adjacent Property owner wants to purchase the land used as dump sites		Not supported. Taking away public open space is not encouraged.		**CS:** Not Supported T.S: Not Supported property might be used for natural water courses AS: Not Supported

18	**95-104**	A portion of Erf 8783	Jeffreys Bay (Oceanview)	2,6211ha	Zoning to be verified	To create an entrepreneurial culture within the Kouga Municipality informal sector and urban areas for SMME's or entrepreneurs.		If proposal is in line with SDF/future planning, the required area should be demarcated and surveyed, and applicant/developer must obtain necessary land use rights in terms of SPLUMA.	LED is maintaining one of the buildings	**TS:** There is a 60amp three phase connection on erf **TS:** I do not recall an occupation certificate having been issued for any of the buildings on this site. I suggest that the lease agreement not be entered into without proof of an occupation certificate having been issued for the buildings to be used as this could place the Council at risk. **AS:** Supported **CS:** Supported **HS:** Supported **L.A** proposed that erf be placed on tender
19	**105-121**	Erf 394	Paradise Beach	1145m²	Open Space Zone 1	Development of consolidated erven (Council property and Applicant's property)	Closure must be done before sale	Development proposal is not clearly described, therefore LUM cannot properly comment. Public Open Space can only be used in line with the land use scheme provisions. Will have to rezone and close		**TS:** As service level agreement will have to be setup as there will be augmentation fees payable and upgrading of the electrical infra structure **T.S**: Capacity for usage must be determined. **AS**: Supported based on requirements
20.1	**122-128**	Erf 7292	Jeffreys Bay	1200m²	Business Zone 2	Business	Supported: applicant to obtain relevant land usage rights if crech	Supported on condition that business use be in line with the zoning and that no contravention of title deed conditions occurs. Applicant must submit a site development plan for approval prior to submission of building plans.		**TS:** There is no supply to the erf but electricity is available for the site **HS:** No objection **AS:** No objection **CS:** No objection

20.2		Erf 7292	Jeff1reys Bay Ocean View	1200m^2		Lease to Purchase: Business (Take away)	Supported: withing permitted zoning	Supported on condition that business use be in line with the zoning and that no contravention of title deed conditions occurs. Applicant must submit a site development plan for approval prior to submission of building plans.		TS: There is no supply to the erf but electricity is available for the site HS: No objection AS: No objection CS: No comment
21	**129-141**	Erf 3493	Sea Vista	2033m²	Open Space Zone 1	Council Resolution 28/08/2014 and 7/3/2018 for a Community Development Centre – Bopheloimpilo Development Centre with the option to purchase as pertained in Consent Use Agreement refers.		Proposed use is not in line with zoning. Applicant must obtain appropriate zoning. After approval of land use right a site development plan must be submitted for approval. Proposals in Public open spaces to be carefully considered		**TS**: No objection subject to any Development envisaged thereon being in compliance with all relative legislative requirements **HS**: No objection **CS**: No objection A.S: Supported based on council resolution and all due processes followed. Determine id POS was closed. Follow church disposal process.
22.1	**142-150**	Erf 4897	Kruisfontein	2892m^2	Community Zone	Church Application		Supported on condition that developer submits a site plan that indicates compliance with all land use scheme parameters. Development may not contravene any title deed restrictions.		

22.2		Erf 4897/ Erf 3184	Kruisfontein Kruisfontein	2892m^2 1107m^2	Community Zone Community Zone	Church Application		Supported on condition that developer submits a site plan that indicates compliance with all land use scheme parameters. Development may not contravene any title deed restrictions.		**TS:** We have no Electrical infra - structure on erf 4897. The purchaser/lessee will have to pay for the electrical connection as per the approved budget. **HS:** No objection **AS:** No objection **CS:** No objection
23	**151-153**	Erf 436	Kruisfontein	2,8HA	Residential Zone 1	Divine Connect Christian Centre		Proposal is not clearly described in terms of scale. Property can only be used in line with the zoning and relevant parameters and provisions.		**TS:** As Single-Phase electrical point is available in Boyce Street. If more is required or if it is at another point on the erf it will be to the cost of the owner/lessor H.S NOT SUPPORTED-EARMARKED FOR FUTURE HOUSING PROJECT
24	**154-164**	Erf 512	Hankey	2336m2	Community Zone	J Tee		Proposal is not clearly described. Property can only be used in line with the zoning and relevant parameters and provisions.		**TS:** Eskom supply area **HS**: No objection **AS**: No objection **CS:** No objection
25	**165-170**	A portion of Erf 184 (The one room in the building)	Sea Vista	A portion of 2,7 HA	Open Space Zone 1	Jeffreys Bay Surf School		Not supported. Proposal is not in line with zoning.		**TS:** No objection subject to any Development envisaged thereon being in compliance with all relative legislative requirements **HS:** No objection **AS:** No objection **CS:** No objection

26	**171-172**	A portion of Erf 3291 (Humansdorp Culture Centre)	Humansdorp	5219m2	Authority Zone	Sarah Baartman Manufacturing & Digital Hub		Not supported. Proposal is not in line with zoning.		**TS:** There is a Three Phase 60-amp connection point for this erf. Anything higher will be to the developers cost. **HS:** No objection **AS:** No objection **CS:** No objection
27	**173-176**	A Portion of Erf 1 and 499 (BETWEEN KOELKOR AND TRAFFIC DEPARTMENT)	Humansdorp	A portion of approximately 6000 m²	Open Space Zone 1 and Authority Zone respectively	High End Properties and Projects – Bus Depot	The portion of the two properties are earmarked for industrial use In terms of the Spatial Development Framework. Coordinates or detailed map/site plan for the proposed use are required to determine the position of the proposed use	Supported on condition that: 1. No development initiatives by Council are affected. 2. New owner must obtain appropriate land use rights for development in terms of SPLUM By-law		
29	**177-179**	Erf 514	Hankey	3750m²	Residential Zone 1	Jesus Dominion International Church		Proposed alienation supported subject to the property be used in line with the zoning. For any other use applicant (new owner) must obtain appropriate land use rights in terms of SPLUM By-law for KLM.		
29	**180-189**	Erf 130	Pellsrus	487m²	Residential Zone 1	Hepzibah Community Centre (Current Lessee on property – Application for Long-term Lease)	Concerned about size of erf, ability to accommodate proposed use capacity	Proposed alienation supported subject to the property be used in line with the zoning. For any other use applicant (new owner) must obtain appropriate land use rights in terms of SPLUM By-law for KLM.	Building Plans to be submitted after land use authorization	T.P: Parking space to be considered. Availability of services to be considered. A.S: Supported H.S: Supported. C.S: No comment

30.1	**190-197**	A portion of Erf 231	Pellsrus	A portion of 5,3292 HA	Transport (POS)	Application to purchase a portion of POS (Road Reserve/Street) adjacent to the business (Big Daddy's Bottle Store).	Not supported: Earmarked for parking overflow to accommodate all properties in vicinity. This indicates that there is a demand for parking	Cannot comment due to insufficient zoning information. Not Supported: Proposal not in line with the zoning	Building Plans to be submitted after land use authorization	**AS:** Supported **TS**: Cannot find property on system **CS:** No objection, provided that public participation is done. H.S will have to review. T.S space might be accommodating services. A.S: No comment(comment within 7 days)
31		A portion of Erf 231	Pellsrus	A portion of 5,3292 HA	Transport (POS)	Lease – An Astro Turf Turf to be relocated to Erf 1342, Pellsrus (Open Space) Ward Cllr in support of application	Not supported: Earmarked for parking overflow to accommodate all properties in vicinity. This indicates that there is a demand for parking	Not Supported: Proposal not in line with the zoning	No Comment: Ablution facility and parking space to be considered. Layout plan to be provided	**H.S:** No comments (to reply within 7 days) AS **:** No comments (to reply within 7 days) **T.S:** Not supported POS for transport to be retained. A.S: Prime property : To comment within 7 days
32	**198-201**	Erf 137	Pellsrus	553m²	Res 1	Applicant has been staying on the property for longer than 20 years. No transfer has taken pace after property has been allocated to him. Council to resolve to sell property to occupant.		Residential use supported.	Applicant to verify if Building plans was approved and OC issued-informal structure There shouldn't be plans available as informal structure	**AS:** Supported **TS:** No Objection **CS:** No objection General: Supported
33	**202-207**	A portion of Erf 1 and Erven 2084 and 2085	Humansdorp	Erf 2084 – 6967m² Erf 2085 – 1,7077 HA	Industrial	Application to purchase the properties for a Solar Panel Manufacturing Plant.	Erven 2084 and 2085: Supported zoning in line with proposed use If usage is withing the zoning. parameters EIA is not a necessity	Proposal in line with zoning, therefore supported. Applicant must submit a site development plan for approval prior to submission of building plans.	Building plans to be submitted after land use authorization	**AS:** Supported **CS:** Supported all Environmental authorisations (DEDEAT is the competent authority) must be applied for in order to develop the site. **TS:** There is limited electrical network in the area developer will have to extend it at his own cost **H.S** Supported

										L.A: Rather consider for portion erf erf 499 Humansdorp
34	**208-210**	Erf 2956	Humansdorp	2000m²	Industrial Zone 1	Mr. AJ Du Bruyn – for a Crematorium Alienation/Lease		Due to its noxious nature proposal is deemed not in line with the zoning.		**TS:** Where is this property – cannot find on Industrial Area map The applicant will have to apply for a suitable electrical connection and if any upgrading is necessary, it will be at his Cost
35	**211-232**	Erf 34	Loerieheuwel	1357m²	Not on Zone Map	Kingdom Impact Ministry Pastor Felix – Church purposes		If no development initiatives by Council is affected, developer must obtain appropriate land use rights for proposal. If Zoning is Business zone 1 or 2 applicant is to apply for necessary, land use rights Proposal to be clearly defined	Building plans to be submitted after following all T.P requirements	**TS:** No objection T.S will verify the availability of services to accommodate for proposed use capacity. General: Follow a church disposal plan-No objection
36	**233-235**	Erf 3420	Hankey	1670m²	Residential Zone 1 (Due to size of Erf, Zoning is questionable)			Cannot comment due to insufficient information on development proposal.		**TS:** No objection

37	**236-244**	A portion of Erf 250	Cape St Francis	4834m²	Residential Zone 1 (Due to size of Erf, Zoning is questionable)	Orion Trust - Telecommunication Mast and Base Station	To be indicated in lease agreement that no servitude is to be registered against property	In terms of Council's policy Telecommunication facility is not encouraged on residential properties. Not Supported: High mast not encouraged on residential property	Supported: Building Plans to be submitted	**TS:** Need more precise request (positional & size) A.S: Supported H.S Supported
38	**245-250**	A portion of Erf 487	Cape St Francis	A portion of 2,7 HA	Transport Zone 1	Needed for extension due to wetland on the private property (pics attached)		Cannot comment due to insufficient information. Not Supported: Will create operational problems	Not Supported: When purchaser bought property knew of conditions-the wetland might be due pipe leakage of owner	T.S: Not supported might have services. General: Not supported
39	**251-282**	Erf 1567	Pellsrus	1009m²	Residential Zone 2	Needed for a Training Centre for ECD Teachers	Supported: Subject to that applicant rezones subject property to appropriate usage	Proposal not in line with zoning. Developer/applicant must obtain appropriate land use rights in terms of SPLUM By-law. No contravention of title deed provisions is allowed.	Supported: Building plans to be submitted after land use authorization	**TS**: There is no objection/reason that I know of against supporting this application from civil services. Please clear with Electrical also. H.S: Supported AS: Supported C.S: No comment
0										
40	**283-287**	Erf 3258	Humansdorp Kwanonzame	240m2	Residential Zone 1	Kwanonzame Ministers Fraternal-Church purposes	Proposed erf is too small-Not supported	Proposal not in line with zoning. Applicant/developer to obtain appropriate land use rights in terms of SPLUM By-law. No contravention of title deed provisions is allowed.	Not supported: Safety hazard extent of land insufficient for proposed usage	H.S: Not supported-there is an approved subsidy beneficiary for site

41	**288-293**	Erf 2729	Humansdorp Kwanonzame	233m2	Residential Zone 1	Gospel Ambassadors Fellowship Ministries - Church Purposes	Proposed erf is too small- therefore not supported	Proposal not in line with zoning. Applicant/developer to obtain appropriate land use rights in terms of SPLUM By-law. No contravention of title deed provisions is allowed.	Not supported: Safety hazard extent of land insufficient for proposed usage	H.S: Not supported-there is an approved subside beneficiary for site
42	**294-305**	Erf 3931	Humansdorp	235 m2	Residential Zone 1	Ebenezer Evengelical Ministry- Church Purposes		Proposal not in line with zoning. Applicant/developer to obtain appropriate land use rights in terms of SPLUM By-law. No contravention of title deed provisions is allowed.	Not supported: Safety hazard extent of land insufficient for proposed usage	
43	**306-309**	Erf 1356	Humansdorp Kwanonzame	4, 2621 Ha	Open Space Zone 1	Gods Unity is Power Church - Church Purposes		Proposal not in line with zoning. Public Open Space may only be used in line with land use scheme provisions. Taking away public open space is not encouraged.		General: Not Supported: Swarm water is covering area, can open up to legal claims against the municipality
44	**310-313**	Erf 3061	Humansdorp Kwanonzame	1215sm2	Community Zone	Mjelo Wosindiso Ministry - Church Purposes		Proposal is in line with zoning. Applicant/developer must submit a site plan indicating compliance with all land use scheme parameters.		
45	**314-316**	Erf 2980	Humansdorp Kwanonzame	4553m2	Community Zone	Resurruction of Christ Ministries - Churc Purposes		Proposal is in line with zoning. Applicant/developer must submit a site plan indicating compliance with all land use scheme parameters.	Historical Building: Character to be reserved	LEC General: Supported to be disposed on tender through a church alienation process

46	**317-323**	Erf 588	Jeffreys Bay Pellsrus	971 m^2	Community Zone	ETHIOPIAN EPISCOPAL CHURCH - Church Purposed		Proposal is in line with zoning. Applicant/developer must submit a site plan indicating compliance with all land use scheme parameters.		LEC general: Supported T.S: Supported subject to that the servitude not be encroached
47	**328-323**	Erven 426 & 172 of 742	St Francis Links	Erf 426 - 1.9343 Ha Ptn 172 of Erf 742- 3451 m2	Agricultural Zone	Lorcom 1999 PTY (ltd) - Exchange to resolve the problem of the council's pump station and piping		No objection on condition that use of land be in line with land use scheme provisions and that no contravention of title deed provisions be allowed.		**General: Not supported.** Servitude to be registered for municipal infrastructure. Check on title deed if infrastructure is registered as servitude.
48	**324-326**	Portion of Farm 335 portion 125	Humansdorp RD	68,8978 HA	Approved Layout	Victory 4 All – High School		If in line with SDF, proposal is supported on condition that area in application be demarcated and surveyed and that the developer obtain appropriate land use rights in terms of SPLUM By-law.	**TS:** Not supported – sewer infrastructure on site and natural stormwater flow drain **HS**: No objection **AS:** No objection **CS**: No objection	Applicant withdrew application

KOUGA MUNICIPALITY (EC 108)

ORDINARY COUNCIL MEETING

PLANNING, DEVELOPMENT AND TOURISM

DATE: 31 MAY 2023 **ITEM NO: 23/05/PDT2**

MUNICIPAL FUNDED EVENT CLOSEOUT REPORT: 2022 SOUTH AFRICAN LONGBOARD CHAMPIONSHIP AND 2023 SPONSORSHIP PROPOSAL

1. Introduction

The purpose of this item is to submit the 2022 SA Longboard Championship closeout report and the 2023 Sponsorship proposal requesting Council's continued support.

2. Background

2022 Event Closeout Report

SA Longboard Surfing previously known as SALSA hosted the national championship annually bar 2020 due to Covid-19. The 2022 event that marks the 33rd anniversary of the championship was a huge success with 150 competitors of which many were from out of town, travelling with their spouses and families.

The report cites that an estimated 500 staff and competitors visited Kouga during the championship period. The event is hosted at. Competitors competed against the cream of South Africa's top-ranking Longboarders at J-Bay Lower Point which ranks as one of the best Longboard Surfing destinations in the World.

The event generated the following socio-economic benefits for the local community and environment.

- Lower Point was rehabilitated and groomed for the championship.
- The local surfing organization, the J-bay Surf Alliance team attended the event as special guests to meet the competitors and take part in a beach clean-up initiative.
- Only local food vendors, security, medical, staff and suppliers were utilized.
- The report cited that accommodation establishments and restaurants were at full capacity.
- A total of 64 jobs were created with a large % being local, with the following categories:
  - Infood – 3
  - Event Staff & Officials – 26
  - Water Patrol – 6
  - Security -5
  - Suppliers & Ground Staff – 24

2023 Sponsorship Proposal

In the 2022 SA Longboard Championship closeout report it is evident that the event was a great success reflecting the socio-economic impact on the local community and environment.

In addition to that a development programme has been in operation for several years and the fruits of this effort over time can be seen with development athletes winning various age divisions in recent years. Kwezi Quike represented South Africa at the 2012 ISA World Championships in France and more recently, Alfonso Pieters was part of the 2017 team in China and the 2019 team in France.

Highlights of Team SA performances at World Champs:

- Matthew Moir (WP) double ISA World Champion 2007 & 2009.
- Team SA 2013 placed 2nd overall.
- Simone Robb (WP) ISA Open Woman World Champion 2013.
- And most recently, our very own Steven Sawyer (EP) WSL World Champ 2018.

More highlights for the sport are the representation of women competitors like Crystal Hullett on an international level at the ISA and WSL world games. These results showcase that longboard surfing in South Africa is of an exceptionally high standard.

With the above-mentioned local socio-economic impact for Jeffreys Bay and the rest of Kouga, as well as the development programme that launches young and talented sportsmen and women on the international stage, the organisers request Council's continued support in hosting this incredible championship that showcases and promotes this amazing sport that covers generations across gender, colour and age.

Council can support the event by selecting from the following:

1. Monetary Silver, Gold & Platinum Sponsorship Packages: various rights and benefits are listed on page 7 in Annexure B.

2. Non-monetary Bronze Sponsorship Package: with various products listed on page 7 in Annexure B

3. In-Kind Service Support: services listed on page 4 in Annexure B.
   For reference of the above item please see attached **Annexures A, B & C** as follows:

   Annexure A
   2022 Event Closeout Report

   Annexure B
   2023 Sponsorship Proposal

3. Comments by Directorates:

3.1 Chief Financial Officer

Budget not yet approved by Council. Recommendations can only be considered after Council approval of the Budget.

3.2 Acting Director: Planning, Development and Tourism

The recommendations are noted and supported.

3.3 Acting Director: Corporate & Digital Services & Deputy Municipal Manager

Item noted.

3.4 Director: Infrastructure & Engineering

Item noted.

3.5 Director: Community Services

Report is noted.

3.6 Municipal Manager

Report is noted.

4. Financial Implications

R 300,000-00 (Three Hundred Thousand Rands only all-inclusive) – budget request submitted for the 2023/2024 FY.

5. Legal Implications

Section 67(1) of the Local Government: Municipal Finance Management Act, No. 56 of 2003 (MFMA) provides for funding to be transferred to an organization or body outside any sphere of government, otherwise than in compliance with a commercial or other order of business transaction, subject to the accounting officer satisfying him-/herself, before transferring such funds, that such organization or body:

(a) has the capacity and has agreed to comply with any agreement with the municipality, for the period of the agreement to comply with all reporting, financial management and auditing requirements as may be stipulated in the agreement,

(iii) to report at least monthly to the accounting officer on actual expenditure against such transfer; and

(iv) to submit its audited financial statements for its financial year to the accounting officer promptly.

(b) implements effective, efficient, and transparent financial management and internal control systems to guard against fraud, theft and financial mismanagement; and has in respect of previous similar transfers complied with all the requirements of this section.

6. Other Implications

None.

7. Recommendations:

7.1 That the event closeout report on the 2022 SA Longboard Championship is noted.

7.2 That Council approve of the sponsorship of R 300,000-00 (Three Hundred Thousand Rands) only all-inclusive for 2023/2024 FY only.

7.3 That Council authorises the Accounting Officer to conclude a Sponsorship Agreement / SLA with Surfing South Africa in respect of sponsorship stated in (7.2) above.

Item prepared by Events Co-Ordinator: 

Item approved by the Acting - Director PDT: 

Item endorsed by the Municipal Manager: 

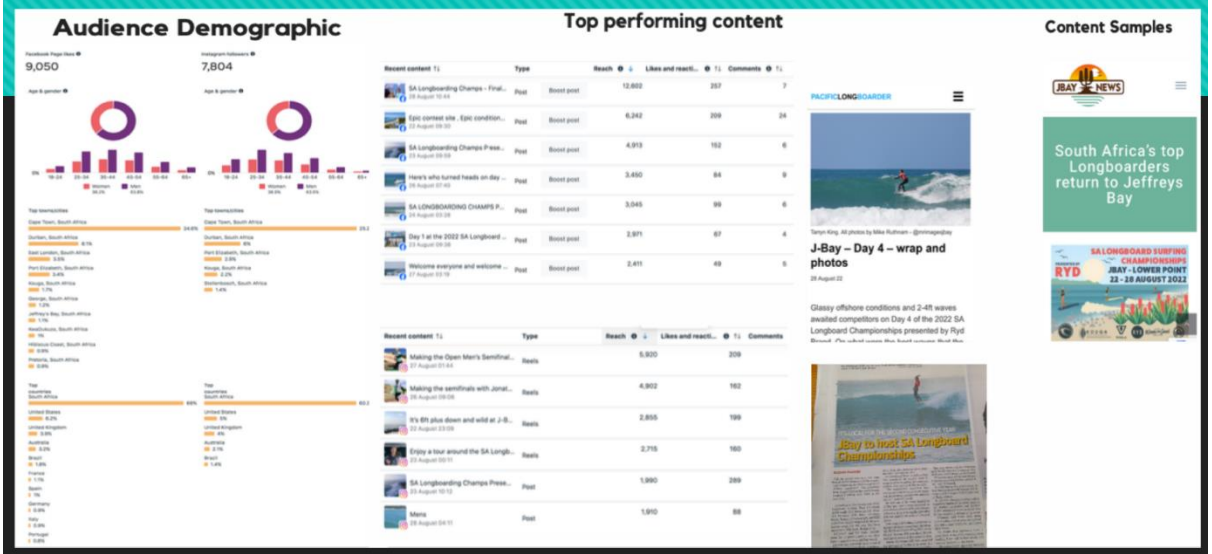
Item endorsed by Portfolio Councillor: 

ANNEXURE A


SA LONGBOARD SURFING CHAMPIONSHIP
CLOSING REPORT
SA LONGBOARD SURFING CHAMPIONSHIPS
RYD
KOUGA


SOCIAL MEDIA COVERAGE 2022
Content Samples
Content Samples
Media Statistics Overview
80K+ Collective Reach (Facebook & Instagram Stories & Posts)
4K Likes, comments + shares (Facebook & Instagram)
300+ Posts & stories made
7 Press Releases Sent
Reach
19,318
11,247
JBAY TV
27 AUG 2022
SA LONGBOARDING CHAMPS DAY 5

SOCIAL MEDIA COVERAGE 2022



EVENT BUDGET & ACTUAL SPEND 2022

CATEGORY	DESCRIPTION	BUDGET 2022	PROJECTED BUDGET 22	ACTUAL 2022
INFRASTRUCTURE COSTS		**R 68,590.00**	**R 46,500.00**	**R 44,031.25**
	Tower/ Container rental	R 52,000.00	R 30,000.00	R 30,000.00
	Public Liability	R 9,000.00	R 6,000.00	R 6,000.00
	Electrical Connetivity cost	R 2,590.00	R 3,000.00	R -
	Handy Man - building etc	R 2,500.00	R 4,000.00	R 4,531.25
	Lighting - Brusco onsite	R 2,500.00	R 3,500.00	R 3,500.00
EQUIPMENT & SERVICES		**R 57,050.00**	**R 33,950.00**	**R 38,161.46**
	Security Services	R 13,500.00	R 12,750.00	R 14,696.96
	Live scoring system- Hire	R 8,000.00	R 3,400.00	R 3,400.00
	Live scoring system - Set up	R 2,000.00	R -	R -
	Chairs, table, labour, tents	R 6,500.00	R 3,500.00	R 4,025.00
	Waste removal - Enviro Man	R 950.00	R -	R -
	Portable Radios	R 2,500.00	R 1,500.00	R 1,725.00
	Computer Operator	R 500.00	R -	R -
	PA system to hire	R 10,000.00	R 6,000.00	R 6,900.00
	Christian Surfers Donation	R 10,000.00	R 6,000.00	R 6,000.00
	Genny Hire	R 600.00	R -	R -
	Stationary - pens/ clip boards etc	R 500.00	R 300.00	R -
	Toilet lady & cleaning stuff	R 2,000.00	R 500.00	R 1,414.50
EVENT SITE BRANDING		**R 6,600.00**	**R 2,450.00**	**R 1,643.90**
	Poles for branding	R 5,000.00	R 2,000.00	R 1,126.40
	Meal booklets	R 400.00	R 450.00	R 517.50
	Arm Bands	R 1,200.00	R -	R -
MEDICAL EXPENSES		**R 62,410.00**	**R 67,410.00**	**R 60,600.00**
	Ambulance/Paramedic Hire	R 15,000.00	R 20,000.00	R 20,000.00
	Water Patrol tower spotter	R 1,750.00	R 1,750.00	R 1,750.00
	Water Patrol - Ski drivers	R 24,000.00	R 24,000.00	R 20,000.00
	Water Patrol - Fuel cost	R 4,860.00	R 4,860.00	R 4,050.00
	Water Patrol - Ski hire	R 12,000.00	R 12,000.00	R 10,000.00
	Lifeguards	R 4,800.00	R 4,800.00	R 4,800.00
MEDIA & COMMS		**R 12,000.00**	**R 12,000.00**	**R 12,000.00**
	Social Media Managers	R 12,000.00	R 12,000.00	R 12,000.00
EVENT STAFF/LABOUR		**R 109,000.00**	**R 86,200.00**	**R 88,240.00**
	Event work crew wages	R 10,000.00	R 10,000.00	R 11,640.00
	Photographer - Land	R 4,000.00	R 4,000.00	R 4,000.00
	Planner fee	R 10,000.00	R 16,500.00	R 16,500.00
	Officals wages	R 85,000.00	R 55,700.00	R 56,100.00
ACCOMMODATION		**R 12,000.00**	**R 14,700.00**	**R 14,700.00**
	Aloe Again x 8 Pax x 7 days	R 12,000.00	R 14,700.00	R 14,700.00
TRANSPORT AND TRAVEL		**R 30,000.00**	**R 8,000.00**	**R 9,015.42**
	Ann Wright flight	R 4,000.00	R 4,000.00	R 4,315.42
	Tasha Fuel	R 1,200.00	R 1,200.00	R 1,200.00
	Contribution to fuel	R 500.00	R 500.00	R 500.00
	Giggs Fuel	R 3,000.00	R 2,300.00	R 3,000.00
	Travel & Flights	R 30,000.00	R -	R -
FUNCTIONS/ CATERING		**R 30,000.00**	**R 24,000.00**	**R 25,119.00**
	Event Staff & Officials Meals- 6	R 25,000.00	R 24,000.00	R 23,119.00
	Officials Snacks 10AM 3PM - 40pax	R 2,500.00	R -	R -
	Opening function	R 2,500.00	R -	R -
	Closing Function Braai	R 2,500.00	R -	R 2,000.00
MISCELLANEOUS COSTS		**R 2,500.00**	**R 5,773.42**	**R 5,773.42**
TOTAL		R 390,150.00	R 300,983.42	R 299,284.45

REPORT FROM SA LONGBOARDING TEAMS

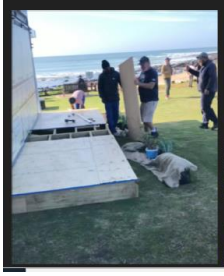
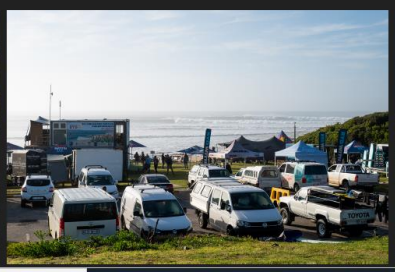
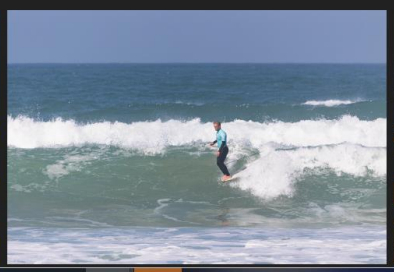
The consensus from the all the Teams was that SA Longboarding Champs 22 at J-Bay was a huge success.
We would like to express our thanks and gratitude to all the organizers, Kouga Municipality, RYD Brand, Vissla, Sissta and to all the local residents of J-Bay for accommodating all the Longboarding teams during this incredible event.
This amazing sport covers generations across gender, colour and age. JBAY Lower Point ranks as one of the best Longboard Surfing destinations in the World and what a privilege it was to compete against the cream of South Africa's top ranking Longboarders at this Special Venue.

It was unanimous that all teams wish to continue the SA Longboarding Champs at this Venue in the years to come.
Thank you again to Kouga Municipality and the Jbay residents for embracing this event with open arms.
We are aware that a proposal was tabled to run SA Champs in the first week of May 2023 due it being a long weekend and thus would result in more spectators and holiday makers present to enjoy and share. We support this provided that we are able to secure the required sponsorship for the event over this time.
We would also like to thank the NSRI and the medical teams for their unbelievable effort over the duration of the event and for their quick reaction when assisting one of our competitors, Jeff Simpson, who suffered an Asthma attack whilst surfing his heat. It was a critical situation that could have been fatal if not handled in this professional manner. A massive thanks goes out to NSRI, Lifeguards and medical teams. Thank you and very well handled.

EVENT EMPLOYMENT 2022

INFOOD X 3
EVENT STAFF / OFFICIALS X 26
WATER PATROL X 6
SECURITY X 5
SUPPLIERS / GROUND STAFF X 24

Grand total of 70 people employed for the event duration
A large portion of the above employment numbers are all locals, based in Jeffreys Bay


GENERAL INFORMATION

There were 150 competitors who traveled with spouses and families.
Accommodation and restaurants in Jeffreys Bay and the surrounding areas were at full capacity
We estimated around 500 staff and competitors visited the Kouga region during the contest period

Economic & Community contributions/benefits:
Lower point park was rehabilitated and groomed for the contest.
The J-bay Surf Alliance team was invited to the contest to meet the teams and take part in a beach clean up. Only local food vendors, security, medical staff and suppliers were utilized this event.







Massive thanks to the Kouga Municipality for the generous sponsorship and for backing surfing. This not only makes a great impact in our local community but the ripple effects are felt nationally.

The SA Longboard Champs Events Committee.







ANNEXURE B

SA LONGBOARD SURFING CAHMPIONSHIPS 2023 PROPOSAL

The 2022 Longboard Champs was a huge success on many levels. It brought a sense of joy to the town in a time when our town has been recovering from the lack of tourism due to the Covid-19 pandemic. It also brought much needed income to our many local businesses, guesthouses and restaurants. We have the town's support to return next year in 2023.

Along with the municipality we encourage the locals as well as all competitors to assist us in making each year an event to remember for SA Longboarding.

The event will bring approximately 160 competitors to town. With family and friends, that could mean up to 500 visitors for the week-on event. Interest from our neighbouring communities will bring thousands more to town.

We, the SA Longboard Champs committee, are looking for your support and sponsorship for the upcoming SA Champs which will be held in Jeffrey's Bay during the last week of August 2023.

The international exposure from the Pacific Longboarder magazine article published over 12 pages should not be underestimated. Its website database has a subscription in the hundreds of thousands. We were featured for five days during the 2022 event, unheard of for a Longboard surf contest. Its print readership is in the tens of thousands quarterly. Pacific Longborder is the premier longboard surfing publication and is distributed worldwide. Kouga now has an international presence which can only boost tourism to our town.

Background Information on SALSA (Now SA Longboard Surfing)

The SALSA was constituted in 1989. We have run a national championship every year bar 2020 (Due to COVID). This will be our 33rd Anniversary.

We are affiliated to:

-SSA (Surfing South Africa), the governing board for all surfing codes in South Africa.

-SSA is a member of the South African Sports Confederation and Olympic Committee (SASCOC), which along with Sport and Recreation South Africa (SRSA) controls all sport in South Africa.

Membership of SALS is drawn from the five longboard surfing clubs of South Africa, principally Western Province, Easter Province, Eden (Southern Cape), Border and KZN. The growth in popularity and participation in longboard surfing has been exponential over the past 10 years. Membership covers the full age spectrum. Competition caters for all age groups (U14 to 65-plus), all races, and both genders. Our community is very much family-based and is anti-sexist and anti-racist.

SALS provides the platform for SA long boarders to participate in organised competition. It provides surfers the opportunity to compete:

-Locally in club contests and the annual club SA Longboard Surfing Championships.

-Internationally, our top Longboarders compete at the ISA World Championships and also on the prestigious WSL (World Surf League) circuit.

-A development programme has been in operation for a number of years and the fruits of this effort have for some time been seen with development athletes winning various age divisions in recent years. Kwezi Quike represented South Africa at the 2012 ISA World Championships in France and more recently, Alfonso Pieters was part of the 2017 team in China and the 2019 team in France.

Highlights of Team SA performances at World Champs:

-Team SA 2013 placed 2nd overall. (There have only been three events since 2013.)
-Simone Robb (WP) ISA Open Woman World Champion 2013.
-Matthew Moir (WP) double ISA World Champion 2007 & 2009.
-And most recently, our very own Steven Sawyer (EP) WSL World Champ 2018.

-We also had many women representing SA at various international Longboarding competitions: Crystal Hullett at the ISA and WSL world games.

From these results, it can be seen that longboard surfing in South Africa is of an exceptionally high standard.

RATIONALE FOR REQUEST FOR SPONSORSHIP c)

The event is expected to run for a minimum of five days with one additional reserve day.

The anticipated budget for the entire event is R 400 060.00 in total.

All the cost factors are as per the budget below.

LOCAL INFRASTRUCTURE, LABOUR AND MARKETING BUDGET				
CATEGORY	DESCRIPTION	BUDGET 2023	PROJECTED BUDGET 2023	ACTUAL 23
EXPENCES				
INFRASTRUCTURE COSTS		R 59,500.00	R -	R -
	Tower/ Container rental	R 40,000.00	R -	
	Public Liability	R 6,000.00	R -	
	Electrical Connectivity cost	R 3,500.00	R -	
	Handy Man - building etc	R 4,000.00	R -	
	Lighting - Brusco onsite	R 6,000.00	R -	
EQUIPMENT & SERVICES		R 51,500.00	R -	R -
	Security Services	R 17,000.00	R -	
	Live scoring system- Hire	R 3,400.00	R -	
	Chairs, table, labour, tents set up	R 4,000.00	R -	
	Portable Radios	R 2,500.00	R -	
	Computer Operator	R 2,000.00	R -	
	PA system to hire	R 10,000.00	R -	
	Christian Surfers Donation	R 8,000.00	R -	
	Genny Hire	R 3,500.00	R -	

	Stationary - pens/ clip boards etc	R 500.00	R -	
	Toliet lady & cleaning stuff	R 600.00	R -	
EVENT SITE BRANDING		**R 8,600.00**		R -
	Branding in & around the event site	R 8,000.00	R -	
	Meal booklets	R 600.00	R -	
MEDICAL EXPENSES		**R 73,660.00**	**R -**	R -
	Ambulance/Paramedic Hire	R 25,000.00	R -	
	Water Patrol Tower spotter	R 2,400.00	R -	
	Water Patrol - Ski drivers @2K PD	R 24,000.00	R -	
	Water Patrol - Fuel cost	R 4,860.00	R -	
	Water Patrol - Ski hire @2K PD	R 12,000.00	R -	
	Lifeguards	R 5,400.00	R -	
MEDIA & COMMUNICATIONS		**R 13,000.00**	**R -**	R -
	Social Media Managers	R 13,000.00	R -	
EVENT STAFF AND LABOUR		**R 119,300.00**	**R -**	R -
	Event work crew wages	R 11,000.00	R -	
	Photographer - Land	R 6,000.00	R -	
	Planner fee @ 2months	R 18,000.00	R -	
	Officials Per duims	R 11,700.00	R -	
	Officials wages	R 72,600.00	R -	
ACCOMMODATION		**R 21,000.00**	**R -**	R -
	Aloe Again x 8 pax x 7 days	R 21,000.00	R -	
TRANSPORT AND TRAVEL		**R 9,500.00**	**R -**	R -
	Ann Wright flight - Contest Director	R 4,500.00	R -	
	Tasha Fuel	R 2,500.00	R -	
	Giggs Fuel	R 2,500.00	R -	
FUNCTIONS AND CATERING		**R 39,000.00**	**R -**	R -
	Event Staff & Officals Meals- 6 days	R 25,000.00	R -	
	Water	R 1,500.00	R -	
	Officals Snacks 10AM /3PM - 40pax	R 3,500.00	R -	
	Opening function	R 4,500.00		
	Closing function	R 4,500.00	R -	
MISCELLANEOUS COSTS		**R 5,000.00**	**R -**	R -
GRAND TOTAL		**R 400,060.00**	**R -**	R -

IN KIND SERVICE SUPPORT d)

We kindly ask that the Kouga Municipality would please consider assisting in the following In Kinds:

- Electricity
  . We need Three Phase Electricity for our event
  . Two Electrical boxes/kiosks will need to be put together
  . We will need two three phase cables to connect the Electrical boxes/kiosks to the power supply at Lower Point
  .We will need access to this from the 18th of August till the 28th of August
- Water Supply
  . We will need access to running water for our food caterers
  . We will need the showers to be reconnected for the duration of the event (if water restrictions allow for this)
  . We will need access to the public toilets as in the water and functioning of the toilets
- Waste And Refuse
  . We will need assistance in clearing the waste and refuse on a daily basis during the event
  . The municipality can assist with workers to help ensuring that the beach is waste free and that the rubbish is collected and cleared everyday

- Community Services
  . Can the municipality please consider helping place someone to clean and upkeep the public toilets throughout the duration of the event?
  . Assist with Garden services for the Lower Point Park to ensure that the visitors of our town are treated to a well-groomed venue
- Safety Sign Off
  . We need a safety officer to sign off on the compliance of the event.



Commitment and Reciprocity from SALS

We will be undertaking a social responsibility project by collecting surf equipment from our participants for the local surfers who cannot afford to purchase new goods. These will be donated to our local surfing NGOs. J-bay Surf Alliance, Jbay's newest NGO will be invited to bring their kids to, "Meet the Competitors" sessions. We want to include an introduction to Longboarding to our youngest. On the Friday or Saturday of the event, the surfers in the event will be meeting with (Cherons Surf Group) which is a group of surfers that despite not having much surf gear, have so much stoke for surfing and show so much joy when in the water. We as the longboard surfers will be inviting them and spending the afternoon with them where we teach them and push them on waves and just ultimately share the stoke of surfing with them. In addition, we would like to initiate a food and clothing collection drop-off on site during the event to distribute to local charities to assist local upliftment programmes. We are planning beach clean-ups in the area to create awareness of the impact that plastic pollution has on the sea and marine life.

We will promote the contest via the following methods that have been proven to work in advertising surfing events:

-Facebook
-Instagram
-The SA Longboard and SSA website
-Posters around the main surf hubs in SA
-Local community papers
-Radio - Surf report host Deon Bing is one of our long-standing club members and will mention the contest on live radio during his surf report slot in the build-up to the contest.
-The SA surfing network namely ZigZag and Wavescape
(-Possibly Live stream on TV or Youtube)
- Pacific Lonngboarder magazine will once again put daily write up's of the event on Their site. And the event poster will be on their website leading up to the event. (International exposure)

We would also like to invite the Kouga to partake within the marketing spaces mentioned above. Our event site has a lot of foot traffic each day, consisting of people from all around the coastline of South Africa. We'd like to offer the Kouga any opportunities that you'd like to take to setup activations at the event site to promote the Kouga district.

SPONSORSHIP PACKAGES:

Sponsorship packages per annum.	Bronze (Non-monetary, product sponsorship only)	Silver (R200 000)	Gold (R350 000)	Platinum (R450 000)
List of branding opportunities per package.	Rashvest Sponsor	Branding on some infrastructure	Branding on some infrastructure.	Title Sponsor
	Branding boards for infrastructure	Put up some banners and branding at the site	Banners and any other branding equipment to be put out at the contest site.	Full exterior branding on infrastructure.
	Event Signage Boards	Minimal Social Media coverage	Medium social media coverage	Branding on all posters and banners.
	Event Heat Flow Board		Branding on contest rashvest	Branding on printed heat flow boards.
	Trophies & Medals		Branding on event boards that are put up on the infrastructure at the event site and in the town of Jbay	Banners and any other branding equipment to be put up at the contest site.
	Prizes			Full social media coverage across all platforms.
				Website reference, home page and sponsors page with links.
				Branding on event rashvests

Because we have the longstanding trust of our community, we have access to marketing channels. In addition to our own database of members, we aim to partner with organisations that hold the same moral and ethical values that SA Longboarding has developed over the past three decades.

South African Longboarding has a track record of organising premium national and provincial events to a world-class standard as would be expected by a major national brand sponsor.

We look forward to hearing back from you.

Christy Gilmour
SA Longboard Surfing Chairwoman
083 793 1063

SALS
SOUTH AFRICAN
LONGBOARD
SURFING



KOUGA MUNICIPALITY (EC 108)

ORDINARY COUNCIL MEETING

PLANNING, DEVELOPMENT AND TOURISM

DATE: 31 MAY 2023 **ITEM NO: 23/05/PDT3**

PARTNERSHIP AGREEMENT WITH GAMTOOS TOURISM TO HOST THE JAZZ IN THE PARK AT YELLOWWOODS FESTIVAL

1. Introduction

The purpose of this item is to seek support from Council for the approval to enter into a partnership with Gamtoos Tourism to host the Jazz in the Park @ Yellowwoods Festival in Hankey from 2 – 4 June 2023.

2. Background

One of the Events sections' KPIs is to develop and establish more signature events in Kouga to showcase the area as a prime tourism and events destination positioning Kouga as the events capital of South Africa, especially in underdeveloped areas like the Gamtoos Valley.

In 2022 the LED & Tourism Department submitted a 3-year business plan to revive and re-establish the once-popular Yellow Woods Festival. Up until 2009, the event was hosted by the municipality in partnership with the Department of Sports, Recreation, Arts & Culture and Vodacom as the private sector sponsor.

The department proposed foundational financial support for the first 3 years, with a decreasing funding allocation for the following 2 years. This is to assist Gamtoos Tourism to re-establish the event as a signature event in the Gamtoos Valley that will attract private-sector investment to sustain the festival in the years to come. After the 3 years, the municipality will play a supporting function, sourcing investor leads, serving on the local organizing committee and providing in-kind services.

Gamtoos Tourism engaged local and national private sector stakeholders through a Stakeholder Engagement Session on 2 March 2023 regarding prospective tourism development projects, of which "Jazz in the Park @ Yellow Woods" was one of them. The response was positive with many sharing an interest to support Gamtoos Tourism in growing the festival and other tourism development projects in the Gamtoos Valley.

A budget allocation of R500,000.00 was approved by Council for 2022/2023 FY and business plans were submitted for budget allocation for 2023/2024 and 2024/2025.

For reference of the above item please see attached **Annexures A, B & C** as follows:

Annexure A
KLM Partnership Proposal

Annexure B
Gamtoos Tourism Partnership proposal

Annexure C
Budget verification for Yellow Woods (U-Key: 20220707986879)

3. Comments by Directorates:

3.1 Chief Financial Officer

Report noted

3.2 Acting Director: Planning, Development and Tourism

Item noted.

3.3 Acting Director: Corporate and Digital Services

Item noted.

3.4 Director: Infrastructure & Engineering

Item noted.

3.5 Director: Community Services

Report is noted.

3.6 Municipal Manager

Report is noted.

4. Financial Implications

R 500,000.00 (Five Hundred Thousand Rands only all-inclusive) 2022/2023 FY.
R 200,000.00 (Two Hundred Thousand Rands only all-inclusive) 2023/2024 FY.
R 150,000.00 (One Hundred and Fifty Thousand Rands only all-inclusive) 2024/2025 FY.

5. Legal Implications

Section 67(1) of the Local Government: Municipal Finance Management Act, No. 56 of 2003 (MFMA) provides for funding to be transferred to an organization or body outside any sphere of government, otherwise than in compliance with a commercial or other order of business transaction, subject to the accounting officer satisfying him-/herself, before transferring such funds, that such organization or body:

> (c) has the capacity and has agreed to comply with any agreement with the municipality, for the period of the agreement to comply with all reporting, financial management and auditing requirements as may be stipulated in the agreement,
> (iii) to report at least monthly to the accounting officer on actual expenditure against such transfer; and

(iv) to submit its audited financial statements for its financial year to the accounting officer promptly.
(d) implements effective, efficient, and transparent financial management and internal control systems to guard against fraud, theft and financial mismanagement; and has in respect of previous similar transfers complied with all the requirements of this section.

6. Other Implications

None.

7. Recommendations:

7.1 That Council the approves the partnership agreement of R 500,000-00 (Five Hundred Thousand Rands only) all-inclusive for 2022/2023 FY only, R 200,000.00 (Two Hundred Thousand Rands only all-inclusive) 2023/2024 FY, and R 150,000.00 (One Hundred and Fifty Thousand Rands only all-inclusive) 2024/2025 FY.

7.2 That Council authorize the Accounting Officer to conclude a Sponsorship Agreement / SLA with Gamtoos Tourism in respect of sponsorship stated in (7.1) above.

Item prepared by Events Co-Ordinator: 

Item approved by the Acting - Director PDT: 

Item endorsed by the Municipal Manager 

Item endorsed by Portfolio Councillor: 

Annexure A


Jazz in the Park
@ Yellowwoods
2 - 4 June 2023
Yellowwoods Park
Hankey

Positioning Kouga as the Events Capital of South Africa

One of the Events sections' KPIs is to develop and establish more signature events in Kouga to showcase the area as a prime tourist and events destination positioning Kouga as the events capital of South Africa, especially in underdeveloped areas like the Gamtoos Valley.

Annually the Kouga Summer Festival and Easter Festival public events are hosted by the Municipality for the people of Kouga and our seasonal tourists.

Below are a few provincial, national and global events hosted in Kouga by external organisers.

- Jeffreys Bay: international J-Bay Open Surf, National Open Water Swim, etc.
- St Francis Bay: PGA Championship - South Africa, SDC Championship - DP World Tour, etc.

Revive and re-establish the Jazz Festival as a Flagship Festival of Hankey and Gamtoos Valley

Up until 2009, the Yellow Woods Jazz festival was a popular event hosted by KLM in partnership with the Department of Sports, Recreation, Arts & Culture and Vodacom as the private sector sponsor. In early 2022 the Tourism & Events Department proposed the events project for inclusion in the 2022/2023 Budget. The festival was also identified as a legacy project by the Executive Mayor.

An event of this nature will attract awareness to our beautiful Valley. Showcasing our off-the-beaten-track gem, a treasure trove of beautiful unspoiled scenery, exciting nature and agri-tourism activities with interesting landmarks like Bergvenster and the largest Sun Dial in the Southern Hemisphere.

Reviving and re-establish the Jazz festival at Yellowwoods Park is the ideal drawcard to attract a market that would usually not visit Hankey and if they do most likely not stay for longer than an hour or so.

This influx of people will not only create awareness of the area as a tourism destination but will boost the local economy immensely and potentially position the event on the provincial and national events calendar.

Past & Current Festivals in Gamtoos Valley

- Loerie: The Nartjie Festival (NG Kerk Loerie last hosted in 2022)
- Hankey: Citrus Festival (Gamtoos Tourism last hosted it in 2019 but cancelled it as it's not good to have 2 citrus festivals in the Valley)
- Gamtoos Ferry Hotel: The Melkfees (Milk Producers Organisation EC last hosted in 2022)

In addition to this, there is no signature festivals hosted in Hankey and Patensie which is the eastern gateway to the Baviaans, a world heritage site and is therefore mostly used as a throughway.

Why Gamtoos Tourism?

Gamtoos Tourism's vision and mission is to make the Gamtoos Baviaans a destination of choice, not in isolation, but in a joint effort with St Francis and Jeffrey's Bay Tourism. Being part of Kouga Local Tourism Organisation (KLTO), it offers Gamtoos Valley a broader base to promote the nature based activities and agri tourism attractions found within the Gamtoos Valley, hence focusing on and promoting the slogan of KLTO:

"THE JOURNEY IS THE DESTINATION - FROM THE MOUNTAINS TO THE SEA – BE INSPIRED FOR LIFE!"

3-Year Funding Agreement

The Department submitted a 3-year business plan to provide foundational financial support for the first 3 years, with a decreasing funding allocation each year, with R500,000.00 approved by council for the 2022/2023 FY. This is to assist Gamtoos Tourism to revive a well-established signature event in the Gamtoos Valley that will attract private-sector investment to sustain the festival in the years to come. After the 3 years, the municipality will play a supporting function sourcing investor leads, serving on the organising committee and providing in-kind services.

"Jazz in the Park @ Yellowwoods"

- A 3-Day festival with live stages showcasing local & national artists and bands, a food and craft market, and a wine and craft beer garden for 3000 - 5000 people.
- Showcasing local and national artists as well as local produce and crafts in a unique setting.
- Friday and Saturday are paid ticketed event days catering for 18+
- Sunday is a free family gospel concert for the local community sponsored by Jesus Collective.
- Local caterers, transport, security service providers and youth will be engaged to ensure social and economic benefits for the local community.

Private Sector Support/Partnership:

Gamtoos Tourism engaged local and national private sector stakeholders through a Stakeholder Engagement Session on 2 March 2022 regarding prospective tourism development projects, of which "Jazz in the Park @ Yellow Woods" was one of them.

The response was positive with many who shared an interest to support Gamtoos Tourism in growing the festival and other tourism development projects.

Festival Programme

Friday, 2 June 2023
09:00 - 15:00 Sponsors Golf Day @ Hankey Golf Club.
14:00 - 21:00 Food & Craft Market, Wine & Craft Beer Garden
16:00 - 21:00 Jazz Festival Opening Day 1 Live Stage

Saturday, 3 June 2023
10:00 - 21:00 Food & Craft Market, Wine & Craft Beer Garden
12:00 - 21:00 Jazz Festival Day 2 Live Stage

Sunday, 4 June 2023
10:00 - 15:00 Food & Craft Market (No Alcohol Sales)
10:00 - 15:00 Jesus Collective Free Community Gospel Concert

Annexure B

10 March 2023

Kouga Municipality
Director of Planning, Development & Tourism

PARTNERSHIP PROPOSAL: GAMTOOS TOURISM

The Gamtoos Valley, known as the Eastern Gateway to the Baviaanskloof Wilderness Area, and called the fruit basket of the Eastern Cape, is a vibrant mix of nature, agriculture and cultural influences with plenty to see and explore along the diverse route, that includes the towns of Thornhill, Loerie, Hankey and Patensie.

Gamtoos Tourism has the mandate to promote tourism to the Gamtoos Valley and Baviaanskloof, with 29 establishments that are members, ranging from B&B's, Guesthouses, Self-catering guest cottages, Tented camp, Campsites, Restaurants, Nursery & Agri-Tourism establishments.

Gamtoos Tourism's vision and mission is to make the Gamtoos Baviaans a destination of choice, not in isolation, but in a joint effort with St Francis and Jeffrey's Bay Tourism. Being part of Kouga Local Tourism Organisation (KLTO), it offers Gamtoos Valley a broader base to promote the nature-based activities and agri tourism attractions found within the Gamtoos Valley, hence focusing on and promoting the slogan of KLTO:

THE JOURNEY IS THE DESTINATION - FROM THE MOUNTAINS TO THE SEA – BE INSPIRED FOR LIFE!

Destination Marketing is done through the following:

- Eastern Cape Parks & Tourism Agency speed marketing sessions
- Attending Travel & Trade Shows
- Social Media Marketing through Facebook, LinkedIn, YouTube, Instagram & Tiktok
- Adhoc Radio Interviews
- Assisting Kouga Municipality with Kouga based events like PGA, SDC, Summer Festival etc.
- Involvement with Kouga Local Tourism Organisation projects and events
- Producing and distributing Gamtoos and Baviaanskloof maps
- Produced a bucket list that includes all points of interest, activities and adventures offered
- Keeping Gamtoos Tourism's website active (www.baviaans.net)

Projects and Events that Gamtoos Tourism support:

- Gamtoos Farm Run
- Trans Elands MTB
- Patensie Pronk
- God se Hande Recycling
- Hankey Beautification project
- Patensie Plaashasaar
- Gamtoos Boerebasaar

Gamtoos Tourism PO Box 78 Patensie 6335
Tel: 042 2830437 Cell: 0835563206
eMail: info@baviaans.net
Web: www.baviaans.net

Due to Covid-19 Gamtoos Tourism decided to rather focus on smaller events to draw visitors into the Gamtoos Valley, than one big event. Smaller events hosted was based on United Nations environmental and nature-based events, including: International Day of Forests, World Bee Day, World Autism Day, Autism Golf Day, Garden Day etc.
The ideal and dream is to host the following events that coincide with what the Gamtoos Valley is all about:

	Gamtoos Tourism dates for events & meetings:												
	Event	Jan	Feb	Maart	April	Mei	Junie	Julie	Aug	Sep	Okt	Nov	Des
		2023	2023	2023	2023	2023	2023	2023	2023	2023	2023	2023	2023
Jan													
Feb													
3 Mar	Wildlife Day			4									
21 Mar	*International Day of Forests*			*25*									
22 Mar	World Water Day			22									
2 Apr	*Autism Golf Day*				*1*								
	Gamtoos Boere Basaar (Kwagga)				22								
22 Apr	Earth Day				22								
14 May	Moedersdag					14							
20 May	*Bee Day*					*20*							
22 May	Biodiversity Day												
2-4 Jun	*Jazz Festival*						*4 Feb*						
3 Jun	World Bicycle Day												
5 Jun	Environment Day						3						
8 Jun	World Oceans Day												
18 Jun	Vadersdag						18						
9 Jul	CMA Motorfiets Rally							9					
9 Aug	Vrouedag								9				
Sep	*Tourism Month*									*1*			
1 Sep	*Boomplantdag*									*1*			
1-7 Sep	*Arbor Week*												
2 Sep	*Gamtoos Farm Run*									*2*			
8 Sep	International Literacy Day												
24 Sep	Heritage Day									24			
27 Sep	*World Tourism Day*												
28 Sep	World Maritime Day												
7 Oct	Patensie Plaasbasaar										TBC		
15 Oct	*Tuindag*										*14*		
16 Oct	*World Food Day*												
28 Oct	EG Kerk Basaar											28	
11 Nov	***Golf Day***											***11***	
5 Dec	*World Soil Day*											*5*	
11 Dec	International Mountain Day												
Dec	Let's lightup Kouga												

The 19th annual Gamtoos Tourism Golf Day will be hosted on 11 November this year.

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Web: www.baviaans.net

Projects envisaged for the Gamtoos Valley that were proposed to Kouga Business Forum two years ago are the following:

#	OBJECTIVE	PROJECT NAME	SHORT DESCRIPTION	ESTIMATED TIMEFRAME	ESTIMATED COST	DESCRIPTION OF IMPACT
1	Create vibrant public and economic spaces	To beautify the Gamtoos Valley towns of Hankey, Patensie, Loerie and Thornhill	Cleaning up, Planting new plants, maintaining existing gardens, continued rubbish collection. Wages of workers to do the work	Long Term- 10 Years	R1,000,000	To provide a clean and beautiful valley to visitors from all over the world, and the residents.
2	Build institutional and development capacity	Development and education of hiking trail guides	Developing Green Flag accredited hiking trails with guides. Educating unemployed people to do the maintenance of the hiking trails, and educating them to be guides on the trails but also field guides.	Long Term- 10 Years	R2,500,000	To empower unemployed people of the valley and have a specialized skill to earn a living. To assist them in starting up their own business.
3	Create vibrant public and economic spaces	Sidewalk/pavements and stormwater run-off in the towns of the Gamtoos Valley .	Building pavements, sidewalks and stormwater run-off systems in towns where it does not exist.	Short term until project is completed.	R5,000,000	Because of our narrow roads and the interlinkl onies using the road, it makes it very unsafe for pedestrians and will have a massive impact on road safety.
4	Create vibrant public and economic spaces	R331 through Hankey at Hungry Park and Rosedale safety wall	Building a safety wall with river stones and cement.	Short term until project is completed.	R5,000,000	For the safety of animals, pedestrians and road users
5	Enable capital formation and business development	God se Hande recycling	To assist a current recycling business in which Gamtoos Tourism would like to be involved in	Long Term- ongoing	R1,000,000	Awareness of recycling and teaching children and adults to live in a cleaner and more sustainable environment
6	Build institutional and development capacity	Bergvenster & Philip Tunnel	To assist the owners of the land to build a proper ablution facility and putting up security fences which will be manned.	Short term until project is completed.	R2,000,000	To secure the area for visitors. Building a proper ablution facility. Keeping the area clean & neat. Placing guards at the gate. Charging an entrance fee to assist with the expenses of the wages of the guards, and keeping the area & ablution facility clean and neat. This will create an opportunity for the land owners to start a business with locals to ensure that one of the biggest tourist attractions is maintained and secure for visitors.
7	Enable capital formation and business development	Pabala Pure Honey Bee Farming and Product Produce	Educating rural locals about bee farming and building of bee boxes (hive structures). This will ensure rural development and upliftment.	Long Term- ongoing	R10,000,000	Due to the importance of bees in the agricultural and eco-environment, it is crucial to gain bee farming ambassadors and effectively educating them on how to increase bee populations for sustainable pollination, and also honey produce. This will enable the ambassadors to have a revenue stream through selling of their honey, bees wax and propolis. And to sustain the revenue stream the education of the bee farming ambassadors will be an ongoing project.

Proposal for partnership to host the Jazz in the Park @ Yellowwoods Festival:

It has always been a dream and goal to host an event in Hankey for years, and thus reviving the jazz festival was the obvious choice, rather than carrying on with the Citrus Festival because the Loerie Nartjie festival is already being hosted.

After the 3-year funding support from the municipality Gamtoos Tourism will adopt and grow the festival into a self-sustainable national festival with the support of private sector partnerships and the municipality's in-kind service support as proposed in the KLM proposal.



Vision for Yellowwoods

- To stimulate tourism to Yellowwoods and Hankey and to ensure job creation and tourism development;
- To encourage a positive economic, social and environmental impact for the Gamtoos Valley, but specifically Hankey;
- Yellowwoods is a beautiful site to do sight-seeing tours, like at Sewefontein Wild Fig Tree Forest in Baviaanskloof, to attract more tourists to Hankey.
- We envisage an opportunity to educate more unemployed young people as tour guides to assist with tours at Philip Tunnel, Bergvenster and also at Yellowwoods
- host walking tours **(Hankey Walkabout)** through Hankey to showcase the old buildings, Victoria Tree, Kei Apple Tree etc.
- Yellowwoods lends itself to an incredible **campsite venue** which Hankey can do with, as there are not many places of accommodation in and immediately around Hankey.
- Reviving the **hiking trail** at Yellowwoods will add an extra activity in Hankey. This again will assist new trained tourist guides with establishing their own business in Hankey which can be overseen between Gamtoos Tourism and Hankey Congregational Church in a collaborate effort to help uplift and empowering the young people of Hankey that is unemployed.
- This site can also be explored to establish a canopy tour experience
- The old function venue can be renovated/revamped/rebuilt to host functions, conferences, team building activities etc.

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- The building also had rooms that can be renovated in order to offer accommodation in dorms.





- Through the joint venture between Kouga Municipality and Gamtoos Tourism, Gamtoos Tourism will promote and manage Yellowwoods as a destination with a proper camping site, day visitor sites, function venue and activities like i.e hiking
- Gamtoos Tourism manages the site.
- Gamtoos Tourism handles enquiries, reservations.
- Gamtoos Tourism establishes a tourism office at the site.
- Kouga Municipality support with services on-site like refuse removal, water availability and electricity etc.
- The same idea was suggested for the Loerie Dam campsite, to revive it and develop it into a thriving business for both Gamtoos Tourism and Kouga Municipality.

We thank you for your time and consideration.

Kind regards

namens Gamtoos Toerisme
on behalf of Gamtoos Tourism

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Annexure C

KOUGA MUNICIPALITY
2023-03-14
BUDGET &TREASURY

MENU1 BAL/REBUILD VOTES STORE/CRED NDS QUERIES GIS CUST QUERIES Help

VS-F03RS - Cost allocation

Local Authority: KOUGA — KOUGA MUNICIPALITY
Financial Year: 2022
Unique internal key: 20220707986879
Cost allocation: 10173200270000

Opening Balance:
Actual Balance:
Shadow Balance:
Balance Total:
Provisional Costs:
Amended Budget: 500000.00
Available: 500000.00
VAT Indicator (V02): N (V03): N
Locked onto:
Asset ID:
Job-costing type:
Unallocated Job Budget:

Function: 301
Planning and Development
Economic
N.T.Item: 4200 NT Cashflow Item:
Contracted Services
UKey Closed? N
Associated Cost Code Closed? N

Vote/Subvote	PLANNING, DEVELOPMENT AND TOURISM:TOURISM	
Item	Business and Advisory:Project Management	Expenditure:Contracted Services:Outsourced Services:Business and Advisory:Project Management
		IE0030010050080000000000000000000000
Function	Core Function:Tourism	Function:Other:Core Function:Tourism
		FX0090010060000000000000000000000000
Project	Yellow wood annual jazz festival	Operational:Typical Work Streams:Functions and Events:Special Events and Functions
		PO0030170050000000000000000000000929
Fund	Property Rates:Levies	Fund:Operational:Revenue:General Revenue:Taxes:Property Rates:Levies
		FD0010010010090010020000000000000000
Region	EC108 Kouga:Whole of the Municipality	Regional:Regional Identifier:Local Government by Province:Eastern Cape:District Municipalities:DC10 Sarah
		RX0020030010020010040090030000000000
Costing	Default	Costing:Default
		CO0030000000000000000000000000000000
Own	TOURISM	OV000006000401

KOUGA MUNICIPALITY (EC 108)

ORDINARY COUNCIL MEETING

PLANNING, DEVELOPMENT AND TOURISM

DATE: 31 MAY 2023 **ITEM NO: 23/05/PDT4**

ESKOM FUNDING ALLOCATION FOR THE INSTALLATION OF ELECTRICAL CONNECTIONS FOR THE 2023/2024 FINANCIAL YEAR

1. Introduction

The purpose of this report is to appraise Council of the grant funding approval for the type 1 infill electrification of informal houses in the 2023/24 Financial Year.

2. Discussion

DoRA Allocations

In terms of the DoRA allocation, Kouga Municipality has been allocated the following funds for the 2023/24 Financial Year for the type 1 households infill, and pre-engineering for 118 households in the following towns:

- Weston and Loerie: 70
- Patensie Infill: 48

Attached as **Annexure "A**" is the 2023/2024 electrification programme and approved funding from ESKOM.

Please note that the funding allocation is based on the ESKOM financial year.

There is a lag of a quarter in our financial years.

3. Comments by Directorates:

3.1 Chief Financial Officer

Report noted.

3.2 Acting Director: Planning, Development & Tourism

That report is noted.

3.3 Director: Community Services

Report is noted.

3.4 Acting Director: Corporate & Digital Services and Deputy Municipal Manager

Item noted.

3.5 Director: Infrastructure & Engineering

The electrical department support the item, we have no control as the Kouga electrical department. The Gamtoos Valley falls outside the license jurisdiction of Kouga.

3.6 Municipal Manager

The electrical department support the item, we have no control as the Kouga electrical department. The Gamtoos Valley falls outside the license jurisdiction of Kouga.

4. Financial implications

Funds will be spent as per the Gazetted DoRA allocation from DM&E, which amounts to R 2 796 400.00

5. Legal implications

Gazetted DoRA allocation from DM&E.

5. Other implications

None.

6. Recommendations:

7.1 That the DoRa allocations of R 2 796 400.00 for the 23/24 Financial Year be noted.

7.2 That Council approves type 1 infill house connections to 118 households, pre-engineering plan, for the 2023/24 Financial Year.

7.3 That all type 1 infill houses to be electrified in Cyril Ramaphosa be within a 50 metre radius from the nearest point of supply.

7.4 That Council indemnifies ESKOM and accepts liability for costs of relocating electrical connections installed from informal houses to formal houses at the completion of the formal housing project.

Item prepared by Manager Human Settlements:

Item approved by the Act. Director PDT:

Item endorsed by the Municipal Manager:

Item noted by the Portfolio Chairperson:

ANNEXURE "A"

KOUGA local municipality
Good Governance through Service Excellence

Cape St Francis
Hankey
Humansdorp
Jeffreys Bay
Loerie
Oyster Bay
Patensie
St Francis Bay
Thornhill

Postal: PO Box 21, Jeffreys Bay, 6330
Tel: 042 200 2200 / 042 200 8300
Fax: 042 200 8606
Email: registry@kouga.gov.za
Website: www.kouga.gov.za

24 October 2022

Department of Minerals and Energy
P/Bag X 6076
Port Elizabeth
6001

Attention: Mr. B Plaatjies
Dear Sir / Madam

RE:2023/2024 Electrification Programme

Kouga Local Municipality wishes to confirm that Eskom can continue making a funding allocation for purposes of electrifying the following areas once the funding has been approved through the gazette process and upon the Minister making a determination in the budget speech as part of the 2023/2024 electrification plan under the schedule 6B funding.

Eskom is hereby given the areas listed below as per the Municipality Integrated Development Plans to electrify using 6B funding and upon completion operate, maintain and collect revenue for its own.

The areas must be included in the Eskom license as per the NERSA requirements and rules for licensable areas.

Project Name	Gazette Amount	Project Type	Number of Stands/Households	Beneficiaries where it is infrastructure with multiple villages benefitting
Kouga Pre-eng (2024/25 Plan)	R 450 000,00	Pre-Engineering	0	
Kouga Infills	R 386 400.00	Infills	48	
Kouga Extensions	R 1 960 000	Household	70	Weston and Loerie Ph2
	R 2 796 400.00			

KOUGA
local municipality
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Email: registry@kouga.gov.za
Website: www.kouga.gov.za

In addition, the villages in the table below are funded from schedule 5B funding and are being executed by the Municipality who is currently not licensed, who upon completion, will hand over to Eskom to energise from its own networks, to operate, maintain and collect revenue for its own. These villages must also be included and licensed under the Eskom license as per the NERSA requirements for licensable areas.

Project Name	Village Name if different from Project Name	Project Type	Number of Stands/Households	Beneficiaries where it is infrastructure with multiple villages benefitting
n/a	n/a	n/a	n/a	n/a

Yours sincerely

Mr. C du Plessis
Municipal Manager

KOUGA MUNICIPALITY (EC 108)

ORDINARY COUNCIL MEETING

PLANNING, DEVELOPMENT AND TOURISM

DATE: 31 MAY 2023 **ITEM NO: 23/05/PDT5**

PATENSIE 6 RECTIFICATION PROJECT: APPROVAL OF PROJECT

1. Introduction

This report is to appraise the Council about the approval of funding for the rectification of six houses, Patensie.

2. Background

An application for the rectification of the six dilapidated houses in Patensie was submitted in 2010 to the ECDHS with the aim of demolishing and rebuilding these houses as they were unhabitable.

Funding approval of **R 1,153 141,40** was approved on 14 December 2022 and letter of approval was received on 13 March 2023. The funding approval is for the following activities,

- House construction
- Project management

A tender will be advertised for the construction of these houses and priority will be given to SMME's that resides within the KLM area.

3. Comments by Directorates:

3.1 Director: Finance

Report noted

3.2 Acting Director: Planning, Development & Tourism

Report is noted.

3.3 Director: Community Services

Report is noted.

3.4 Acting Director: Corporate & Digital Services and Deputy Municipal Manager

Item noted.

3.5 Director: Infrastructure & Engineering

Item noted.

3.6 Municipal Manager

Report is noted.

4. Financial implications

Funds will be spent as per the approval letter from the ECDHS

5. Legal implications

None.

6. Other implications

None.

7. Recommendations:

7.1 That Council approves the allocations of **R1 153 141.40** for the 23/24 for the rectification of six houses.

7.2 That priority for the construction of these houses be given to SMME's that resides within the KLM area.

7.3 That the tender process for the construction of these houses be finalised as a matter of urgency so as to prevent any further delays and inconvenience to the displaced families.

Item prepared by: Manager: Human Settlement:



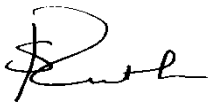
Item approved by Acting Director PD&T:



Item endorsed by Municipal Manager:



Item noted by Portfolio Chairperson: PDT:



Province of the
EASTERN CAPE
HUMAN SETTLEMENTS

Eastern Cape Department of Human Settlements – Sarah Baartman Regional Office
Corporate House, 66 Ring Road, Greenacres, Port Elizabeth
Private Bag X6005, Port Elizabeth
Eastern Cape • REPUBLIC OF SOUTH AFRICA
www.echousing.gov.za

Reference no :
Date : 2023-03-13

THE MUNICIPAL MANAGER
33 DA GAMA ROAD
P.O. BOX 31
JEFFREYS BAY
6330

ATTENTION: MR. M. PENXA

PATENSIE 6 RECTIFICATION PROJECT: APPROVAL OF PROJECT

Our discussion in the above regard on Wednesday, 8 March 2023, bears reference.

This serves to confirm that the application for additional funding to construct the six houses under discussion was approved by the MEC on 14 December 2023. The financial detail of the aforementioned approval is as follows:

ITEM	NO OF UNITS	COST PER UNIT	PROJECT COST
HOUSE CONSTRUCTION			
Earthworks	6	R 8,547.00	R 51,282.00
Concrete, Formwork & reinforcement	6	R 13,737.00	R 82,422.00
Brickwork	6	R 19,788.00	R 118,728.00
Roof structure	6	R 11,255.00	R 67,530.00
Ceiling & insulation	6	R 9,317.00	R 55,902.00
Windows	6	R 10,301.00	R 61,806.00
Doors & Frames	6	R 8,357.00	R 50,142.00
Finishing & paintwork	6	R 13,556.00	R 81,336.00
Plumbing & toilet	6	R 12,690.00	R 76,140.00
Electrical	6	R 12,713.00	R 76,278.00
SUB TOTAL (A)		**R 120,261.00**	**R 721,566.00**
P&G	6	R 10,932.00	R 65,592.00

PATENSIE 6 RECTIFICATION PROJECT: APPROVAL OF PROJECT

SUB TOTAL (B)	6	**R 131,193.00**	**R 787,158.00**
INDIRECT COSTS			
Project Manager	6	R 4,593.00	R 27,558.00
Clerk of Works	6	R 4,300.00	R 50,050.00
Transfer cost	6	R 1,209.00	R 50,050.00
Beneficiary Admin	6	R 363.00	R 2,178.00
SUB TOTAL (C)		**R 10,465.00**	**R 129,836.00**
Variance Allowance @20%	6	R 26,238.60	R 157,431.60
Demolition & cart away @10%	6	R 13,119.30	R 78,715.80
SUB TOTAL (D)	6	**R 39,357.90**	**R 236,147.40**
TOTAL TO COMPLETE	6	**R 181,015.90**	**R 1,153,141.40**

Yours sincerely.

MS. M. NDONI
REGIONAL DIRECTOR: SARAH BAARTMAN REGION
DATE: 13.03.2013

KOUGA MUNICIPALITY (EC 108)

ORDINARY COUNCIL MEETING

PLANNING DEVELOPMENT AND TOURISM

DATE: 31 MAY 2023 **ITEM NO: 23/05/PDT6**

MUNICIPAL FUNDED EVENT CLOSEOUT REPORT: 2022 ALOE CUP RUGBY & NETBALL TOURNAMENT AND 2023 SPONSORSHIP PROPOSAL

1. Purpose

The purpose of this item is to submit the closeout report on the 2022 Aloe Cup Rugby & Netball Tournament hosted in Jeffreys Bay from 23 – 25 June 2022 and request Council's continued support to fund the 2023 Aloe Cup Rugby & Netball Tournament.

2. Background

2.1 2022 Event Closeout Report

The 2022 Aloe Cup Rugby & Netball Tournament was the 5th tournament hosted by Jeffreys Bay Primary. The tournament was a huge success promoting our beautiful town on with national television, with live broadcasting on the SuperSport Schools channel.

Top sporting schools from all over South Africa participated in both rugby and netbal. and included the likes of Eikestad Primary School (Stellenbosch), Gene Louw (Durbanville), Outeniqua Primary School (George), Stellenbosch Primary School, Grey College (Bloemfontein) Handhaaf Primary (Uitenhage), Durbanville Primary School (Durbanville), Knysna Primary School (Knysna) and Hartenbos Primary School, with good representation from the Free State, Eastern and Western Cape Province.

Great support was shown by the local schools and Jeffreys Bay community and the rest of Kouga. Learners and staff from the visiting schools participating, watched the matches online in their classes and staff rooms.

The report received from the organisers indicated that an estimated 160 families visited Jeffreys Bay over an average of 5 days each. These families supported local tourist attractions, shops, malls, restaurants and accommodations.

Accommodation for the players hosted by Jeffreys Bay Primary were booked at Seashells, UCSA - Jeffreys Bay and Beach lagoon in Jeffreys Bay. The school sourced catering from local restaurants, Nina's, Marina Martinique, Kitchen Windows, Walskipper, Seashells restaurant, Spur and UCSA to provide 8 meals per day for the 180 players and 28 coaches.
It is reported that the local economic impact was great with the following job creations and accommodation figures.

Job Creation - 70
Accommodation +/- 360-bedroom nights

2.2 2023 Sponsorship Proposal

The future of the Aloe Cup looks great, however the school is under extreme financial pressure, as they have lost their main sponsor. Financial assistance from the council is requested to host the tournament again this year.

This year the tournament will take place from 22 - 24 June 2023. The funding support of R70 000 will help to pay for accommodation and meals for the visiting teams and rugby officials. The proposed budget can be seen in Annexure B.
For reference of the above item please see attached Annexures A and B as follows:

Annexure A
2022 Aloe Cup Rugby and Netball tournament Aloe Cup

Annexure B
2023 Sponsorship Proposal

3. Comments by Directorates:

3.1 Director: Finance

Report noted

3.2 Acting Director: Planning, Development and Tourism

The recommendations are supported.

3.3 Acting Director: Corporate & Digital Services and Deputy Municipal Manager

noted

3.4 Director: Infrastructure & Engineering

Item noted

3.5 Community Services

Item noted

3.6 Municipal Manager

Noted

4. Financial Implications

- R70 000.00 (Seventy thousand rand only all-inclusive) in the 2022/2023 FY
- Budget allocation to support the event was already approved in the Council-approved 2022/2023 FY budget.

4. Legislative provision

Section 67(1) of the Local Government: Municipal Finance Management Act, No. 56 of 2003 (MFMA) provides as follows:

Funds transferred to organisations and bodies outside government

67. (1) Before transferring funds of the municipality to an organisation or body outside any sphere of government otherwise than in compliance with a commercial or other business transaction, the accounting officer must be satisfied that the organisation or body—

(a) has the capacity and has agreed—
  (i) to comply with any agreement with the municipality;
  (ii) for the period of the agreement to comply with all reporting, financial management and auditing requirements as may be stipulated in the agreement;
  (iii) to report at least monthly to the accounting officer on actual expenditure against such transfer; and
  (iv) to submit its audited financial statements for its financial year to the accounting officer promptly;

(b) implements effective, efficient and transparent financial management and internal control systems to guard against fraud, theft and financial mismanagement; and

(c) has in respect of previous similar transfers complied with all the requirements of this section.

5. Other Implications

None.

6 Recommendations

6.1 That the closeout report on the Aloe Cup Rugby and Netball Tournament be noted.

6.2 That Council approves the sponsorship of R 70, 000-00 (Seventy Thousand Rands) only all-inclusive for 2022/2023 FY only.

6.3 That Council authorizes the Accounting Officer to conclude a Sponsorship Agreement / SLA with Jeffreys Bay Primary School in respect of sponsorship stated in 6.2 above.

Item prepared by: Events Co-Ordinator:
(Ms. L Campher)



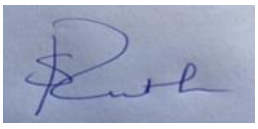
Item approved by: Acting - Director PDT:
(Ms. L Opperman)



Item endorsed by: Municipal Manager
(Mr. C Du Plessis)



Item endorsed by the Portfolio Chairperson
(Ms. S Ruth)



ANNEXURE A

Laerskool Jeffreysbaai
Jeffreys Bay Primary

Aloe Cup- Close out report 2022

The long-awaited 5th edition of the Jeffreysbay Primary School Aloe Cup kicked off under grey skies and with the threat of rain imminent. The weather did not dampen the competitiveness of the teams and with one exception all matches were close – the wet field and intermittent rain made expansive rugby difficult.

Sponsorship benefits included:

- National advertisement of the beautiful Kouga (Jeffreys Bay). The tournament was broadcasted live on **Supersport Schools**. We received photos of schools watching the matches in classes and staff in their staff rooms 😊
- An estimated 160 families visited our town for 4-7 days.

These families will have supported local tourist attractions, shops, malls, restaurants and accommodation.

- Local teams (Children) will gained valuable exposure playing rugby and netball against some of the top primary school rugby teams in the country. Both Pellsus Primary School, Stulting Primary, Jeffreys Bay Primary and Graslaagte Primary School had matches at the Aloe Cup.

Expences covered by the Kouga Municipality- Sponsorship amount R70 000

To ensure safety (COVID) and maintain a safe social distance, we made the decision to make use of accommodation at Seashells in Jeffreys Bay. It was slightly more expensive than what we had budgeted for. We did manage to secure additional sponsors to cover the difference.

Expenses	Total persons	Total (Rand)
Accommodation (UCSA)	85	12 750
Accommodation (Seashells)	103	52 530
Referee tournament fee	4	6000
Referee meals	4	1600
Referee Functions	4	1600
Referee accommodation	4	0- Sponsored
Tent hire for shade (MTE Tent Events)		2000
Medics/first aid		6000
Cleaning staff	8	4000
Total		**R85 480**

Hoof/Principal: Herman Vogel St Francisstraat/Street, Jeffreysbaai, 6330 Posbus / PO Box 110, Jeffreys Bay, 6330
042 293 1543 042 293 2777 jbayschool@lepweb.co.za www.jeffreysbayprimary.co.za

Laerskool Jeffreysbaai
Jeffreys Bay Primary

Safety at the Aloe Cup

We had no reports of any children having COVID symptons. Teams had temperature scans every morning before breakfast and in the evenings before supper.

We also did not have any serious injuries during the matches. The referees did monitor the amount of water on the field at times, and deemed it as safe to play. All Boksmart safety protocols were also in place and followed for the duration of the tournament.

Thank you

Thank you to Mrs Lorelle Campher who lead us so wonderfully to apply for assistance from the KM.

Thank you for Ms Kiewiet from SAPS for your support and assistance in keeping us safe during the Aloe Cup.

We would also like to thank Ms Elvina Jacobs for visiting and representing the Kouga Municipality at the event and event closing funciton. It was a pleasure to host you.

Thank you to the comittee in believing in us- that we could host another successful event in our beautiful town!

Thank you to whole Kouga Muncipality for making our town a place toh e proud of!

We look forward to working with you again in 2023!

Kind regards

Heinrich Crouse

Head of Departent: Sport

Tournament director: Aloe Cup

Jeffreys Bay Primary School

Hoof/Principal: Herman Vogel | St Francisstraat/Street, Jeffreysbaai, 6330 | Posbus / PO Box 110, Jeffreys Bay, 6330
042 293 1343 | 042 293 2777 | jbayschool@jepweb.co.za | www.jeffreysbayprimary.co.za

Laerskool Jeffreysbaai
Jeffreys Bay Primary

2022 Aloe Cup – Day 1 / 23 June 2022

In the Shield Division Sunridge and newcomers Stellenbosch ended the day unbeaten and are favored to qualify for the final. In the Cup Division Durbanville and Grey won both their matches, but Gene Louw and Outeniqua will present stern tests in the semi-finals.

The inclement weather did not dampen the enthusiasm of the parents of the out-of-town schools and a lot of provincial cheering took place with the boys and parents supporting teams from their regions.





The results of Day 1:

Jbay	15-7	Knysna
Sunridge	41-0	Stutterheim
Durbanville	12-7	Outeniqua
Grey	27-3	Gene Louw
Stellenbosch	10-3	Jbay
Sunridge	17-3	Hartenbosch
Durbanville	7-0	Uitenhage
Gene Louw	19-10	Humansdorp
Stellenbosch	17-3	Knysna
Hartenbosch	29-0	Stutterheim
Outeniqua	7-3	Uitenhage
Grey	24-0	Humansdorp

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042 293 1543 | 042 293 2177 | jbayschool@iafrica.com | www.jeffreysbayprimary.co.za

Laerskool Jeffreysbaai
Jeffreys Bay Primary

Day 2 / 24 June 2022

The second day proved even wetter than the previous day. Even though it made the playing conditions more difficult nobody was complaining as the Kouga area is experiencing a crippling drought and the rain was very welcome.

On the field the hosts almost provided a huge upset by narrowly losing to Sunridge Primary from Port Elizabeth.



Oakstad narrowly defeated Handhaaf from Uitenhage to end 5th in the Cup Competition and then it was time for the two highly anticipated Cup semi-finals. Unlike the previous edition of the Aloe Cup in 2019 both semis in 2022 provided comfortable wins for the teams that qualified for the final with Durbanville beating Gene Louw 33-3 and Grey College beating Outeniqua 22-0.

The final match of Day 2 was the Aloe Cup Shiel Final between Sunridge Primary and Stellenbosch Primary. In wet and muddy conditions, the local team played their best rugby of the tournament and ended up winning 26-0.

As usual the match program ended early in the afternoon, and this allowed the visiting families tot visit and enjoy the shops and restaurants in Jeffreys Bay and the surrounding areas.





Laerskool Jeffreysbaai
Jeffreys Bay Primary













Hoof/Principal: Herman Vogel | St Francisstraat/Street, Jeffreysbaai, 6330 | Posbus / PO Box 110, Jeffreys Bay, 6330
042 293 1543 | 042 293 2777 | jbayschool@epiweb.co.za | www.jeffreysbayprimary.co.za

Laerskool Jeffreysbaai
Jeffreys Bay Primary

Day 3 / 25 June 2022

The last day dawned with clear skies and a spectacular sunrise and even though the field was still wet the boys were eager to give the ball some air.

Sunridge continued their great run by beating Randhaar 22-11 in the promotion-relegation match and will compete in the Cup Division in 2023.

The 3/4th place Cup Division match was a titanic struggle between Gene Louw and Outeniqua and the match ended 24-22 in favour of previous champions Gene Louw.



The final match of the tournament was between Grey and Durbanville and from the start it was clear that the Western Cape boys was not intimidated by their more illustrious compatriots from Bloemfontein. Scoring opportunities were scarce and it was no surprise that normal playing time ended scoreless. Extra time ensued and Durbanville took the lead with a penalty and with the end of extra time in sight it seemed the cup would be travelling down the N2 road to Cape Town.

That was not to be – Grey teams are renowned for playing until the final whistle and this proved true once again as the Grey boys scored from close range and kicked the conversion for a very tough 7-3 victory. The Durbanville boys were gutted but could be very proud of a determined effort.

The presentation of the Cup, players of the team and the Dream Team took place under sunny skies and brought to an end the 5th edition of another highly successful and praise-worthy Aloe Cup.

Laerskool Jeffreysbaai
Jeffreys Bay Primary











Hoof/Principal: Herman Vogel | St Francisstraat/Street, Jeffreysbaai, 6330 | Posbus / PO Box 110, Jeffreys Bay, 6330
042 293 1545 | 042 293 2777 | jbayschool@iafrweb.co.za | www.jeffreysbayprimary.co.za

ANNEXURE B

LAERSKOOL JEFFREYSBAAI
JEFFREYS BAY PRIMARY SCHOOL

Dear Kouga Municipality

Jeffreys Bay Primary are the proud hosts of the Aloe Cup rugby and netball tournament. We believe that the Aloe Cup is a wonderful marketing tool, not only for the school, but for the town and the Kouga municipality.

We are hosting schools from all over South Africa. Schools that visit us include the likes of Eikestad Primary School (Stellenbosch), Gene Louw (Durbanville), Outeniqua Primary School (George), Stellenbosch Primary School, Grey College(Bloemfontein), Panorama Primary School (Cape Town), Durbanville Primary School (Durbanville), Hartenbos Primary School (Hartenbos) and Knysna Primary School (Knysna).

Past surveys suggested that 78% of parent's travel with their u/11 boys, as it is their first tour. This is good for the tourism industry, as these parents need accommodation, food and leisure shopping experiences in town.

The future of the Aloe Cup looks great! We have applied with EPRU and EPPSRA (the custodians of rugby in our province) and will do all in our power to host a safe and successful Aloe Cup.

We are under extreme financial pressure, as we have lost our major sponsor. We would like to request financial assistance from the Kouga Municipality to be able to host the tournament again this year.

The tournament runs from 22-24 June 2023. In order to host a successful tournament, we would need an amount of R70 000. These funds will help to pay for accommodation and meals for the visiting teams at Seashells. Schools are under extreme financial pressure, but need to get the sport back on track, as we are missing developmental opportunities. As we all know, time lost, is time we can never get back! Carpe diem!

I really hope that you will consider our request and find it favorable. Please contact me should you have any questions about the tournament.

Hoof/Principal: Johan Dippenaar A: St Francisstraat /Street Jeffreysbaai 6330 Posbus / PO Box 110 Jeffreys Bay 6330
T: 042 2931343 F: 042 2932177 E: jbayschool@epweb.co.za http://jeffreysbayprimary.co.za

LAERSKOOL JEFFREYSBAAI
JEFFREYS BAY PRIMARY SCHOOL

Aloe Cup Expenses 2023

Expenses	pp	Total persons	Total (Rand)
Accommodation (UCSA)	300	125	37500
Accommodation (Seashells)	540	96	51840
Supper kids Wednesday	90	176	15840
Supper Coaches Wednesday	200	35	7000
Breakfast Thursday	60	208	12480
Lunch Thursday	60	208	12480
Supper Thursday	90	176	15840
Coaches function Thursday	200	35	7000
Breakfast Friday	60	208	12480
No Lunch Friday			0
Supper Friday	90	176	15840
Coaches Function Friday	210	90	18900
Breakfast Saturday	60	208	12480
Prize money	15000		15000
Tournament live stream	12000		12000
Referees tournament fee	1500	4	6000
Referee kit	500	6	3000
Referee meals	400	4	1600
Referee Functions	400	4	1600
Referee accommodation	4000	4	4000
Chaperones	1000	8	8000
Chaperones shirts	200	12	2400
Chaperones meals	600	12	7200
Clubhouse snacks + drinks	5000		5000
Coaches social and welcome	1500		1500
Cleaning staff	600	6	3600
Tent	8000		8000
Tournament shirts	250	100	25000
Medics	5000		5000

Total	R328 580

Hoof/Principal: Johan Dippenaar A: St Francisstraat /Street Jeffreysbaai 6330 Posbus / PO Box 110 Jeffreys Bay 6330
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LAERSKOOL JEFFREYSBAAI
JEFFREYS BAY PRIMARY SCHOOL

The financial support from the Kouga Municipality will be used to assist us with the rising costs of accommodation and meals.

We will use the R70 000 to pay for meals and accommodation of teams who stay over at Seashells accommodation in Jeffreys Bay.

Accommodation and meals for 106 players/coaches= R57240
Meals 96 players and chaperones= R25920 (Coaches eat at restaurants)
Total= R83160

Kind regards

Heinrich Crouse

Departmental Head: Sport

✉sport@jeffreysbayprimary.co.za

Jeffreys Bay Primary

KOUGA MUNICIPALITY (EC 108)

ORDINARY COUNCIL MEETING

PLANNING DEVELOPMENT AND TOURISM

DATE: 31 MAY 2023 **ITEM NO: 23/05/PDT7**

MUNICIPAL FUNDED EVENT CLOSEOUT REPORT FOR THE 2022 J-BAY SURF FESTIVAL AND 2023 SPONSORSHIP PROPOSAL

1. Purpose

The purpose of this item is to submit the closeout report on the 2022 J-Bay Surf Festival and request Council's continued support to fund the event in 2023.

2. Background

Jeffreys Bay is world-renowned for the famous right-hander called Super Tubes, an iconic surfing wave regarded by most as the "world's best wave". Each year thousands of local and international tourists set their sights on Jeffreys Bay to watch the world's best surfers compete at this prestigious venue. The goal of the event organisers is to increase the number of tourists, visitors, and spectators of the event by hosting an array of secondary events within the Kouga area.

The organisers goal is to use the global surf tour platform to draw more visitors to the area by hosting attractive social and sporting events to showcase Kouga and what it has to offer. The organisers believe that by offering a variety of Surf Festival events during the Corona Open Jeffreys Bay 2023 surf contest, Kouga will host the biggest festival in South Africa over the winter period, offering a vast array of events and attractions for families and children instead of individual competitors as there is something daily for the whole family.

The following events will be part of the festival.

- Music Festival & Market
- Mountain Biking
- Trail Running
- Lifesaving
- Funduro
- Fishing Skins
- Jui Jitsu Tournament

In 2022 the festival hosted a music festival supported a variety of other events such as paddle boarding, a VIP Fundraiser, a Fan Park, a Fishing competition, a Funduro, beach touchies and netball.

The following statistics were cited in the closeout report in Annexure A herewith attached.

Park Off Music Festival
- 12 casuals employed (runners/ cleaners)
- 25 bar staff employed.
- 5 promotion girls
- 4000 tickets sold.
- Estimated 2500-day visitors it attracted.
- Bed nights accumulated from the music event +3000

Winter Skins Fishing Competition
- Over 400 entries 40% non-local
- 8 staff hired (bar, assistants, runners)
- R40k was raised for charity, awareness and the underprivileged.
- Media coverage online and in print.
- Attracts many outsider fishing enthusiasts to the Kabeljous beach.

VIP Fundraiser

- Local surfer Joshe Faulkner, who was selected as the 2022 J-Bay Open Surf Wild Card contestant received R100,000-00 to fund his participation in the 2022 contest.
- Jbay Surf Alliance received R100,000-00 in support of many initiatives such as teaching the disadvantaged about the ocean, its uses and preservation.

Paddle Board Race

The event was a first for Kouga with the WSL and Jeffreys Bay's own Matthew McGillivray attending and competing in the event attracting many spectators and media.

Funduro

- 100 participants
- Promoted the diversity of the Kouga region and the mountains/ terrain on offer to enthusiasts and alike.
- 8 Marshalls were employed at the event.

Coastal Touchies / Netball

- 25 teams and 250 individuals compete.
- Teams from Knysna, Plettenberg Bay, Despatch, Port Elizabeth participated.
- Volunteer based.

To host the festival in 2023 in conjunction with the J-Bay Open Surf Competition funding support of R200,000-00 is requested from Council.

For reference to the above item please see attached as follows:

Annexure A
2022 J-Bay Surf Festival Closeout Report

Annexure B
2023 J-Bay Surf Festival Sponsorship Proposal

6 Comments by Directorates:

6.1 Director: Finance

Recommendations supported subject to the Budget being approved by Council.

6.2 Acting Director: Planning, Development and Tourism

The recommendation is supported.

6.3 Acting Director: Corporate & Digital Services and Deputy Municipal Manager

Noted

6.4 Director: Infrastructure & Engineering

Item noted.

6.5 Director: Community Services

Item noted.

6.6 Municipal Manager

Noted

7 Financial Implications

R200,000-00 (Two hundred Thousand Rand only all-inclusive)

8 Legislative provision

Section 67(1) of the Local Government: Municipal Finance Management Act, No. 56 of 2003 (MFMA) provides as follows:

Funds transferred to organisations and bodies outside government

67. (1) Before transferring funds of the municipality to an organisation or body outside any sphere of government otherwise than in compliance with a commercial or other business transaction, the accounting officer must be satisfied that the organisation or body—

(a) has the capacity and has agreed—
  (i) to comply with any agreement with the municipality;
  (ii) for the period of the agreement to comply with all reporting, financial management and auditing requirements as may be stipulated in the agreement;
  (iii) to report at least monthly to the accounting officer on actual expenditure against such transfer; and
  (iv) to submit its audited financial statements for its financial year to the accounting officer promptly;

(b) implements effective, efficient and transparent financial management and internal control systems to guard against fraud, theft and financial mismanagement; and

(c) has in respect of previous similar transfers complied with all the requirements of this section.

9 Other Implications

None.

10 Recommendations

10.1 That Council notes the close-out report for the funding approved in the 2022/23 financial year.

10.2 That Council approves the sponsorship of R 200, 000-00 (Two Hundred Thousand Rands only all-inclusive for 2023/2024 FY only.

10.3 That Council authorizes the Accounting Officer to conclude a Sponsorship Agreement / SLA with the organizers of the J-Bay Surf Festival in respect of sponsorship stated in (10.2) above.



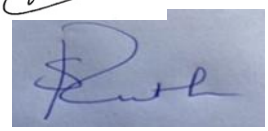
Item prepared by: Events Co-Ordinator:



Item approved by: Acting - Director PDT:



Item endorsed by: Municipal Manager



Item endorsed by the Portfolio Chairperson

ANNEXURE A

Jeffreys Bay Surfing Festival
CLOSING REPORT 2022



Jeffreys Bay Surf Festival 2022

With an absence from Jeffreys Bay for 2 years due to the pandemic, the Jeffreys bay surf fest returned to Jbay in conjunction with the Jbay open of Surfing.

The concept around the JSF is to attract people who are not necessarily fans of surfing to town and have them then be part of an event which may lead them to visit the surfing event, and visa versa with the surfing attracting more spectators because of the other happenings in the town of jeffreys bay

The long term goal of the JSF is to incorporate as many winter sports (Mountain bike, trail running, surf life saving, paddle boarding, cold water racing, Netball, touch rugby and fishing) and events (Music fest, comedy, cooking, foraging, trivia, sky diving boogie and sponsored activations) to the town, eventually growing the festival into South Africa's largest winter festival.

2022

The Jbay Surf Festival hosted a Music festival (Park off music festival) and supported an array of other events such as paddle boarding,VIP Fundraiser, Fan Park, Fishing, Funduro and the Kouga beach netball and touchies. All events were well supported and added an exceptional draw to the town.



Park Off Music Festival

Hosted in the Super Tubes park the original organizers of Billys Beach were hired to bring a music festival to town for Jbay 2022. Each evening was extremely well supported and added to the happenings of the town.







Statistics

- 12 casual employed (runners/ cleaners)
- 25 bar staff employed
- 5 promotion girls
- 4000 tickets sold
- Estimated 2500 day visitors it attracted.
- Bed nights accumulated from the music event +3000

Winter skins fishing event

The Jbay Surf fest donated R20k to the support of this event.

The event 300 anglers that competed in the competition (about 40 more than 2020). There were at least an additional 150-200 people in attendance during the prizegiving, mainly due to the amount of quality lucky draws available. Fishing Skins raised over 40k for charity and development within Koga region. The event is now definitely one of (if not the) biggest shore angling competition in the country in terms of number of people as well as prize value.

Stats on themost recent Winterskins event. 100% of the fish caught were safely released. Catches recorded on weigh cards were:

White Steenbras (10 caught)Bronze Whaler (9)Biscuit Skate (9)Kabeljou (8),Blacktail (8)Baardman (7)Elf (7)Smoothound (6)Galjoen (3)Sandshark (3)Pajama Shark (3)Cracker (2)Stonebream (2)Eeltail Catfish (2) Kingfish (1)Grunter(1)Tope Shark (1)Spotted Gully (1)Leopard Catshark (1)





Statistics

- Over 400 entries 40% non local
- 8 staff hired (bar, assistants, runners)
- R40k raised for charity, awareness and the underprivileged.
- Media coverage online and print.
- Attracts many outsider fishing enthusiasts to the kabeljous beach

VIP Fundraiser

The Team at Jeffreys bay Surf fest hosted a fundraiser evening to support Joshe Faulkner a local pelsrus surfer and the Jbay surf alliance. Both received R100k from the evening. The money to Joshe helped him travel and compete for 2022. It also showed to the media and WSL world the power of Surfing and how it can change lives.

Joshe has thus inspired many local disadvantaged kids to start surfing and steer away from drugs, violence and gangs. He is a idol and inspirtation to many in Jeffreys bay and the Pelsrus area.

The Jeffreys bay surf alliance received R100k to their NPO, they support many initiatives such as teaching the disadvantaged about the ocean, its uses and the preservation of it. This organization was also featured on the WSL webcast which showcased Jeffreys bay and what it is doing with the support of Kouga and others for the town

There were 150 attendees both local and international along with many media personnel.







Paddle Board race

A new event added to the JSF in hopes of attracting different sectors of sporting individuals to town, Russell Sadler an ex professional paddler put on a never seen before board paddle race at the main beach jeffreys bay. The event was well supported and added to the lay days of the WSL event. WSL and jeffreys bays's Matthew mcgillervray attended and competed in the event attracting many spectators and media





Funduro

A minimal contribution was made to the Funduro team in support of their event which saw more than 100 motocross enduro athletes take part in the annual event hosted over the JSF period. The event advertised the diversity of the Kouga region and the mountains/ terrain on offer to enthusiasts and alike.

The event employed 8 marshals to help with the event.





Coastal Touchies / Netball

In conjunction with the Kouga Coastal touchies, the JSF was able to support this successful event which is pioneered by one of Kougas councilors . The event and the initiative see's local club, school teams and alike compete in a league and special events like the one held on the main beach over the JSF and WSL period.

The event had over 25 teams and 250 individuals compete. It attracts teams from Knysna, Plettenberg bay, Despatch, Port Elizabeth, Hankey and Uitenhage to attend and compete.

The event doesnt employ and workers but uses helpers and volunteers.









Socio Economic Contributions

The WSL in conjunction with the Jbay Open Surf Festival held various events to raise money and awareness for the disadvantaged and up and coming.

1. VIP fundraiser which raised R100k for the Jeffreys Bay Surf Alliance and R100k for Joshe Faulkner from Pelsrus.

2. With the help of Kouga and event organizers - Homegrown, Joshe Fulkner was awarded the wild card for 2022. Even though he did not excel in the event, he raised awareness about the disadvantaged community through the webcast and on site media, commentary and international media. Joshe also received in the region of USD10k for his minimum contribution in the event via prize money.
3. Ocean awareness with 'We Are One Ocean'. In conjunction with the Jbay Surf Alliance, the WSL held an ocean awareness day at the main beach which saw pro surfers such as Carrisa Moore, Jordy Smith and Matt McGillivray, experience how the jbay surf alliance is giving back to the ocean and educating the disadvantaged community about the uses of the ocean, its importances and how to preserve it.

4. Fishing skins R40k raised for charity and fishing conservation within Kouga

Rights and Benefits

The JBay Surf Festival attracted many athletes, spectators and tourists to Kouga. In exchange the following was offered for the funding.

In exchange for the funding support, the JBay Surf Festival is offering the following

- Named sponsor (JBay Surf Festival presented by Kouga Municipality)
- 1x stand at the Music Festival/ WSL event to promote Kouga Municipality.
- 1x tourism stand.
- Branding on the front page of the event guide
- 1x Half page advert in the event guide
- 1x VIP Fundraising evening for Kouga athlete Joshe Faulkner and The Surf Alliance.
- Branding at all the events and special thank you mention at the prize giving.
- Media releases
- Detailed article about local surf foundation and local surfer Joshe Faulkner.
- A platform for local artists at the Music Festival.
- A platform for local craft stores at the event market.
- Access to all photos and media
- 20 tickets an evening to the music events
- Branding at all the events, and on print media
- Platform for water awareness and other

Surf Fest fund allocation

JBAY SURF FEST		
ALEX NEAVE GRAPHIC ARTIST	R	12,500.00
ANTHONY HIEM - EVENT GUIDE COVER GRAPHIC ARTIST	R	3,600.00
DNA DOMAIN RENEWAL	R	400.00
DRIVER, DISTRIBUSTION OF THE EVENT GUIDE	R	3,500.00
Photographer	R	20,000.00
Music Festival	R	90,000.00
Fishing	R	20,000.00
FUNDRUO	R	3,500.00
Paddle Board	R	30,000.00
netball and touch rugby	R	15,000.00
TOTAL	R	198,500.00





Date	Description	Reference	Service Fee	Amount	Balance
18 Jul 2022	CAPITEC ER MULLER		0.00	4,000.00	70,823.58
18 Jul 2022	INVESTECPBKarzner		0.00	2,500.00	66,823.58
18 Jul 2022	BEN WAGNER		0.00	1,000.00	64,323.58
18 Jul 2022	INT-BANKING PMT FRM CONTROL A	CONTROL A	0.00	2,000.00	63,323.58
18 Jul 2022	FNB APP PAYMENT FROM RAE SURF BOARD	RAE SURF BOARD	0.00	5,500.00	61,323.58
18 Jul 2022	FNB APP PAYMENT FROM ISLAND VIBE TAISE	ISLAND VIBE TAISE	0.00	2,200.00	55,823.58
18 Jul 2022	FNB APP PAYMENT FROM LECINDA	LECINDA	0.00	2,500.00	53,623.58
18 Jul 2022	FNB APP PAYMENT FROM MEDINA TABLE 12	MEDINA TABLE 12	0.00	1,600.00	51,123.58
18 Jul 2022	FNB APP PAYMENT FROM TABLE 13	TABLE 13	0.00	2,000.00	49,523.58
18 Jul 2022	FNB APP PAYMENT FROM AMANDLA TABLE	AMANDLA TABLE	0.00	2,000.00	47,523.58
11 Jul 2022	RIP CURL BRIGHTWATER		0.00	21,950.00	45,523.58
07 Jul 2022	SURF FEST	SURF FEST	0.00	-3,500.00	23,573.58
07 Jul 2022	DISCOVERY ACC	ARI TEST	0.00	-4,717.00	27,073.58
07 Jul 2022	SURF FEST	SURF FEST	0.00	-2,547.00	31,790.58
07 Jul 2022	LOAN CFL	ARI LOAN	0.00	-99,535.95	34,337.58

RYAN_PAYNE@ME.COM

Fraud 087-311-8807

Customer VAT Registration Number Not Provided
Bank VAT Registration Number 4210102051

Gold Business Account : 62785045743
Tax Invoice/Statement Number : 47
Statement Period : 30 June 2022 to 30 July 2022
Statement Date : 30 July 2022

Statement Balances

Opening Balance	82,971.75 Cr
Closing Balance	16,147.54 Cr
# Inclusive of VAT @ 15.00%	138.39 Dr
Total VAT (ZAR)	138.39 Dr

Bank Charges

Service Fees	1,055.00 Dr
Cash Deposit Fees	0.00
Cash Handling Fees	0.00
Other Fees	6.00 Dr

Interest Rate

Credit Rate/*	Tiered
Debit Rate (Non-NCA)	7.00%

Transactions in RAND (ZAR)

Date	Description		Amount	Balance	Accrued Bank Charges
04 Jul	FNB App Payment To Stretch Tents	Parkoff Stretch Tent	20,000.00	62,971.75Cr	
06 Jul	FNB App Payment To P/Off Site Building		5,000.00	57,971.75Cr	
06 Jul	FNB App Payment To Parkoff Roz Artist		3,000.00	54,971.75Cr	
06 Jul	FNB App Payment To Parkoff M Mote 0288		36,000.00	18,971.75Cr	
07 Jul	FNB App Transfer From Flights		100.00Cr	19,071.75Cr	
07 Jul	FNB OB Pmt Parkoff Payout 01		50,000.00Cr	69,071.75Cr	
07 Jul	Int-Banking Pmt Frm Surf Fest		90,000.00Cr	159,071.75Cr	
07 Jul	#Debit Card POS Unsuccessful F #Fee Declined Purch Tran 485442126660708		6.00	159,065.75Cr	
07 Jul	POS Purchase 2898.70 Etr.Tickets	485442*0708 05 Jul	2,898.70	156,167.05Cr	
08 Jul	FNB App Payment To Goodluck Gl100830	Parkoff Gluck 100830	3,450.00	152,717.05Cr	
09 Jul	POS Purchase Flysafair LOC3Dw-Wl	485442*0708 07 Jul	4,141.00	148,576.05Cr	
09 Jul	POS Purchase Flysafair	485442*0708 07 Jul	6,834.00	141,742.05Cr	
11 Jul	FNB App Payment To P/Off Limes L Payne	P/Off Limes	5,000.00	136,742.05Cr	
11 Jul	POS Purchase Travelstart 1	485442*0708 07 Jul	397.00	136,345.05Cr	
11 Jul	POS Purchase Flysafair 31735P-Rc	485442*0708 08 Jul	3,547.00	132,798.05Cr	
11 Jul	POS Purchase Travelstart 1	485442*0708 07 Jul	8,935.00	123,863.05Cr	
12 Jul	POS Purchase Seasons	400568*8591 11 Jul	1,353.15	122,509.90Cr	
12 Jul	FNB App Payment To Abby Nurock	Parkoff -Abby Nurock	3,585.46	118,924.44Cr	
12 Jul	FNB App Payment To Timo Odv Flights	P/Off-Timo inv276	6,933.00	111,991.44Cr	
13 Jul	POS Purchase Core Catering The A	400568*8591 11 Jul	663.77	111,327.67Cr	
13 Jul	FNB App Payment To P/Off Shuttle Roz		759.00	110,568.67Cr	
13 Jul	Magtape Credit Cashfocus Ref: 20220713 Wg7367		130,342.59Cr	240,911.26Cr	
14 Jul	POS Purchase Yoco *Fat Fish	400568*8591 13 Jul	400.00	240,511.26Cr	
14 Jul	FNB App Payment To P/Off Shuttle Roz		800.00	239,711.26Cr	
14 Jul	FNB App Payment To Timo Odv Parkoff	Parkoff-Timo Payment	6,000.00	233,711.26Cr	



Transaction History

Nickname: FNB Private Clients Current Account
Selected Account: 63000798166
Date: 20 Jun 2022
Available Balance: 46,297.53 CR
Current Balance: 39,447.53 CR

Date	Description	Service Fee	Amount	Balance
20 Jun 2022	INT-BANKING PMT FRM INFOOD DELI	0.00	6,850.00 CR	0.00 CR
18 Jun 2022	#MONTHLY ACCOUNT FEE	0.00	-419.00 DR	39,447.53 CR
17 Jun 2022	QUIK RETAINEW PIER TRADING	0.00	15,800.00 CR	39,866.53 CR
13 Jun 2022	FNB OB PMT DEVISWIJF 110	0.00	6,850.00 CR	24,066.53 CR
26 May 2022	DISCOVERY ACC	0.00	-7,000.00 DR	17,216.53 CR
26 May 2022	DNA ONLINE	0.00	-400.00 DR	24,216.53 CR
26 May 2022	ANTHEIM DESIGN	0.00	-3,600.00 DR	24,616.53 CR
26 May 2022	OWED	0.00	-64.47 DR	28,216.53 CR
24 May 2022	INVESTECPBThe Wet Zone cc	0.00	3,750.00 CR	28,281.00 CR
23 May 2022	INT-BANKING PMT FRM INV102 MORNE	0.00	3,750.00 CR	24,531.00 CR
20 May 2022	105 COUNTRY FEELING	0.00	6,850.00 CR	20,781.00 CR
20 May 2022	106 GAMBLE INVESMENTS	0.00	6,850.00 CR	13,931.00 CR
20 May 2022	LIGHTHOUSE	0.00	3,750.00 CR	7,081.00 CR
19 May 2022	#MONTHLY ACCOUNT FEE	0.00	-419.00 DR	3,331.00 CR
18 May 2022	INVESTECPBInv103 One33	0.00	3,750.00 CR	3,750.00 CR

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Annexure B


J-BAY SURF FESTIVAL
13-22 JULY
FREE OFFICIAL EVENT GUIDE
CORONA OPEN JBAY 13-22 JULY
JIU-JITSU
MOUNTAIN BIKING
FISHING SKINS
FUNDURO
TRAIL RUNNING
PARKOFF MUSIC FESTIVAL JBAY 2023
KOUGA
WSL

To the Director of Planning, Development and Tourism: Ms. FF Mabusela.

It gives me great pleasure to present our proposal for sponsorship of the 2023 Jeffreys Bay Surf Festival.

Jeffreys Bay is world-renowned for the famous right-hander called Super Tubes, an iconic surfing wave regarded by most as the "world's best wave". Each year thousands of local and international tourists set their sights on Jeffreys Bay to watch the world's best surfers compete at this prestigious venue.

Our aim and ambitions are to increase the number of tourists, visitors and spectators of the event by hosting an array of secondary events within the Kouga area.

Kouga has a wide variety of world-class accommodation, restaurants, sights and attractions. Our goal is to use this platform - the international surf event - to increase the overall number of visitors to the area. We will do this by hosting attractive social and sporting events to showcase Kouga and what it has to offer.

We firmly believe by offering our Surf Festival events during the Corona Open Jeffreys Bay 2023 surf contest, the Kouga region will host the biggest festival in South Africa over the winter period.

Offering a vast array of events attracts families and children instead of individual competitors as there is something daily for the family.

The festival structure will benefit the following markets during an ordinarily quiet winter.

- Local food and beverage
- Accommodation
- Sights, attractions and shopping
- Local development

We thank you for taking the time to review the below document.

Ari Kraak

Jeffreys Bay Surf Festival event listing

Music Festival
The 2023 Music Festival will be hosted in the Super Tubes park. The event will be undercover, allowing for any adverse weather and hosting 800-1000 guests each night. We aim to give upcoming local artists from Kouga the platform to perform opening acts before our leading artists. Below are the main headline acts for the festival performing over the key days/ weekends

- Jeremy Loops, Zakes Mbtweni, desmond and the tutus, etc

During the non-surfing days, we will host local artists on the platform, ensuring there is entertainment for visitors each day.

We estimate over 8000 people will attend the music festival.

Festival Market
We have allowed 20 independent local stands to sell food and crafts within the music festival area. These stands are strictly local as it is fundamental that Kouga's vendors benefit from this. The stands are open from 13 July to 22 July, aligned with the surfing event. The breakdown of stands is as follows:

10x food stands, 8x craft stands, 1x tourism stand, 1x Kouga Municipality stand, 1x underprivileged/ development stands.

An estimate of over 50000 people will visit the market over the event period.

Mountain Biking
A Mountain Biking (MTB) event showcasing the trails on offer in Kouga. This event has been around for over 5 years. We will partner with the Big O sports management to house a MTB event with 3 categories. (50km/ 32km 20km) Men's and ladies. The event will be run from the windfarm over the weekend of 16 July.
Estimated entries are 300-500

Trail Running
Running draws big numbers with over 125000 listed and affiliated runners in South Africa. To increase effectiveness and lower the cost of infrastructure, our running and mountain biking will be held at the same venue on 16 July.
Estimated entries are 300-450

Lifesaving
This event has never been done before and is a first for Kouga and South Africa. . An elite stand alone lifesaving event over 2 days at the main beach Jeffreys bay. The event will attract from a pool of 5000 South African lifesavers
Estimated Entries 300-500

Funduro
In its 8th year running, Roche and his team put on a fun day of motocross obstacles and a fun race from Ubuntu Bricks in Jeffreys bay.
Estimated Entries 200

Fishing Skins
Gerhard Guse, a Springbok fisherman, hosts a Skins Fishing Tournament. This event in the past has drawn a large number of fishermen and their families for a 1-day event. It showcases the variety of fishing disciplines in the area and the diversity of fish and marine species. This event is now the largest rock and surf event in RSA.
Estimated Entries 500

Jiu-Jitsu Tournament
The fastest-growing martial art in the world. We are teaming up with Chris Bright from PESFA (Port Elizabeth Submission Fighting Academy) and ADCC the national champion authority to host a 2-day winner-takes-all open

tournament. Patrons will be treated to South Africa's elite grappling artists battle it out at mentorskraal . Along with the tournament, we are working on having some World Surf League athletes participate in the demonstrations.
Entries 300-350 Expected spectators 800+

Event Guide
To advertise the event and showcase "What's On", we will be producing a 42-72 page event guide with over 20000 copies to be distributed through South Africa. The guide will advertise all events and showcase our South African surfers and local artists at the music festival.

Sponsorship Opportunities

The JBay Surf Festival is a growing brand. It promises to attract many athletes, spectators and tourists to Kouga. Therefore, it is only fitting that the event's main sponsor is Kouga Municipality. The support from the local municipality shows the community and visitors the commitment to grow and promote our community and region.

In exchange for the funding support, the JBay Surf Festival is offering the following

- Named sponsor
- 1x stand at the Music Festival/ WSL event to promote Kouga Municipality.
- Branding on the front page of the event guide
- 1x Half page advert in the event guide
- 1x VIP Fundraising evening raising funds for the Jbay Surf foundation
- Branding at all the events and special thank you mention at the prize givings.
- Media releases(detailed below)
- Detailed article about local surf foundations and initiatives
- A platform for local artists at the Music Festival.
- A platform for local craft stores at the event market.

The JBay Surf Festival aims to put back into the community by raising funds for the Jbay Surf foundation. The NPO raises money to uplift local surfing areas as well as support underprivileged surf clubs and or individuals.

We feel it's a wonderful opportunity to showcase how surfing can change lives with the community's support.

A % of all the entry fee's from the events will go towards the above causes.
A % of our market vendors will go towards the above causes.
The funds raised at our VIP fundraising will go towards the above causes.

Media Representation

The JBay Surf Festival will use print, online, broadcast and digital media for marketing the events. An extensive media and marketing campaign will be produced before the event, ensuring we reach many South Africans. In addition, we will have daily press releases going out to extensive local and international news databases during the event. The media value is estimated to reach a minimum of R5M.

Event Budget

Below is a breakdown of how the JBay Surf Festival will support each event monetarily.

These funds go into infrastructure, media for each event, prizes and staffing.

We respectfully ask for two hundred thousand rand sponsorship excluding VAT(R200 000.00) to be able to support and activate these events.

CATEGORY	DESCRIPTION	BUDGET 2023	ACTUAL 2023
EXPENCES			
JBAY SURF FEST			R -
	ALEX NEAVE GRAPHIC ARTIST	R 10,000.00	
	PARK MANAGER	R 10,000.00	
	PARK SAFETY OFFICER	R 7,500.00	
QU059-23	GARDMED - MEDIC		
	DNA DOMAIN RENEWAL	R -	
	DRIVER, DISTRIBUSTION OF THE EVENT GUIDE	R 5,000.00	
	MEALS , ACCOM, TRAVEL EXPENSES	R 5,000.00	
	TRUTH COLLECTIVE MARKETING- media	R 35,000.00	
	Photographer	R 30,000.00	
	Music Festival	R 150,000.00	
	Fishing	R 10,000.00	
	Funduro	R 5,000.00	
	Paddle Board/lifesaving	R 50,000.00	
	Netball / Touch rugby	R 15,000.00	
	CADAR guide print and poster (20000) printed books & distribution	R 220,000.00	
	Fundraiser - Fabulous Functions -glasses,plates ect	R 2,500.00	
	Fundraiser - Catering / commedian	R 36,500.00	
	Fundraiser - Table decor - Pieter Kok	R 2,000.00	
	Mountain bike / Trail Run	R 20,000.00	
	Jijitsu	R 30,000.00	
	Staff x 3	R 60,000.00	
media for WSL...			
GRAND TOTAL		R 703,500.00	R -

KOUGA MUNICIPALITY (EC 108)

ORDINARY COUNCIL MEETING

PLANNING, DEVELOPMENT & TOURISM

DATE: 31 MAY 2023 **ITEM NO: 23/05/PDT9**

ALIENATION OF ERF 2599, SEA VISTA TO THE DEPARTMENT OF PUBLIC WORKS – APPLICATION FROM ROTARY CLUB OF ST FRANCIS FOR THE EXTENSION AND UPGRADE OF ST FRANCIS BAY CLINIC

1. Introduction

The purpose of this report is to request Council's **final** approval in respect of an application received from the Rotary Club of St Francis for the alienation of Erf 2599, Sea Vista in order to extend and upgrade the St Francis Bay Clinic in line with National Health Standards.

2. Background

The St Francis Bay Clinic is on Erf 2600, Sea Vista and serves the whole of St Francis Bay, Cape St Francis and as far as Oyster Bay area.

A Council resolution to transfer Erf 2600, Sea Vista to the Department of Public Works (19/02/PDT2), dated 28 February 2019 reads as follows: -

EXTRACT OF ORDINARY COUNCIL MEETING HELD ON 28 FEBRUARY 2019

19/02/PDT2 **DEPARTMENT OF PUBLIC WORKS – APPLICATION FOR PROPERTIES TO THE EASTERN CAPE PROVINCIAL GOVERNMENT**

Resolved (28 February 2019)

1. That Council notes the application submitted by the Department of Public Works for the transfer of properties to the Eastern Cape Provincial Government.

2. That Council approves the transfer of properties as per the letter submitted by Department Public Works:

Erf 3012	Hankey	Masakhane Clinic
Erf 1999	Kwanomzamo	Lungisa Public High School\
Erf 713	Kruisfontein	Kruisfontein Clinic
Erf 968	Patensie	Masisebenze Primary School
Erf 34	Pellsrus	Pellsrus Clinic
Erf 2600	Sea Vista	St Francis Clinic

3. That the Department Public Works be liable for all and any costs derived from the transfers.

Should Council consider the donation of Erf 2599, Sea Vista, the said Erven 2599 and 2600, Sea Vista to the Department of Health, it be consolidated and rezoned at the cost of the Department.

The Rotary Club would like to upgrade the Clinic that will serve the communities better, keeping in mind that the area is growing extensively. **(See Annexure A)

The agreement with the Department of Health and Department of Public Works is that the Rotary Club provide the physical infrastructure and equipment and the Departments of Health and Public Works maintain the infrastructure and equipment.

The Planning, Development & Tourism Directorate is the custodian of the Asset Disposal and Lease Policy for Municipal Owned Immovable Properties and in conjunction with the relevant Heads of Departments, responsible for the implementation of the policy as well as the monitoring of adherence thereof. Erf 2599 is a municipal property and zoned as a "Authority Zone as shown below.

Land Parcel

13 Oct 2022 21:53

Erf	2599 of Sea Vista	**Zoning: Financials**	AUTH
Address	15 Street Unknown	**Zoning**	Kouga Municipality Land Use Scheme - Authority Zone
SG Number	C03400140000259900000	**Land Usage: Financials**	
Municipality	Kouga	**Ward: Financials**	
Township/Holding: Title Deed	Sea Vista	**Ward: Demarcation Board**	Kouga 1
Suburb: Financials	Sea Vista (70005)	**Sources**	Deeds Office, Surveyor General, Financials
Centroid	34.17438319068158S 24.817629764096196E	**Effective**	
Sectional Title	No		
Extent	420sqm		
Extent (SG)	416sqm		
Extent (Title Deed)	420 SQM		

Title Deeds

Owner	Title Deed	Share	Purchased	Registered	Price (Alpha)	New No
Mun Kouga	T95045/1995	0.0000		20 Dec 1995	R	
Plaaslike Oorgangsraad-St Francis Bay	T95045/1995	0.0000		20 Dec 1995	T/T	T81575/2004

Financial Accounts

Account	Debtor	ID Number	Debtor Type	Owner Tenant
007002599000	Kouga Municipality (St Francis		Departmental (DEPAR)	Owner (Kouga)

Properties

Unit	26 Digit Code	Owner(s) and Id(s)	Scheme	Scheme Number
0	C03400140000259900 00000000	Mun Kouga		

Current Municipal Information

Valuation Date	Valuation Category	Valuation Category Tariff	Land Value	Improvements Value	Land Area	Improvements Area
		2h_MUNICIPAL PROPERTIES (A) (2h)	20000	0	420	0

Valuations and Surveys

Project	Category / Usage	H Area	P / C	Status	Current Value
2008 GV (from TruVal data)	Sect 8(2)(h) - Municipal (As Per MPRA)	3		Valued	25,000.00
2013 - 2018_DDP Valuation Roll as Printed	2h-04 (Municipal-Public Roads) (Kouga)	Unknown		Valued	20,000.00
2018 General Valuation	MUNICIPAL PROPERTY (GV2018)	Unknown		Valued	20,000.00

Erf 2599, Sea Vista



3. Section 14 process:

3.1 Comment: Land & Properties Department

That Erf 2599, Sea Vista and Erf 2600, Sea Vista be consolidated, and the land be transferred to the Department of Public Works.

The department considered the option of alienation/transfer/donation of immovable property and more specifically in respect of the properties where the top structures were erected by other Government Departments. The department further considered the possibility of alienating the immovable property herein by way of a Deed of Donation in line with the applicable Legislation.

3.2 Comment by the service departments

ERF	AREA	TOWN PLANNING	BUILDING CONTROL	MANAGEMENT
Erf 2599	Sea Vista	If proposal entails a public clinic, only a site development must be submitted to the municipality for approval prior to construction. For a private clinic the developer must obtain land use rights (Consent Use) via formal land use application.	Building Plans to be submitted after land use authorization	Asset Section: Supported Technical Services: No Objection – supported Human Settlements: No objection Community Services: No objection

4. Comments by Directorates

4.1 Comments by Municipal Manager

Noted.

4.2 Comments by Acting Director Corporate & Digital Services and Deputy Municipal Manager

Noted.

4.3 Comments by Director Community Services

Item noted.

4.5 Comments by Acting Director Planning, Development & Tourism

The intended alienation is supported considering the well-intended objective; however, we need to bear in mind the reluctance of the Department Public Works to donate land to the municipality required for the provision of services. The Department Public Works previously informed the municipality that any property available is earmarked to be sold through competitive bidding processes.

4.6 Comments by CFO

Report noted.

5. Financial implications

Should Council resolve to donate the properties herein, the applicant shall be responsible for all Land Surveyor as well as other administrative costs (valuation, etc.) associated with the property. There would be no financial implication to council.

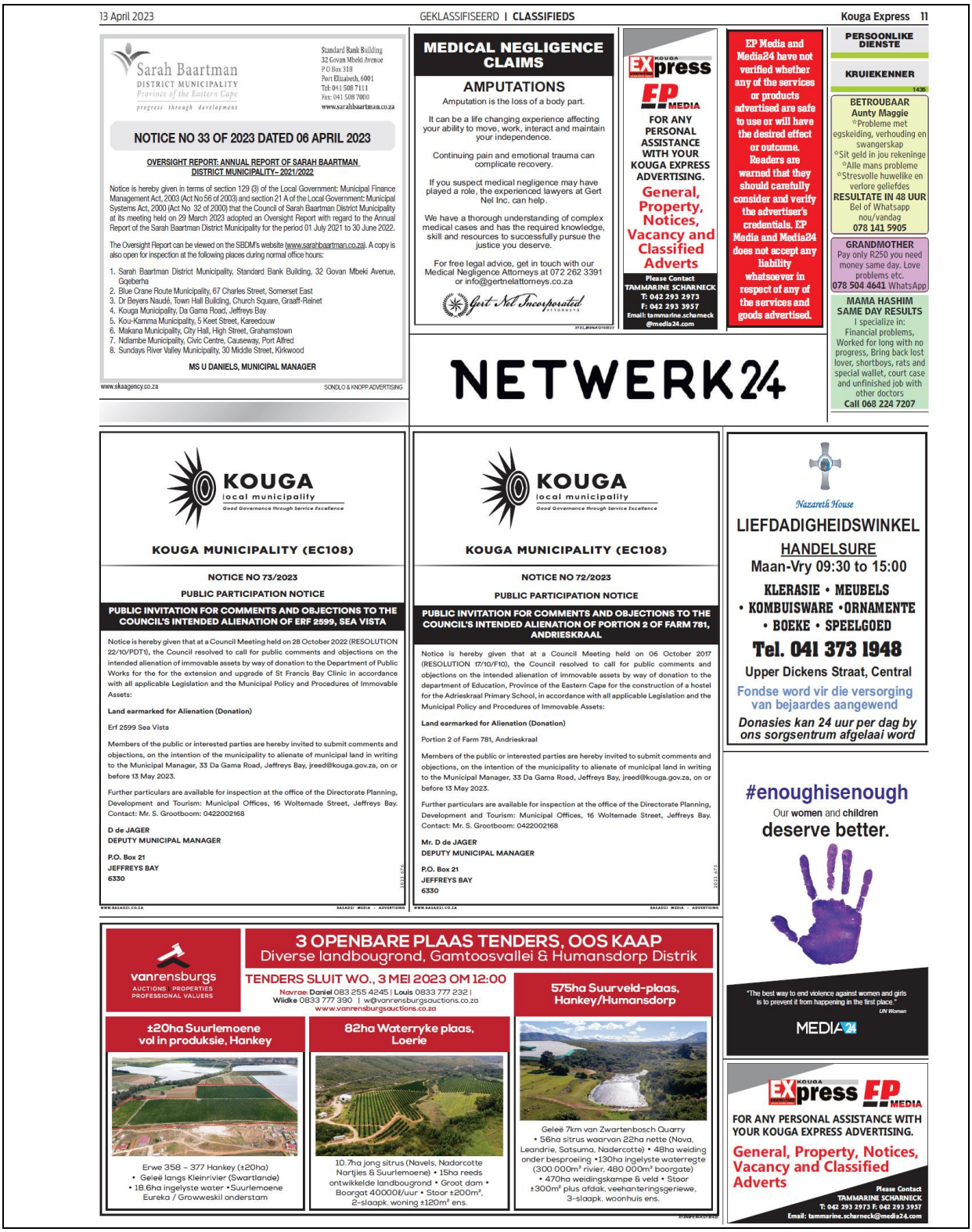
There will be financial implications:

- Land surveyor cost (consolidation, surveyor diagrams and registration fees)
- Any other administrative costs

6. Legal Implications

The intended donation is in line with the Policy provisions as approved by Council.

7. Public Participation – Notice No. 73/2023



13 April 2023 GEKLASSIFISEERD | CLASSIFIEDS Kouga Express 11

Sarah Baartman DISTRICT MUNICIPALITY
Province of the Eastern Cape
progress through development

Standard Bank Building
32 Govan Mbeki Avenue
P O Box 318
Port Elizabeth, 6001
Tel: 041 508 7111
Fax: 041 508 7000
www.sarahbaartman.co.za

NOTICE NO 33 OF 2023 DATED 06 APRIL 2023

OVERSIGHT REPORT: ANNUAL REPORT OF SARAH BAARTMAN DISTRICT MUNICIPALITY– 2021/2022

Notice is hereby given in terms of section 129 (3) of the Local Government: Municipal Finance Management Act, 2003 (Act No 56 of 2003) and section 21 A of the Local Government: Municipal Systems Act, 2000 (Act No 32 of 2000) that the Council of Sarah Baartman District Municipality at its meeting held on 29 March 2023 adopted an Oversight Report with regard to the Annual Report of the Sarah Baartman District Municipality for the period 01 July 2021 to 30 June 2022.

The Oversight Report can be viewed on the SBDM's website (www.sarahbaartman.co.za). A copy is also open for inspection at the following places during normal office hours:

1. Sarah Baartman District Municipality, Standard Bank Building, 32 Govan Mbeki Avenue, Gqeberha
2. Blue Crane Route Municipality, 67 Charles Street, Somerset East
3. Dr Beyers Naudé, Town Hall Building, Church Square, Graaff-Reinet
4. Kouga Municipality, Da Gama Road, Jeffreys Bay
5. Kou-Kamma Municipality, 5 Keet Street, Kareedouw
6. Makana Municipality, City Hall, High Street, Grahamstown
7. Ndlambe Municipality, Civic Centre, Causeway, Port Alfred
8. Sundays River Valley Municipality, 30 Middle Street, Kirkwood

MS U DANIELS, MUNICIPAL MANAGER

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Good Governance through Service Excellence

KOUGA MUNICIPALITY (EC108)

NOTICE NO 73/2023

PUBLIC PARTICIPATION NOTICE

PUBLIC INVITATION FOR COMMENTS AND OBJECTIONS TO THE COUNCIL'S INTENDED ALIENATION OF ERF 2599, SEA VISTA

Notice is hereby given that at a Council Meeting held on 28 October 2022 (RESOLUTION 22/10/PDT1), the Council resolved to call for public comments and objections on the intended alienation of immovable assets by way of donation to the Department of Public Works for the for the extension and upgrade of St Francis Bay Clinic in accordance with all applicable Legislation and the Municipal Policy and Procedures of Immovable Assets:

Land earmarked for Alienation (Donation)

Erf 2599 Sea Vista

Members of the public or interested parties are hereby invited to submit comments and objections, on the intention of the municipality to alienate of municipal land in writing to the Municipal Manager, 33 Da Gama Road, Jeffreys Bay, jreed@kouga.gov.za, on or before 13 May 2023.

Further particulars are available for inspection at the office of the Directorate Planning, Development and Tourism: Municipal Offices, 16 Woltemade Street, Jeffreys Bay. Contact: Mr. S. Grootboom: 0422002168

D de JAGER
DEPUTY MUNICIPAL MANAGER

P.O. Box 21
JEFFREYS BAY
6330

KOUGA local municipality
Good Governance through Service Excellence

KOUGA MUNICIPALITY (EC108)

NOTICE NO 72/2023

PUBLIC PARTICIPATION NOTICE

PUBLIC INVITATION FOR COMMENTS AND OBJECTIONS TO THE COUNCIL'S INTENDED ALIENATION OF PORTION 2 OF FARM 781, ANDRIESKRAAL

Notice is hereby given that at a Council Meeting held on 06 October 2017 (RESOLUTION 17/10/F10), the Council resolved to call for public comments and objections on the intended alienation of immovable assets by way of donation to the department of Education, Province of the Eastern Cape for the construction of a hostel for the Adrieskraal Primary School, in accordance with all applicable Legislation and the Municipal Policy and Procedures of Immovable Assets:

Land earmarked for Alienation (Donation)

Portion 2 of Farm 781, Andrieskraal

Members of the public or interested parties are hereby invited to submit comments and objections, on the intention of the municipality to alienate of municipal land in writing to the Municipal Manager, 33 Da Gama Road, Jeffreys Bay, jreed@kouga.gov.za, on or before 13 May 2023.

Further particulars are available for inspection at the office of the Directorate Planning, Development and Tourism: Municipal Offices, 16 Woltemade Street, Jeffreys Bay. Contact: Mr. S. Grootboom: 0422002168

Mr. D de JAGER
DEPUTY MUNICIPAL MANAGER

P.O. Box 21
JEFFREYS BAY
6330

Nazareth House

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www.vanrensburgsauctions.co.za

±20ha Suurlemoene vol in produksie, Hankey

Erwe 358 – 377 Hankey (±20ha)
• Geleë langs Kleinrivier (Swartlande)
• 18.6ha ingelyste water •Suurlemoene Eureka / Growweskil onderstam

82ha Waterryke plaas, Loerie

10.7ha jong sitrus (Navels, Nadorcotte Nartjies & Suurlemoene) • 15ha reeds ontwikkelde landbougrond • Groot dam • Boorgat 40000ℓ/uur • Stoor ±200m², 2-slaapk. woning ±120m² ens.

575ha Suurveld-plaas, Hankey/Humansdorp

Geleë 7km van Zwartenbosch Quarry • 56ha sitrus waarvan 22ha nette (Nova, Leandrie, Satsuma, Nadercotte) • 48ha weiding onder besproeiing •130ha ingelyste waterregte (300 000m³ rivier, 480 000m³ boorgat) • 470ha weidingskampe & veld • Stoor ±300m² plus afdak, veehanteringsgeriewe, 3-slaapk. woonhuis ens.

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No comments or objections were received.

8. Recommendation

8.1 That Council **grant final approval** for the donation of Erf 2599, Sea Vista to the Department of Public Works, after which it will be consolidated and rezoned with Erf 2600, Sea Vista (St Francis Bay Clinic).

8.2 That in terms of Section 14 and 90 of the MFMA and departmental inputs, Council hereby confirms that the property is not needed in future to provide the minimum level of basic municipal services.

8.3 That it be noted that no objections were received with Council's intention to alienate immovable property by way of Deed of Donation to the Department of Public Works.

8.4 That the Department of Public Works be liable for all cost derived from the transfer.

Item prepared by Manager: Land & Property:
(Mr. S Grootboom)

Item approved by the Act. Director PDT:
(Ms. L. Opperman)

Item endorsed by the Municipal Manager:
(Mr. C Du Plessis)

Item noted by the Portfolio Chairperson:
(Cllr. S. Ruth)

Annexure A

Rotary
Club of St Francis

THE MUNICIPAL MANAGER
KOUGA LOCAL MUNICIPALITY

Attention : Mt Charl du Plessis

Dear Sir,

UPGRADING OF ST FRANCIS BAY CLINIC - KOUGA LOCAL MUNICIPALITY : REQUEST FOR ALLOCATION OF ADDITIONAL LAND

We refer to the meeting held on 22 February 2022 between the Municipal Manager, senior line managers of the Municipality and representatives of the St Francis Bay community when this matter was tabled and discussed.

In accordance with these discussions this submission has been prepared to provide the necessary background information, the approach to be adopted to upgrade the St Francis Bay Clinic and motivation for the allocation of additional land.

1. **OBJECTIVE :**

TO SECURE ERF 2599 SEA VISTA LOCATED TO THE WEST OF ERF 2600 SEA VISTA, ON WHICH THE ST FRANCIS BAY CLINIC IS LOCATED, TO ENABLE UPGRADING OF THE CLINIC TO DEPARTMENT OF HEALTH STANDARDS SO THAT THE SERVICE PROVIDED TO LOCAL RESIDENTS IS IN LINE WITH NATIONAL HEALTH STANDARDS

2. **BACKGROUND**

The Rotary Club of St Francis, during a strategic planning session identified four Key Focus Areas in which the Club would operate to best serve the St Francis community.

One of the four focus areas identified is "Health" with the **ST Francis Bay Clinic** being identified as a specific focus area or project.

President : Santa Zeiss
Secretary : Lyn Aitkin

SERVE TO CHANGE LIVES

The St Francis Bay Clinic is located on the fringe of the Sea Vista township, consisting of both formal and informal (squatter) housing and serves an estimated population of +- 7 000 people who reside in the greater St Francis area.

The existing clinic infrastructure has evolved with time and has developed to its current size / service offering through interventions from both government and the private sector. The reality is that the clinic is undersized, inefficient in terms of the layout of existing infrastructure and provides a limited-service offering.

The St Francis Bay Clinic is located in Steenbras Street on ERF 2600 Sea Vista. (see appendix A). The valuation Role indicates that both ERF 2600 Sea Vista and ERF 2599 Sea Vista are owned by the Kouga Local Municipality.

3. ROTARY INTERVENTION

The Rotary Club of St Francis (RCOSF) will facilitate an intervention that will provide an enhanced service for all who visit the clinic. It is specifically noted that the envisaged intervention must provide a sustainable outcome in that the RCOSF will provide physical infrastructure and equipment only and government (Eastern Cape Department of Health (ECDOH) and Eastern Cape Department of Public Works (ECDPW)) will take over, maintain the infrastructure / equipment provided and provide suitably qualified staff.

As the St Francis Bay Clinic falls under the control of the ECDOH and ECDPW, there is a need for the RCOSF to effectively partner with the ECDOH and ECDPW as all aspects of the project will require the approval of the Department. And once complete all infrastructure and equipment provided will be handed over to the Department.

Effectively a 'Public Private Partnership' between the RCOSF and ECDOH / ECDPW is required to deliver this project.

Funding will be sourced through grants / donations and fundraising as well as securing "matching grants" through Rotary International.

To enable a cost-effective intervention the following is envisaged –

- Working with appropriately placed representatives from the ECDOH and ECDPW to ensure that infrastructure and equipment to be provided is in line with government policy.
- As the ECDOH do not have the budget to employ additional staff at present a phased intervention will be developed to ensure sustainability.
- Existing infrastructure will be assessed and remodelled considering the current staff compliment and at the same time structured so that phased expansion can take place when additional staff are appointed.

See appendix B "Way Forward from a Management Perspective" which identifies the various phases of delivering the project and unpacks each to provide a better understanding of this process.

4. STATUS

- The RCOSF have met with the ECDOH and the ECDPW at District level to discuss the merits of this project and have obtained various information including the "As Built" plans of the ST Francis Bay Clinic. (see appendix C)
- The RCOSF have engaged with the Head of Department of the Eastern Cape Department of Health and obtained a letter of acknowledgement / acceptance / support in terms of the RCOSF partnering with the ECDOH to deliver this project. (see appendix D)
- The ECDOH are currently preparing an "Inception Report" which will be issued shortly.
- The RCOSF have appointed Balshaw & Fogarty Architects (BFA) for this project. As soon as the above report is available same will be made available to BFA who will be instructed to proceed with "Design Concept and Viability" and to produce a "Business Case". Once this information is available this will allow for fundraising to proceed.

5. REQUEST FOR ALLOCATION OF LAND (ERF 2599)

From discussions with the architect representing the ECDOH as well as BFA is apparent that the ERF on which the St Francis Bay Clinic situated is not large enough to develop a clinic in line with National Health Standards. And that the adjacent ERF is required to achieve this objective

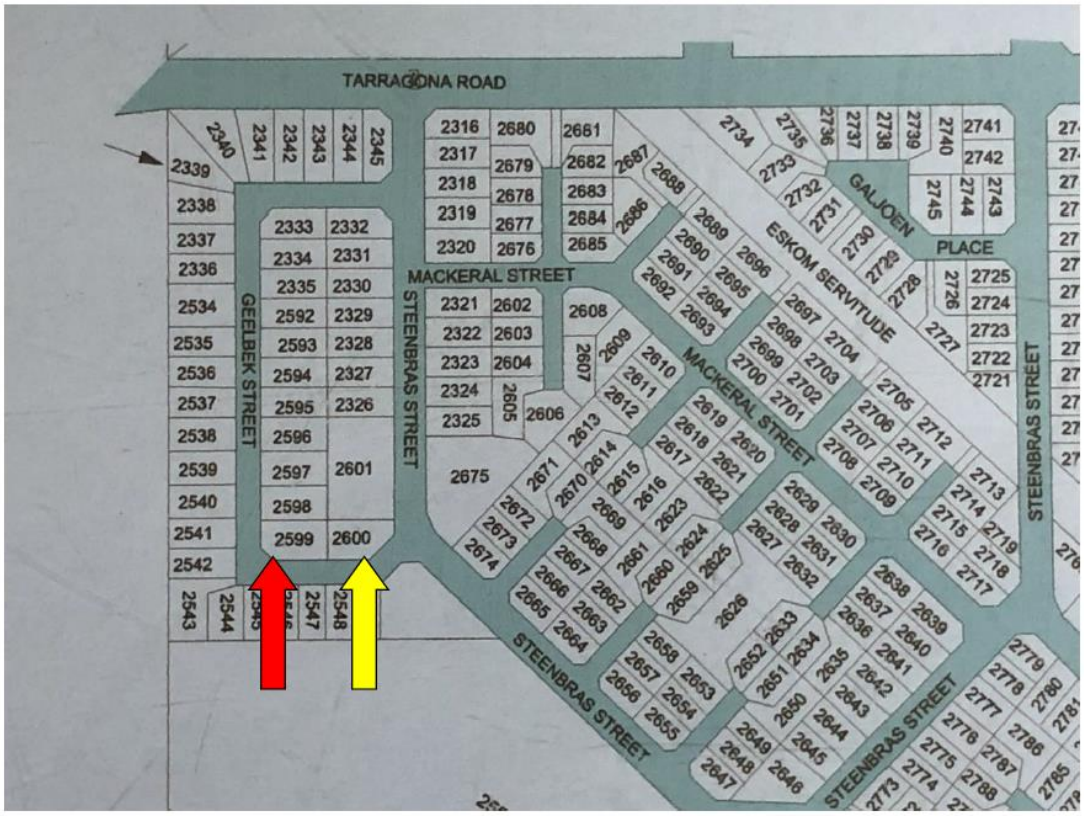
It is accordingly requested that the Kouga Local Municipality allocate ERF 2599 located adjacent to EFT 2600 to allow for the upgrading of the St Francis Bay Clinic in a phased approach in line with national health standards.



Craig Northwood
for Rotary Club of Sr Francis

Appendix A

LOCALITY OF ERF 2600 & ERF 2599



	Erf 2600	St Francis Bay Clinic
	Erf 2599	vacant stand

SERVE TO CHANGE LIVES

Appendix B

ST FRANCIS BAY CLINIC : WAY FORWARD FROM A MANAGEMENT PERSPECTIVE

During a recent meeting of the Rotary Club of St Francis Sea Vista Clinic sub-committee, it was deemed prudent to prepare a document that unpacks the "Way Forward from a Management Perspective" in regard to this project, the primary objective being to ensure that the various stakeholders can understand and align themselves with this process.

Essentially this appendix identifies the various phases of delivering the project and unpacks each to create a better understanding of this process.

INCEPTION

The project is currently in its "**Inception**" phase where existing information has been sourced and the ECDOH has committed to prepare an "INCEPTION REPORT" which will define the project in terms of departmental policy. Project definition takes into account the geographical area (population) serviced, details the services that will be offered e.g., Adult Youth Services, Maternal Child and Women's Health, Infectious Diseases etc. etc. and by implication the equipment and staffing requirements.

All outcomes of this phase are the responsibility of the ECDOH as they have developed and manage Departmental policy.

Preparation of the "Inception Report" is currently underway.

DESIGN CONCEPT AND VIABILITY

Once the above report is available the project will move into the "**Design Concept**" phase where the actual physical infrastructure required will be identified. First order cost estimates will then be prepared for the physical infrastructure (building), medical equipment, furniture, and fittings, etc. etc.

At this stage, any constraints will be taken into account e.g., available land, available staffing etc. and mitigated.

Outcomes will include the development of a "BUSINESS CASE", identifying and securing appropriately positioned land of a suitable size to accommodate the clinic, adopting a phased approach, if required, based on identified constraints e.g., limited staffing, etc.

This phase will be undertaken by a 'professional team' consisting of an architect, quantity surveyor, civil, structural, electrical, and mechanical engineers as required.

The ECDOH as the ultimate custodian of the infrastructure provided will be required to approve the design concept.

A private sector architect has already been identified, broad principals agreed and as soon as the "Inception Report" is available a detailed scope of work will be prepared and a quotation for professional fees requested.

Other professional service providers will be identified and appointed as required.

The Kouga Local Municipality will be approached, and suitable land secured.

Potential donors will be approached using the content of the Business Case to secure donations / funding.

Once funds have been sourced Rotary International will be approached to secure a Global Grant. In this regard projects are funded if the project addresses one or more of the seven areas of focus as identified by Rotary International. In this instance two areas of focus namely "Disease Prevention and Treatment" and "Maternal and Child Health" are addressed as an outcome of this project. A grant in the ratio of 1 : 0,8 (80 cents for every rand donated) should be made.

DESIGN DEVELOPMENT

Once funding has been secured, and other requirements as detailed above fulfilled, the Professional team will be instructed to proceed with detailed design of the clinic building. This will entail –

- Architect - functional layout of building, shape, form, aesthetics with appropriate drawings.
- Civil engineer – platform for building, access / parking, stormwater management, water / sewer reticulation etc. to appropriate specifications with appropriate drawings.
- Structural engineer – concrete / steel works etc. to appropriate specifications with appropriate drawings.
- Electrical engineer – electricity supply, alternative sources, emergency electrical supply etc. to appropriate specifications with appropriate drawings.
- Mechanical engineer - air conditioning, oxygen etc. to appropriate specifications with appropriate drawings.
- Quantity surveyor - determine quantities and provide a detailed cost estimate.

The ECDOH will again be required to approve the design.

DOCUMENTATION AND PROCUREMENT

Once the design is approved, tender documentation will be prepared and contractors with the appropriate experience invited to submit tenders to undertake the construction work. Tenders will be adjudicated by the principal agent (architect), awarded to the successful tenderer (after consultation with the RCOSF) and the necessary documentation prepared and signed by the parties.

The ECDOH will be informed of the award but will not be involved in the tender process.

In parallel a similar tender process (documentation / adjudication / award) will be followed to source medical equipment, furniture, and fittings etc.

CONTRACT ADMINISTRATION

The principal agent will –

- arrange to handover the site to the contractor,
- approve the construction programme,
- monitor the construction in terms of quality, adherence to programme etc.,
- hold regular site meetings and issue minutes of meetings,
- prepare monthly payment certificates,
- issue the necessary documentation for "practical completion",
- facilitate the issue of occupation certificate,
- in consultation with the RCOSF hand over the clinic to the ECDOH / ECDPW.

The ECDOH / ECDPW will be provided with all documentation and invited to attend site meetings.

Costs will be incurred for professional services and the payment of contractors as per the payment certificates certified by the principal agent. It is noted that the RCOSF will hold all funding received for this project in a dedicated bank account and will report to all donors on a monthly basis.

CLOSE OUT

This will take place after the defect's liability period (normally 12 months) ends.

From "practical completion" the principal agent will –

- monitor the correction of defects as identified at "practical completion",
- manage the preparation of operations and maintenance manuals,
- ensure that "as built" drawings and documentation, as necessary, are prepared,
- prepare the final accounts, prepare, and issue the final payment certificate,
- prepare a "close-out" report.

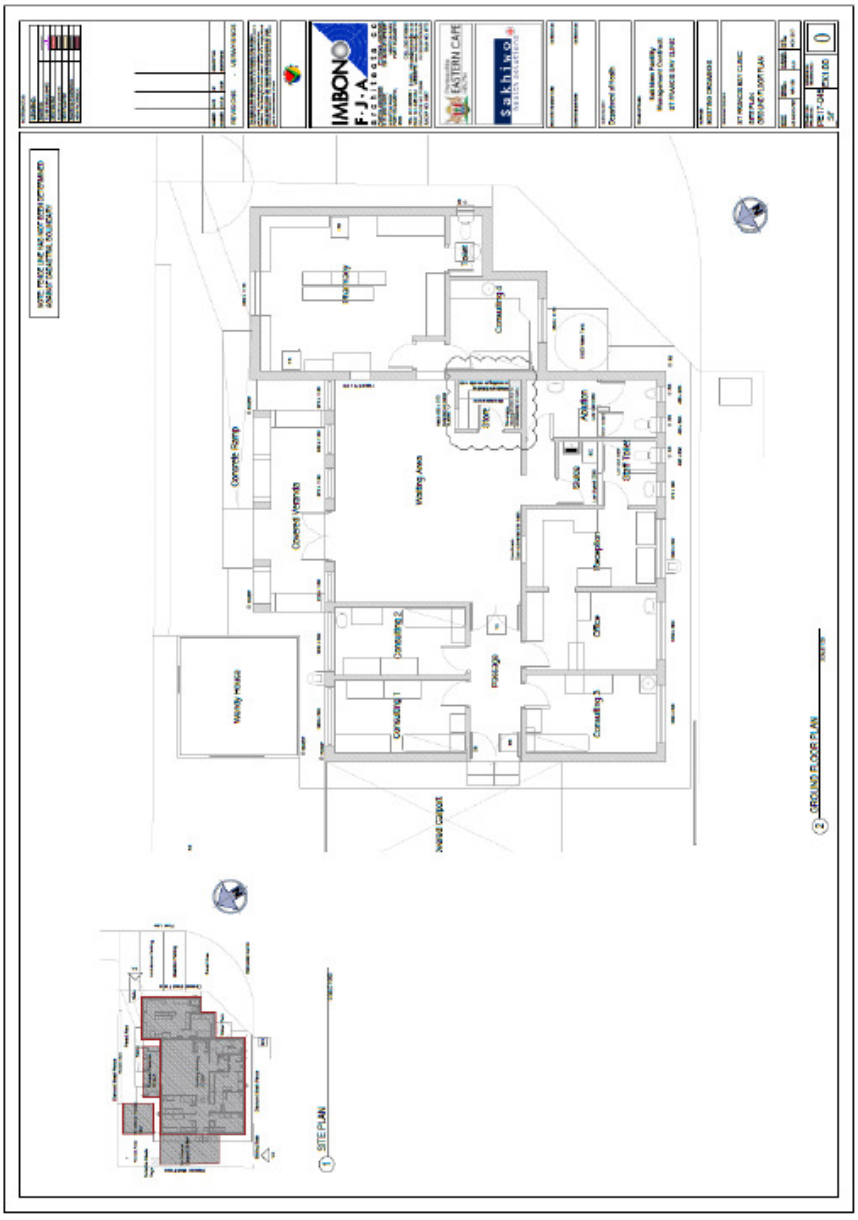
The completed phase of the project will be handed over to the ECDOH and ECDPW.

Costs will be incurred for professional services and the payment of the contractor as per the final payment certificate issued.

(prepared September 2021)

Appendix C

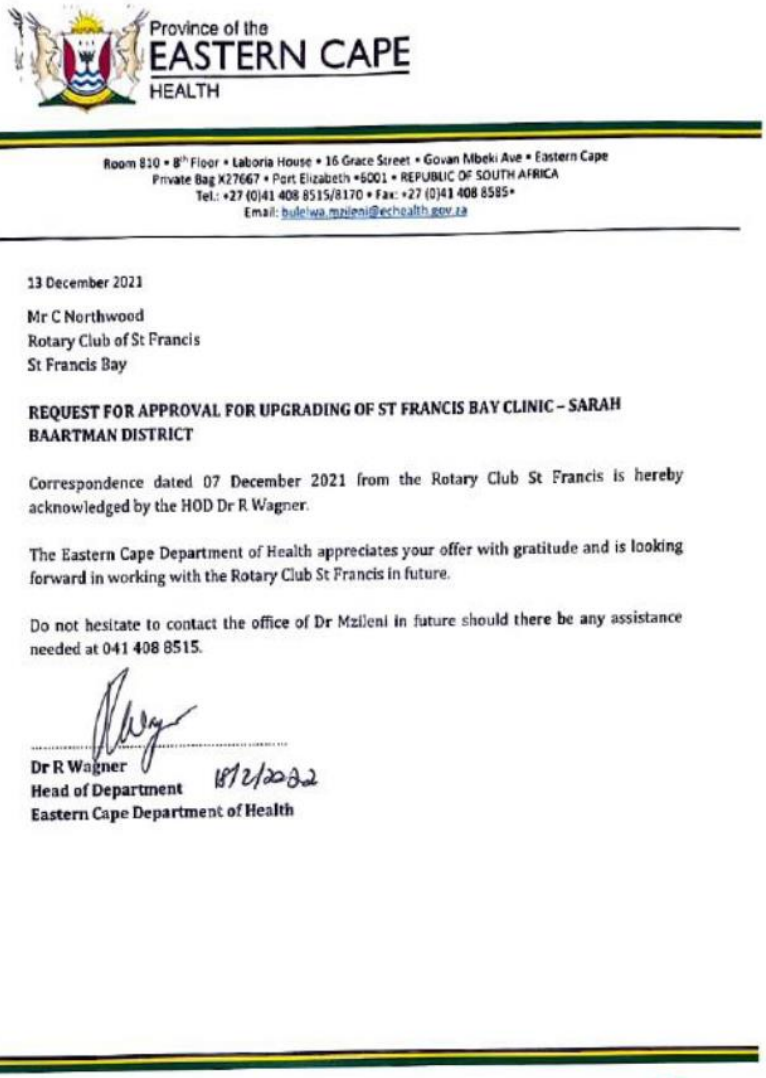
ST FRANCIS BAY CLINIC : AS BUILT DRAWINGS



SERVE TO CHANGE LIVES

Appendix D

HEAD OF DEPARTMENT EASTERN CAPE DEPARTMENT OF HEALTH : LETTER OF ACKNOWLEDGEMENT / ACCEPTANCE / SUPPORT



Province of the
EASTERN CAPE
HEALTH

Room 810 • 8th Floor • Laboria House • 16 Grace Street • Govan Mbeki Ave • Eastern Cape
Private Bag X27667 • Port Elizabeth •6001 • REPUBLIC OF SOUTH AFRICA
Tel.: +27 (0)41 408 8515/8170 • Fax: +27 (0)41 408 8585•
Email: bulelwa.mzileni@echealth.gov.za

13 December 2021

Mr C Northwood
Rotary Club of St Francis
St Francis Bay

REQUEST FOR APPROVAL FOR UPGRADING OF ST FRANCIS BAY CLINIC – SARAH BAARTMAN DISTRICT

Correspondence dated 07 December 2021 from the Rotary Club St Francis is hereby acknowledged by the HOD Dr R Wagner.

The Eastern Cape Department of Health appreciates your offer with gratitude and is looking forward in working with the Rotary Club St Francis in future.

Do not hesitate to contact the office of Dr Mzileni in future should there be any assistance needed at 041 408 8515.

Dr R Wagner
Head of Department 18/2/2022
Eastern Cape Department of Health

KOUGA MUNICIPALITY (EC 108)

ORDINARY COUNCIL MEETING

PLANNING, DEVELOPMENT & TOURISM

DATE: 31 MAY 2023 **ITEM NO: 23/05/PDT10**

REQUEST FOR COUNCIL'S FINAL APPROVAL: SELLING OF VACANT MUNICIPAL RESIDENTIAL ERVEN WITHIN THE KOUGA MUNICIPAL AREA

1. Introduction

The purpose of this item is to request Council's final approval for the disposal of Municipal vacant erven within the Kouga Municipal area as per Tender Notice 137/2021 and Land Evaluation Committee report below:

2. Background

Council took a decision, 19/04/PD3, dated 30 April 2019 and 22/03/PDT3, dated 31 March 2023, PROPOSED LAND SALES, to sell municipal erven at market related value.

KOUGA MUNICIPALITY (EC 108)

ORDINARY COUNCIL MEETING

PLANNING AND DEVELOPMENT

DATE: 30 APRIL 2019 **ITEM NO: 19/04/PD3**

PROPOSED LAND SALES

1. Introduction

Several erven have been identified through applications to be sold to members of the public.

Attached is the item which includes all the relevant information in compliance with the legislation:

- Erf number
- Extent
- Zoning
- Application
- Section 14 validation
- Previous Council resolutions of those erven previously tabled before Council
- Notices of those erven previously advertised. The erven not yet advertised will be advertised after Council.
- Maps and OVVIO verifications.

Council needs to approve the valuations of the erven in order for the tender notices to be placed – **refer to annexures contained in the Portfolio Committee meeting dated 2 April 2019 and Mayoral Committee meeting dated 16 April 2019.**

2. Recommendation

2.1 That the valuations of the erven contained in the item, which are based on the 2018 Municipal Valuation Roll, be approved.

2.2 That the proposed land sales already finalised and processed be accepted.

2.3 That the outstanding proposed land sales be advertised adhering to all legislative requirements and processes to be followed.

Item prepared by The Land Administrator

Item noted by the Portfolio Chairperson

22/03/PDT3 **IN- PRINCIPLE APPROVAL FOR DISPOSAL OF MUNICIPAL OWNED VACANT RESIDENTIAL ERVEN: ERF 13 AND ERF 752 ASTON BAY**

Resolved (31 March 2022)

1. That Council **grant in-principle approval** for the disposal of erf 13 and 752, situated in Aston Bay through competitive bidding process.

Tenders were invited in Notices 103/2022 and 183/2022 for the purchase of the vacant municipal erven within the Kouga area and were allocated to the respective Estate Agent to receive bids on Kouga's behalf:

KOUGA MUNICIPALITY (EC108)

NOTICE NO 103/2022

PUBLIC INVITATION FOR BIDDERS TO SUBMIT OFFERS FOR VACANT MUNICIPAL RESIDENTIAL ERVEN WITHIN THE KOUGA MUNICIPAL AREA

Notice is hereby given that tenders/offers are invited for the disposal of the vacant residential properties which will be available with the appointed panel of Estate Agents in line with the provisions of tender no. 137/2021.

Prospective buyers are directed to the appointed property estate agent, **Jada Prop (Pty) Ltd t/a Pam Golding Properties** with its principal place of business at 6A Jeffrey Street, Jeffreys Bay, 6330, herein represented by Jaco Bothma who have been instructed to list the following vacant municipal residential properties:

ERF		AREA	EXTENT	ZONING	VALUATION
1034	Humansdorp	Geelhout Avenue	1200m²	Residential	R190 000
1035	Humansdorp	Geelhout Avenue	1200 m²	Residential	R190 000
1036	Humansdorp	Geelhout Avenue	1200 m²	Residential	R190 000
1037	Humansdorp	Geelhout Avenue	1200 m²	Residential	R190 000
1038	Humansdorp	Geelhout Avenue	1327 m²	Residential	R210 000
5832	Jeffreys Bay	Koraal Street	707 m²	Residential	R180 000
5833	Jeffreys Bay	Koraal Street	706 m²	Residential	R180 000
5838	Jeffreys Bay	Kwagga Street	707 m²	Residential	R180 000
537	Aston Bay	Cormorant Close	606m²	Residential	R130 000
610	Aston Bay	Pelican Crescent	544m²	Residential	R120 000

Prospective buyers are directed to the appointed property estate agent, **Minou Estates (Pty) Ltd t/a Fine and Country** with its principal place of business at Shop G 94 A Fountains Mall, Jeffreys Bay, 6330, herein represented by Sandra Susan Coetzer who have been instructed to list the following vacant municipal residential properties:

1039	Humansdorp	Geelhout Avenue	1200 m²	Residential	R190 000
1040	Humansdorp	Geelhout Avenue	1192 m²	Residential	R190 000
1042	Humansdorp	Geelhout Avenue	1200 m²	Residential	R190 000
1043	Humansdorp	Geelhout Avenue	1200 m²	Residential	R190 000
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5408	Jeffreys Bay	Gesiggie Street	538 m²	Residential	R150 000
5304	Jeffreys Bay	Koraal Street	571 m²	Residential	R150 000
325	Aston Bay	Glenny Buchner Drive	339m²	Residential	R250 000
482	Aston Bay	Barbet Crescent	554m²	Residential	R120 000

Prospective buyers are directed to the appointed property estate agent, **Groenewald Ted t/a Hancke Realtors** with his principal place of business at 1 Doringkampfarm Street, Kabeljaauws, Jeffreys Bay, 6330, herein represented by Frederik Groenewald who have been instructed to list the following vacant municipal residential properties:

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1047	Humansdorp	Geelhout Avenue	1200 m²	Residential	R190 000
1048	Humansdorp	Geelhout Avenue	1200 m²	Residential	R190 000
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6276	Jeffreys Bay	Kabeljouws	522 m²	Residential	R170 000
509	Aston Bay	Jacana Drive	581m²	Residential	R130 000
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5820	Jeffreys Bay	Takbok Street	698 m²	Residential	R170 000
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488	Aston Bay	Loerie Avenue	621m²	Residential	R140 000

All information should be obtained from the relevant estate agents including the submission of tenders/offers should be submitted with the relevant estate agent as directed above.

Further particulars are available at the office of the Directorate Planning, Development and Tourism: Municipal Offices, 16 Woltemade Street, Jeffreys Bay. Contact: Mr. S. Grootboom: 0422002168

MR. D DE JAGER
DEPUTY MUNICIPAL MANAGER

P.O. BOX 21
JEFFREYS BAY

6330

For Publication:

Kouga Express — **16 June 2021**
Municipal Notice Boards
Municipal Website

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NOTICE

NOTICE NO. 183/2022
PUBLIC INVITATION FOR BIDDERS TO SUBMIT OFFERS FOR VACANT MUNICIPAL RESIDENTIAL ERVEN WITHIN THE KOUGA MUNICIPAL AREA

Notice is hereby given that tenders/offers are invited for the disposal of the vacant residential properties, erf 13 and 752 Aston Bay which will be available with the appointed panel of Estate Agent in line with the provisions of tender no. 137/2021.

Prospective buyers are directed to the appointed property estate agent, **Jada Prop (Pty) Ltd t/a Pam Golding Properties** with its principal place of business at 6A Jeffrey Street, Jeffreys Bay, 6330, herein represented by Jaco Bothma who have been instructed to list the following vacant municipal residential properties:

ERF	AREA	STREET ADDRESS	EXTENT	ZONING	VALUATION
13	Aston Bay	7 Glenny Buchner	375m²	Residential	R170 000
752	Aston Bay	34 Glenny Buchner	339m²	Residential	R240 000

All information should be obtained from the relevant estate agents including the submission of tenders/offers should be submitted with the relevant estate agent as directed above.

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MR. C. DU PLESSIS, MUNICIPAL MANAGER
P.O. BOX 21, JEFFREYS BAY, 6330

2.1 Comment: Land and Properties

The vacant residential properties were advertised on 16 June 2022 inviting prospective buyers to submit offers with the appointed estate agents.

Numerous offers were submitted to estate agents, evaluated and handed over to the Land and Property Department. The leading department performed compliance checks and arranged for Land Evaluation Committee Meeting to do due diligence and to ensure that the objective and intention of the Council and Special Conditions in respect of the selling of vacant residential properties are met. **See Annexure "A" attached Tender Compliance Report dated 12 April 2023.

Some of the key deliberations from the LEC Meeting as well as agreed way forward is reflected in the table below:

Correctness of Formula	The project manager reported back that in consultation with the Supply Chain Management Department, the Formula is correct and cannot be changed.
Number of erven allocated to an individual	Singular erf allocation will be strived for where possible, in cases where there is only one bidder on multiple erven consideration will be given to bidder on those erven.
Accepting of bids from Companies	Companies will not be scored on the Previously Disadvantaged bracket. Company and Directors thereof will be verified for first time home ownership and scored accordingly.
Consideration to advantage the special conditions of tender and fulfilling the general provisions of the policy of Council.	It is recommended that where bids received is less than the market value, consideration of not less than 75% of the market value should be given for Previously Disadvantaged (PDI) and First Time Homeowners (FTHO) as described in our Policy and Procedures for the Disposal of Immovable Assets adopted 29 October 2020.

2.2 Comments from Departments: (Sect. 14)

The Section 14 process in accordance with provisions of the MFMA has been completed.

3 Financial Implications

There will be no financial implication for Council. However, should the Council accept the offers and approve the alienation of the properties contemplated herein it stands to gain R7,167,000.00 in monetary value and an annual collection of rates on these properties.

4. Legal Implications

Upon the finalization of the alienation and transfer of the properties contemplated herein Legal Services to appoint legal service provider to conclude the registration and transfer process. All administrative and transfer costs will be for the account of the successful bidder.

5. Comments by Directorates:

5.1 Acting Director: Planning, Development and Tourism

The recommendations are supported.

5.2 Acting Director: Corporate & Digital Services and Deputy Municipal Manager

Noted

5.3 Director: Community Services

Item noted

5.4 Director: Infrastructure & Engineering

Item noted

5.5 CFO

All proceeds of sales of properties must be allocated to the Capital Replacement Reserve.

5.6 Municipal Manager

Noted

6. Recommendation

6.1 That Council **grant final approval** for the alienation of vacant residential municipal properties to the successful bidders and tendered price in the table below and in line with the provisions of tender 137/2021.

ERF NO	ZONING	TENDERER	TENDERED PRICE (EXCL. VAT)	MARKET PRICE	RESPONSIVE / NON-RESPONSIVE
ERF 13, ASTON BAY	Residential	Johannes Paulus Ackerman	R180,000.00	R170,000.00	**RESPONSIVE**
ERF 482, ASTON BAY	Residential	Dr. Bruce G Muir	R120,000.00	R120,000.00	**RESPONSIVE**
ERF 509, ASTON BAY	Residential	Jeremy Clifford Myburgh	R160,000.00	R130,000.00	**RESPONSIVE**
ERF 537, ASTON BAY	Residential	Alicia Neline Primo	R143,000.00	R130,000.00	**RESPONSIVE**
ERF 610, ASTON BAY	Residential	Anton Pretorius	R135,000.00	R120,000.00	**RESPONSIVE**

ERF 1043, SEA VISTA	Residential	Craig Patrick Kilfoil	R250,000.00	R250,000.00	**RESPONSIVE**
ERF 1047, SEA VISTA	Residential	Kirsten and Thomas Pearce	R230,000.00	R180,000.00	**RESPONSIVE**
ERF 1050, SEA VISTA	Residential	James Tsatsire	R170,000.00	R170,000.00	**RESPONSIVE PLIGHT OF THE POOR – REFER 4.2 BELOW**
ERF 1051, SEA VISTA	Residential	Roland Bridgeman Clack	R201,000.00	R170,000.00	**RESPONSIVE**
ERF 1052, SEA VISTA	Residential	Jeremy Janille and Nerina Goeda	R170,000.00	R170,000.00	**RESPONSIVE PLIGHT OF THE POOR – REFER 4.2 BELOW**
ERF 4916, JEFFREYS BAY	Residential	Sizakele Wiseman Biyana	R200,000.00	R160,000.00	**RESPONSIVE PLIGHT OF THE POOR – REFER 4.2 BELOW**
ERF 5408, JEFFREYS BAY	Residential	Anele Justice Matodlana	R160,000.00	R150,000.00	**RESPONSIVE**
ERF 5820, JEFFREYS BAY	Residential	Delroy Bernard Rademeyer	R171,000.00	R170,000.00	**RESPONSIVE**
ERF 5832, JEFFREYS BAY	Residential	Rosemary Prinsloo	R130,000.00	R180,000.00	**RESPONSIVE**
ERF 5833, JEFFREYS BAY	Residential	Wayne Linden	R180,000.00	R180,000.00	**RESPONSIVE**
ERF 5838, JEFFREYS BAY		Marcia Beverley Toois	R180,000.00	R180,000.00	**RESPONSIVE**
ERF 6276, JEFFREYS BAY	Residential	Carla Huysamen	R430,000.00	R170,000.00	**RESPONSIVE**
ERF 6275, JEFFREYS BAY	Residential	David Christo Bezuidenhout	R380,000.00	R170,000.00	**RESPONSIVE**
ERF 225, PELLSRUS	Residential	Beats and Books NPC	R190,000.00	R180,000.00	**RESPONSIVE**
ERF 226, PELLSRUS	Residential	Beats and Books NPC	R190,000.00	R180,000.00	**RESPONSIVE**
ERF 533, PELLSRUS	Residential	Lithemba Vumazonke	R50,000.00	R15,000.00	**RESPONSIVE**
ERF 1034, HUMANSDORP	Residential	Melanie Frederika Biko	R150,000.00	R190,000.00	**PLIGHT OF THE POOR – REFER 4.2 BELOW**

ERF 1035, HUMANSDORP	Residential	Ntomboxolo Princess Ncezula	R195,000.00	R190,000.00	**RESPONSIVE**
ERF 1036, HUMANSDORP	Residential	Keagon Angelo Jerome Kock	R140,000.00	R190,000.00	**PLIGHT OF THE POOR – REFER 4.2 BELOW**
ERF 1038, HUMANSDORP	Residential	Irene Diane Lapperts	R160,000.00	R210,000.00	**PLIGHT OF THE POOR – REFER 4.2 BELOW**
ERF 1042, HUMANSDORP	Residential	G Potgieter Properties (Pty) Ltd	R190,000.00	R190,000.00	**RESPONSIVE**
ERF 1043, HUMANSDORP	Residential	G Potgieter Properties (Pty) Ltd	R190,000.00	R190,000.00	**RESPONSIVE**

6.2 It is recommended that where bids received is less than the market value, consideration of not less than 75% of the market value should be given for Previously Disadvantaged (PDI) and First Time Homeowners (FTHO) as described in our Policy and Procedures for the Disposal of Immovable Assets adopted 29 October 2020.

6.3 That Council notes that vacant municipal properties not allocated or not sold, be re-advertised in line with the provisions of Tender Notice 137/2021.

ERF NO	**LOCALITY**	**AREA**	**EXTENT**	**ZONING**	**MARKET PRICE**
ERF 325	**ASTON BAY**	GLENNY BUCHNER DRIVE	339m²	Residential	R250,000.00
ERF 752	**ASTON BAY**	GLENNY BUCHNER DRIVE	399m²	Residential	R240,000.00
ERF 5839	**JEFFREYS BAY**	KWAGGA STREET	399m²	Residential	R180,000.00
ERF 5304	**JEFFREYS BAY**	KORAAL STREET	571m²	Residential	R150,000.00
ERF 5429	**JEFFREYS BAY**	KORAAL STREET	520m²	Residential	R150,000.00
ERF 1037	**HUMANSDORP**	GEELHOUT AVENUE	1200m²	Residential	R190,000.00
ERF 1039	**HUMANSDORP**	GEELHOUT AVENUE	1200m²	Residential	R190,000.00
ERF 1040	**HUMANSDORP**	GEELHOUT AVENUE	1192m²	Residential	R190,000.00
ERF 1044	**HUMANSDORP**	GEELHOUT AVENUE	1200m²	Residential	R190,000.00
ERF 1045	**HUMANSDORP**	GEELHOUT AVENUE	1200m²	Residential	R190,000.00
ERF 1046	**HUMANSDORP**	GEELHOUT AVENUE	1200m²	Residential	R190,000.00
ERF 1047	**HUMANSDORP**	GEELHOUT AVENUE	1200m²	Residential	R190,000.00
ERF 1048	**HUMANSDORP**	GEELHOUT AVENUE	1200m²	Residential	R190,000.00

6.4 That the Council grant authorization to the Accounting Officer to enter into a Deed of Sale for the purpose of transferring the properties to the successful bidders.

Item prepared by Manager:
Land & Property: (Mr. S Grootboom) _____

Item approved by the Act. Director PDT:
(Mrs. L Opperman)

Item endorsed by the Municipal Manager:
(Mr. C Du Plessis _____

Item noted by the Portfolio Chairperson:
(Cllr. S Ruth) _____

ANNEXURE "A"

MINUTES OF LAND EVALUTAION COMMITTEE MEETING HELD ON THE 12th OF APRIL 2023 AT 10AM, KOUGA MUNICIPALITY, ROOM 30, WOLTEMADE BUILDING FOR THE COMPLIANCE WITH TENDER 137/2021

Present:

S Grootboom:	Manager Land & Properties (Chairperson)
M Gysman:	Financial Administrator Land & Properties
P Molele:	Town Planner
E van Biljon:	Town Planner
N Prinsloo:	Human Settlements
L Wessels:	Legal
V Yake:	LED
M Engelbrecht:	Community Services
N Swarts Manager:	Assets
Sean Williams:	Traffic
Adam Floors:	Traffic
K Didloft	Land & Properties: Scribe

1. **OPENING & WELCOME**

The Chairperson opened and welcomed the present LEC members. The quorum was confirmed.

2. **APOLOGIES / LEAVE OF ABSENCE**

Ms. Nerina Malgas	SCM
Mr. Haroon Prince	I & E
Mr. N. Lappert	Building Control
Mr. A Nicholls	Assets
Ms. J Madatt	Community Services

3. **DISCUSSIONS**

3.1 **Queries emanating from previous meeting:**

Correctness of Formula	The project manager reported back that in consultation with the Supply Chain Management Department, the Formula is correct and cannot be changed.
Number of erven allocated to an individual	Singular erf allocation will be strived for where possible, in cases where there is only one bidder on multiple erven consideration will be given to bidder on those erven.
Accepting of bids from Companies	Companies will not be scored on the Previously Disadvantaged bracket.

	Company and Directors thereof will be verified for first time home ownership and scored accordingly.
Consideration to advantage the special condition of tender and fulfilling the general provisions of the policy of Council.	It is recommended that where bids received is less than the market value, consideration of not less than 75% of the market value should be given for Previously Disadvantaged (PDI) and First Time Homeowners (FTHO) as described in our Policy and Procedures for the Disposal of Immovable Assets adopted 29 October 2020.

KOUGA MUNICIPALITY (EC 108)

LEC COMMITTEE MEETING

DATE: 12 APRIL 2023 **ITEM NO: 23/04/LEC1**

TENDER COMPLIANCE REPORT: THE TENDER FOR THE PURCHASE OF VACANT MUNICIPAL RESIDENTIAL ERVEN WITHIN THE KOUGA MUNICIPAL AREA

1. Introduction

The purpose of this report is to present to the Land Evaluation Committee the tender report for the sale of municipal erven as part of Tender No. 137/2021 (EC108).

2. Background

Council took a decision, 19/04/PD3, dated 30 April 2019 and 22/03/PDT3, dated 31 March 2023, PROPOSED LAND SALES, to sell municipal erven at market related value.

Resolution:

KOUGA MUNICIPALITY (EC 108)

ORDINARY COUNCIL MEETING

PLANNING AND DEVELOPMENT

DATE: 30 APRIL 2019 **ITEM NO: 19/04/PD3**

PROPOSED LAND SALES

1. Introduction

Several erven have been identified through applications to be sold to members of the public.

Attached is the item which includes all the relevant information in compliance with the legislation:

- Erf number
- Extent
- Zoning
- Application
- Section 14 validation
- Previous Council resolutions of those erven previously tabled before Council
- Notices of those erven previously advertised. The erven not yet advertised will be advertised after Council.
- Maps and OVVIO verifications.

Council needs to approve the valuations of the erven in order for the tender notices to be placed – **refer to annexures contained in the Portfolio Committee meeting dated 2 April 2019 and Mayoral Committee meeting dated 16 April 2019.**

2. Recommendation

2.1 That the valuations of the erven contained in the item, which are based on the 2018 Municipal Valuation Roll, be approved.

2.2 That the proposed land sales already finalised and processed be accepted.

2.3 That the outstanding proposed land sales be advertised adhering to all legislative requirements and processes to be followed.

Item prepared by The Land Administrator

Item noted by the Portfolio Chairperson

22/03/PDT3 **IN- PRINCIPLE APPROVAL FOR DISPOSAL OF MUNICIPAL OWNED VACANT RESIDENTIAL ERVEN: ERF 13 AND ERF 752 ASTON BAY**

Resolved (31 March 2022)

1. That Council **grant in-principle approval** for the disposal of erf 13 and 752, situated in Aston Bay through competitive bidding process.

Tenders were invited in Notices 103/2022 and 183/2022 for the purchase of the vacant municipal erven within the Kouga area and were allocated to the respective Estate Agent to receive bids on Kouga's behalf:

KOUGA MUNICIPALITY (EC108)

NOTICE NO 103/2022

PUBLIC INVITATION FOR BIDDERS TO SUBMIT OFFERS FOR VACANT MUNICIPAL RESIDENTIAL ERVEN WITHIN THE KOUGA MUNICIPAL AREA

Notice is hereby given that tenders/offers are invited for the disposal of the vacant residential properties which will be available with the appointed panel of Estate Agents in line with the provisions of tender no. 137/2021.

Prospective buyers are directed to the appointed property estate agent, **Jada Prop (Pty) Ltd t/a Pam Golding Properties** with its principal place of business at 6A Jeffrey Street, Jeffreys Bay, 6330, herein represented by Jaco Bothma who have been instructed to list the following vacant municipal residential properties:

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MR. D DE JAGER
DEPUTY MUNICIPAL MANAGER

P.O. BOX 21
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MR. C. DU PLESSIS, MUNICIPAL MANAGER
P.O. BOX 21, JEFFREYS BAY, 6330

BIDS RECEIVED:

ERF NO	ZONING	TENDERER	TENDERED PRICE (EXCL. VAT)	MARKET PRICE	RESPONSIVE / NON-RESPONSIVE
ERF 13, ASTON BAY	Residential	Johannes Paulus Ackerman	R180,000.00	R170,000.00	**RESPONSIVE**
ERF 482, ASTON BAY	Residential	Dr. Bruce G Muir	R120,000.00	R120,000.00	**RESPONSIVE**
ERF 488, ASTON BAY	Residential	Jacques Lamprecht	R100,000.00	R140,000.00	Bid not accepted – Not PDI and FTHO, 25% of market value does not apply
ERF 509, ASTON BAY	Residential	Jeremy Clifford Myburgh	R160,000.00	R130,000.00	**RESPONSIVE**
ERF 537, ASTON BAY	Residential	Melanie Frederika Biko	R138,000.00	R130,000.00	**RESPONSIVE**
		Alicia Neline Primo	R143,000.00	R130,000.00	**RESPONSIVE**
ERF 610, ASTON BAY	Residential	Anton Pretorius	R135,000.00	R120,000.00	**RESPONSIVE**
ERF 1043, SEA VISTA	Residential	Craig Patrick Kilfoil	R250,000.00	R250,000.00	**RESPONSIVE**
		Lloyd Coetzee	R170,000.00	R250,000.00	Bid not accepted – Not PDI and FTHO, 25% of market value does not apply
		Jeremy Janille and Nerina Goeda	R250,000.00	R250,000.00	**RESPONSIVE**
ERF 1047, SEA VISTA	Residential	Cemal Otzurk	R190,000.00	R180,000.00	**RESPONSIVE**
		Jeremy Janille and Nerina Goeda	R180,000.00	R180,000.00	**RESPONSIVE**
		Jaco Johan Spies	R182,000.00	R180,000.00	**RESPONSIVE**
		Amat Ntlangani	R180,000.00	R180,000.00	**RESPONSIVE**
		Kirsten and Thomas Pearce	R230,000.00	R180,000.00	**RESPONSIVE**
		Suléne Brand	R200,000.00	R180,000.00	**RESPONSIVE**
		Hungwe Nyathi Family Trust	R180,000.00	R180,000.00	**RESPONSIVE**
ERF 1050, SEA VISTA	Residential	Cemal Otzurk	R180,000.00	R170,000.00	**RESPONSIVE**
		Roland Bridgeman Clack	R201,000.00	R170,000.00	**RESPONSIVE**

		James Tsatsire	R170,000.00	R170,000.00	**RESPONSIVE**
		Jeremy Janille and Nerina Goeda	R170,000.00	R170,000.00	**RESPONSIVE**
		Jaco Johan Spies	R175,000.00	R170,000.00	**RESPONSIVE**
ERF 1051, SEA VISTA	Residential	James Tsatsire	R170,000.00	R170,000.00	**RESPONSIVE**
		Roland Bridgeman Clack	R201,000.00	R170,000.00	**RESPONSIVE**
		Cemal Ozturk	R180,000.00	R170,000.00	**RESPONSIVE**
		Jeremy Janille and Nerina Goeda	R170,000.00	R170,000.00	**RESPONSIVE**
		Jaco Johan Spies	R175,000.00	R170,000.00	**RESPONSIVE**
		Zakarriya Asmal	R170,000.00	R170,000.00	**RESPONSIVE**
ERF 1052, SEA VISTA	Residential	Lloyd Coetzee	R170,000.00	R170,000.00	**RESPONSIVE**
		James Tsatsire	R170,000.00	R170,000.00	**RESPONSIVE**
		Roland Bridgeman Clack	R201,000.00	R170,000.00	**RESPONSIVE**
		Cemal Ozturk	R180,000.00	R170,000.00	**RESPONSIVE**
		Mabatho Ledwaba	R170,000.00	R170,000.00	**RESPONSIVE**
		Jeremy Janille and Nerina Goeda	R170,000.00	R170,000.00	**RESPONSIVE**
		Jaco Johan Spies	R175,000.00	R170,000.00	**RESPONSIVE**
ERF 4916, JEFFREYS BAY	Residential	Ashley Perils	R250,000.00	R160,000.00	**RESPONSIVE**
		Jacques Lamprecht	R220,000.00	R160,000.00	**RESPONSIVE**
		Juandré Minnie	R163,000.00	R160,000.00	**RESPONSIVE**
		Sizakele Wiseman Biyana	R200,000.00	R160,000.00	**RESPONSIVE**
		Raquel Golden	R100,000.00	R160,000.00	
		Stephen Wilhelm Jonas	R160,000.00	R160,000.00	**RESPONSIVE**
		Astrostone 178 CC	R260,000.00	R160,000.00	**RESPONSIVE**
ERF 5408, JEFFREYS BAY	Residential	Anele Justice Matodlana	R160,000.00	R150,000.00	**RESPONSIVE**
ER 5820, JEFFREYS BAY	Residential	Delroy Bernard Rademeyer	R171,000.00	R170,000.00	**RESPONSIVE**

ERF 5832, JEFFREYS BAY	Residential	Rosemary Prinsloo	R130,000.00	R180,000.00	
ERF 5833, JEFFREYS BAY	Residential	Wayne Linden	R180,000.00	R180,000.00	**RESPONSIVE**
ERF 5838, JEFFREYS BAY		Marcia Beverley Toois	R180,000.00	R180,000.00	**RESPONSIVE**
ERF 6276, JEFFREYS BAY	Residential	Reinhardt and Anne Enid Foley	R378,000.00	R170,000.00	**RESPONSIVE**
		Jean Marno and Chenell Jansen	R265,125.00	R170,000.00	**RESPONSIVE**
		Carla Huysamen	R430,000.00	R170,000.00	**RESPONSIVE**
		David Christo Bezuidenhout	R367,500.00	R170,000.00	**RESPONSIVE**
ERF 6275, JEFFREYS BAY	Residential	Heinrich Albert and Maxine Lynne Thiart	R280,000.00	R170,000.00	**RESPONSIVE**
		Ntomboxolo Ncezula	R189,000.00	R170,000.00	**RESPONSIVE**
		Jean Marno and Chenell Jansen	R265,125.00	R170,000.00	**RESPONSIVE**
		Carla Huysamen	R360,000.00	R170,000.00	**RESPONSIVE**
		Janene and Nicolaas Maarten Oosthuizen	R204,750.00	R170,000.00	**RESPONSIVE**
		David Christo Bezuidenhout	R380,000.00	R170,000.00	**RESPONSIVE**
		HC De Wet	R210,000.00	R170,000.00	**RESPONSIVE**
ERF 225, PELLSRUS	Residential	Beats and Books NPC	R190,000.00	R180,000.00	**RESPONSIVE**
		Derrick Thomas and Raylene Meyers	R73,500.00	R180,000.00	
		Ricardo Andrew and Kaylian Senobia Adams	R73,500.00	R180,000.00	
ERF 226, PELLSRUS	Residential	Beats and Books NPC	R190,000.00	R180,000.00	**RESPONSIVE**
		Derrick Thomas and Raylene Meyers	R73,500.00	R180,000.00	
ERF 533, PELLSRUS	Residential	Raquel Golden	R25,000.00	R15,000.00	**RESPONSIVE**
		Johannes Jacobus Goeda	R25,000.00	R15,000.00	**RESPONSIVE**

		Lithemba Vumazonke	R50,000.00	R15,000.00	**RESPONSIVE**
		Felecia Rossouw	R20,000.00	R15,000.00	**RESPONSIVE**
		Babalwa Qaqawe	R20,000.00	R15,000.00	**RESPONSIVE**
		Alicia Neline Primo	R45,000.00	R15,000.00	**RESPONSIVE**
		Mpumelelo Moses Ndlandlu	R30,500.00	R15,000.00	**RESPONSIVE**
		Sammy Jody Matabielie	R15,000.00	R15,000.00	**RESPONSIVE**
		Butiya Abendnego and Xolelwa Honey Fuzani	R15,750.00	R15,000.00	**RESPONSIVE**
ERF 1034, HUMANSDORP	Residential	Melanie Frederika Biko	R150,000.00	R190,000.00	
ERF 1035, HUMANSDORP	Residential	Ntomboxolo Princess Ncezula	R195,000.00	R190,000.00	**RESPONSIVE**
ERF 1036, HUMANSDORP	Residential	Keagon Angelo Jerome Kock	R140,000.00	R190,000.00	Bid not accepted – Not PDI and FTHO, 25% of market value does not apply
ERF 1037, HUMANSDORP	Residential	Irene Diane Lapperts	R140,000.00	R190,000.00	
ERF 1038, HUMANSDORP	Residential	Irene Diane Lapperts	R160,000.00	R210,000.00	accepted
ERF 1042, HUMANSDORP	Residential	G Potgieter Properties (Pty) Ltd	R190,000.00	R190,000.00	**RESPONSIVE**
ERF 1043, HUMANSDORP	Residential	G Potgieter Properties (Pty) Ltd	R190,000.00	R190,000.00	**RESPONSIVE**

TENDER SPECIFICATIONS:

15. Evaluation of offers

15.1 Offer/s that has been received and evaluated by the Estate Agent will be checked by the Municipality to ensure that an offer/s is in line with the conditions and intention of the tender, including special conditions which gives preference as follows:

15.1.1. Historically disadvantaged individuals

15.1.2. First time home buyers

15.1.3. Local residents

15.2. The offers must be evaluated on the following preference point system:

15.2.1. A bid wherein the sale of an asset shall not exceed R 500,000.00, shall be evaluated on the 80/20 preference point system, being:

15.2.1.1. Price: 80 points

15.2.1.2. Historically Disadvantaged Individual: 10 points

15.2.1.3. First time homeowner: 6 points

15.2.1.4. Locality: 4 points

15.2.2. A bid wherein the sale of an asset shall exceed R 500,000.00, shall be evaluated on the 90/10 preference point system, being:

15.2.2.1. Price: 90 points

15.2.2.2. Historically Disadvantaged Individual: 5 points

15.2.2.3. First time homeowner: 3 points

15.2.2.4. Locality: 2 points

PREFERENCE POINT SCORING:

ERF 13, ASTON BAY

Description: Price
Scoring:80/20 EXCL. VAT

No:	Bidder	80.00	1	Price Tendered	Max Price			Price	Preference Points	TOTAL
								80.00	20.00	MAX POINTS SCORED
FORMULA		1	2	3	4	5 3-4/4	6 2-5	7 1*6	8	7+8+9
1	JOHANNES PAULUS ACKERMAN	80.00	1	R180,000.00	R170,000.00	**0.06**	1.1	84.71	4.00	88.71

ERF 482, ASTON BAY

Description: Price
Scoring:80/20 EXCL. VAT

No:	Bidder	80.00	1	Price Tendered	Max Price			Price	Preference Points	TOTAL
								80.00	20.00	MAX POINTS SCORED
FORMULA		1	2	3	4	5 3-4/4	6 2-5	7 1*6	8	7+8+9
1	DR. BRUCE G MUIR	80.00	1	R120,000.00	R120,000.00	-	1.0	80.00	4.00	84.00

ERF 488, ASTON BAY

Description: Price
Scoring:80/20 EXCL. VAT

No:	Bidder	80.00	1	Price Tendered	Max Price			Price	Preference Points	TOTAL
								80.00	20.00	MAX POINTS SCORED
FORMULA		1	2	3	4	5	6	7	8	
						3-4/4	2-5	1*6		7+8+9
1	J LAMPRECHT	80.00	1	R100,000.00	R140,000.00	**(0.29)**	0.7	57.14	4.00	61.14

ERF 509, ASTON BAY

Description: Price
Scoring:80/20 EXCL. VAT

No:	Bidder	80.00	1	Price Tendered	Max Price			Price	Preference Points	TOTAL
								80.00	20.00	MAX POINTS SCORED
FORMULA		1	2	3	4	5 3-4/4	6 2-5	7 1*6	8	7+8+9
1	JC MYBURGH	80.00	1	R160,000.00	R130,000.00	**0.23**	1.2	98.46	10.00	108.46

ERF 537, ASTON BAY

Description: Price
Scoring:80/20 EXCL. VAT

No:	Bidder	80.00	1	Price Tendered	Max Price			Price	Preference Points	TOTAL
								80.00	20.00	MAX POINTS SCORED
FORMULA		1	2	3	4	5 3-4/4	6 2-5	7 1*6	8	7+8+9
1	AN PRIMO	80.00	1	R143,000.00	R130,000.00	**0.10**	1.1	88.00	20.00	108.00
2	MF BIKO	80.00	1	R138,000.00	R130,000.00	**0.06**	1.1	84.92	20.00	104.92

ERF 610, ASTON BAY

Description: Price
Scoring:80/20 EXCL. VAT

No:	Bidder	80.00	1	Price Tendered	Max Price			Price 80.00	Preference Points 20.00	TOTAL MAX POINTS SCORED
FORMULA		1	2	3	4	5 3-4/4	6 2-5	7 1*6	8	7+8+9
1	A PRETORIUS	80.00	1	R125,000.00	R120,000.00	**0.04**	1.0	83.33	4.00	87.33

ERF 1043, SEA VISTA

Description: Price
Scoring:80/20 EXCL. VAT

No:	Bidder	80.00	1	Price Tendered	Max Price			Price 80.00	Preference Points 20.00	TOTAL MAX POINTS SCORED
FORMULA		1	2	3	4	5 3-4/4	6 2-5	7 1*6	8	7+8+9
1	JJ & NA GOEDA	80.00	1	R250,000.00	R250,000.00	-	1.0	80.00	14.00	94.00
2	CP KILFOIL	80.00	1	R250,000.00	R250,000.00	-	1.0	80.00	-	80.00
3	LLOYD COETZEE	80.00	1	R170,000.00	R250,000.00	**(0.32)**	0.7	54.40	4.00	58.40

ERF 1047, SEA VISTA

Description: Price
Scoring:80/20 EXCL. VAT

No:	Bidder	80.00	1	Price Tendered	Max Price			Price 80.00	Preference Points 20.00	TOTAL MAX POINTS SCORED
FORMULA		1	2	3	4	5 3-4/4	6 2-5	7 1*6	8	7+8+9
1	K PEARCE	80.00	1	R230,000.00	R180,000.00	**0.28**	1.3	102.22	-	102.22
2	JJ & NA GOEDA	80.00	1	R180,000.00	R180,000.00	-	1.0	80.00	14.00	94.00
2	A NTLANGANI	80.00	1	R180,000.00	R180,000.00	-	1.0	80.00	14.00	94.00
4	S BRAND	80.00	1	R200,000.00	R180,000.00	**0.11**	1.1	88.89	-	88.89
5	C OZTURK	80.00	1	R190,000.00	R180,000.00	**0.06**	1.1	84.44	-	84.44
6	JJ SPIES	80.00	1	R182,000.00	R180,000.00	**0.01**	1.0	80.89	-	80.89
7	HUNGWE NYATHI FAMILY TRUST	80.00	1	R180,000.00	R180,000.00	-	1.0	80.00	-	80.00

ERF 1050, SEA VISTA

Description: Price
Scoring:80/20 EXCL. VAT

No:	Bidder	80.00	1	Price Tendered	Max Price			Price 80.00	Preference Points 20.00	TOTAL MAX POINTS SCORED
FORMULA		1	2	3	4	5 3-4/4	6 2-5	7 1*6	8	7+8+9
1	RB CLACK	80.00	1	R201,000.00	R170,000.00	**0.18**	1.2	94.59	4.00	98.59
2	JJ & NA GOEDA	80.00	1	R170,000.00	R170,000.00	-	1.0	80.00	14.00	94.00
3	J TSATSIRE	80.00	1	R170,000.00	R170,000.00	-	1.0	80.00	10.00	90.00
4	C OZTURK	80.00	1	R180,000.00	R170,000.00	**0.06**	1.1	84.71	-	84.71
5	JJ SPIES	80.00	1	R175,000.00	R170,000.00	**0.03**	1.0	82.35	-	82.35

ERF 1051, SEA VISTA

Description: Price
Scoring:80/20 EXCL. VAT

No:	Bidder	80.00	1	Price Tendered	Max Price			Price	Preference Points	TOTAL
								80.00	20.00	MAX POINTS SCORED
FORMULA		1	2	3	4	5 3-4/4	6 2-5	7 1*6	8	7+8+9
1	RB CLACK	80.00	1	R201,000.00	R170,000.00	**0.18**	1.2	94.59	4.00	98.59
2	JJ & NA GOEDA	80.00	1	R170,000.00	R170,000.00	-	1.0	80.00	14.00	94.00
3	J TSATSIRE	80.00	1	R170,000.00	R170,000.00	-	1.0	80.00	10.00	90.00
3	Z ASMAL	80.00	1	R170,000.00	R170,000.00	-	1.0	80.00	10.00	90.00
5	C OZTURK	80.00	1	R180,000.00	R170,000.00	**0.06**	1.1	84.71	-	84.71
6	JJ SPIES	80.00	1	R175,000.00	R170,000.00	**0.03**	1.0	82.35	-	82.35

ERF 1052, SEA VISTA

Description: Price
Scoring:80/20 EXCL. VAT

No:	Bidder	80.00	1	Price Tendered	Max Price			Price	Preference Points	TOTAL
								80.00	20.00	MAX POINTS SCORED
FORMULA		1	2	3	4	5 3-4/4	6 2-5	7 1*6	8	7+8+9
1	RB CLACK	80.00	1	R201,000.00	R170,000.00	**0.18**	1.2	94.59	4.00	98.59
2	JJ & NA GOEDA	80.00	1	R170,000.00	R170,000.00	-	1.0	80.00	14.00	94.00
3	M LEDWABA	80.00	1	R170,000.00	R170,000.00	-	1.0	80.00	10.00	90.00
3	J TSATSIRE	80.00	1	R170,000.00	R170,000.00	-	1.0	80.00	10.00	90.00
3	L COETZEE	80.00	1	R170,000.00	R170,000.00	-	1.0	80.00	10.00	90.00
6	C OZTURK	80.00	1	R180,000.00	R170,000.00	**0.06**	1.1	84.71	-	84.71
7	JJ SPIES	80.00	1	R175,000.00	R170,000.00	**0.03**	1.0	82.35	-	82.35

ERF 4916, JEFFREYS BAY

Description: Price
Scoring:80/20 EXCL. VAT

No:	Bidder	80.00	1	Price Tendered	Max Price			Price	Preference Points	TOTAL
		80.00	1	Price Tendered	Max Price			80.00	20.00	MAX POINTS SCORED
FORMULA		1	2	3	4	5 3-4/4	6 2-5	7 1*6	8	7+8+9
1	A PERILS	80.00	1	R250,000.00	R160,000.00	**0.56**	1.6	125.00	14.00	139.00
2	ASTROSTONE 178 (B BEZUIDENHOUT)	80.00	1	R260,000.00	R160,000.00	**0.63**	1.6	130.00	4.00	134.00
3	SW & NS BIYANA	80.00	1	R200,000.00	R160,000.00	**0.25**	1.3	100.00	20.00	120.00
4	J LAMPRECHT	80.00	1	R220,000.00	R160,000.00	**0.38**	1.4	110.00	4.00	114.00
5	SW & ED JONAS	80.00	1	R160,000.00	R160,000.00	**-**	1.0	80.00	20.00	100.00
6	J MINNIE	80.00	1	R163,000.00	R160,000.00	**0.02**	1.0	81.50	4.00	85.50
7	R GOLDEN	80.00	1	R100,000.00	R160,000.00	**(0.38)**	0.6	50.00	20.00	70.00

ERF 5408, JEFFREYS BAY

Description: Price
Scoring:80/20 EXCL. VAT

No:	Bidder	80.00	1	Price Tendered	Max Price			Price	Preference Points	TOTAL
								80.00	20.00	MAX POINTS SCORED
FORMULA		1	2	3	4	5 3-4/4	6 2-5	7 1*6	8	7+8+9
1	AJ MATODLANA	80.00	1	R160,000.00	R150,000.00	**0.07**	1.1	85.33	20.00	105.33

ERF 5820, JEFFREYS BAY

Description: Price
Scoring:80/20 EXCL. VAT

No:	Bidder	80.00	1	Price Tendered	Max Price			Price	Preference Points	TOTAL
								80.00	20.00	MAX POINTS SCORED
FORMULA		1	2	3	4	5 3-4/4	6 2-5	7 1*6	8	7+8+9
1	DB RADEMEYER	80.00	1	R171,000.00	R170,000.00	**0.01**	1.0	80.47	14.00	94.47

ERF 5832, JEFFREYS BAY

Description: Price

Scoring:80/20 EXCL. VAT

								Price	Preference Points	TOTAL
No:	**Bidder**	**80.00**	**1**	**Price Tendered**	**Max Price**			**80.00**	**20.00**	**MAX POINTS SCORED**
		1	**2**	**3**	**4**	**5**	**6**	**7**	**8**	
FORMULA						**3-4/4**	**2-5**	**1*6**		**7+8+9**
1	**R PRINSLOO**	80.00	1	R130,000.00	R180,000.00	**(0.28)**	0.7	57.78	20.00	77.78

ERF 5833, JEFFREYS BAY

Description: Price

Scoring:80/20 EXCL. VAT

								Price	Preference Points	TOTAL
No:	**Bidder**	**80.00**	**1**	**Price Tendered**	**Max Price**			**80.00**	**20.00**	**MAX POINTS SCORED**
		1	**2**	**3**	**4**	**5**	**6**	**7**	**8**	
FORMULA						**3-4/4**	**2-5**	**1*6**		**7+8+9**
1	**W & SM LINDEN**	80.00	1	R180,000.00	R180,000.00	**-**	1.0	80.00	20.00	100.00

ERF 5838, JEFFREYS BAY

Description: Price
Scoring:80/20 EXCL. VAT

								Price	Preference Points	TOTAL
No:	**Bidder**	**80.00**	**1**	**Price Tendered**	**Max Price**			**80.00**	**20.00**	**MAX POINTS SCORED**
		1	**2**	**3**	**4**	**5**	**6**	**7**	**8**	
FORMULA						**3-4/4**	**2-5**	**1*6**		**7+8+9**
1	**MB TOOIS**	80.00	1	R180,000.00	R180,000.00	**-**	1.0	80.00	20.00	100.00

ERF 6275, JEFFREYS BAY

Description: Price
Scoring:80/20
EXCL. VAT

No:	Bidder	80.00	1	Price Tendered	Max Price			Price 80.00	Preference Points 20.00	TOTAL MAX POINTS SCORED
FORMULA		1	2	3	4	5 3-4/4	6 2-5	7 1*6	8	7+8+9
1	DC BEZUIDENHOUT	80.00	1	R380,000.00	R170,000.00	**1.24**	2.2	178.82	4.00	182.82
2	C HUYSAMEN	80.00	1	R360,000.00	R170,000.00	**1.12**	2.1	169.41	10.00	179.41
3	H & M THIART	80.00	1	R280,000.00	R170,000.00	**0.65**	1.6	131.76	10.00	141.76
4	JM JANSEN	80.00	1	R265,125.00	R170,000.00	**0.56**	1.6	124.76	10.00	134.76
5	N NCEZULA	80.00	1	R189,000.00	R170,000.00	**0.11**	1.1	88.94	20.00	108.94
6	J & N OOSTHUIZEN	80.00	1	R204,750.00	R170,000.00	**0.20**	1.2	96.35	10.00	106.35
7	HC DE WET	80.00	1	R210,000.00	R170,000.00	**0.24**	1.2	98.82	4.00	102.82

ERF 6276, JEFFREYS BAY

Description: Price
Scoring:80/20 EXCL. VAT

No:	Bidder	80.00	1	Price Tendered	Max Price			Price 80.00	Preference Points 20.00	TOTAL MAX POINTS SCORED
FORMULA		1	2	3	4	5 3-4/4	6 2-5	7 1*6	8	7+8+9
1	C HUYSAMEN	80.00	1	R430,000.00	R170,000.00	1.53	2.5	202.35	10.00	212.35
2	R FOLEY	80.00	1	R378,000.00	R170,000.00	1.22	2.2	177.88	10.00	187.88
3	DAVID BEZUIDENHOUT	80.00	1	R367,500.00	R170,000.00	1.16	2.2	172.94	10.00	182.94
4	JM JANSEN	80.00	1	R265,125.00	R170,000.00	0.56	1.6	124.76	10.00	134.76

ERF 225, PELLSRUS

Description: Price
Scoring:80/20 EXCL. VAT

								Price	Preference Points	TOTAL
No:	**Bidder**	**80.00**	**1**	**Price Tendered**	**Max Price**			**80.00**	**20.00**	**MAX POINTS SCORED**
		1	**2**	**3**	**4**	**5**	**6**	**7**	**8**	
FORMULA						**3-4/4**	**2-5**	**1*6**		**7+8+9**
1	**BEATS & BOOKS NPC**	80.00	1	R190,000.00	R180,000.00	**0.06**	1.1	84.44	4.00	88.44
2	**DT MEYERS**	80.00	1	R 73,500.00	R180,000.00	**(0.59)**	0.4	32.67	14.00	46.67
2	**RA & KS ADAMS**	80.00	1	R 73,500.00	R180,000.00	**(0.59)**	0.4	32.67	14.00	46.67

ERF 226, PELLSRUS

Description: Price
Scoring: 80/20 EXCL. VAT

No:	Bidder	80.00	1	Price Tendered	Max Price			Price	Preference Points	TOTAL
								80.00	20.00	MAX POINTS SCORED
FORMULA		1	2	3	4	5	6 2-5	7 1*6	8	7+8+9
1	BEATS & BOOKS NPC	80.00	1	R190,000.00	R180,000.00	**0.06**	1.1	84.44	20.00	104.44
2	DT MEYERS	80.00	1	R 73,500.00	R180,000.00	**(0.59)**	0.4	32.67	14.00	46.67
2	RA & KS ADAMS	80.00	1	R 73,500.00	R180,000.00	**(0.59)**	0.4	32.67	14.00	46.67

ERF 533, PELLSRUS

Description: Price
Scoring: 80/20 EXCL. VAT

No:	Bidder	80.00	1	Price Tendered	Max Price			Price	Preference Points	TOTAL
								80.00	20.00	MAX POINTS SCORED
FORMULA		1	2	3	4	5 3-4/4	6 2-5	7 1*6	8	7+8+9
1	L VUMAZONKE	80.00	1	R50,000.00	R15,000.00	**2.33**	3.3	266.67	20.00	286.67
2	AN PRIMO	80.00	1	R45,000.00	R15,000.00	**2.00**	3.0	240.00	20.00	260.00
3	MM NDLANDULU	80.00	1	R30,500.00	R15,000.00	**1.03**	2.0	162.67	20.00	182.67
4	JJ GOEDA	80.00	1	R25,000.00	R15,000.00	**0.67**	1.7	133.33	20.00	153.33
4	R GOLDEN	80.00	1	R25,000.00	R15,000.00	**0.67**	1.7	133.33	20.00	153.33
6	B QAQAWE	80.00	1	R20,000.00	R15,000.00	**0.33**	1.3	106.67	20.00	126.67
6	F ROSSOUW	80.00	1	R20,000.00	R15,000.00	**0.33**	1.3	106.67	20.00	126.67
8	BA & XH FUZANI	80.00	1	R15,750.00	R15,000.00	**0.05**	1.1	84.00	20.00	104.00
9	SJ MATABIELIE & BESTER	80.00	1	R15,000.00	R15,000.00	**-**	1.0	80.00	20.00	100.00

ERF 1034, HUMANSDORP

Description: Price
Scoring:80/20 EXCL. VAT

No:	Bidder	80.00	1	Price Tendered	Max Price			Price	Preference Points	TOTAL
								80.00	20.00	MAX POINTS SCORED
FORMULA		1	2	3	4	5 3-4/4	6 2-5	7 1*6	8	7+8+9
1	MF BIKO	80.00	1	R150,000.00	R190,000.00	**(0.21)**	0.8	63.16	20.00	83.16

ERF 1035, HUMANSDORP

Description: Price
Scoring:80/20 EXCL. VAT

No:	Bidder	80.00	1	Price Tendered	Max Price			Price	Preference Points	TOTAL
								80.00	20.00	MAX POINTS SCORED
FORMULA		1	2	3	4	5 3-4/4	6 2-5	7 1*6	8	7+8+9
1	NP NCEZULA	80.00	1	R195,000.00	R190,000.00	**0.03**	1.0	82.11	20.00	102.11

ERF 1036, HUMANSDORP

Description: Price
Scoring:80/20 EXCL. VAT

No:	Bidder	80.00	1	Price Tendered	Max Price			Price	Preference Points	TOTAL
								80.00	20.00	MAX POINTS SCORED
FORMULA		1	2	3	4	5 3-4/4	6 2-5	7 1*6	8	7+8+9
1	KAJ KOCK	80.00	1	R140,000.00	R190,000.00	(0.26)	0.7	58.95	20.00	78.95

ERF 1037, HUMANSDORP

Description: Price
Scoring:80/20 EXCL. VAT

No:	Bidder	80.00	1	Price Tendered	Max Price			Price	Preference Points	TOTAL
								80.00	20.00	MAX POINTS SCORED
FORMULA		1	2	3	4	5 3-4/4	6 2-5	7 1*6	8	7+8+9
1	ID LAPPERTS	80.00	1	R140,000.00	R190,000.00	(0.26)	0.7	58.95	10.00	68.95

ERF 1038, HUMANSDORP

Description: Price
Scoring:80/20 EXCL. VAT

No:	Bidder	80.00	1	Price Tendered	Max Price			Price 80.00	Preference Points 20.00	TOTAL MAX POINTS SCORED
FORMULA		1	2	3	4	5 3-4/4	6 2-5	7 1*6	8	7+8+9
1	ID LAPPERTS	80.00	1	R160,000.00	R210,000.00	(0.24)	0.8	60.95	10.00	70.95

ERF 1042, HUMANSDORP

Description: Price
Scoring:80/20 EXCL. VAT

No:	Bidder	80.00	1	Price Tendered	Max Price			Price 80.00	Preference Points 20.00	TOTAL MAX POINTS SCORED
FORMULA		1	2	3	4	5 3-4/4	6 2-5	7 1*6	8	7+8+9
1	G POTGIETER PROPERTIES	80.00	1	R190,000.00	R190,000.00	-	1.0	80.00	4.00	84.00

ERF 1043, HUMANSDORP										
Description: Price Scoring:80/20 EXCL. VAT										
								Price	Preference Points	TOTAL
No:	Bidder	80.00	1	Price Tendered	Max Price			80.00	20.00	MAX POINTS SCORED
		1	2	3	4	5	6	7	8	
FORMULA						3-4/4	2-5	1*6		7+8+9
1	G POTGIETER PROPERTIES	80.00	1	R190,000.00	R190,000.00	-	1.0	80.00	4.00	84.00

4. Recommendation

4.1 It is recommended that the following responsive Bidders be accepted and where a tender is not accepted, it be offered to the next responsive Bidder:

ERF NO	ZONING	TENDERER	TENDERED PRICE (EXCL. VAT)	MARKET PRICE	RESPONSIVE / NON-RESPONSIVE
ERF 13, ASTON BAY	Residential	Johannes Paulus Ackerman	R180,000.00	R170,000.00	**RESPONSIVE**
ERF 482, ASTON BAY	Residential	Dr. Bruce G Muir	R120,000.00	R120,000.00	**RESPONSIVE**
ERF 509, ASTON BAY	Residential	Jeremy Clifford Myburgh	R160,000.00	R130,000.00	**RESPONSIVE**
ERF 537, ASTON BAY	Residential	Alicia Neline Primo	R143,000.00	R130,000.00	**RESPONSIVE**
ERF 610, ASTON BAY	Residential	Anton Pretorius	R135,000.00	R120,000.00	**RESPONSIVE**
ERF 1043, SEA VISTA	Residential	Craig Patrick Kilfoil	R250,000.00	R250,000.00	**RESPONSIVE**
ERF 1047, SEA VISTA	Residential	Kirsten and Thomas Pearce	R230,000.00	R180,000.00	**RESPONSIVE**
ERF 1050, SEA VISTA	Residential	James Tsatsire	R170,000.00	R170,000.00	**RESPONSIVE PLIGHT OF THE POOR – REFER 4.2 BELOW**
ERF 1051, SEA VISTA	Residential	Roland Bridgeman Clack	R201,000.00	R170,000.00	**RESPONSIVE**
ERF 1052, SEA VISTA	Residential	Jeremy Janille and Nerina Goeda	R170,000.00	R170,000.00	**RESPONSIVE PLIGHT OF THE POOR – REFER 4.2 BELOW**
ERF 4916, JEFFREYS BAY	Residential	Sizakele Wiseman Biyana	R200,000.00	R160,000.00	**RESPONSIVE PLIGHT OF THE POOR – REFER 4.2 BELOW**

ERF 5408, JEFFREYS BAY	Residential	Anele Justice Matodlana	R160,000.00	R150,000.00	**RESPONSIVE**
ERF 5820, JEFFREYS BAY	Residential	Delroy Bernard Rademeyer	R171,000.00	R170,000.00	**RESPONSIVE**
ERF 5832, JEFFREYS BAY	Residential	Rosemary Prinsloo	R130,000.00	R180,000.00	**RESPONSIVE**
ERF 5833, JEFFREYS BAY	Residential	Wayne Linden	R180,000.00	R180,000.00	**RESPONSIVE**
ERF 5838, JEFFREYS BAY		Marcia Beverley Toois	R180,000.00	R180,000.00	**RESPONSIVE**
ERF 6276, JEFFREYS BAY	Residential	Carla Huysamen	R430,000.00	R170,000.00	**RESPONSIVE**
ERF 6275, JEFFREYS BAY	Residential	David Christo Bezuidenhout	R380,000.00	R170,000.00	**RESPONSIVE**
ERF 225, PELLSRUS	Residential	Beats and Books NPC	R190,000.00	R180,000.00	**RESPONSIVE**
ERF 226, PELLSRUS	Residential	Beats and Books NPC	R190,000.00	R180,000.00	**RESPONSIVE**
ERF 533, PELLSRUS	Residential	Lithemba Vumazonke	R50,000.00	R15,000.00	**RESPONSIVE**
ERF 1034, HUMANSDORP	Residential	Melanie Frederika Biko	R150,000.00	R190,000.00	**PLIGHT OF THE POOR – REFER 4.2 BELOW**
ERF 1035, HUMANSDORP	Residential	Ntomboxolo Princess Ncezula	R195,000.00	R190,000.00	**RESPONSIVE**
ERF 1036, HUMANSDORP	Residential	Keagon Angelo Jerome Kock	R140,000.00	R190,000.00	**PLIGHT OF THE POOR – REFER 4.2 BELOW**
ERF 1038, HUMANSDORP	Residential	Irene Diane Lapperts	R160,000.00	R210,000.00	**PLIGHT OF THE POOR – REFER 4.2 BELOW**
ERF 1042, HUMANSDORP	Residential	G Potgieter Properties (Pty) Ltd	R190,000.00	R190,000.00	**RESPONSIVE**
ERF 1043, HUMANSDORP	Residential	G Potgieter Properties (Pty) Ltd	R190,000.00	R190,000.00	**RESPONSIVE**

4.2 It is recommended that where bids received is less than the market value, consideration of not less than 75% of the market value should be given for Previously Disadvantaged (PDI) and First Time Homeowners (FTHO) as described in our Policy and Procedures for the Disposal of Immovable Assets adopted 29 October 2020.

5.21 Plight of the poor

5.21.1 Whenever the plight of the poor shall be a consideration in any decision to be taken in respect of the acquisition, disposal or letting of immovable property, regard shall be given to:

i) the extent to which the needs of the poor are or have been addressed,

ii)the potential loss or benefit the poor can suffer or gain through the decision concerned and

iii)the financial resources available to address the needs of the poor.

5.22 First time home owners

5.22.1 Immovable property purchased from Council by a first-time homeowner shall not, without Council's written consent, be resold within a period of 5 years of the date of transfer unless it was acquired through a fair tender process. This stipulation must be included in the Deed of Sale where it is applicable.

The need to promote first time home ownership in previously disadvantaged communities is recognised. The main objective of this method is the promotion of first time home ownership in previously disadvantaged communities. Natural persons who had never owned a home.

BIDS NOT SUCCESSFUL:

ERF NO	ZONING	TENDERER	TENDERED PRICE (EXCL. VAT)	MARKET PRICE	RESPONSIVE / NON-RESPONSIVE
ERF 488, ASTON BAY	Residential	Jacques Lamprecht	R100,000.00	R140,000.00	Bid not accepted – Not PDI and FTHO, 75% of market value does not apply
ERF 537, ASTON BAY	Residential	Melanie Frederika Biko	R138,000.00	R130,000.00	**RESPONSIVE**
ERF 1043, SEA VISTA	Residential	Lloyd Coetzee	R170,000.00	R250,000.00	Bid not accepted – Not PDI and FTHO, 75% of market value does not apply
		Jeremy Janille and Nerina Goeda	R250,000.00	R250,000.00	**RESPONSIVE**
ERF 1047, SEA VISTA	Residential	Cemal Otzurk	R190,000.00	R180,000.00	**RESPONSIVE**
		Jeremy Janille and Nerina Goeda	R180,000.00	R180,000.00	**RESPONSIVE**
		Jaco Johan Spies	R182,000.00	R180,000.00	**RESPONSIVE**
		Amat Ntlangani	R180,000.00	R180,000.00	**RESPONSIVE**

		Suléne Brand	R200,000.00	R180,000.00	**RESPONSIVE**
		Hungwe Nyathi Family Trust	R180,000.00	R180,000.00	**RESPONSIVE**
ERF 1050, SEA VISTA	Residential	Cemal Otzurk	R180,000.00	R170,000.00	**RESPONSIVE**
		Roland Bridgeman Clack	R201,000.00	R170,000.00	**RESPONSIVE**
		Jeremy Janille and Nerina Goeda	R170,000.00	R170,000.00	**RESPONSIVE**
		Jaco Johan Spies	R175,000.00	R170,000.00	**RESPONSIVE**
ERF 1051, SEA VISTA	Residential	James Tsatsire	R170,000.00	R170,000.00	**RESPONSIVE**
		Cemal Ozturk	R180,000.00	R170,000.00	**RESPONSIVE**
		Jeremy Janille and Nerina Goeda	R170,000.00	R170,000.00	**RESPONSIVE**
		Jaco Johan Spies	R175,000.00	R170,000.00	**RESPONSIVE**
		Zakarriya Asmal	R170,000.00	R170,000.00	**RESPONSIVE**
		Zakarriya Asmal	R170,000.00	R170,000.00	**RESPONSIVE**
ERF 1052, SEA VISTA	Residential	Lloyd Coetzee	R170,000.00	R170,000.00	**RESPONSIVE**
		James Tsatsire	R170,000.00	R170,000.00	**RESPONSIVE**
		Roland Bridgeman Clack	R201,000.00	R170,000.00	**RESPONSIVE**
		Cemal Ozturk	R180,000.00	R170,000.00	**RESPONSIVE**
		Mabatho Ledwaba	R170,000.00	R170,000.00	**RESPONSIVE**
		Jaco Johan Spies	R175,000.00	R170,000.00	**RESPONSIVE**
ERF 4916, JEFFREYS BAY	Residential	Jacques Lamprecht	R220,000.00	R160,000.00	**RESPONSIVE**
		Juandré Minnie	R163,000.00	R160,000.00	**RESPONSIVE**
		Ashley Perils	R250,000.00	R160,000.00	**RESPONSIVE**
		Raquel Golden	R100,000.00	R160,000.00	**NOT ACCEPTED**
		Stephen Wilhelm Jonas	R160,000.00	R160,000.00	**RESPONSIVE**
		Astrostone 178 CC	R260,000.00	R160,000.00	**RESPONSIVE**
ERF 6276, JEFFREYS BAY	Residential	Reinhardt and Anne Enid Foley	R378,000.00	R170,000.00	**RESPONSIVE**

		Jean Marno and Chenell Jansen	R265,125.00	R170,000.00	**RESPONSIVE**
		David Christo Bezuidenhout	R367,500.00	R170,000.00	**RESPONSIVE**
ERF 6275, JEFFREYS BAY	Residential	Heinrich Albert and Maxine Lynne Thiart	R280,000.00	R170,000.00	**RESPONSIVE**
		Ntomboxolo Ncezula	R189,000.00	R170,000.00	**RESPONSIVE**
		Jean Marno and Chenell Jansen	R265,125.00	R170,000.00	**RESPONSIVE**
		Carla Huysamen	R360,000.00	R170,000.00	**RESPONSIVE**
		Janene and Nicolaas Maarten Oosthuizen	R204,750.00	R170,000.00	**RESPONSIVE**
		HC De Wet	R210,000.00	R170,000.00	**RESPONSIVE**
ERF 225, PELLSRUS	Residential	Derrick Thomas and Raylene Meyers	R73,500.00	R180,000.00	Bid not accepted – Far less than 75% of market value
		Ricardo Andrew and Kaylian Senobia Adams	R73,500.00	R180,000.00	Bid not accepted – Far less than 75% of market value
ERF 226, PELLSRUS	Residential	Derrick Thomas and Raylene Meyers	R73,500.00	R180,000.00	Bid not accepted – Far less than 75% of market value
		Ricardo Andrew and Kaylian Senobia Adams	R73,500.00	R180,000.00	Bid not accepted – Far less than 75% of market value
ERF 533, PELLSRUS	Residential	Raquel Golden	R25,000.00	R15,000.00	**RESPONSIVE**
		Johannes Jacobus Goeda	R25,000.00	R15,000.00	**RESPONSIVE**
		Felecia Rossouw	R20,000.00	R15,000.00	**RESPONSIVE**
		Babalwa Qaqawe	R20,000.00	R15,000.00	**RESPONSIVE**
		Alicia Neline Primo	R45,000.00	R15,000.00	**RESPONSIVE**
		Mpumelelo Moses Ndlandlu	R30,500.00	R15,000.00	**RESPONSIVE**
		Sammy Jody Matabielie	R15,000.00	R15,000.00	**RESPONSIVE**
		Butiya Abendnego and Xolelwa Honey Fuzani	R15,750.00	R15,000.00	**RESPONSIVE**

4.3 It is also recommended that the properties/land not allocated or not sold, be re-advertised in line with the provisions of Tender Notice 137/2021.

PROPERTIES TO BE RE-ADVERTISED:

ERF NO	LOCALITY	AREA	EXTENT	ZONING	MARKET PRICE
ERF 325	**ASTON BAY**	GLENNY BUCHNER DRIVE	339m²	Residential	R250,000.00
ERF 752	**ASTON BAY**	GLENNY BUCHNER DRIVE	399m²	Residential	R240,000.00
ERF 5839	**JEFFREYS BAY**	KWAGGA STREET	399m²	Residential	R180,000.00
ERF 5304	**JEFFREYS BAY**	KORAAL STREET	571m²	Residential	R150,000.00
ERF 5429	**JEFFREYS BAY**	KORAAL STREET	520m²	Residential	R150,000.00
ERF 1037	**HUMANSDORP**	GEELHOUT AVENUE	1200m²	Residential	R190,000.00
ERF 1039	**HUMANSDORP**	GEELHOUT AVENUE	1200m²	Residential	R190,000.00
ERF 1040	**HUMANSDORP**	GEELHOUT AVENUE	1192m²	Residential	R190,000.00
ERF 1044	**HUMANSDORP**	GEELHOUT AVENUE	1200m²	Residential	R190,000.00
ERF 1045	**HUMANSDORP**	GEELHOUT AVENUE	1200m²	Residential	R190,000.00
ERF 1046	**HUMANSDORP**	GEELHOUT AVENUE	1200m²	Residential	R190,000.00
ERF 1047	**HUMANSDORP**	GEELHOUT AVENUE	1200m²	Residential	R190,000.00
ERF 1048	**HUMANSDORP**	GEELHOUT AVENUE	1200m²	Residential	R190,000.00

4.4 Recommendations are supported by Mr. N. Swarts (Assets) and seconded by Mr. A. Floors (Traffic).

5. WAY FORWARD

The report is accepted and by the LEC and to be presented to council for consideration and final approval for implementation thereof.



……..
Mr. S. Grootboom
Chairperson: Land and Property Administration

KOUGA MUNICIPALITY (EC 108)

ORDINARY COUNCIL MEETING

PLANNING DEVELOPMENT & TOURISM

DATE: 31 MAY 2023 **ITEM NO: 23/05/PDT11**

REQUEST FOR COUNCIL'S IN-PRINCIPLE APPROVAL & AUTHORISATION TO ADVERTISE: RELOCATION OF THE HUMANSDORP MUSEUM FROM ERF 216 TO ERF 440, HUMANSDORP

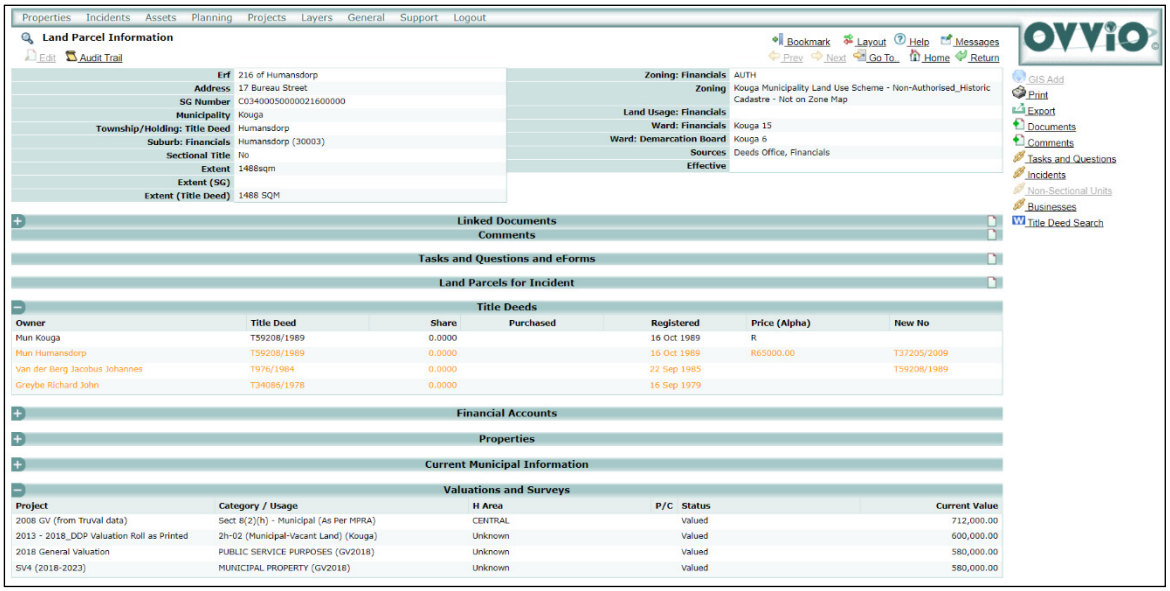
1. Introduction

The purpose of this report is to request council's in-principle approval and authorisation to advertise the application for the relocation of the Humansdorp Museum from Erf 216 to Erf 440 in Humansdorp (Municipal House) and subsequent lease of the municipal property.

2. Background

2.1 Erf 216, 17 Bureau Street, Humansdorp (Current location of Humansdorp Museum)

The Humansdorp Museum is currently operating from Erf 216, 17 Bureau Street in Humansdorp. However, the current building poses challenges due to a lack of maintenance. Furthermore, the current location of the Museum is far from ideal, as it is hidden and surrounded by residential buildings. It needs to be strategically positioned to get the exposure it requires to attract people.



According to the applicant the dampness inside the building is also a great concern as some of the historic documents and artifacts has already sustain some form of damage. Another contributing factor is that the building is also very limited in in terms of space and put limitations on the number of artifacts that can be kept in the Museum.





The management of the Museum indicated that there has been a long search for alternative accommodation to relocate the Museum, however there is not many options in Humansdorp. It is believed that with better accommodation and ideal location the Museum can become more viable and a big tourist attraction in the area.

2.2 <u>Erf 440, 46 Voortrekker Road, Humansdorp (Alternative for relocation)</u>

The house at Erf 440, 14 Voortrekker Road in Humansdorp became vacant recently after the lessee gave notice and has since vacated the house.

We were then approached by the Humansdorp Museum who showed interest in the house as alternative accommodation to relocate the Museum.

The location at Erf 440 proves to be ideal as it is visible from the main road and close to other tourist amenities e.g., restaurant and service stations. The building is also much bigger then where the Museum is currently housed, which means that a more diverse collection of cultural heritage can be kept and displayed.

Indication was also given that local people will be incorporated to make and display some of the cultural crafts.

The property is currently zoned as "Residential Zone 1" and should Council grant approval for the relocation of Museum then the property will have to be rezoned to "Authority Zone"



3. Comments from Service Department (Sect. 14)

ERF	AREA	TOWN PLANNING	BUILDING CONTROL	MANAGEMENT
Erf 440	Humansdorp	Zoning = "residential zone 1" To be rezoned to "authority "	Building Plans to be submitted after land use authorization	Asset Section: No objection from asset and investment management. Technical Services: No Objections from electrical Human Settlements: No objections from Human Settlements. Community Services: EHP and OHS: With the Municipal court coming to the Humansdorp Main building the EHP and OHS Section won't have office space. Consideration has to be given in this regard.

				Environmental: Not Supported. Building required for EHP offices. Traffic: No objection.

4. Comments by Directorates

4.1 Comments by Municipal Manager

Noted

4.2 Comments by Director Community Services

Item noted.

4.3 Comments by Acting Director Corporate & Digital Services and Deputy Municipal Manager

Noted

4.4 Comments by Acting Director Planning, Development & Tourism

The application is supported, as the newly identified land parcel is well placed to enhance visits to the museum.

4.5 Comments by CFO

None

5. Financial implications

Should the Council resolve to lease (**right-to-use**) the property herein, the applicant be responsible for all costs associated with the property, including the rezoning of the property.

6. Legal implications

A formal Lease Agreement (right-to-use) to be concluded with Humansdorp Museum as lessee and administrator of the Museum.
Local Government: Municipal Finance Management Act, 2003 (Act 56 of 2003, Sections 14, 90 and 33 (MFMA).

In terms of Sec 63 (1) and (2) of the MFMA: Asset and liability management as well as any other applicable legislation with regards to museums in South Africa.

Other policy considerations:

In terms of the approved Council policy on the disposal of municipal immovable assets, and in particular Section 13 makes provision for alienation out-of-hand to social care users:

13.	**SOCIAL CARE USES**
13.1	Social care shall mean services provided by registered welfare, charitable, non-profit, cultural and religious organisations and includes, but is not limited to places of worship, child care facilities, rehabilitation centres, centres for the homeless, elderly and destitute persons and animal care facilities: Provided that they are registered as PBO's or are capable of being so registered should they apply for registration.
13.2	Immovable property owned by the Municipality may be alienated or let to social care users. Unless otherwise directed by Council, the purchase price payable shall be 25% of market value subject to a suitable reversionary clause being registered against the title deed of the property. Rentals shall be determined in terms of the tariff rentals as approved by Council from time to time.
13.3	Immovable property may be alienated or let out-of-hand to social care users in exceptional cases where the Council is of the opinion that public competition would not serve a useful purpose or that it is in the interest of the community or plight of the poor provided comments or representations on the proposed transfer or granting right to use, control of a municipal capital asset be invited from the local community and other interested persons in terms of Section 7(i) of the Asset Transfer Regulations.

Subsequent to the above, we have considered regulation 13(3) of the MATR as depicted below:

(e)	whether the local community would be better served if the capital asset is transferred at less than its fair market value, as opposed to a transfer of the asset at fair market value.

In compliance with section 113 of the MFMA read together with regulation 37 of the Municipal Supply Chain Management Regulations, the much-needed service brought to an already heritage-impoverished community will provide some assurance that the heritage of all the diverse cultures in Kouga Area be conserved for future generations.

7. Recommendation

7.1 That Council **grants in-principle approval** for the relocation of the Humansdorp Museum to Erf 440, Humansdorp by means of a Right-to-Use Agreement of 9-years and 11 months.

7.2 That Council grant authorization to the Accounting Officer to advertise the intended disposal, by way of a right-to-use agreement, of the immovable property herein.

7.3 That Council confirms that the land is not needed to provide the minimum level of basic municipal services.

7.4 That the leading department finalise the rezoning of the property.

7.5 That all administrative costs, including the rezoning of the property, be for the account of the applicant.

7.6 That Council grant the Accounting Officer authorization to enter into a Right-to-Use Agreement with the applicant once all processes are concluded.

7.7 That maintenance be done on the municipal building located at Erf 216, Humansdorp and that it be leased, subject to a competitive process being followed as per applicable legislation and the Council approved Policy.

Item prepared by Manager:
Land & Property: _____

Item approved by the Act. Director PDT:

Item endorsed by the Municipal Manager: _____

Item noted by the Portfolio Chairperson: _____

REPORTS BY THE PORTFOLIO CHAIRPERSON: **CORPORATE & DIGITAL SERVICES**

KOUGA LOCAL MUNICIPALITY
COUNCIL OPEN AGENDA

KOUGA MUNICIPALITY (EC 108)

ORDINARY COUNCIL MEETING

CORPORATE & DIGITAL SERVICES

DATE: 31 MAY 2023 **ITEM NO: 23/05/CDS1**

OHS RISK ASSESSMENT

1. Introduction

The intention of this item is to update Council on the status of the Occupational Health and Safety Risk Assessment.

2. Background

The Municipality appointed a Service Provider to conduct an Occupational Health and Safety Risk Assessment for all High-risk areas in the Municipality in April 2019.

The Health and Safety section developed a top 40 risk register which is used to verify progress in addressing the risks. The OHS section completed a full inspection on all risks identified and the remedial action taken by departments. Below are the major risks that have not yet been adequately addressed **as at end of February 2023.**

It is commendable the amount of work that has been done to reduce the Risk Register and also the work of the Department in ensuring compliance in terms of the Occupational Health and Safety Act.

It was resolved at the Corporate & Digital Services Portfolio Committee, on 4 April 2023, that an updated report be tabled to the next Mayoral Committee Meeting, tabling estimate costs for the risks identified.

.

Below is a breakdown per functional unit:

HUMANSDORP

NR	AREA	HAZARD	RISK	RECOMMENDATION	DEPARTMENT	REMEDIAL ACTION IMPLEMENTED	FINDINGS	BUDGET ESTIMATES	DUE DATE FOR IMPLEMENTATION
11	Public works and roads	Transportation of workers, material, and equipment	Improper Transportation of workers and equipment to operational areas accidents and minor to fatal injuries	Workers and equipment may not be transported together, provision of trailers to carry equipment, separate from workers, worker transportation to be covered with seating, licensed driver, pre-inspection of transportation vehicle, roadworthy transportation vehicle.	INFRASTRUCTURE	Procurement of trailers funding depended. Transportation legislation to be followed. OHS to prescribe the legislation to be followed for transporting purposes.	NON-COMPLIANT	X4 Trailers required for each area – **R100 000**	AS SOON AS BUDGET IS AVAIALABLE
17	WWTW-chlorine rooms - Humansdorp and Kwanonzamo	Transportation of Chlorine cylinders to water plant	Incorrect transportation procedures may result in leaks	Cylinders may only be transported with trucks that are equipped to carry cylinders securely and is fully enclosed. Development of chlorine leak protocols and emergency response plans. Trained first aider at facility that is familiar with treatment for overexposure to chlorine.	INFRASTRUCTURE	A bakkie was arranged but is not adequate. Cylinders to be transported as hazardous material and be compliant at all times. Service provider to off-load cylinders where safe and secure designated areas are available and henceforth limit unnecessary further transportation. An open LDV has to be used to transport all upright standing chlorine bottles. Necessary PPE for officials that execute all chlorine types of services will be procured with the	NON-COMPLIANT	Internal Budget will be identified.	AS SOON AS BUDGET IS AVAILABLE

						internal operational budget. Skills Section to verify whether the plant operators have received first aid training in all water treatment plants. Internal Funding to be sourced from the Skills Section.			
18	Vergenoeg Pump station	Exposure to harmful gases such as hydrogen sulphide, ammonia, methane, esters, carbon monoxide, sulphur dioxide and nitrogen oxides	Explosions. Sewer gas can contain methane and hydrogen sulphide, both highly flammable and potentially explosive substances, as such. Ignition of the gas is possible with flame or sparks	Redesign to be considered due to confined spaces and concentration of methane and H2S gases. Facilities to be equipped with prohibitor signs for smoking & open flames, implementation of emergency response plans and emergency numbers, multi-gas testers to be supplied with Self-contained breathing apparatus, employees to be trained.	INFRASTRUCTURE	Capital funding dependent for redesign. Signs to be procured. Upcoming roster tender for consultants to be used to provide suitable designs to alleviate the risks	NON-COMPLIANT	Redesign – **R200 000** Operational requirements **– R100 000**	AS SOON AS BUDGET IS AVAILABLE
19	Gill Marcus Water Plant	Exposure to harmful gases. Chlorine room not fully equipped. Overgrown bushes and grass	Explosions and harmful gass leakages.	To complete the construction of the whole plant asap. To fully equip the chlorine room and ensure good housekeeping	INFRASTRUCTURE	Capital funding dependent for redesign.	NON-COMPLIANT	Redesign and compliance – **R450 000**	AS SOON AS BUDGET IS AVAILABLE

Table 1

ST FRANCIS BAY

NR	AREA	HAZARD	RISK	RECOMMENDATION	DEPARTMENT	REMEDIAL ACTION IMPLEMENTED	FINDINGS	BUDGET ESTIMATES	DUE DATE FOR IMPLEMENTATION
10	DEPOT	Old reservoir buildings used for storage	Person climbing on top of asbestos sheeting may result in falls due to deteriorated state of structure	Structural inspection required on old reservoir building being used for storage. No storage of items on old asbestos reservoir roofs allowed.	INFRASTRUCTURE & COMMUNITY SERVICES	Structural Assessment report to be conducted and used to guide best practices (limit access). Clear markings and preventative access to be adhered to.	NON-COMPLIANT	Replacement of asbestos roof sheeting – **R350 000**	AS SOON AS BUDGET IS AVAILABLE
11	STORAGE SHACK AND EMPLOYEE SHELTER	Snakes	Snakes entering storage area & employee shelter	Current storage shack to be repaired and expanded. All stacking and storage inside facility to be re done. Separate employee facilities to be provided.	INFRASTRUCTURE	Storage area to be cleaned and organised to limit the comfort of rodents and pesticides to take refuge. Employee shelter options to be researched. Possible use of container facilities.	NON-COMPLIANT	X4 Containers required– **R160 000**	AS SOON AS BUDGET IS AVAILABLE

Table 2

OYSTER BAY

NR	AREA	HAZARD	RISK	RECOMMENDATION	DEPARTMENT	REMEDIAL ACTION IMPLEMENTED	FINDINGS	BUDGET ESTIMATES	DUE DATE FOR IMPLEMENTATION
1	WTW-Chlorine room	Faulty equipment	Faulty equipment resulting in chlorine leaks	Chlorine cylinders to be always secured by means of chains within a compliant storage facility, leak detectors to be installed in chlorine building, chlorine cylinders to be moved of a purpose made trolley and secured with chains. Development of chlorine leak protocols and emergency response plans. trained first aider at facility that is familiar with treatment for overexposure to chlorine gas. Leak detectors and alarms to be installed in chlorine buildings, self-contained breathing apparatus (2 sets) to be provided near chlorine facility (one inside building and one outside building), appropriate training to be provided to operators on chlorine handling, emergency procedures and correct use of self-contained breathing apparatus. Routine maintenance inspection to be performed to chlorine facility. Emergency evacuation points to be established (more than one in case of varying wind direction) Wind stock to be installed on plant. Warning signs and emergency protocols to be posted on the on the outside and inside of chlorine buildings. For large leaks, external response is required. Ensure that chlorine cylinder storage areas remain locked for unauthorized access.	INFRASTRUCTURE	All chlorine bottles provided by any service provider to be thoroughly checked and inspected prior to allowing use. Any devious signs to be use to reject the offered bottles. Chlorine use to comply with minimum requirements as prescribed by legislation. Blue drop requirements as well as WTW licence conditions. SOP to be developed.	NON-COMPLIANT	**R100 000** – operational requirements.	WTW Pant Class Operators to be appointed strictly according to requirements as per WTW licence.

Table 3

GAMTOOS VALLEY

NR	AREA	HAZARD	RISK	RECOMMENDATION	DEPARTMENT	REMEDIAL ACTION IMPLEMENTED	FINDINGS	BUDGET ESTIMATES	DUE DATE FOR IMPLEMENTATION
11	WWTW- HANKEY & THORNHILL	Contact with Hazardous Biological agents (raw sewerage) through skin absorption, inhalation, eye contact and/ or ingestion.	Multiple Viruses (such as rotavirus, adenovirus, Norwalkvisrus), Gastroenteritis, Hepatitis A, Poliomyelitis, Campylobacteriosis, various bacterial infections, exposure to various parasites & diseases.	Very hazardous conditions. All facilities seemly contaminated with raw sewerage, cause to be investigated and repaired.	INFRASTRUCTURE	All plant operators to be fully equipped with minimum required PPE. Non- negotiable. Necessary PPE for officials will be procured with internal operation budget.	NON-COMPLIANT	Internal Budget will be identified. Currently refurbishing the vandalized plant, which is funded by internal funding (**R1.8m**)	By 30 June 2023
13	CENTRETON PUMPSTATION	Exposure to raw sewerage & hazardous biological agents	Multiple Viruses (such as rotavirus, adenovirus, Norwalkvirus), Gastroenteritis, Hepatitis A, Poliomyelitis, Campylobacteriosis, Various bacterial infections, exposure to various parasites & diseases. Exposure to public.	High risk of contamination and illness to nearby informal settlement. Severe flooding and contamination of pond next to residential areas. Urgent rehabilitation and rectification required.	INFRASTRUCTURE	The area has been fenced off. A professional service provider has been appointed for the design of the upgrade of the pump station. An overflow pond will also be formalised.	NON-COMPLIANT	Professional fees for design report – **R300 000**	AS SOON AS BUDGET IS AVAILABLE

Table 4

3. Comments by Directorates

3.1 Acting Director: Corporate & Digital Services

The report is noted with concern. Respective Directorate has indicated estimated budget requirements.

3.2 Director: Community Services

Item noted.

3.3 Director: Infrastructure & Engineering

Kindly note that the risks as indicated are valid and fully supported as such. Employed as Director I&E since January 2023, these matters as indicated have not received priority attention due to limited exposure. However, shortage of budget allocation for such is of great concern. Internal funding will be used for PPE towards employees exposed to hazardous conditions that could be addressed by appropriate PPE – all subject to available allocated funding. Where possible, risks will be limited as pointed out above. External funding will be required to address structural risks.

3.4 Acting Director: Planning, Development & Tourism

The recommendations are noted and supported.

3.5 Chief Financial Officer

Report noted

3.6 Municipal Manager

Item noted.

3.7 Financial implications

Funding be sourced by the relevant Department to action outstanding non-compliance issues

3.8 Legal implications

Non-compliance will lead to contravention of the Occupational Health and Safety Act, as well as the relevant Occupational Health and Safety regulations.

3.9 Other implications

None.

4. Recommendations:

4.1 That the number of outstanding non-compliance issues be noted with concern.

4.2 That funding be sourced by the relevant Department to action outstanding non-compliance issues.

Item prepared by: Acting Manager: Human Resources

Item approved by: Acting Director: Corporate and Digital Services

Item endorsed by: Municipal Manager

Item noted by: Portfolio Councillor

KOUGA MUNICIPALITY (EC108)

ORDINARY COUNCIL MEETING

CORPORATE AND DIGITAL SERVICES

DATE: 31 MAY 2023 **ITEM NO: 23/05/CDS2**

APPROVAL OF THE RECORDS MANAGEMENT POLICY OF KOUGA LOCAL MUNICIPALITY

1. Introduction

The purpose of the report is to request Council to approve the Records Management Policy of Kouga Local Municipality.

2. Background

The Records Management Policy of Kouga Local Municipality was reviewed and workshopped at the Policy Workshop on 02 May 2023. All amendments have been affected, as discussed at the Policy Workshop.

3. Comments by Directorates:

3.1 Acting Director: Corporate Services & Digital Services and Deputy Municipal Manager:

Noted

3.2 Director: Community Services:

None

3.3 Director: I & E:

Item noted

3.4 Chief Financial Officer:

None

3.5 Acting Director PDT:

The recommendation is noted.

3.6 Municipal Manager:

Noted

4. Financial implications:

None.

5. Legal implications:

None.

6. Recommendation

6.1 That the policy be approved by Council.

Item prepared by: Manager Administration and Auxiliary Services

Item approved by: Acting Director Corporate Services and Deputy Municipal Manager

Item endorsed by: The Municipal Manager

Item noted by: The Portfolio Chairperson

KOUGA
local municipality
Good Governance through Service Excellence

RECORDS MANAGEMENT POLICY OF KOUGA LOCAL MUNICIPALITY

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Approval/Amendment

DESIGNATION	NAME	SIGNATURE	DATE OF APPROVAL
Municipal Manager	C. du Plessis		

KOUGA
local municipality
Good Governance through Service Excellence

FOREWORD

The importance of good and efficient record keeping should be recognised because information is vital to activities that contribute to service delivery, such as, decision-making, planning, problem-solving, innovation, good governance, and accountability.

Records are created or received by organisations as they conduct their business. These records contain information and evidence of organizational activities. Public records are key to accountability and good governance because they reflect the government's functions, activities, procedures, and the administrative processes that generate them, as well as the facts, acts, and transactions affiliated to them. In a nutshell, records enable governmental bodies to function. Records prove what you did, why you did it and the results of that action. To be useful however, records must be managed effectively.

The focus of records management is on the creation, evaluation, storage, access, retrieval, dissemination, use and disposition of records in any form or media. Records Management is therefore not media specific or limited by time and space. The Kouga Municipality which integrates with business processes and society; upholds the continuous use of records; and addresses management of both paper and electronic records.

Records management is, however, the responsibility of every public official involved in one or more aspects of records management.

This policy seeks therefore, to provide a high-level direction to all employees for managing records of the Kouga Local Municipality in terms of the Eastern Cape Provincial Archives and Records Service Act, 7 of 2003, and will hopefully draw attention to the importance of records and enhance sound records management practices in the Kouga Local Municipality.



Municipal Manager

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KOUGA Local Municipality Good Governance through Service Excellence

1. Preamble

The Kouga local municipality seeks to ensure that official records of the municipality are managed according to the National Archives and Records Services of South Africa Act .43 of 1996.

Section 13 of the Act requires Kouga Local Municipality to manage its records in a well-structured record-keeping system, and to put the necessary policies and procedures in place to ensure that its record keeping and records management practices comply with the requirements of the Act.

2. Definitions

Terms and definitions that is used throughout the procedure that need clarification for the reader. This includes keywords, technical terms and abbreviations used in this document.

Word/Term	Definition (with examples if required)
Electronic Records	This is the collective noun for all components of an electronic information system, namely: electronic media as well as all connected items such as source documents, output information, software applications, programmes and meta data (background and technical information i.r.o. the information stored electronically) and in hard copy. All these components are defined as records by the Act. They must therefore be dealt with in accordance with the Act's provisions.
Records Management	Records management is a process of ensuring the proper creation, maintenance, use and disposal of records throughout their life cycle to achieve efficient, transparent, and accountable governance.
Disposal:	The action of either destroying/deleting a record or transferring it into archival custody
Disposal/Authority:	A written authority issued by the National Archivist specifying which records should be transferred into archival custody or specifying which recordsshould be destroyed/deleted or otherwise disposed of.
Disposal/Authority number:	A unique number identifying each disposal authority issued to a specific office.

Filing System/File Plan:	The collective noun for a storage system (like files, boxes, shelves or electronic applications and storage systems) in which records are stored in a systematic manner according to a file plan (A pre-determined classification plan by which records are filed and/or electronically indexed to facilitate efficient retrieval and disposal of records).
Records other than correspondence systems:	Records that do not form part of a correspondence file, or a case file e.g., Registers, maps, plans, electronic records, audio-visual records, etc.
Record:	Recorded information regardless of form or medium. It is evidence of a transaction, preserved for the evidential information it contains
Records classification system:	A plan for the systematic identification and arrangement of business activities and/or records into categories according to logically structured conventions, methods and procedural rules represented in the classification system.
Electronic document and records management system (EDRMS)	EDRMS is an automated software application designed to facilitate the creation, management, use, storage and disposal of both physical and digital documents and records.
Optical character recognition (OCR)	It is an advanced feature that allows users to transform paper documents and images into editable and searchable data which is done by scanning paper documents, pdf files or images.

3. Purpose

The Kouga Local Municipality is a governmental body and as such create and receive public records. The records form the administrative foundation and the corporate memory of the organization. This policy defines the legislative and governing framework, roles and responsibilities, as well as departmental perimeters for the implementation of the policy.

The policy applies to all records irrespective of form or medium, and by implication includes both physical and electronic records.

The purpose of this policy is to act as a guideline and manual to manage all records in a well-structured record keeping system in the Kouga Local Municipality, in order to:

- Support and document policy formation and administrative decision-making.
- Support the business, legal and accountability requirements of the Kouga Local Municipality.
- Support and document Kouga Local Municipality activities, development, and achievements.

Records management, through the proper control of the content, storage, and volume of records, reduces vulnerability to legal challenge or financial loss and promotes best value in terms of human and space resources through greater co-ordination of information and storage systems.

4. Legislative Framework

The records management policy is informed by the following legislation:

- Constitution of the Republic of South Africa 108 of 1996
- National Archives and Records Services of South Africa Act 43 of 1996 as amended
- Provincial Archives and Records Services of South Africa Act 7 of 2003
- Public Finance Management Act 1 of 1999
- Promotion of Access to Information Act 2 of 2000
- Promotion of Administrative Justice Act 3 of 2000
- Electronic Communication and Transactions Act 25 of 2002
- Local Government: Municipal Systems Act 32 of 2000
- Protection of Personal Information Act 4 of 2013
- Local Government: Municipal Structures Act 117 of 1998
- The e-Government Framework and the National e-Strategy 2017.

- ISO 17799 Information Security Framework, for Public Service 2000.
- ISO 17799: Position paper on Security Information;
- Minimum Information Security Standards, 1996;
- The e-Government Strategy and Roadmap, 2017;

5. Policy statement

5.1. Creation or receipt of records

5.1.1. Records creation and receipt is the responsibility of all staff, hence records management in the Kouga Local Municipality shall be integrated with the activities that promote the core mission and vision of the organization.

5.1.2. Records are created internally or received from external sources and bear evidence of internal and external activities of an organization. This evidential quality of records distinguishes them from any other type of information resource which may be produced and retained solely for reference purposes.

5.1.3. Records creation can occur in many ways using a variety of devices, such as personal computers, laptops, and hand-held devices.

5.1.4. Records are important resources for planning, decision-making, accountability, good governance, research and to support service delivery. Creators of records must bear this in mind when records are created.

5.1.5. Records created must be usable, accurate, authentic, have integrity, and be reliable and since their evidentiary value may be at risk of not being accepted. In order for a record to be authentic, reliable; have evidential weight and legal admissibility;

5.1.5.1. The record must bear all the following:

- The logo and address of the creating organisation;
- Record creation date;
- File reference number (from file plan approved by Provincial Archives and Records Service);
- Author/s of the record;
- Addressee;
- Signature of the author or delegate. In the case of electronic records, Sections 13(4) and 28(2) of the Electronic Communications and Transaction Act, 2002 (Act 25, 2002) apply;
- Indication of attachments and or links to other records, and
- Subject matter.

5.1.6. The record must be whole and unaltered or unformatted. If for example, someone alters the minutes of a meeting after they have been approved, the minutes can no longer be considered an accurate record of the meeting. Complete and accurate records lead to efficiency and effectiveness; ensure straightforward audits and reduced legal risks.

5.1.7. Records are created as evidence of decisions, actions, and transactions. It therefore must be created at the time of the transaction or incident to which they relate, or soon afterwards, such as documenting the minutes of a meeting from recordings made during the meeting. Reliability will be apparent if there is evidence that the records were created and captured as part of a legitimate business process. The operational context or business process within which a record has been generated or managed should also be visible.

5.1.8. Processes associated with individual records such as version control must be documented to reduce the risk of working from or updating the wrong version of a document or sending out the wrong version.

5.1.9. An electronic records management system used to create; provide access to and manage records (including hardware, software and network infrastructure) must;

5.1.9.1. Be reliable, that is, be capable of continuous operation. Documentation to prove reliability must be kept and provided when needed;

5.1.9.2. Have security measures in place to protect records from unauthorized access, alteration or disposal;

5.1.9.3. Be capable of implementing all records management processes according to the Records Management Continuum Model;

5.1.9.4. Be capable of retaining the authenticity, reliability and integrity of records should there be a system change; migration or discontinuation.

5.1.9.5. Be approved by Provincial Archives and Records Service as stipulated in the Eastern Cape Provincial Archives and Records Service Act, 2003, and

5.1.9.6. DataSTOR is the approved electronic records management System for use in the Kouga Local Municipality.

6. Scope of application and intended audience

The policy applies to all staff members of the Kouga Local Municipality and covers all records regardless of format, medium or age.

External role-players to the Kouga Local Municipality, who by the nature of their business, access information of the Kouga Local Municipality, are bound by this policy.

The policy will be implemented by the Kouga Local Municipality. The Municipal Manager supports the implementation of this policy and requires each staff member to support the values underlying in this policy.

6.1. This policy impacts upon the work practices for all staff regarding:

6.1.1. Creation of records, including electronic records;

6.1.2. Have access to records;

6.1.3. Have any other responsibilities for records, storage and maintenance responsibilities;

6.1.4. Have management responsibility for staff engaged in any of these activities; or;

6.1.5. Manage or have design input into the information technology infrastructure.

All records shall be kept in storage areas that are appropriate for the type of medium. Guidelines shall be contained in the Records Management Procedure Manual of the Kouga Local Municipality.

7. Guiding model

This policy upholds the Records Continuum Model as it has been realized that records can be used continuously if they are of value at the time they are created. Recordkeeping activities take place from before the records are created by identifying recordkeeping requirements in policies, systems, organizations, processes, laws, and social mandates that impact on what is created and how it is managed over space and time.

In addition, the continuum model highlights the importance of records and archives management for both managerial and cultural responsibilities. Adoption of this records management model is aimed at integrating and institutionalizing records and archives management with business processes in the Kouga Local Municipality.

According to the Records Continuum Model, there are four stages of records management, namely,

7.1.1. Creation or receipt (business activities which generate records as evidence of business transactions);

7.1.2. Classification (ensuring that the record is given the necessary elements such as file numbers and metadata so that it will be available over time);

7.1.3. Establishment of retention/disposal schedules and their subsequent implementation;

7.1.4. Maintenance and use (in the creators and other stakeholders).

8. Records Classification

8.1. **File plan**

8.1.1. The file plan shall be used for the classification of paper-based and electronic (including e-mail) records. The file plan will be managed and maintained to reflect the functions of the business.

8.1.2. The List of Series of Separate Case Files forms part of the correspondence system and shall be managed as such.

8.1.3. When correspondence is created/received for which no subject exists in the file plan, the Manager: Administration should be contacted to assist with additions to the file plan. Under no circumstances may subjects be added to the file plan if it has not been approved by the Manager: Administration.

8.2. **Records other than correspondence systems**

8.2.1. **Records Control Schedule**

8.2.1.1. A schedule of all records other than the correspondence systems, refer to as a Records Control Schedule, shall be maintained by the Manager: Administration.

8.2.1.2. The schedule shall consist of two (2) parts namely:

8.2.1.2.1. Part 1: Schedule of paper-based records other than correspondence records.

8.2.1.2.2. Part 2: Schedule for electronic records systems other than correspondence systems.

8.2.1.3. The Records Control Schedule shall contain a description of each set of records other than the correspondence system and indicates the storage

location of these records and retention periods of these records regardless of its format.

8.2.1.4. Should records be created/received that are not listed in the Schedule, the Manager: Administration must be contacted to assist with requests for additions to the schedule.

9. Records Management Policy Documents

9.1. **Records Management Policy**

9.1.1. At the centre of the records management program are the records management policies. These policies define what information the municipality must keep as a record, the procedures for managing those records, their retention periods, and procedures for ensuring their secure destruction.

9.2. **Registry Procedure Manual**

9.2.1. The Registry Procedure Manual documents all processes involved in the management of records, defines roles and responsibilities, and provides information to business regarding available services by Records Management and Registry component, to business as their client. The Manual provides a step-by-step guideline for training of new staff in the Kouga Local Municipality. The Manual must be updated on a regular basis to ensure alignment to actual processes.

9.3. **Compliance with Protection of Personal Information Act 4 of 2013 (POPIA)**

9.3.1. All personal information provided to Kouga Local Municipality will not be distributed to third parties and will be used for this office's benefit. All personal information will be filed and stored securely in a filing cabinet that always remains locked and is only accessible by the designated officials of Kouga Local Municipality as prescribed and in accordance with the Protection of Personal Information Act.

9.3.2. In all instances where information is to be perused by any official or requests for information is submitted, it shall be considered in accordance with the Protection of Personal Information Act.

9.3.3. Once this information is no longer required, it will be destroyed according to our Retention Schedules.

9.4. **Disposal authorities**

9.4.1. All disposal actions on official records will be managed in terms of Standing and Limited disposal authorities, in a structured and documented disposal programme.

9.4.2. The legal obligations and functional requirements of the Provincial Archives and Records Service are taken into consideration in determining retention periods.

9.4.3. No public records (including emails) shall be destroyed, erased, or otherwise disposed without permission from the Municipal Manager and prior written authorisation from the Provincial Archives and Records Service.

9.4.4. All disposal actions should be authorised by the Municipal Manager prior to their execution to ensure that archival records are not destroyed inadvertently.

9.4.5. Non-Archival records that are needed for litigation, Promotion of Administrative Justice actions, etc. may not be destroyed until Legal Services indicated that the destruction hold can be lifted.

9.4.6. Paper-based archival records shall be kept safely until it is due for transfer to the Provincial Archives and Records Service.

9.4.7. Retention schedules shall be reviewed at least once a year or when the need arises to effect changes which affect management of records.

9.4.8. **Transfer procedures** shall be as prescribed by the Provincial Archives and Records Service.

9.4.9. Records shall first be assessed to determine the retention period by the Municipal Manager. Once records for transferring (A20s) are identified it is listed on the list of files to be transferred. This list of files is then sent to the Provincial Archives and Records Service.

9.4.10. Upon approval received from the Provincial Archives and Records Services the documents are then prepared and labelled for transfer. All documents to be transferred will be done under the authority received from the Provincial Archives and Records Services.

9.5. **Storage Areas**

9.5.1. Paper-based correspondence files are kept in the custody of-

9.5.1.1. <u>The Registry Storage Areas</u>

9.5.1.1.1. The Central Registry is a secure storage area and only registry staff are allowed in the area.

9.5.1.1.2. Staff members that need access to files in the registry must request it from the registry staff.

9.5.1.1.3. The registry shall be locked when it is not in operation.

9.5.1.2. Strong room

9.5.1.3. Various storage areas as indicated in the Records Control Schedule

All these records are under the management of the Manager: Administration who is mandated to ensure that it is managed properly.

10. Roles and Responsibilities

10.1. **Municipal Manager**

10.1.1. The Municipal Manager is the Head of the institution, Kouga Local Municipality.

10.1.2. Is ultimately accountable for the record and records management practices of Kouga Local Municipality.

10.1.3. Is committed to enhance accountability, transparency and improvement of service delivery by ensuring that sound records management practices are implemented and maintained.

10.1.4. Supports the implementation of this policy and requires each staff member to support the values underlying in this policy.

10.1.5. Shall designate a manager to be the Manager: Administration of Kouga Local Municipality and shall mandate the Manager: Administration to perform such duties as are necessary to enhance the record keeping and records management practices of Kouga Local Municipality to enable compliance with legislative and regulatory requirements.

10.1.6. Shall nominate a team with decision –making powers and business professional knowledge to develop retention periods for the body.

10.2. **Directors/Senior Managers**

10.2.1. Shall ensure that all staff is made aware of their record keeping and records management responsibilities and obligations.

10.2.2. Are responsible for:

- Implementation of this policy in their respective units;

- Lead by example and shall themselves maintain good record keeping and records management practices, and

- Ensure that the management of records including e-mail is a key responsibility in the performance agreements of all the staff in their units.

10.3. **Manager: Administration**

10.3.1 The Manager: Administration is overall responsible for:

- The implementation of this policy;

- Staff awareness regarding this policy;

- The management of all records according to the records management principles contained in the Eastern Cape Provincial Archives and Records Service Act, 2003 and

- The determination of retention periods in consultation with the users by considering the functional, legal, and historical need of the Municipality to maintain its records of transactions.

- The Manager: Administration is mandated to offer training and other interventions as are necessary to ensure that the Kouga Local Municipality record keeping and records management practices comply with the records management principles contained in the Eastern Cape Provincial Archives and Records Service Act, 2003

- The Manager: Administration may from time-to-time issue circulars and instructions regarding the record keeping and records management practices of the Kouga Local Municipality.

- The Manager: Administration shall ensure that all records created and received by the Kouga Local Municipality are classified according to an approved file plan and Records Control Schedule and that a written disposal authority is obtained from the Eastern Cape Provincial Archives and Records Service.

- The Manager: Administration may delegate operational responsibilities to the Registry Clerk; however, it is the Manager: Administration's responsibility to ensure that the Kouga Local Municipality records management practices comply with the requirements of the Act.

- The Manager: Administration must put measures in place to mitigate any disaster that may damage or harm the records and information of the Kouga Local Municipality.

10.4. **Chief Information Officer/Deputy Information Officer**

10.4.1. The Chief Information Officer is responsible for approval of requests for information in terms of the Promotion of Access to Information Act. The Municipal Manager is designated as the Chief Information Officer,

10.4.2. The Chief Information Officer shall inform the Manager: Administration if a request for information necessitates a disposal hold to be placed on records that are due for disposal.

10.5. **Registry Staff**

10.5.1. The Registry staff are overall responsible for:

- The day-to-day physical management of the records in the registry.
- Detailed responsibilities regarding the day-to-day management of records in the registry are contained in the Registry Procedure Manual

10.6. **Staff**

10.6.1. Every staff member shall create records of transactions while conducting official business.

10.6.2. Every staff member shall manage those records efficiently and effectively by;

- Allocating reference numbers and subjects to paper-based and electronic records according to the file plan.
- Sending paper-based records to the respective registry for filing.

10.6.3. Records management responsibilities must be written into the performance agreements of all staff members to ensure that staff are evaluated on their records management responsibilities.

11. Access and security

11.1. No staff member shall disclose information or records which are not in the public domain to the public without consulting the Municipal Manager of the Kouga Local Municipality.

11.2. This includes personal information of any member of staff or client of Kouga Local Municipality.

11.3. No staff member shall remove records from the premises of the Kouga Local Municipality without the permission of the Manager: Administration.

11.4. Records and records storage areas must always be protected against unauthorized access, and

11.5. All electronic records shall be protected by means of strict permission-based and auditable user administration.

12. Records disaster mitigation and recovery program (includes business continuity, protection of vital records)

12.1. Vital records are emphasized because of their legal, financial or administrative value in case of an emergency. Vital records must be protected from natural disasters, such as earthquakes, floods or fire, manmade disasters such as accidents, civil disorder, vandalism or sabotage. They also need protection from common threats of mildew, light, dust, insects, rodents, and excessive humidity, which may cause a loss of legibility, etc.

13. Legality Admissibility and Evidential Weight

13.1. The records of the Kouga Local Municipality shall always contain reliable evidence of business operations. The following shall apply:

13.1.1. Paper-based Records

- No records shall be removed from paper-based files without the explicit permission of the Manager: Administration in writing.
- Records that were placed on files shall not be altered in any way.
- No alterations of any kind shall be made to records other than correspondence files without the explicit permission of the Manager: Administration.

13.1.2. Electronic Records

13.1.2.1. **The Kouga Local Municipality shall use systems which ensure that its electronic records are:**

- Authentic;
- Not altered or tampered with;
- Auditable, and
- Produced in systems which utilize security measures to ensure their integrity.

13.2. **Handling of Emails**

13.2.1. All staff must manage their emails appropriately. Official emails must be classified according to classification systems and filed accordingly.

14. Records Management Inspections

14.1. External

This function is provided by the Records Management Section of the Provincial Archives and Records Service.

14.2. Internal

This function is the responsibility of the Manager: Administration to conduct quarterly inspections at staff's offices and internal records storage areas.

15. Training

The Manager: Administration will facilitate awareness, education, and training with regards to records management prescripts and procedures within the Kouga Local Municipality.

16. Disciplinary Processes and Procedures

Deliberate tampering with records, wilful damage and illegal disposal/destruction of public records is a criminal offence and may lead to criminal proceedings.

Transgression of this policy constitutes misconduct and where necessary, disciplinary procedures will be taken.

17. Monitor and review

The Manager: Administration shall review the record keeping and records management practices of the Kouga Local Municipality on a regular basis and shall adapt them appropriately to ensure that they meet the business and service delivery requirements of the office. All relevant documents, including this policy, shall be updated regularly, but at least once a year to ensure that it always reflects current practices.

18. Adoption and Implementation

The implementation date of this Policy is with effect from the date of the Municipal Council's approval.

The policy must be adopted by all staff throughout the Kouga Local Municipality.

KOUGA MUNICIPALITY (EC108)

ORDINARY COUNCIL MEETING

CORPORATE AND DIGITAL SERVICES

DATE: 31 MAY 2023 **ITEM NO: 23/05/CDS3**

ORGANISATIONAL STRUCTURE: 2023/2024

1. Introduction

The purpose of this report is to submit to Council the draft Organisational Structure for the 2023/2024 financial year.

2. Background

Section 66 of the Local Government Municipal Systems Act 32 of 2000 as amended as contained in Chapter 7 provides that:

The municipal council must adopt the staff establishment, with or without amendments and within 14 days, submit the following to the MEC:

- staff establishment;
- council resolution; and
- reports informing the staff establishment, if any.

The same Chapter provides that the MEC must consider the proposed staff establishment and submit comments back to the relevant Council within thirty (30) days. It goes further to state that should the MEC not provide comments within 30 days, Council may approve the staff establishment. Council must consider any comments received from the MEC and thereafter adopt the staff establishment.

In terms of these regulations a process was initiated to amend the municipal organogram. The new organisational structure provides for the following directorates:

- Office of the Municipal Manager
- Planning, Development & Tourism:
- Civil and Water Services:
- Community Services:
- Finance:
- Electro/ Mechanical

The strategies utilised were as follows:

- The municipality's revised IDP including the Powers & Functions of the Municipality.
- Departmental SDBIPs
- Departmental Strategic Planning Reports.
- The Senior Management and Political Leadership Strategic Planning Outcomes.
- The Organizational Work-Study & Change Management Implementation Plan carried out by the municipality.
- The various Work-scheduling (time and motion studies) carried out for various service delivery sections in the municipality.
- Planning workshops undertaken for some service delivery sections.

3. The Process

During the month of May 2023, consultations were embarked on with all directorates as a means to obtain input. These inputs were considered and crafted into the organogram. All members of the mayoral council that serves as portfolio committee members were included in the presentations and consultations to the different directorates.

Consultation sessions were concluded with Labour, currently IMATU labour union, on the proposed changes to the structure and positive affirmations were received from labour in this regard.

4. Summary of Changes

The new organogram offers slight changes from the previous as detailed below:

Municipal Manager and Deputy Municipal Manager's Office

Changes to top structure:

- Combined Corporate Services with the Office of the Deputy Municipal Manager.
- Split Infrastructure & Engineering into 2 x Directorates i.e., Civil and Water Services & Electro/ Mechanical Services.
- Finance Directorate inherits LED & Tourism and is renamed Finance & Economic Development.
- Individual PMS added to Organizational Development under Human Resource Management.

No.	New Post/ Transfer of post	Integrated Post	Collapsed Post
1.	Admin Clerk (Speaker) reporting to the Office Administrator to the Speaker	Procurement and Ward Development Fund integrated with the Office Administrator to the Speaker	Financial Administrator: Procurement & Ward Development Fund
2.	Manager: IDP & PMS	Integrated Manager: IDP & PMS	Director: Corporate Services
3.	Admin Officer: Individual PMS	N/A	Supervisor: Cleaners
4.	Legal Officer: Officer of the Speaker.	N/A	N/A

C.2. Finance:

Renamed as Finance & Economic Development.

Transfer of Economic Development &Tourism from Planning, Development & Tourism

Legal iC.4. Planning & Development

Renamed Planning & Development – LED & Tourism transferred to Finance.

No.	New/ Transfer of posts	Integrated Post	Collapsed Post
1.	Economic Development & Tourism transferred to Finance.	N/A	N/A
2.	Cashier/ Clerk	N/A	N/A

C.5. Infrastructure and Engineering

Split into 2 x Directorates i.e., Civil and Water Services & Electro/ Mechanical Services

C.5.1. Civil and Water Services has the following Sections:

- Water Services Authority
- Water & Sanitation (Water Services Provision)
- Roads & Stormwater
- Project Management Unit (PMU)

C.5.2 Electro/ Mechanical Services has the following Sections:

- Electrical Services
- Mechanical Services
- Fleet Management

C.6.Community Services:

There were no major changes to Community Services.

No.	New	Integrated Post	Collapsed Post
1.	Sports Coordinator	N/A	N/A

5. Implementation Plan

The implementation plan envisaged for the completion of the exercise is depicted over the period of 12 months. Further detail will be provided in the submission to the MEC. This plan will be supplemented by the existing Change Implementation Plan as crafted by the sourced service provider.

6. Motivation

As per the legislative provisions for the review of the Organogram, it is essential that the structure be optimized to be aligned with the Institutional objectives of Council as defined in the IDP and as may be required through legal prescripts.

7. Compliance with Legislative Provisions in Review

The following must be noted:

- The salary levels of positions are determined through the process of job evaluation.

- Job evaluation is based on the content of job descriptions rather than job designation.

8. Comments by Directorates:

8.1 Comment: Director: Corporate & Digital Services and Deputy Municipal Manager

That is be supported.

8.2 Comment: Director: Community Services

Item noted and supported.

8.3 Comment: Acting Director: Planning, Development & Tourism

Recommendation is noted.

8.4 Comment: Chief Financial Officer

None

8.5 Comment: Municipal Manager

Noted

9. Financial Implications

No new funding is allocated to the proposed changes. All existing and future vacancies will be filled within the current approved budget and reprioritisation will occur if critical vacancies are identified.

10. Legal Implications

The process must be conducted in strict compliance with Section 66 of the Local Government Municipal Systems Act 32 of 2000 as amended.

11. Recommendation

11.1 That the Organisational Structure be approved by Council and forwarded to the MEC.

11.2 That the filling of positions be prioritised subject to budgetary provision and organizational priorities.

Item prepared by: Manager: Human Resources

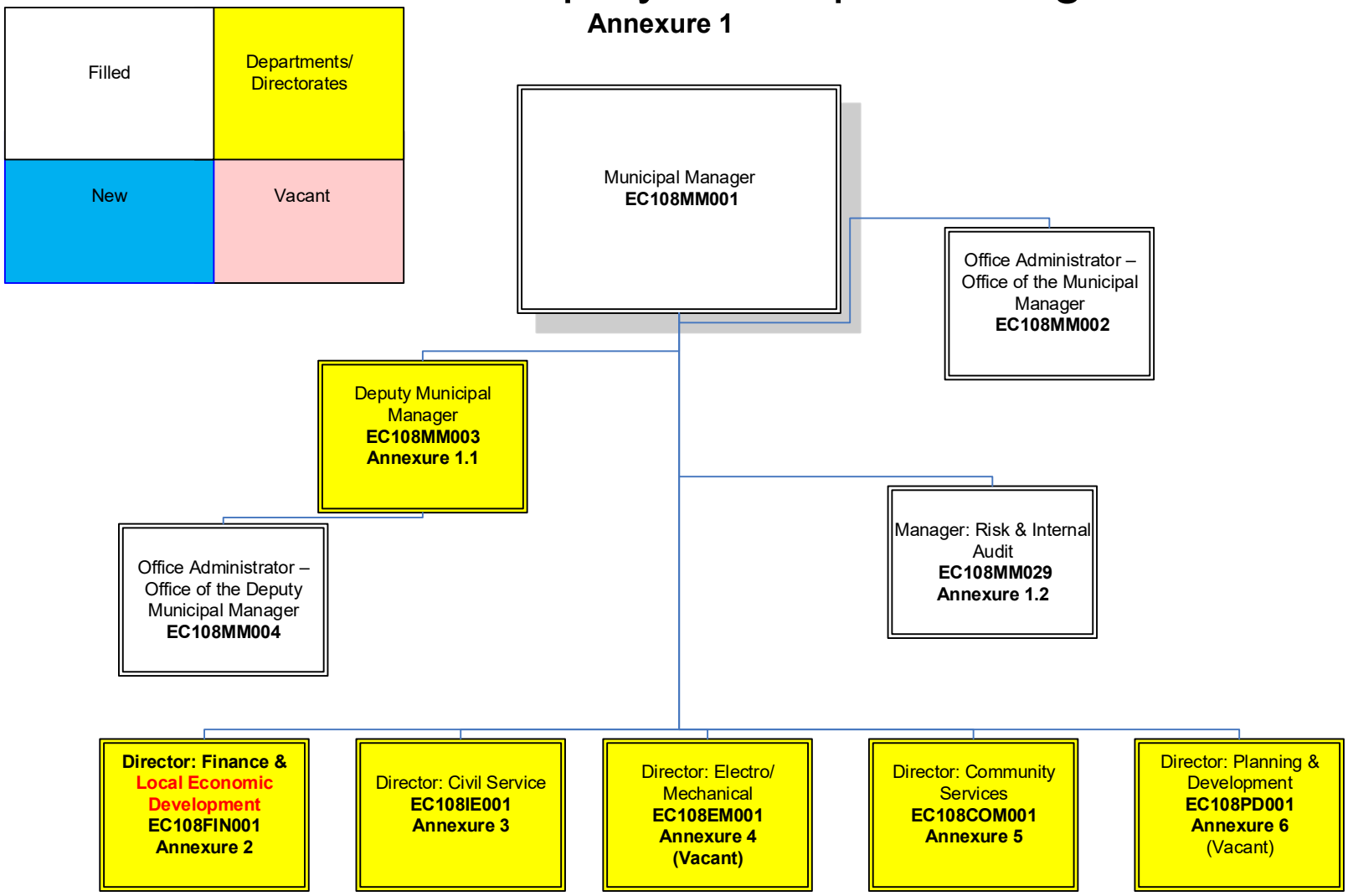
Item approved by: Deputy Municipal Manager

Item approved by: Municipal Manager

Item noted by: Portfolio Councillor:

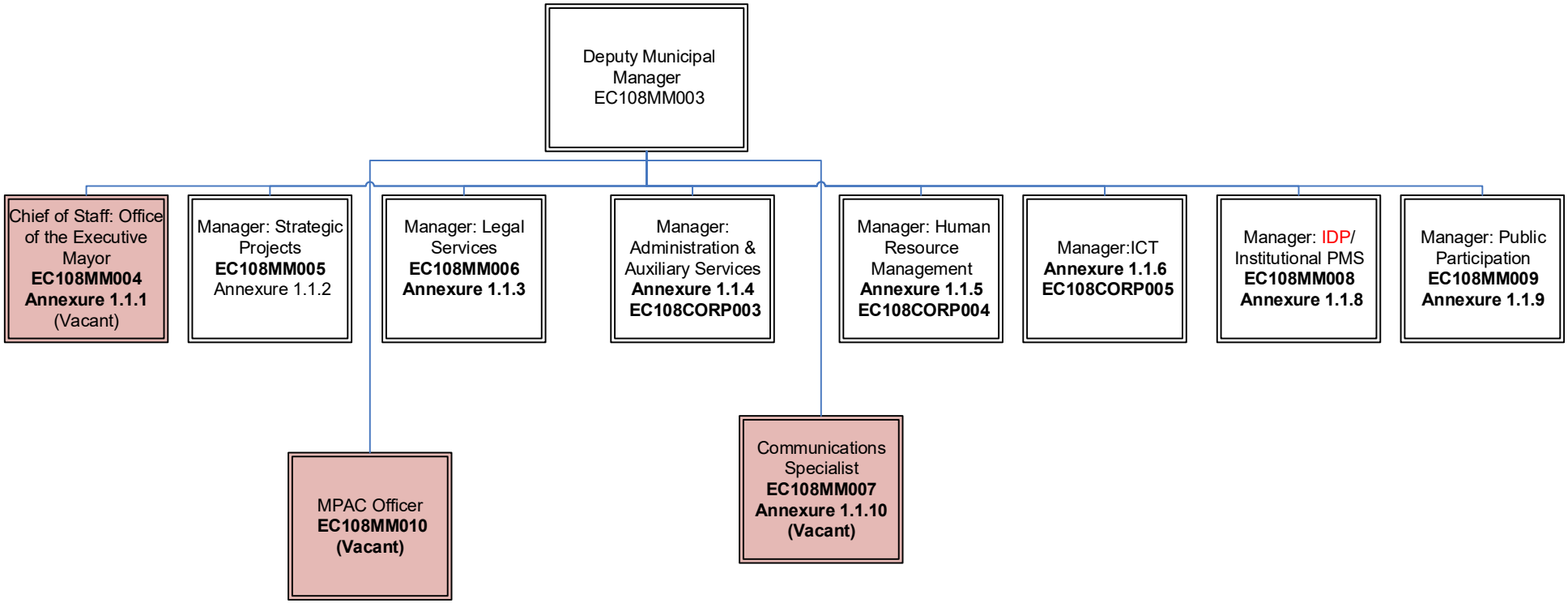
Kouga Local Municipality
Office of the Municipal Manager
Office of the Deputy Municipal Manager

Annexure 1



Office of the Municipal Manager
Office of the Deputy Municipal Manager

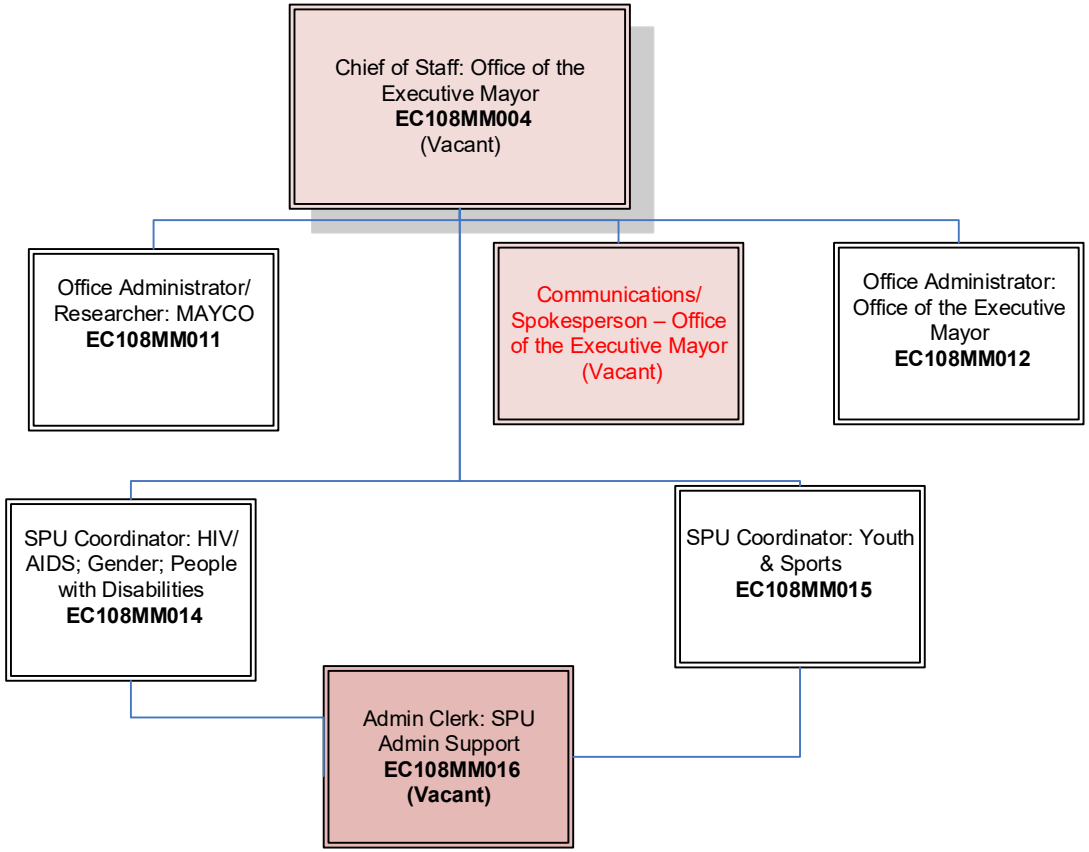
Annexure 1.1



Office of the Deputy Municipal Manager

Office of the Executive Mayor

Annexure 1.1.1



Notes: 1. SPU has been split into 2 functionalities with integrated processes. This is in line with the research undertaken on SPU requirements in Local Government. Admin support will be provided by the newly created Clerk post. The work- flow charts will also dictate the synergies between LED; Community Services; etc. and SPU.

Office of the Deputy Municipal Manager

Strategic Projects

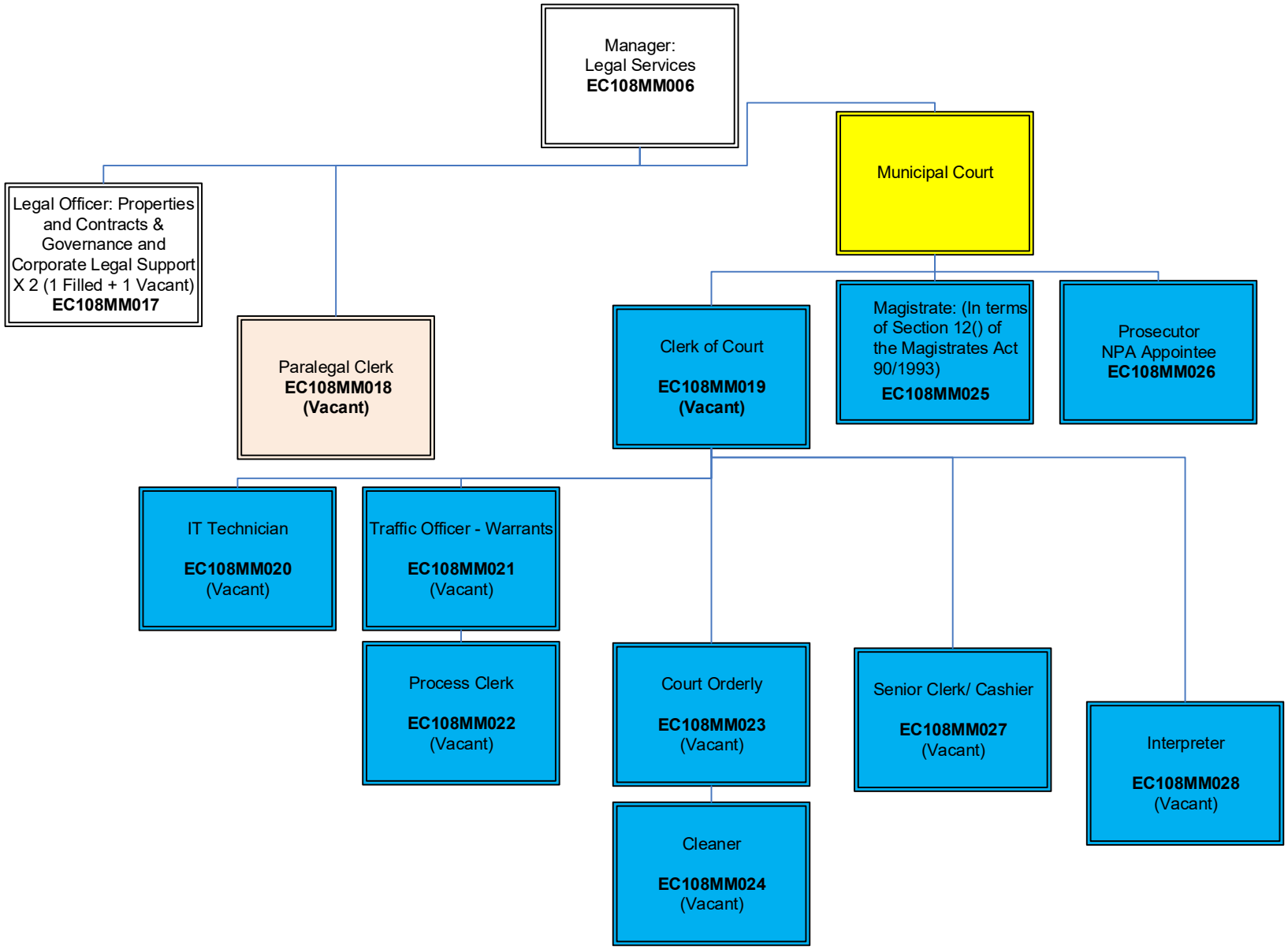
Annexure 1.1.2

Manager: Strategic Projects
EC108MM005

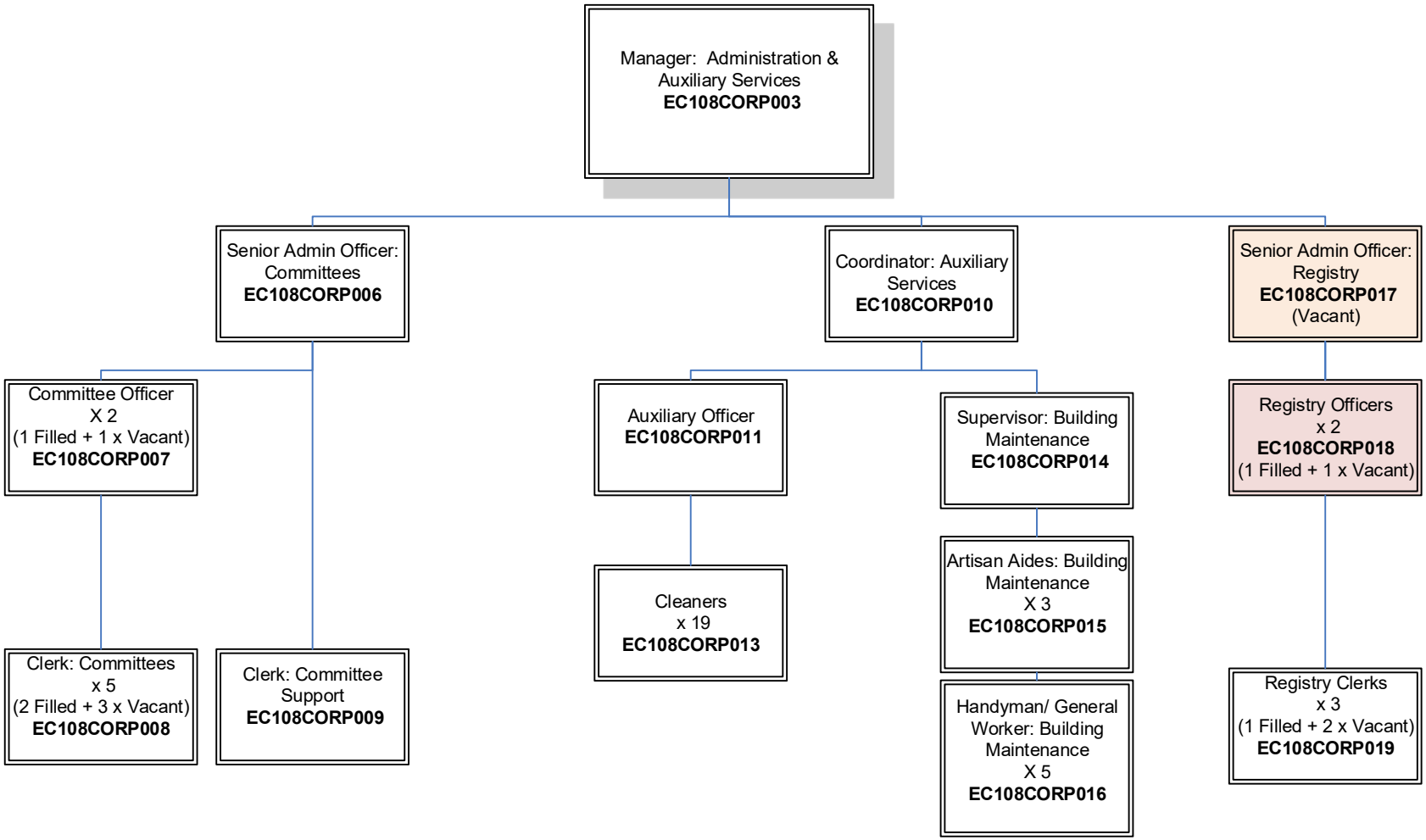
Office of the Deputy Municipal Manager

Legal Services

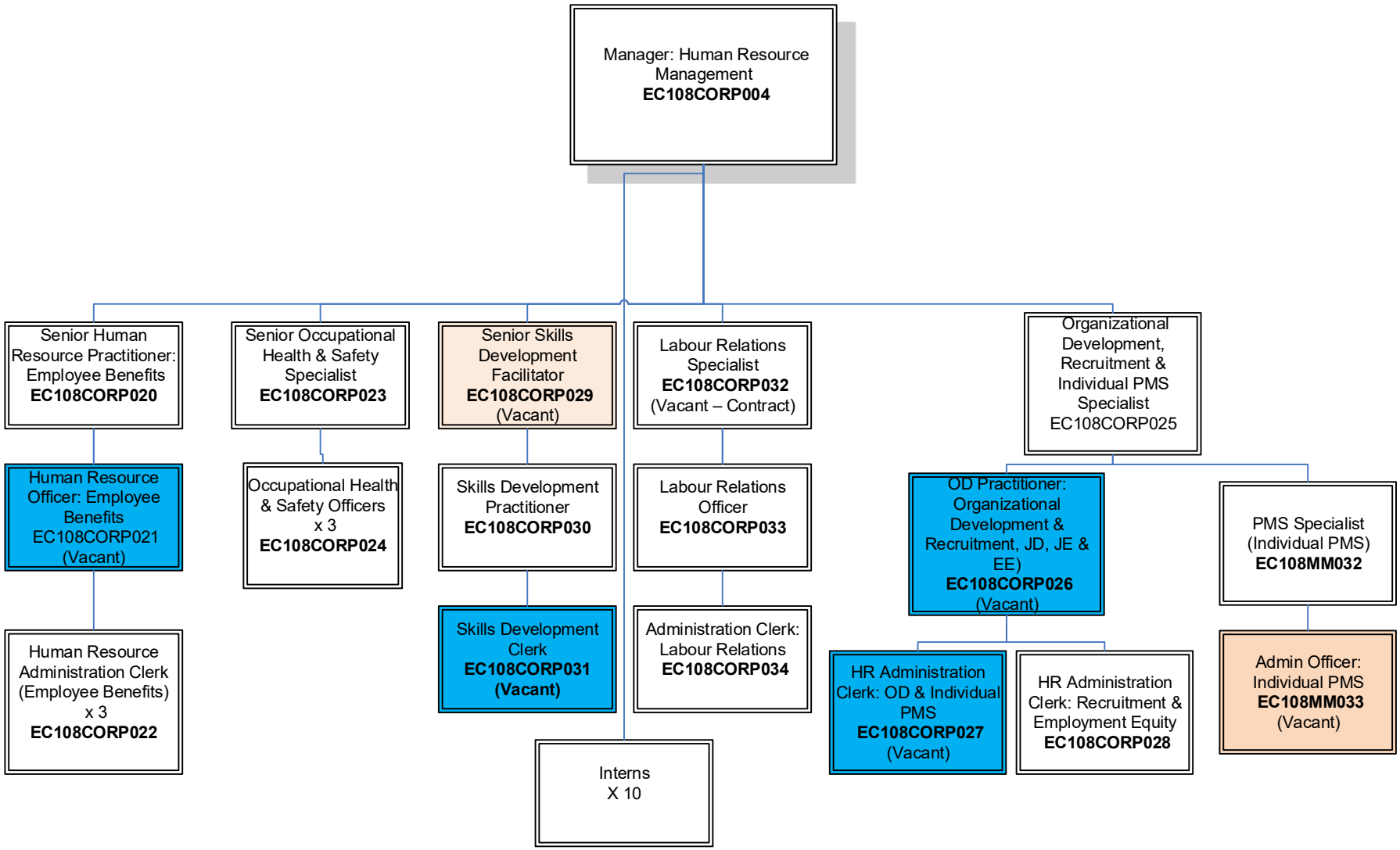
Annexure 1.1.3



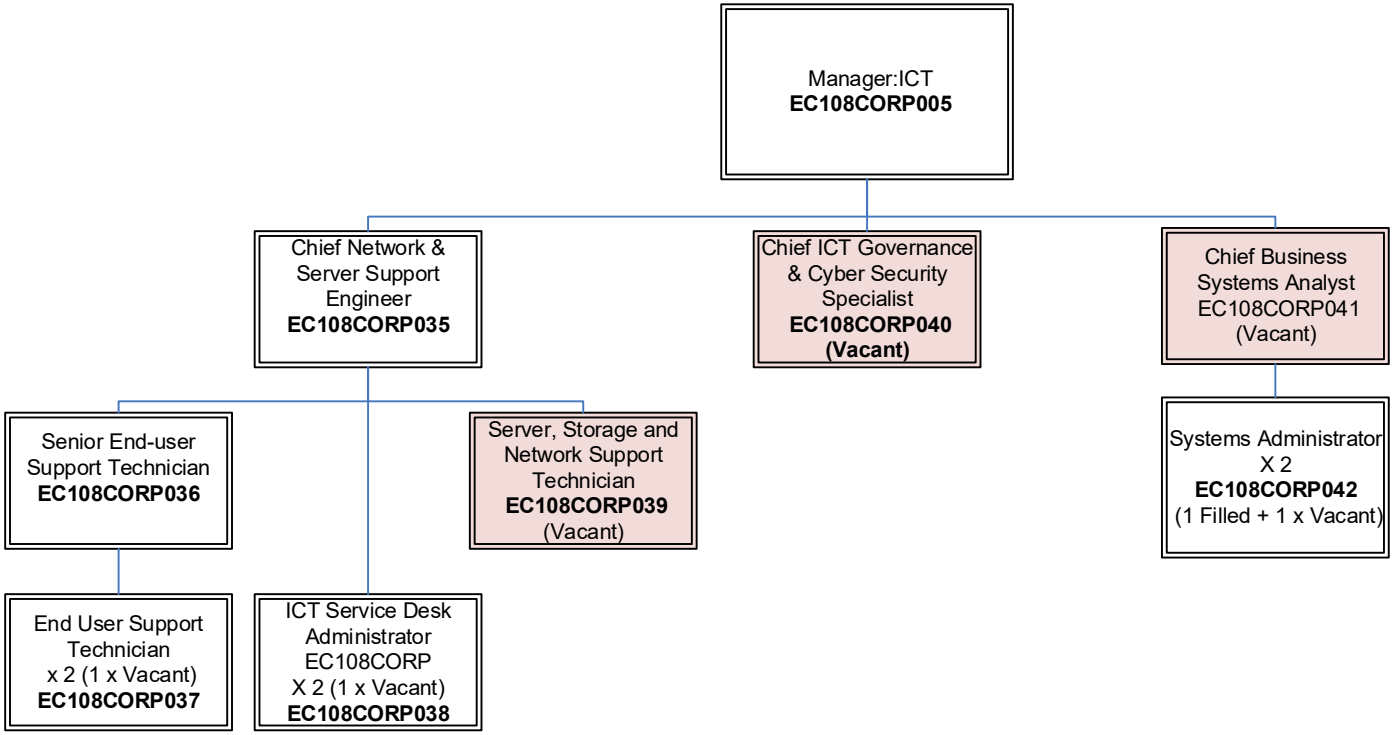
Office of the Deputy Municipal Manager
ADMINISTRATION & AUXILIARY SERVICES
Annexure 1.1.4



Office of the Deputy Municipal Manager
Human Resource Management
Annexure 1.1.5

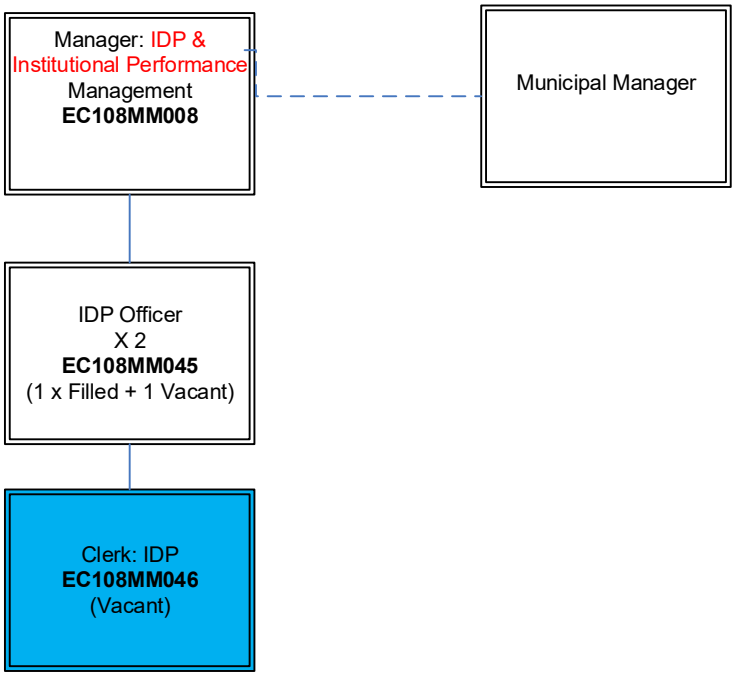


Office of the Deputy Municipal Manager
ICT
Annexure 1.1.6

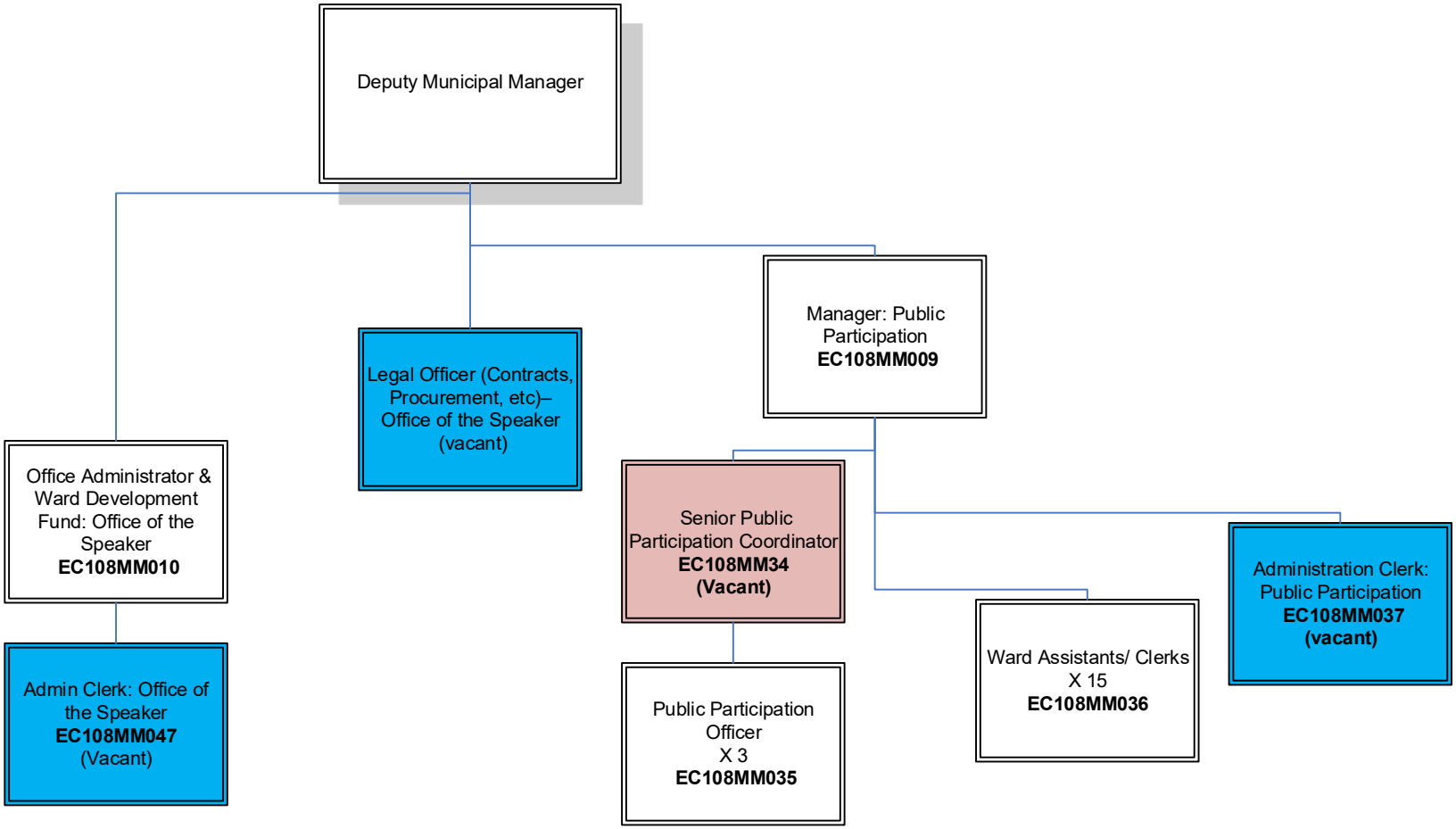


Office of the Deputy Municipal Manager
IDP & Institutional Performance Management

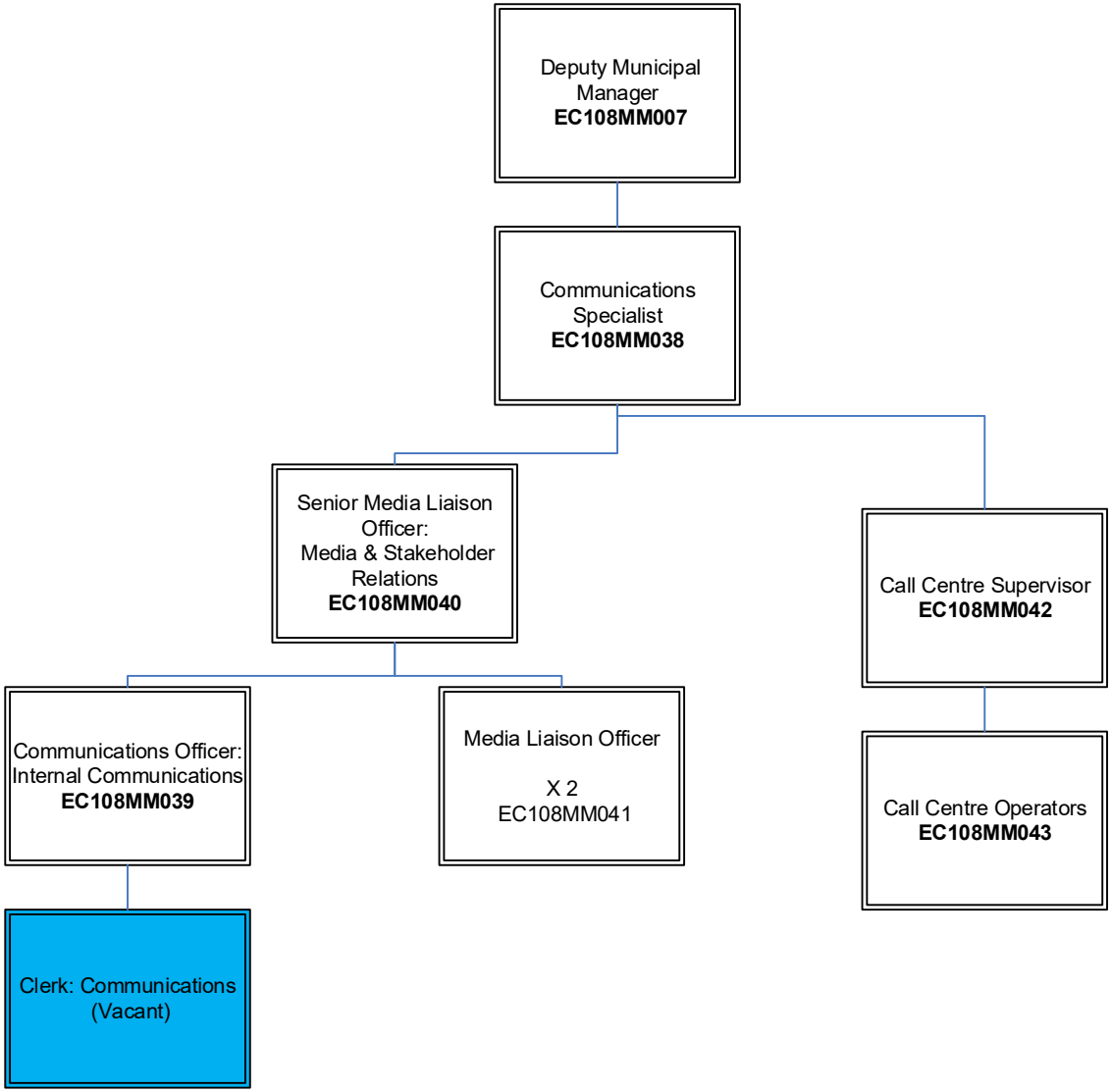
Annexure 1.1.8



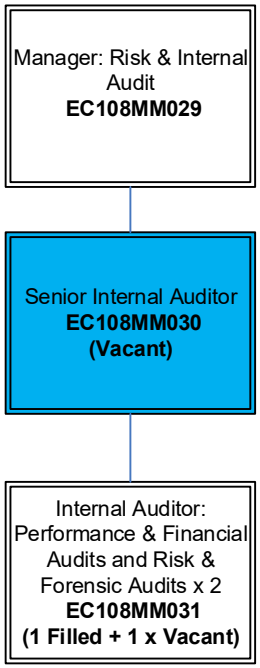
Office of the Deputy Municipal Manager
Public Participation
Annexure 1.1.9



Office of the Deputy Municipal Manager
COMMUNICATIONS
Annexure 1.1.10



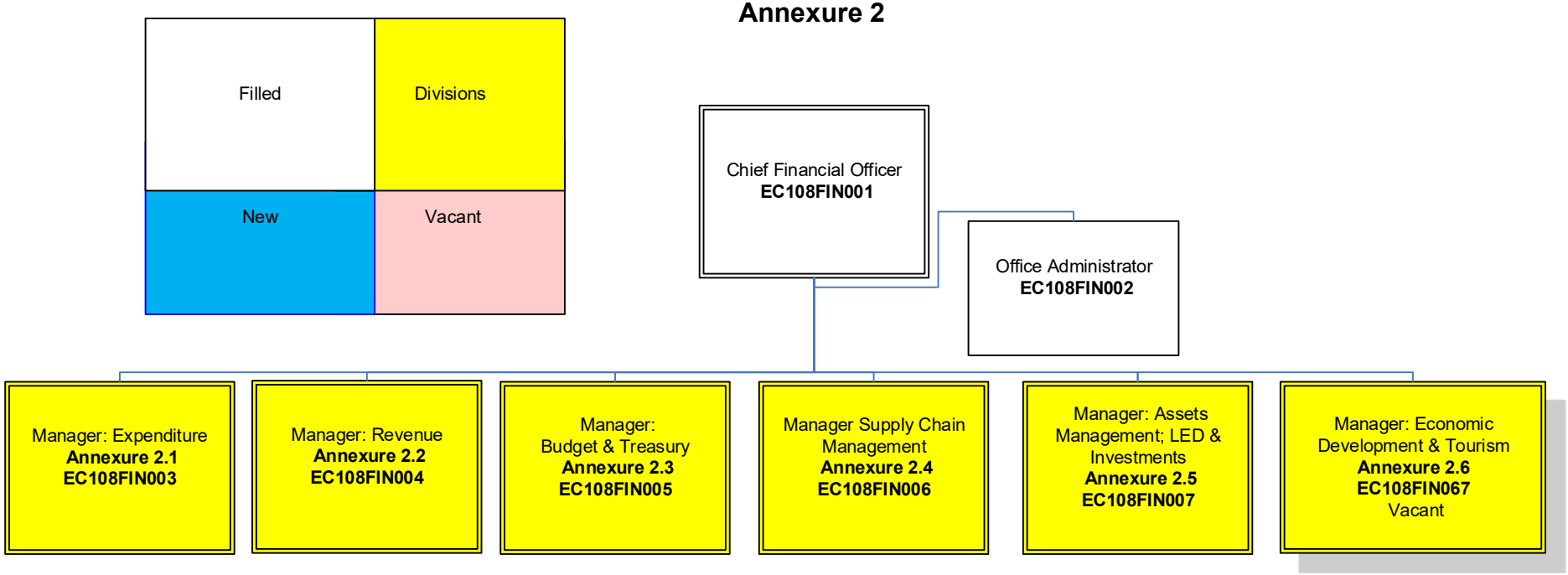
Office of the Municipal Manager
Risk & Internal Audit
Annexure 1.2



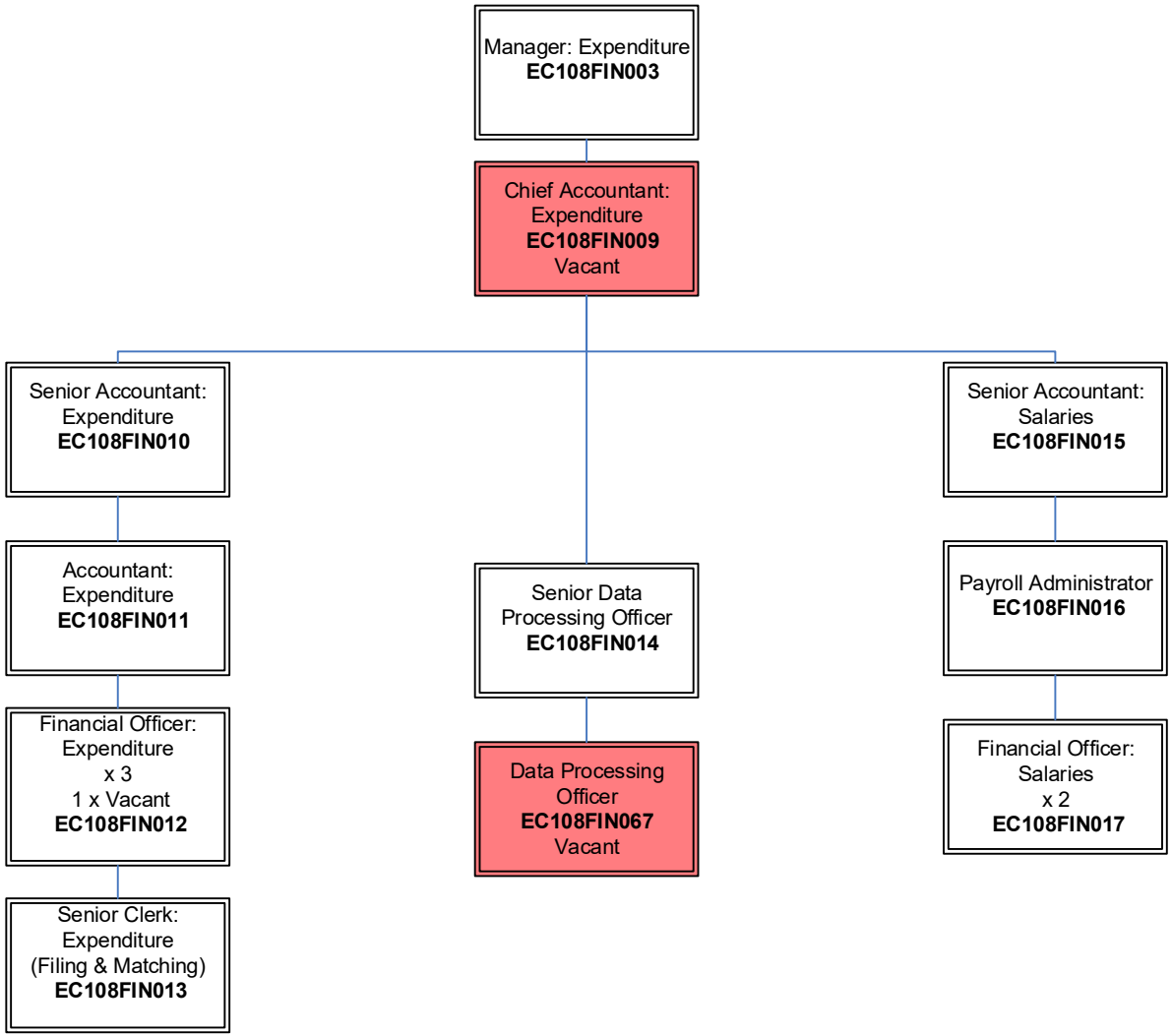
Kouga Local Municipality

Finance & Economic Development Directorate

Annexure 2



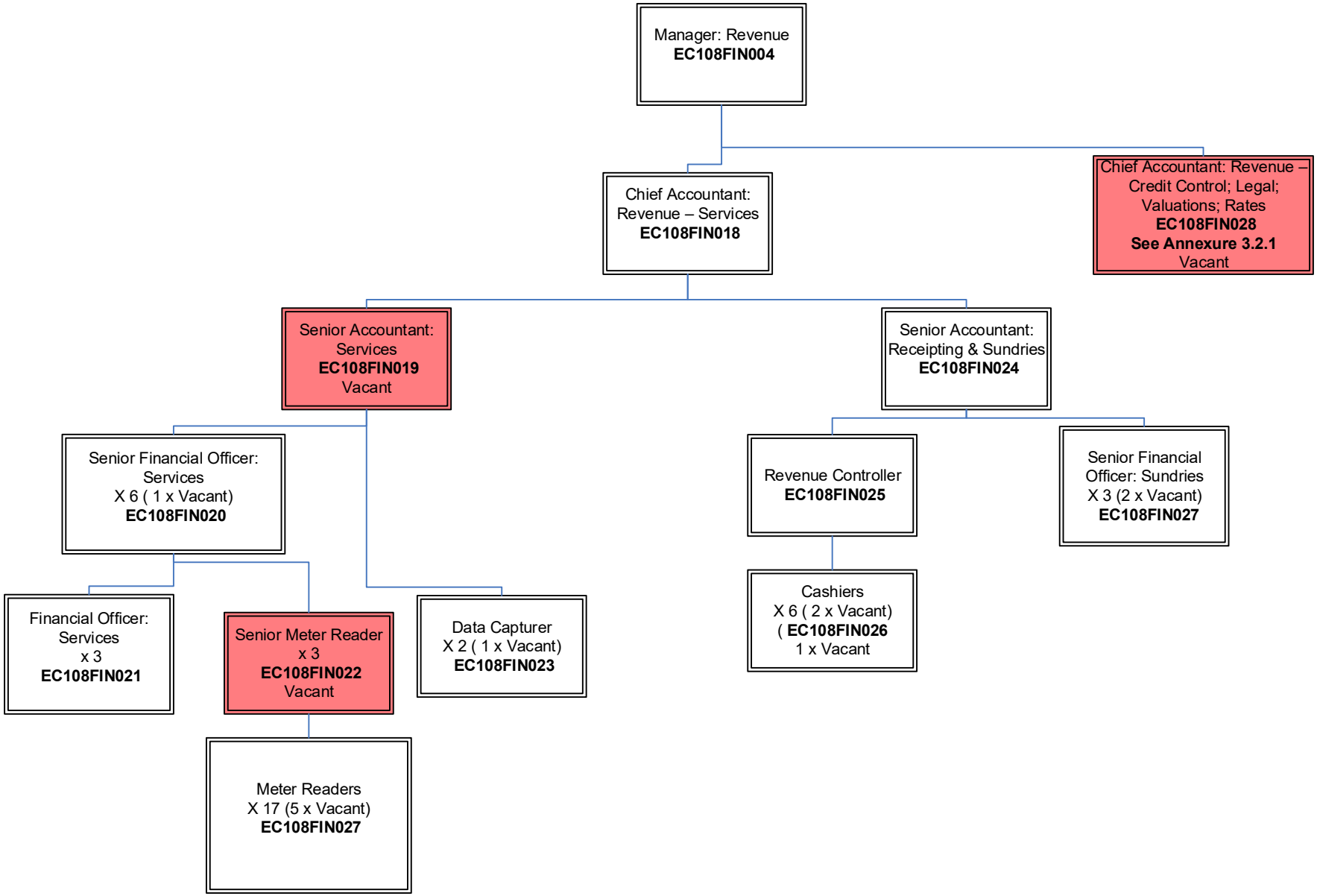
Finance & Economic Development Directorate
Expenditure
Annexure 2.1



Finance & Economic Development Directorate

Revenue Management

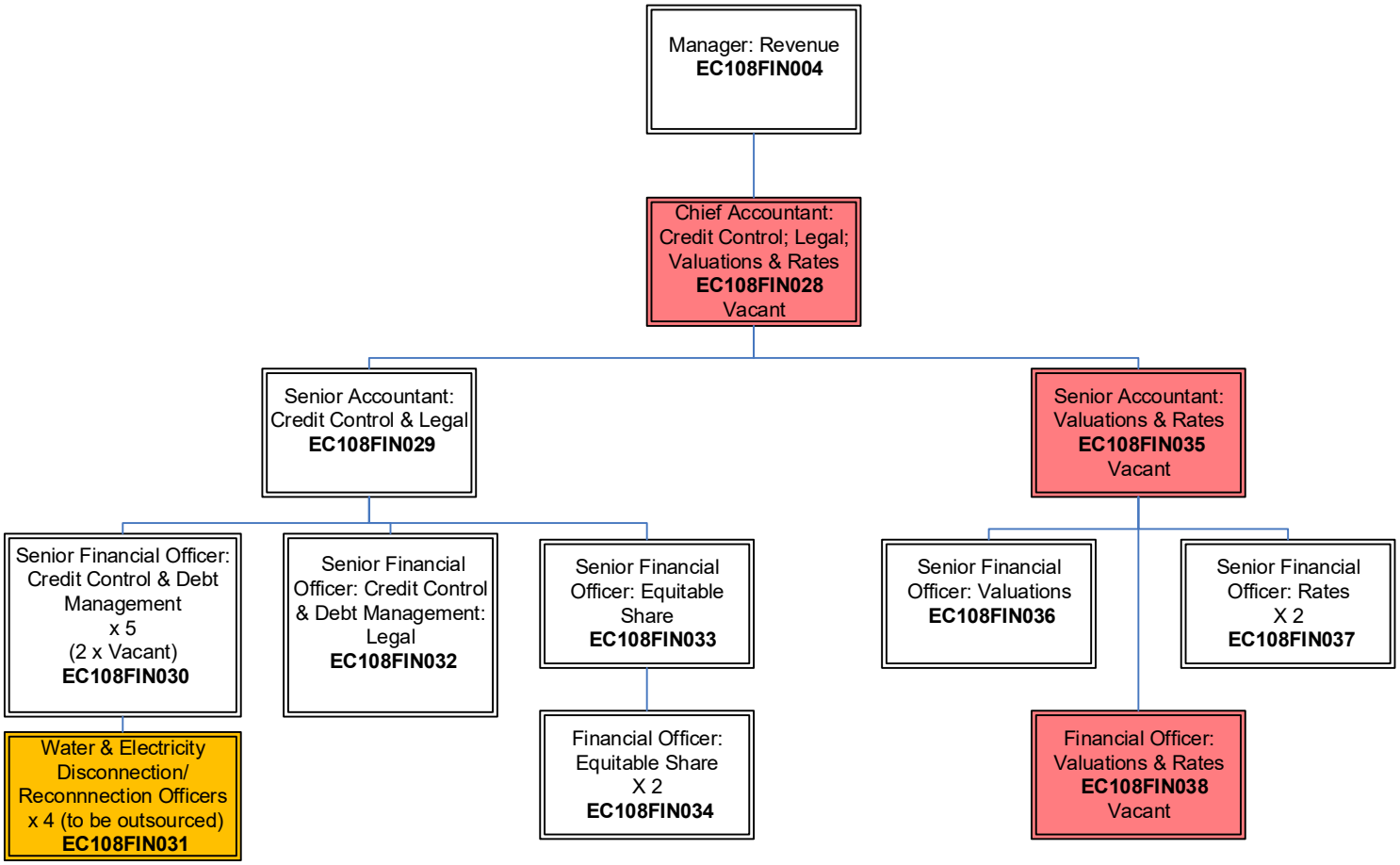
Annexure 2.2



Finance & Economic Development Directorate

Revenue Management

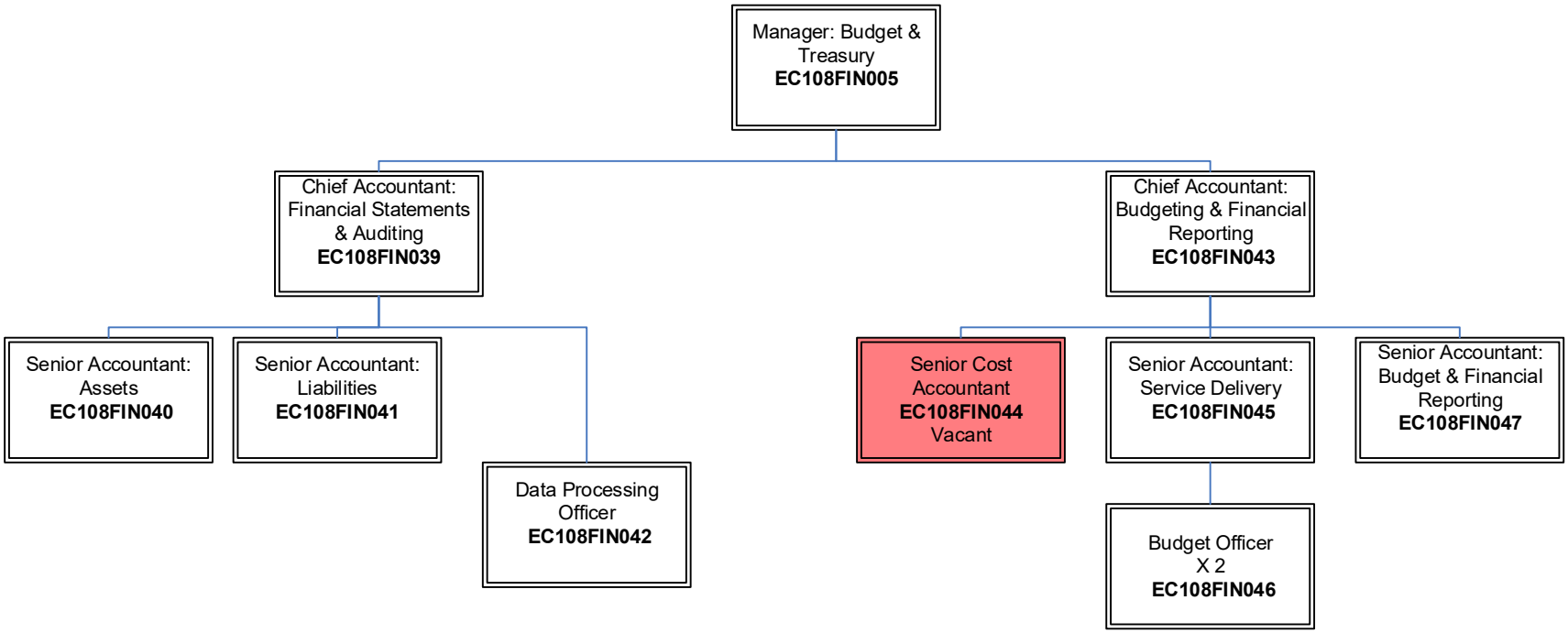
Annexure 2.2.1



Finance & economic Development Directorate

Budget & Treasury

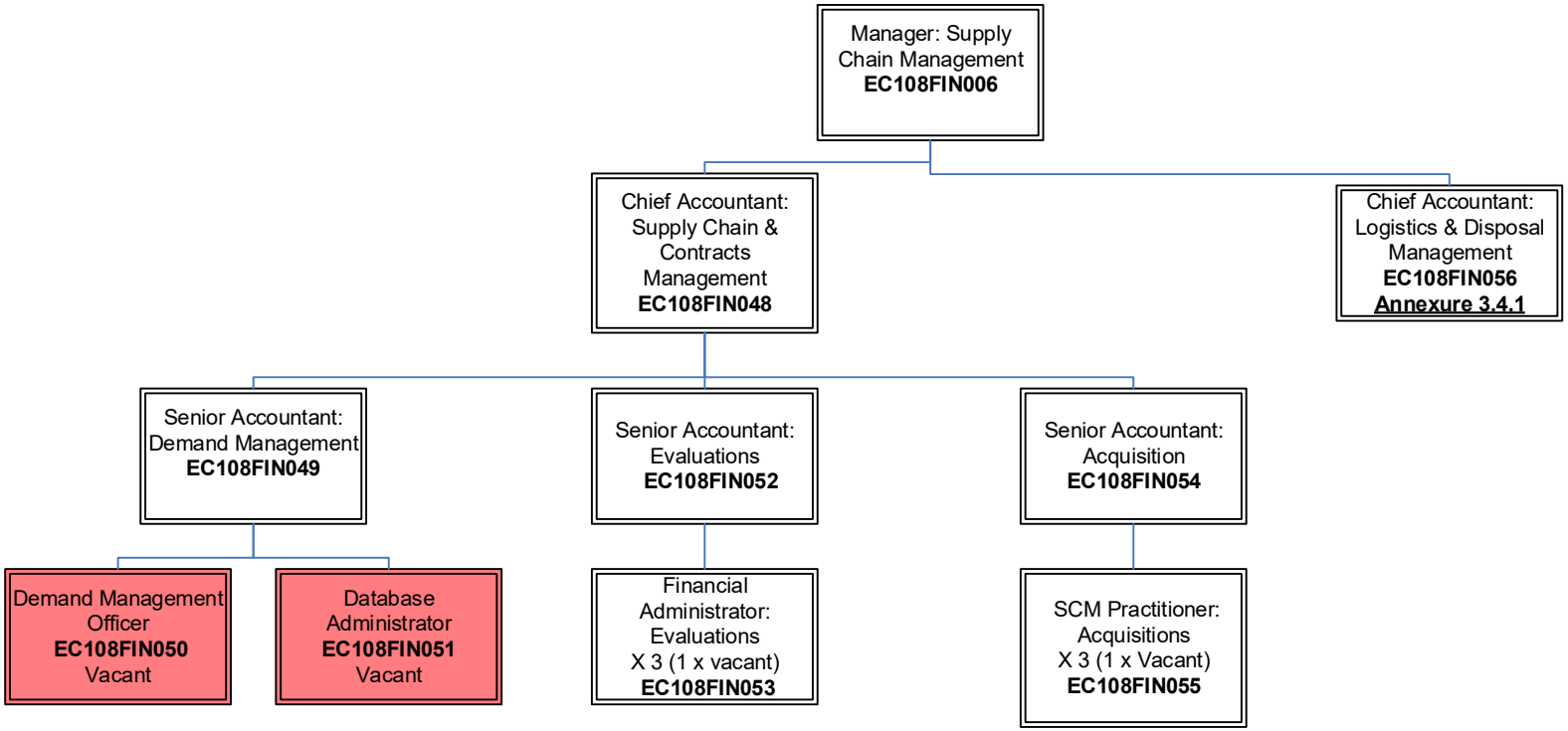
Annexure 2.3



Finance & Economic Development Directorate

Supply Chain Management

Annexure 2.4

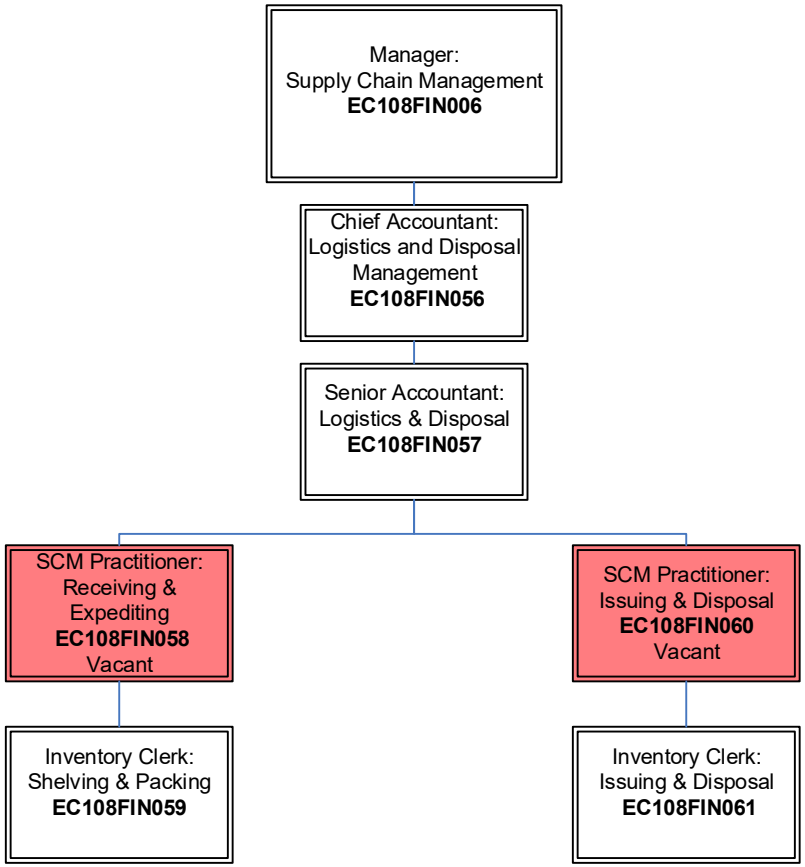


Finance & Economic Development Directorate

Supply Chain Management

Demand Management – Centralized Stores

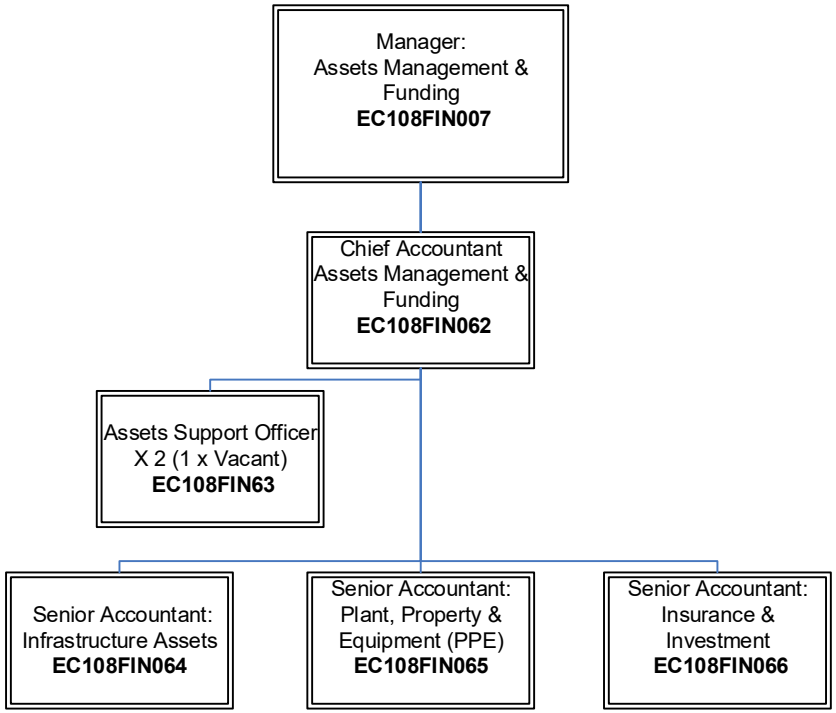
Annexure 2.4.1



Finance & Economic Development Directorate

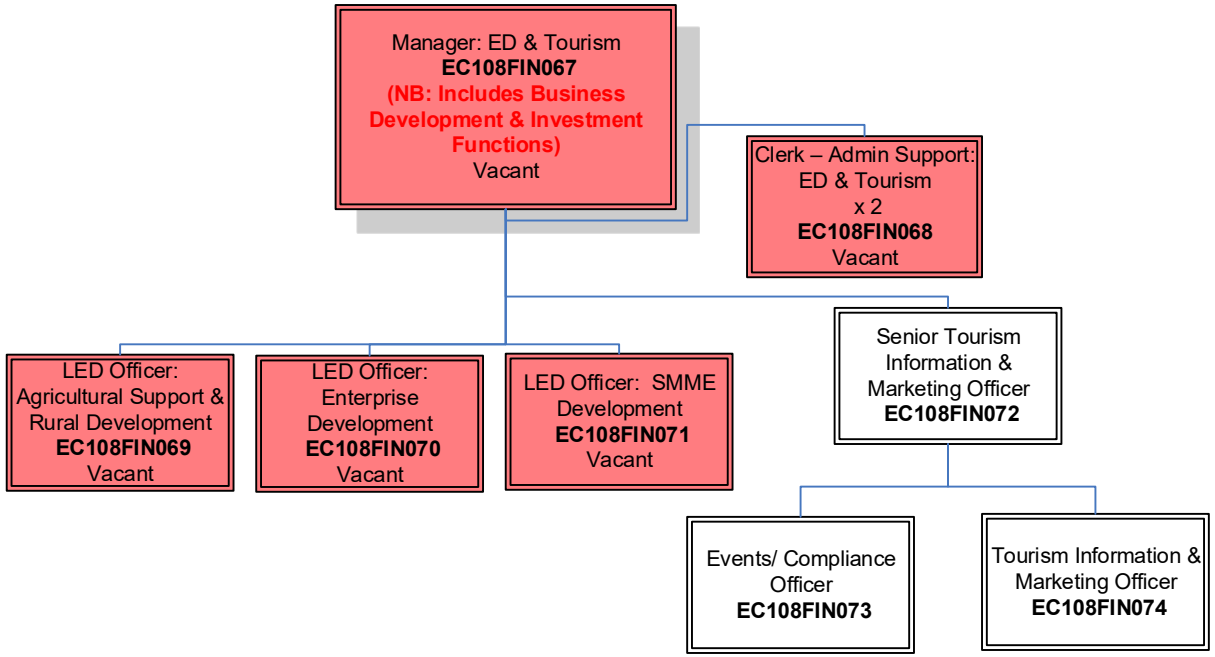
Assets Management & Funding

Annexure: 2.5

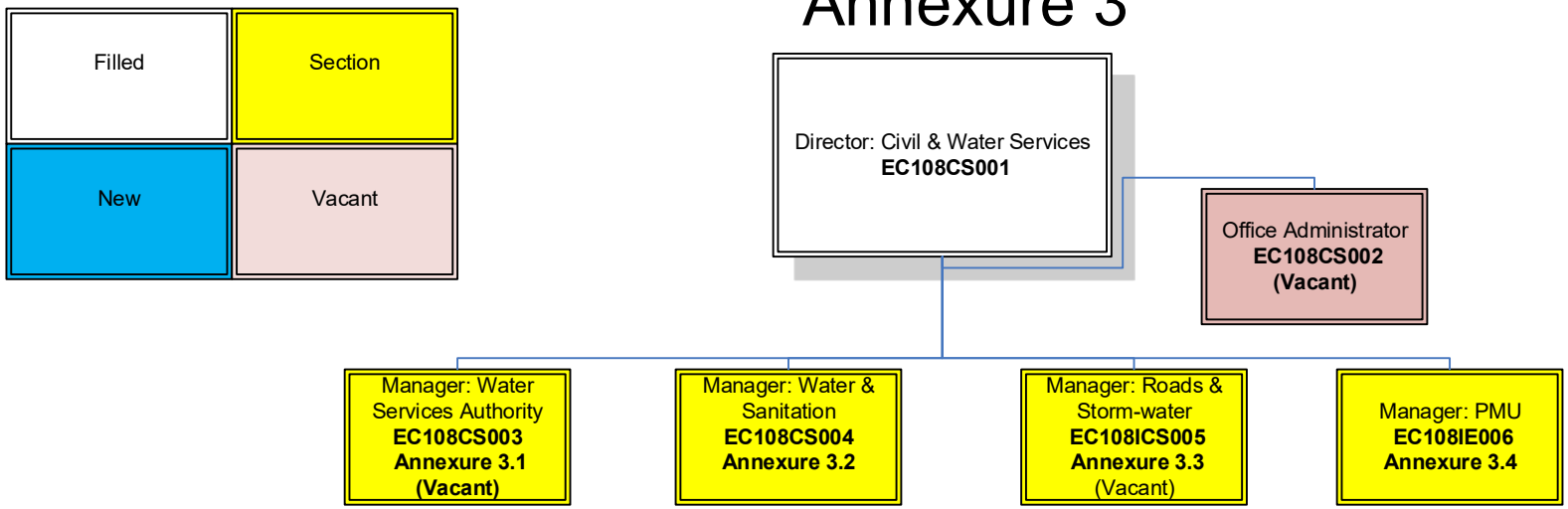


Economic Development & Tourism

Annexure 2.6

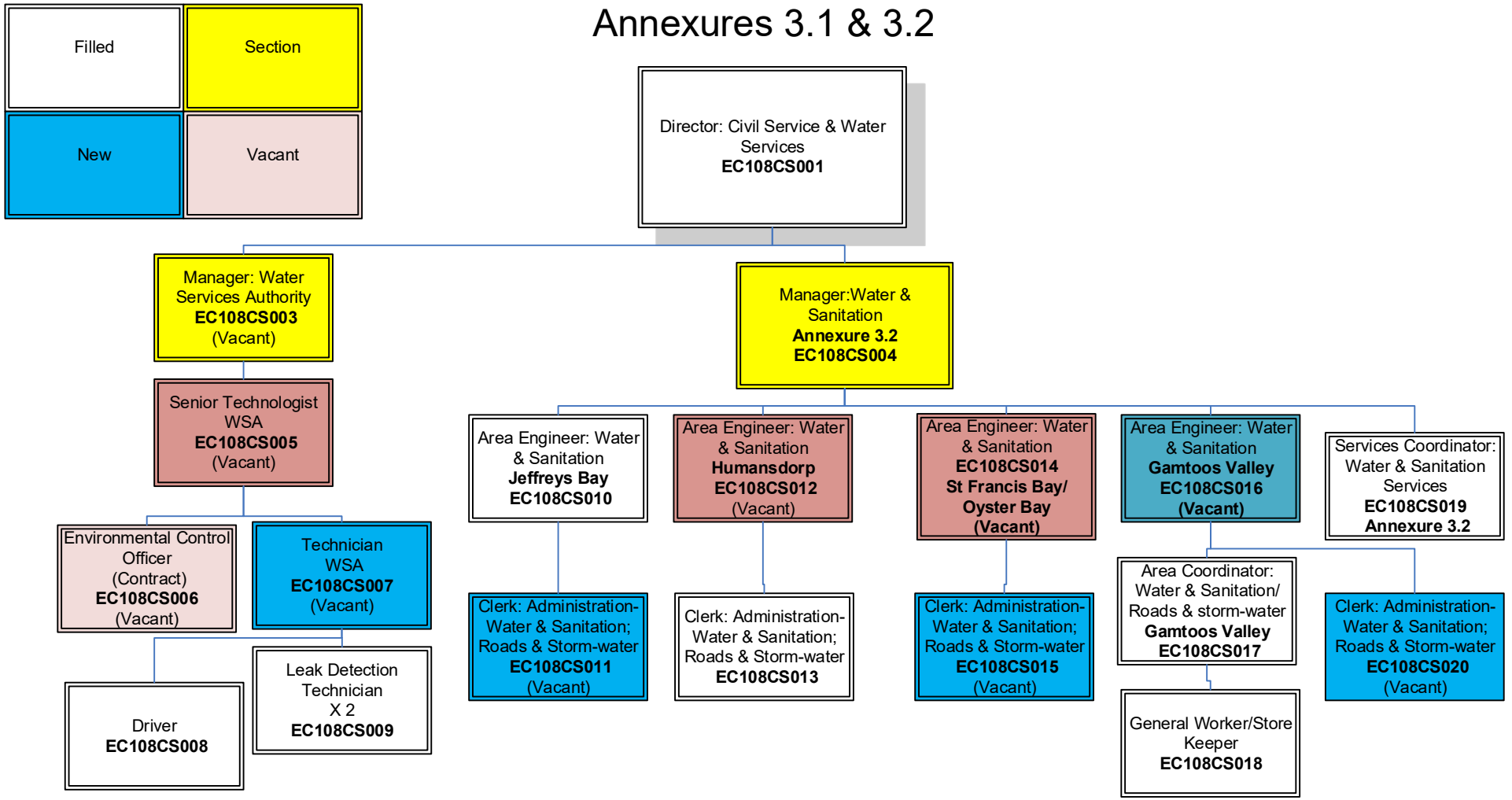


Kouga Local Municipality
Civil & Water Services – Top Structure
Annexure 3



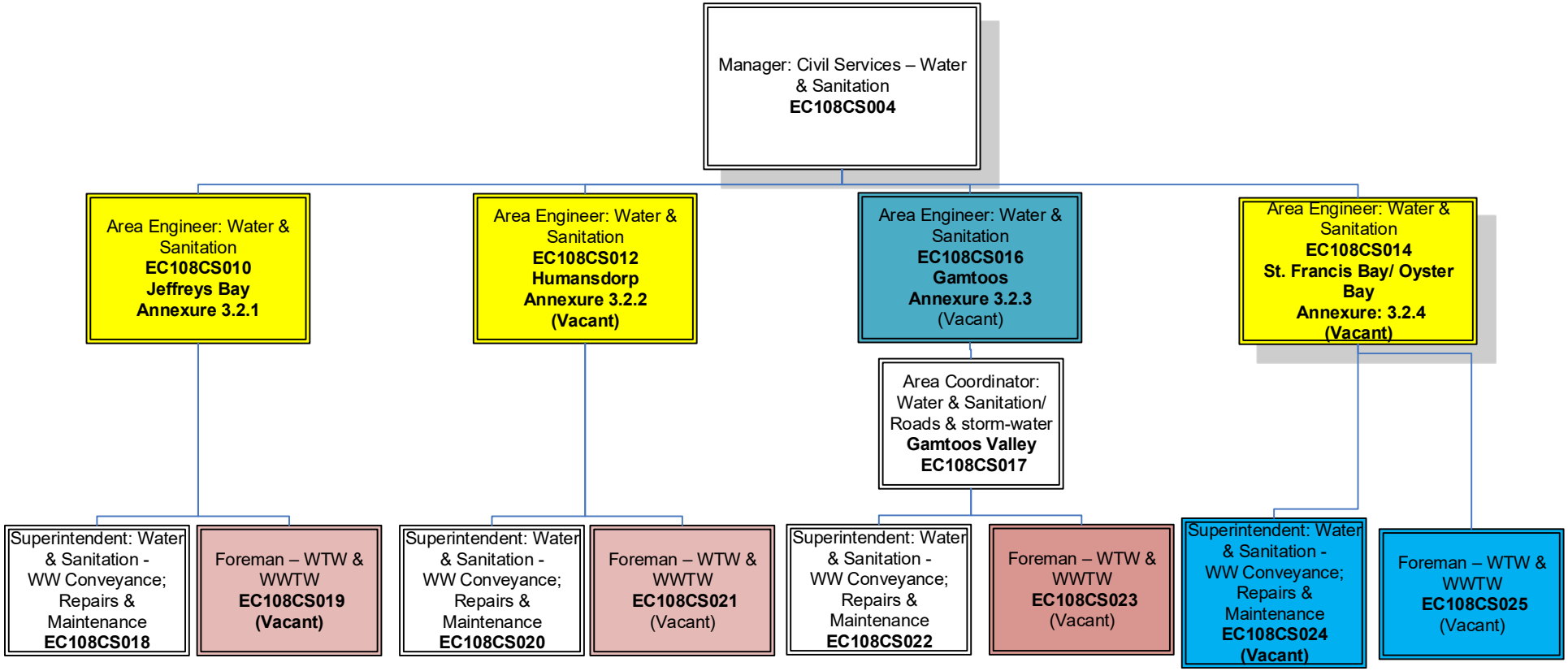
The Civil Services Section has been broken down into 2 separate components i.e. Water & Sanitation and Roads & Storm-water. This has been determined in terms of legislative imperatives and in comparison with structures of other municipalities. Each is a Specialist function and must be headed by professionals that have the relevant expertise at an Engineer level.

Kouga Local Municipality
Civil & Water Services
Water Services Authority & Water & Sanitation Provision
Annexures 3.1 & 3.2



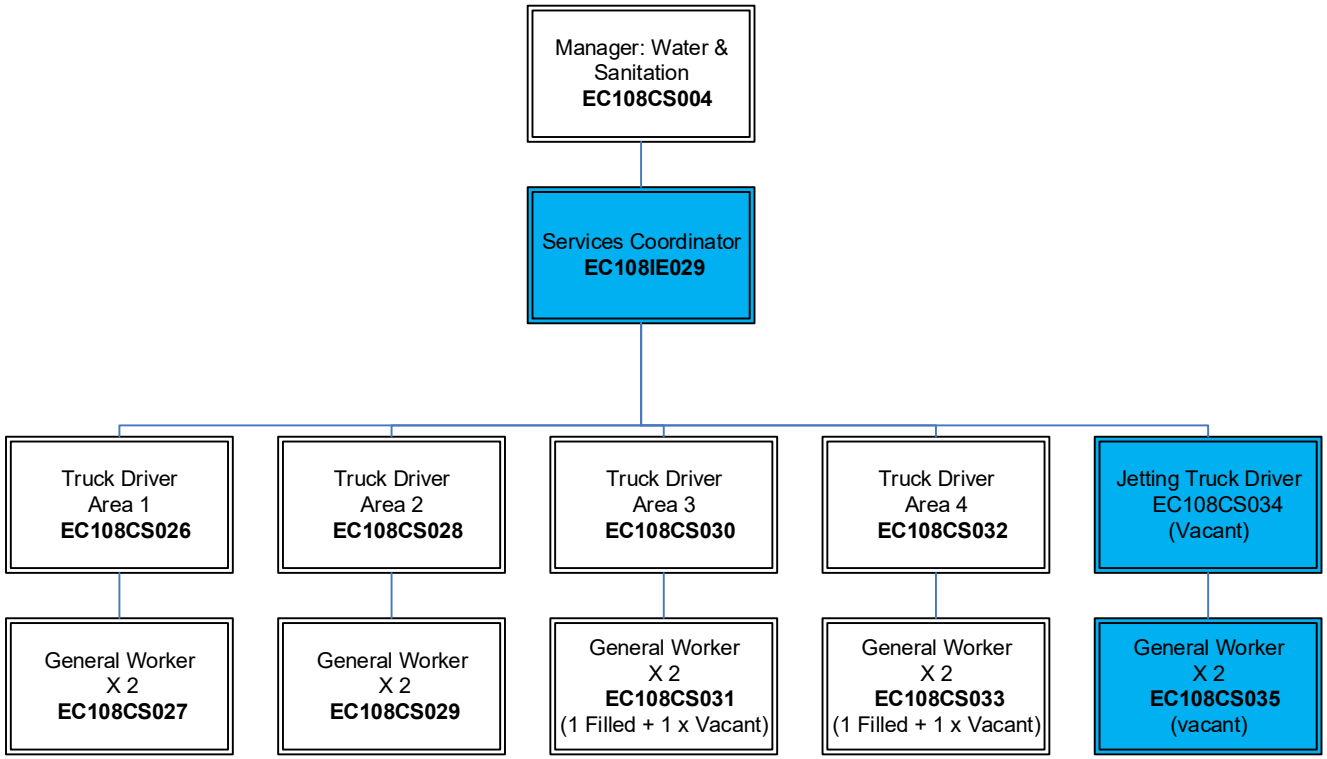
WSP Purpose: To render the provision and maintenance of Water Treatment Works; Waste Water Treatment Services; Water & Waste Water Networks
WSA Purpose: Planning: preparing water services development plans (integrated financial, institutional, social, technical and environmental planning) to progressively ensure efficient, affordable, economical and sustainable access to water.

Civil & Water Services
Water & Sanitation
Annexure 3.2

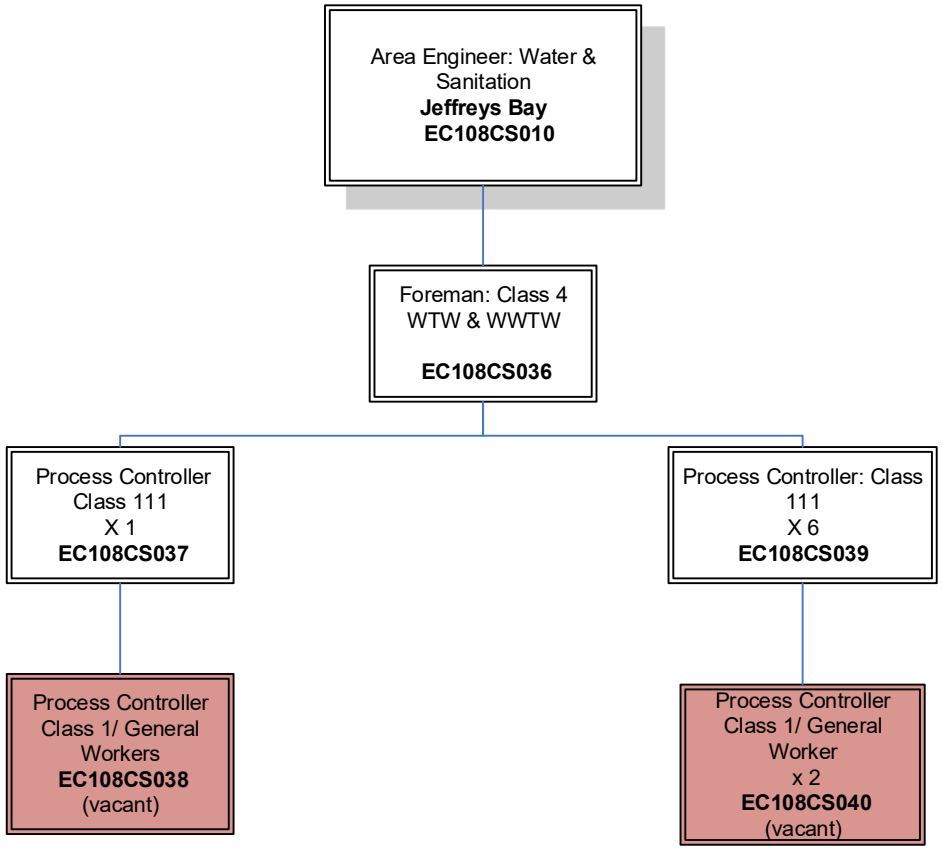


In terms of the Water Services Act; the category of employees are clearly defined i.e. Process Controllers 1, 11, 111, Foreman & Manager for each category of Plant. Hence, the WTW & WWTW have been separated due to the specialist nature of the functions and operate independently. The Area Engineers, thus manage the WTW and WWTW in compliance with the WSA from a Tactical view-point.

Civil & Water Services
Water & Sanitation – Services
Jeffrey's Bay/ Humansdorp/ GV
Annexure: 3.2.1



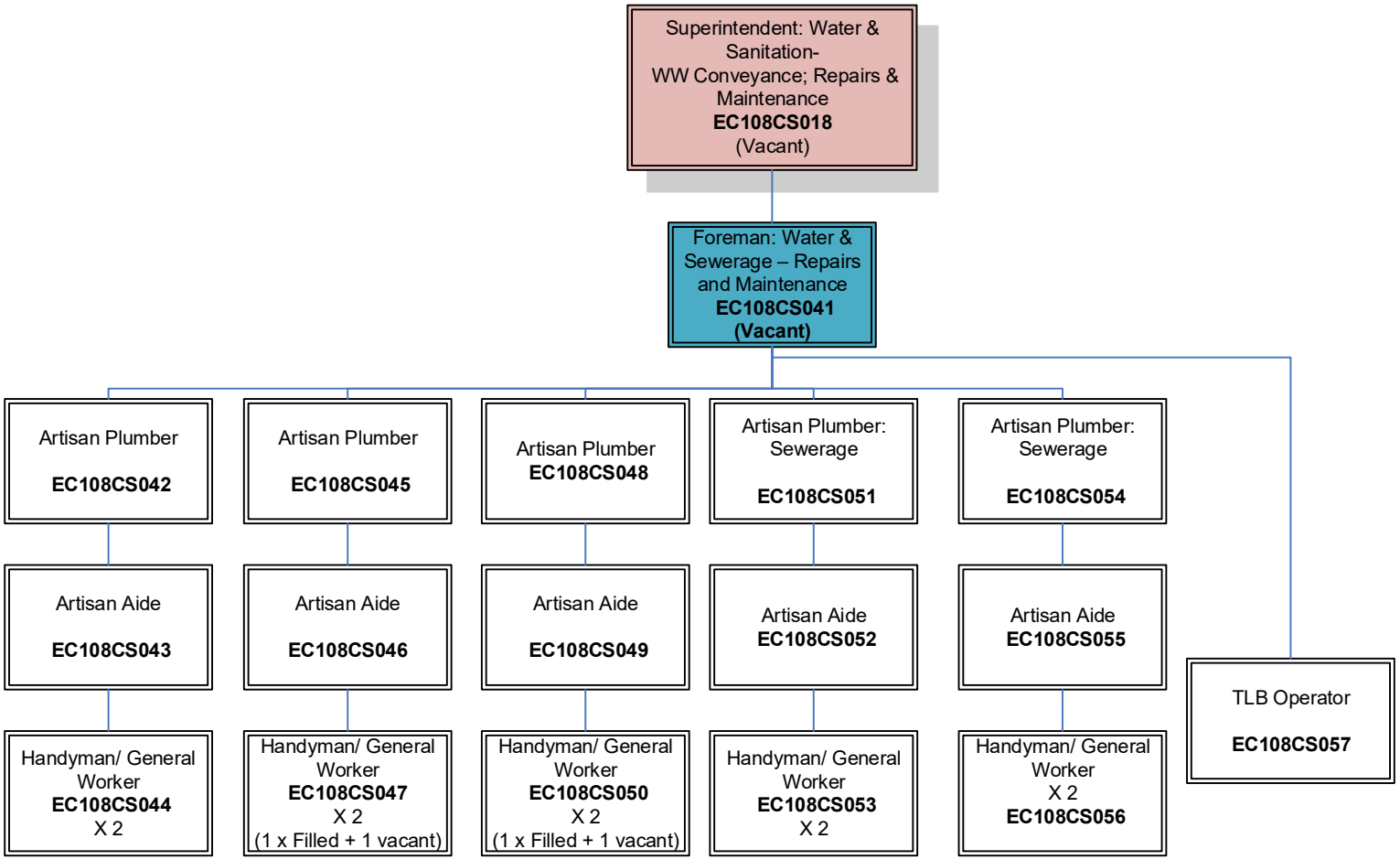
Civil & Water Services – Water & Sanitation
WTW & WWTW - Jeffreys Bay
Annexure: 3.2.1



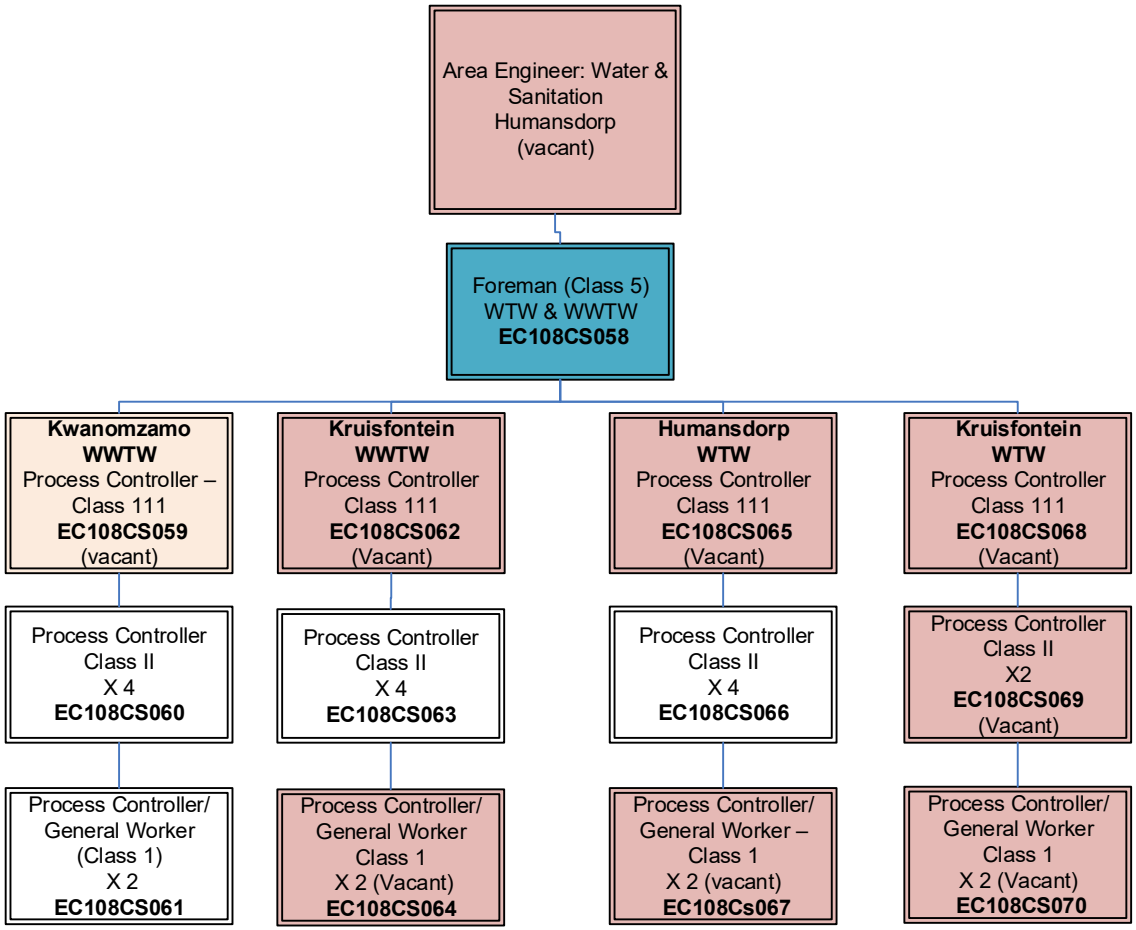
Civil & Water Service

Water & Sanitation (Waste Water Conveyancing: Repairs & Maintenance) - Jeffrey's Bay

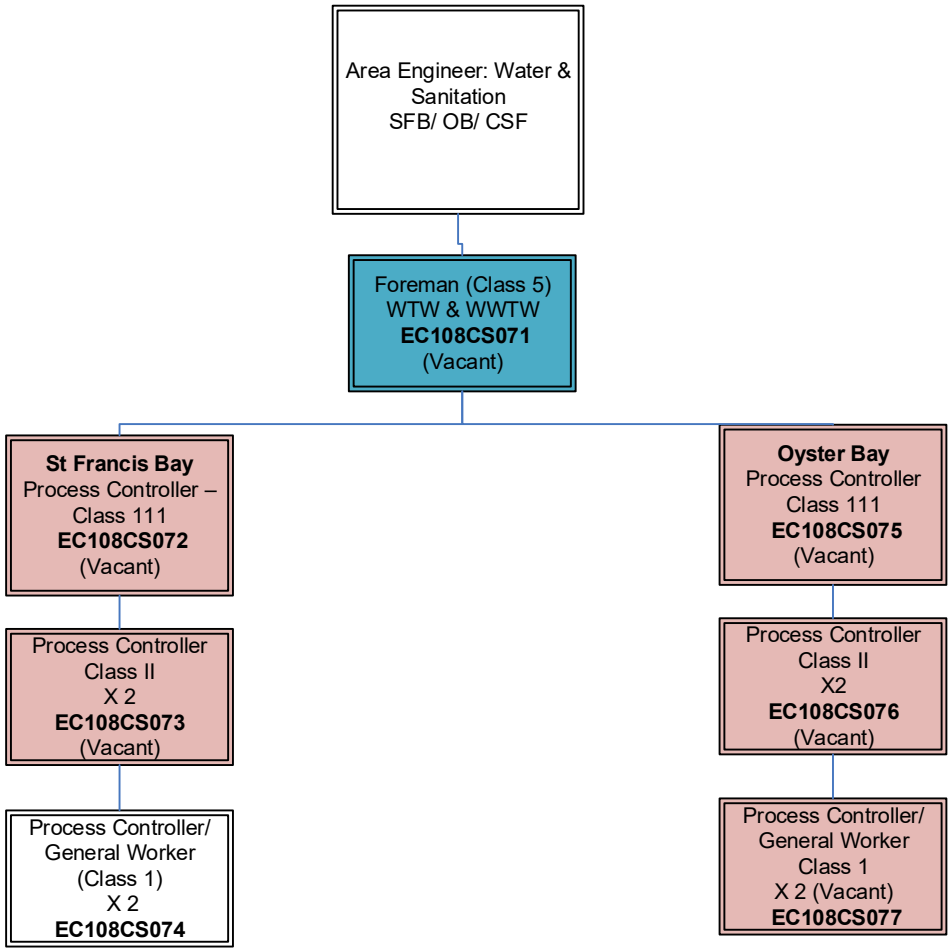
Annexure: 3.2.1



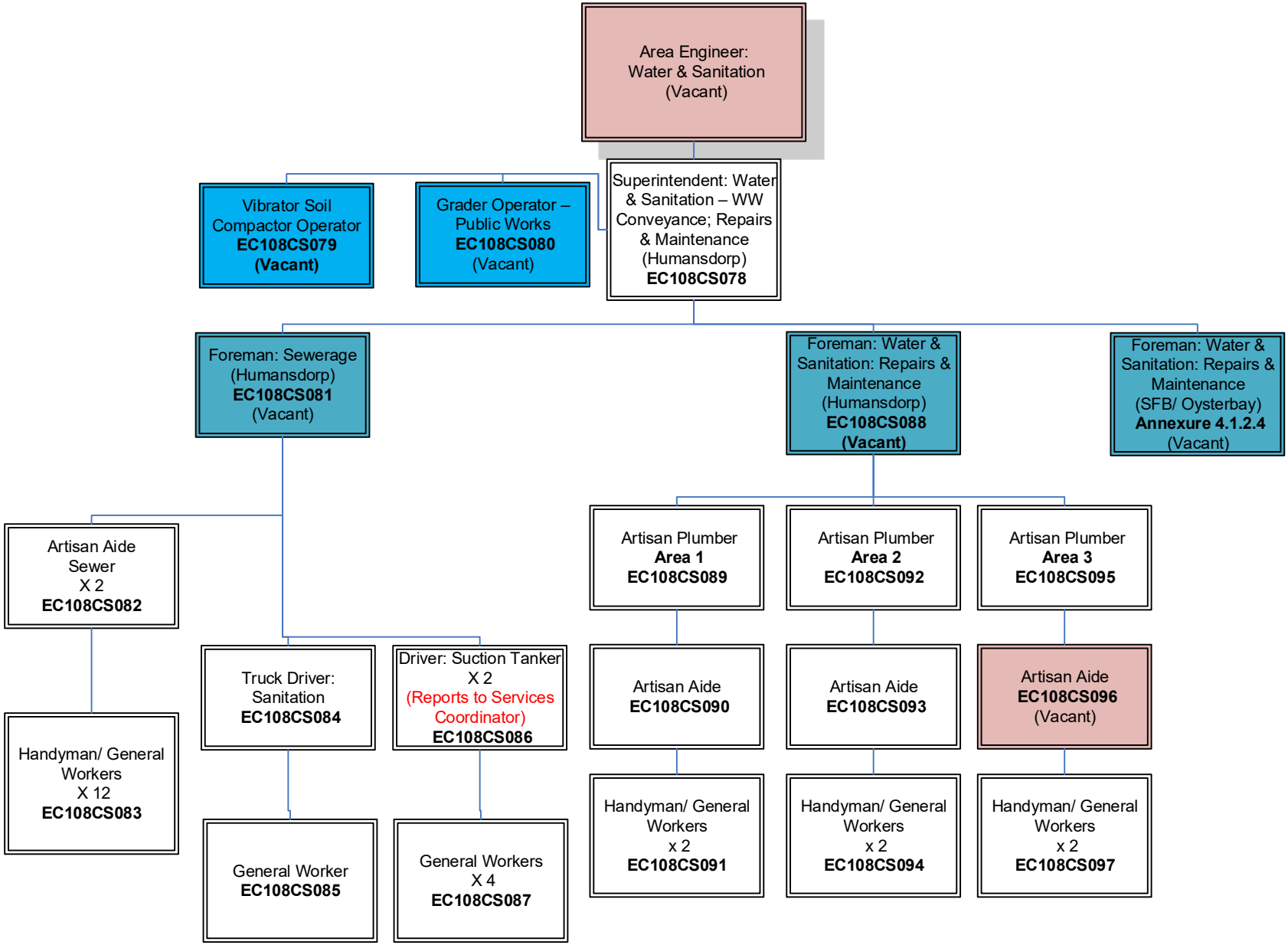
Civil & Water Services
WWTW & WTW
Humansdorp
Annexure: 3.2.2



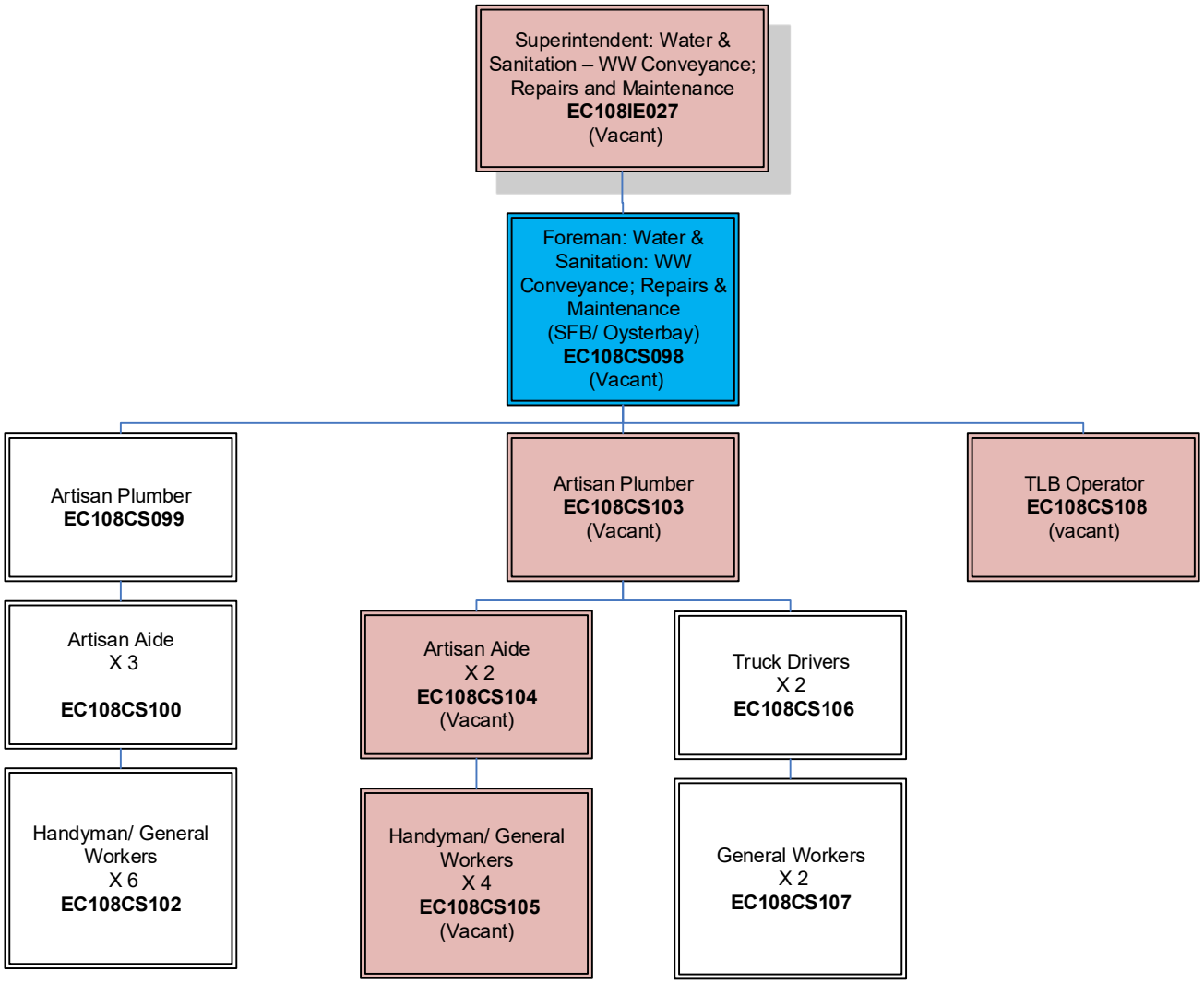
Civil & Water Services
WWTW & WTW
SFB; OB; CSF
Annexure: 3.2.4



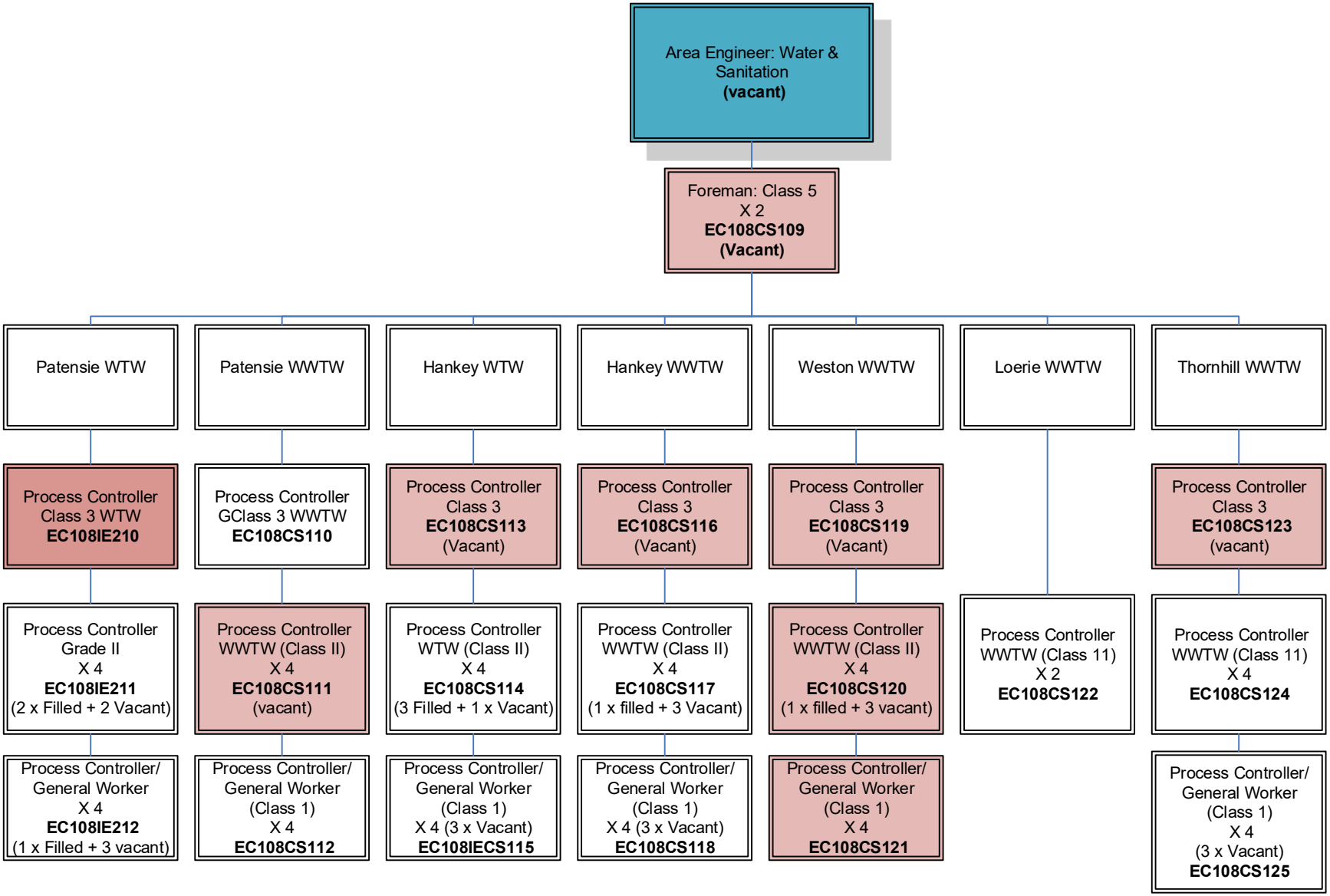
Civil & Water Services
Water & Sanitation – Humansdorp
Annexure: 3.2.2



Civil & Water Services
Water and Sanitation – (WW Conveyance; Repairs & Maintenance)
SFB, Oyster Bay
Annexure: 3.2.4



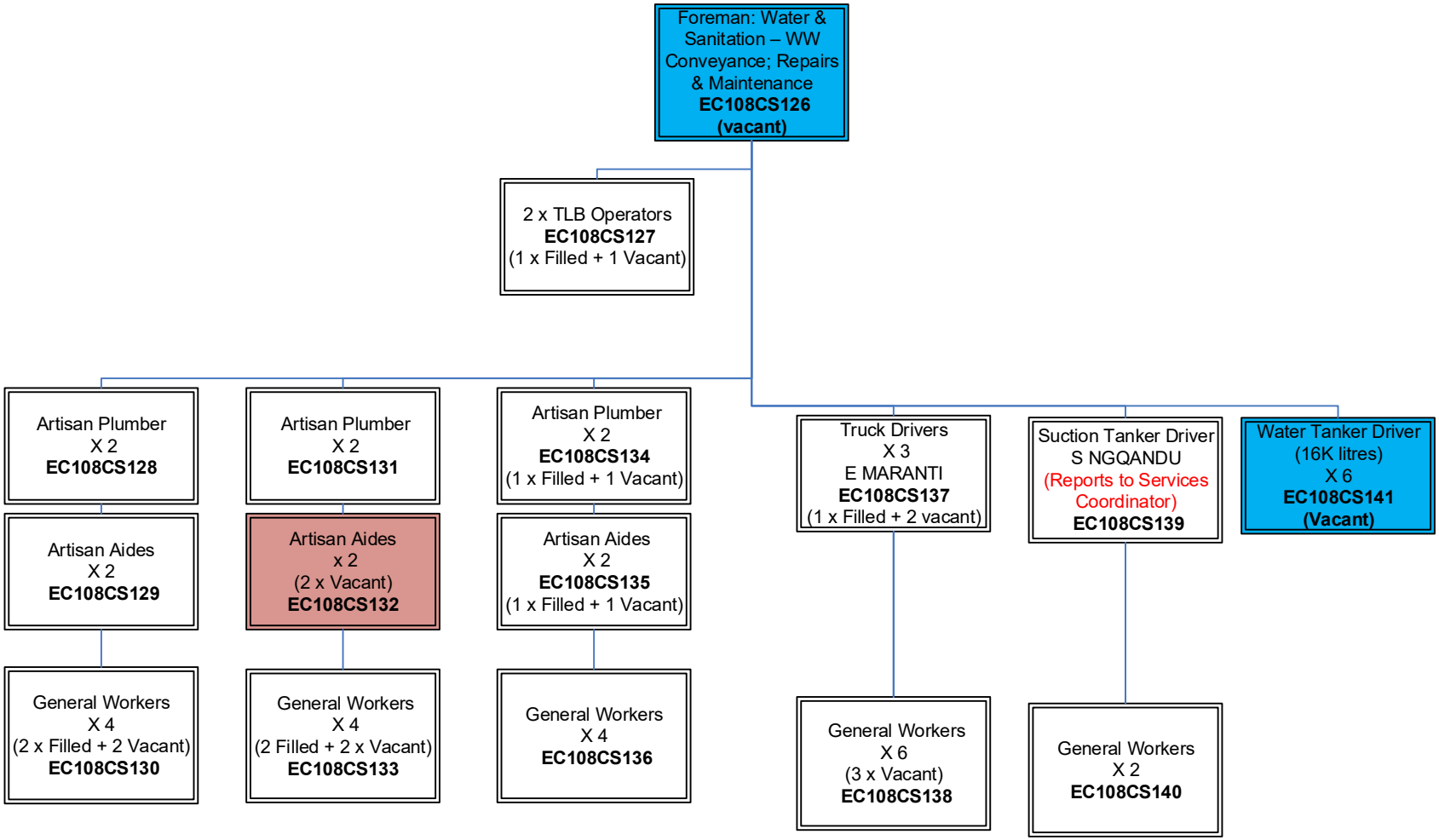
Civil & Water Services
WWTW & WTW – Gamtoos
Annexure: 3.2.3



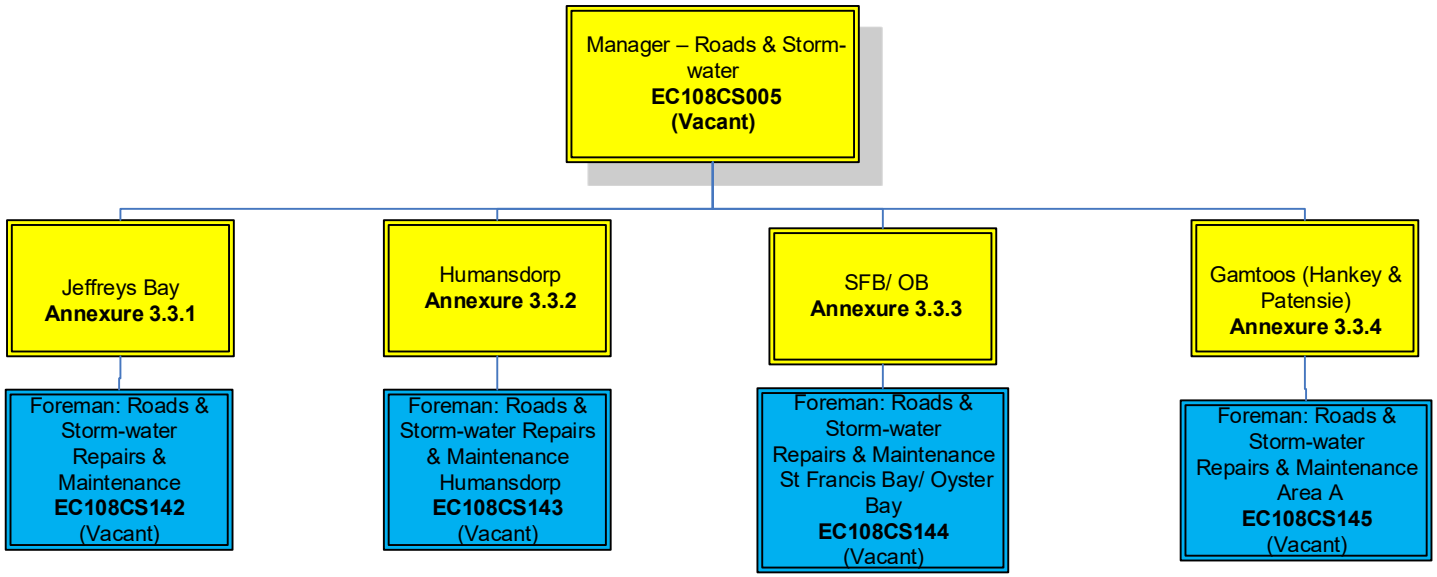
Civil & Water Services

Water – WW Coveyance; Repairs & Maintenance - Gamtoos

Annexure: 3.2.3

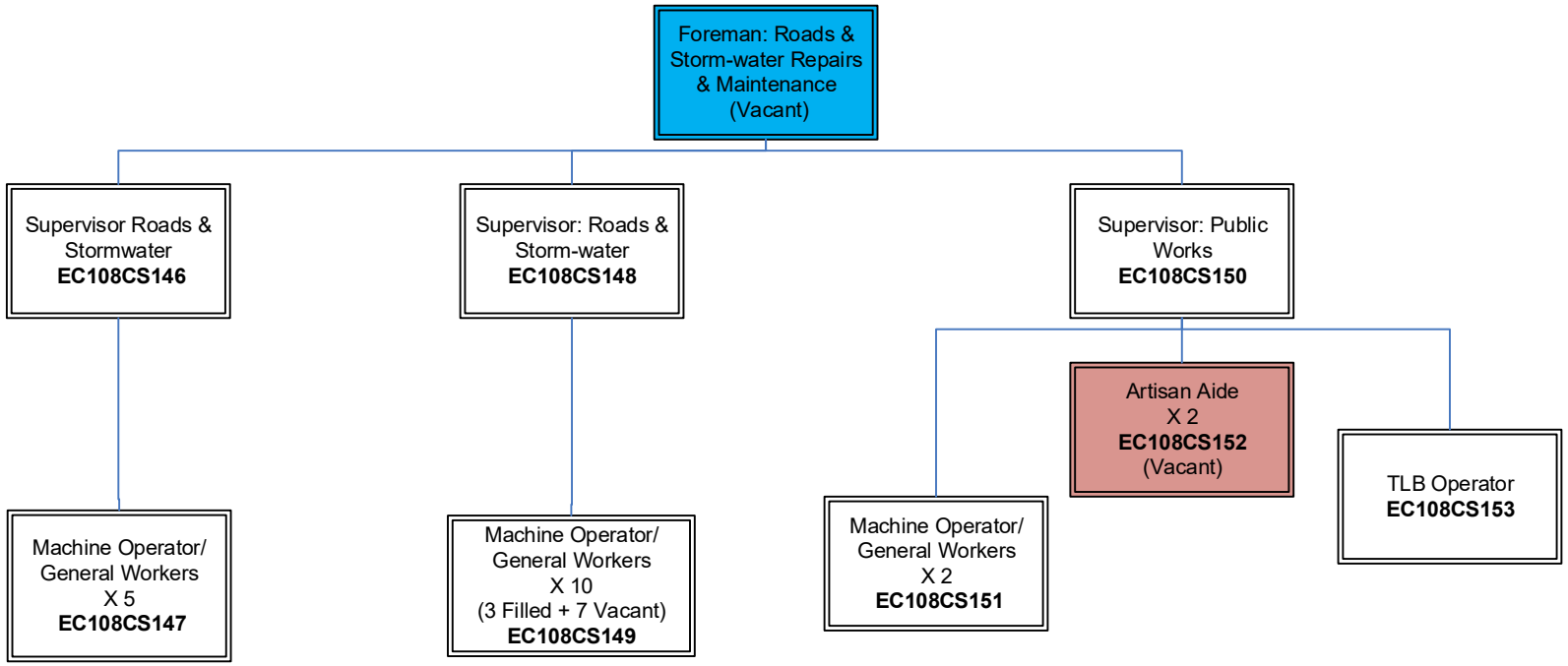


Civil & Water Services
Roads and Storm-water
Annexure: 3.3

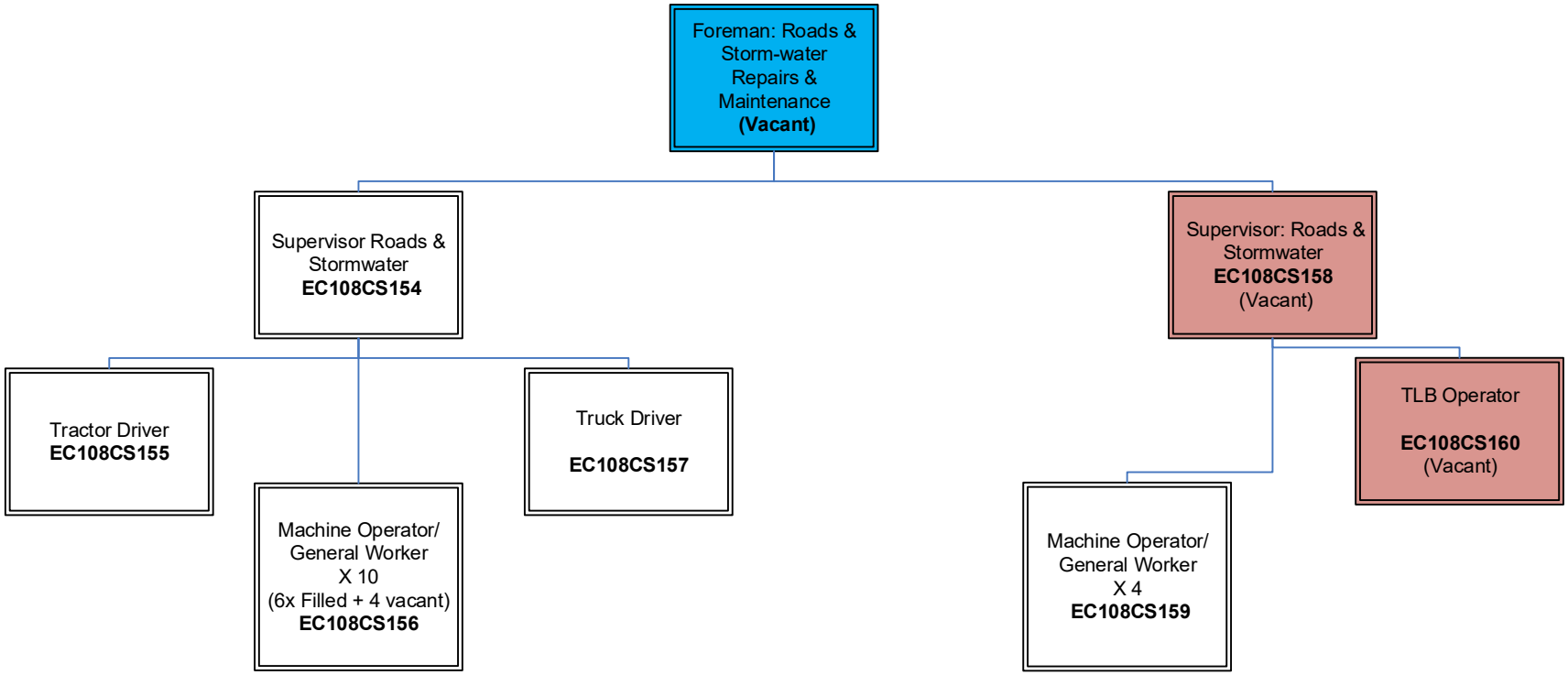


Purpose: To maintain, construct and repair Roads, Streets, Tar and Gravel Roads, Sidewalks, Storm-water Systems/ Structures; etc.

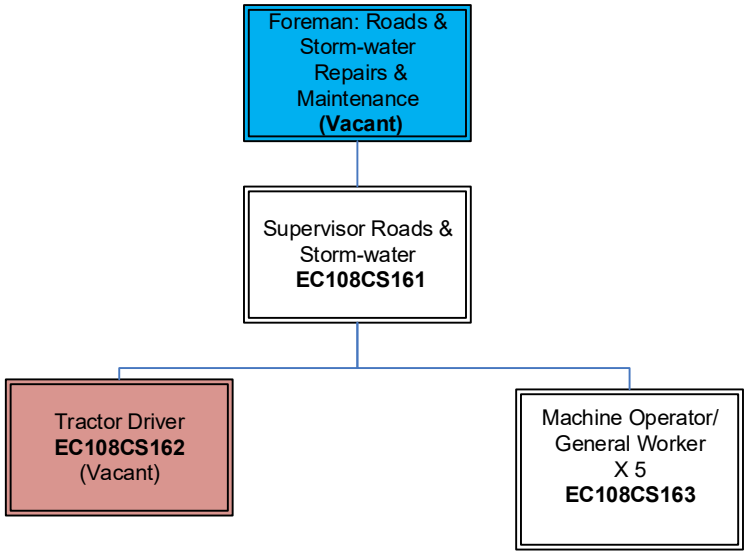
Civil & Water Services
Roads and Storm-water - Jeffrey's Bay
Annexure: 3.3.1



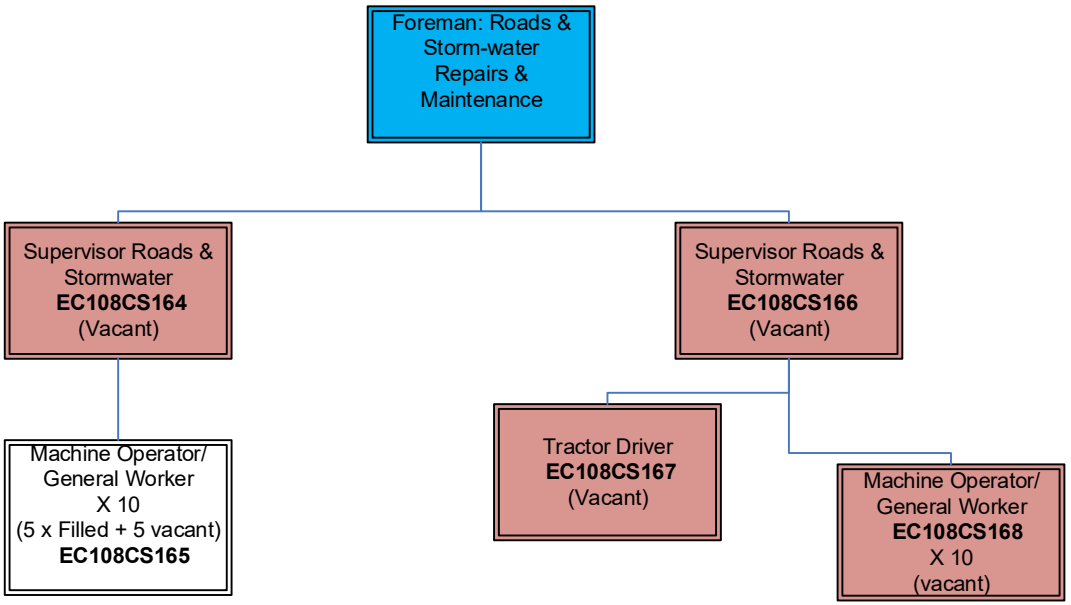
Civil & Water Services
Roads and Storm-Water – Humansdorp
Annexure: 3.3.2



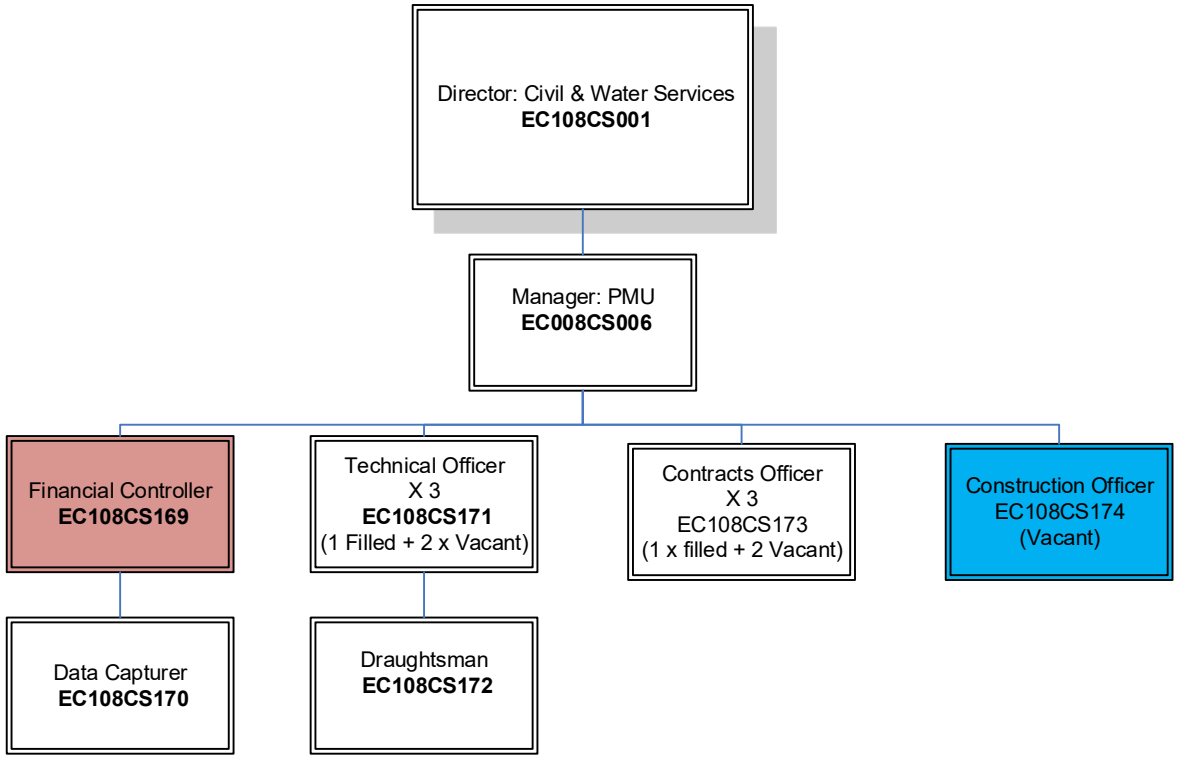
Civil & Water Services
Roads – St Francis Bay
Annexure: 3.3.3



Civil & Water Services
Roads & Storm-water – Gamtoos
Annexure: 3.3.4

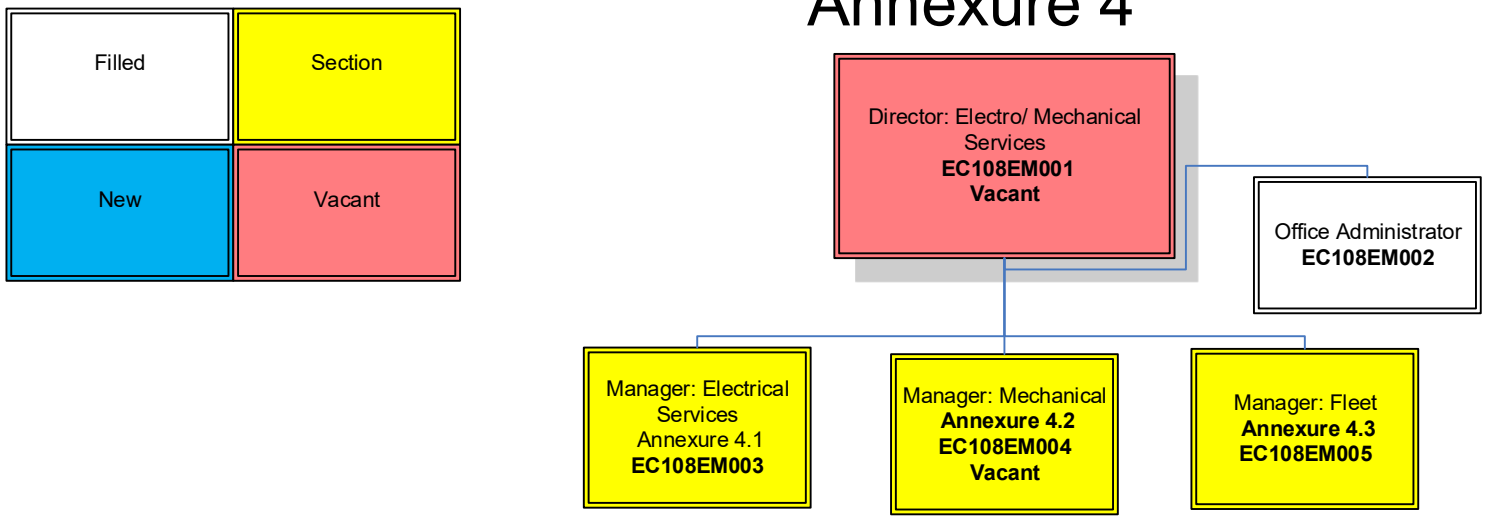


Civil & Water Services
Project Management Unit
Annexure 3.4



Purpose: Coordinate the provisioning of Project Management Services for the Construction phase of Capital/ Maintenance External funded projects.

Kouga Local Municipality
Electro/ Mechanical Services – Top Structure
Annexure 4



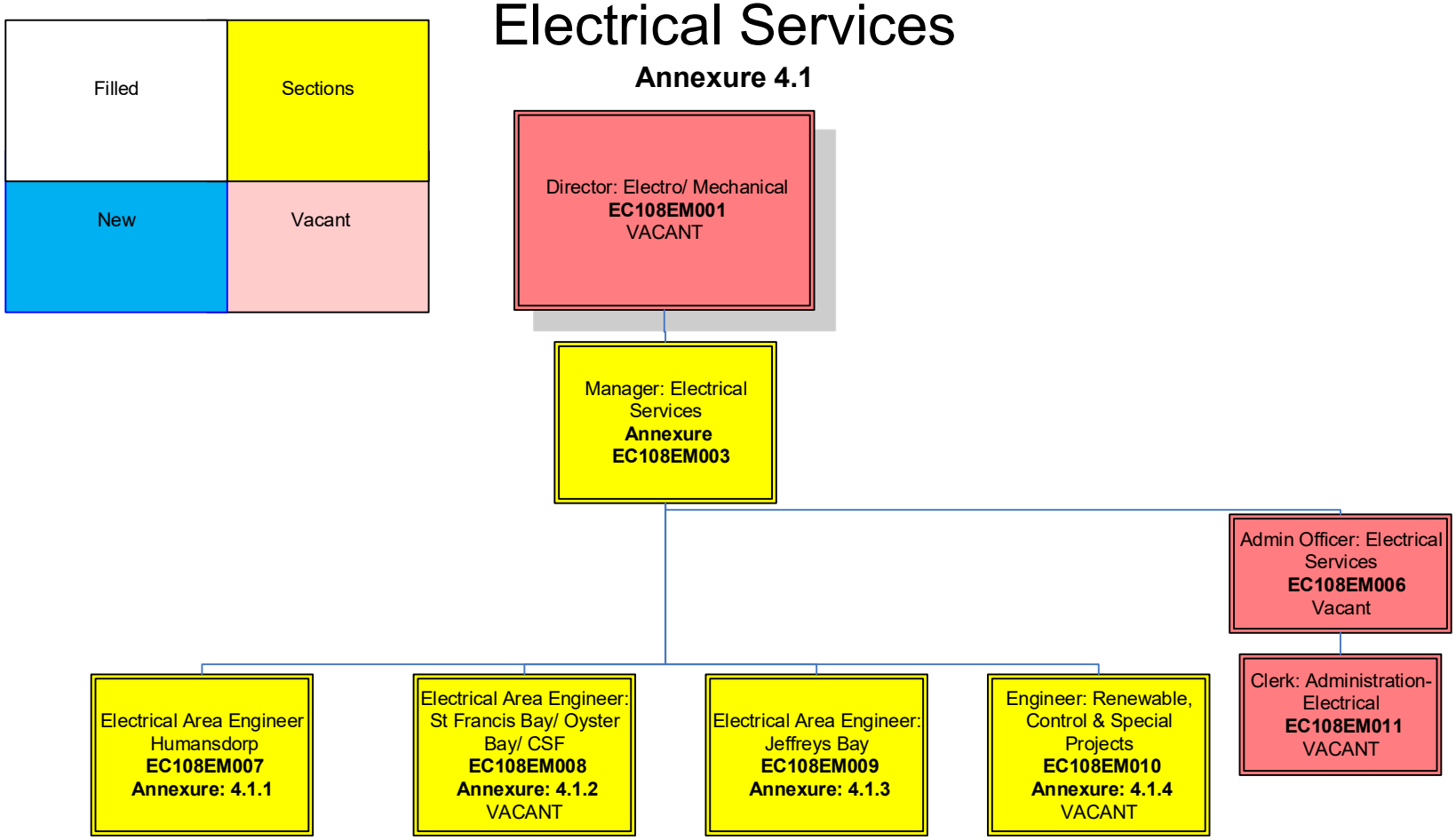
The Civil Services Section has been broken down into 2 separate components i.e. Water & Sanitation and Roads & Storm-water. This has been determined in terms of legislative imperatives and in comparison with structures of other municipalities. Each is a Specialist function and must be headed by professionals that have the relevant expertise at an Engineer level.

Kouga Local Municipality

Electro/ Mechanical Services

Electrical Services

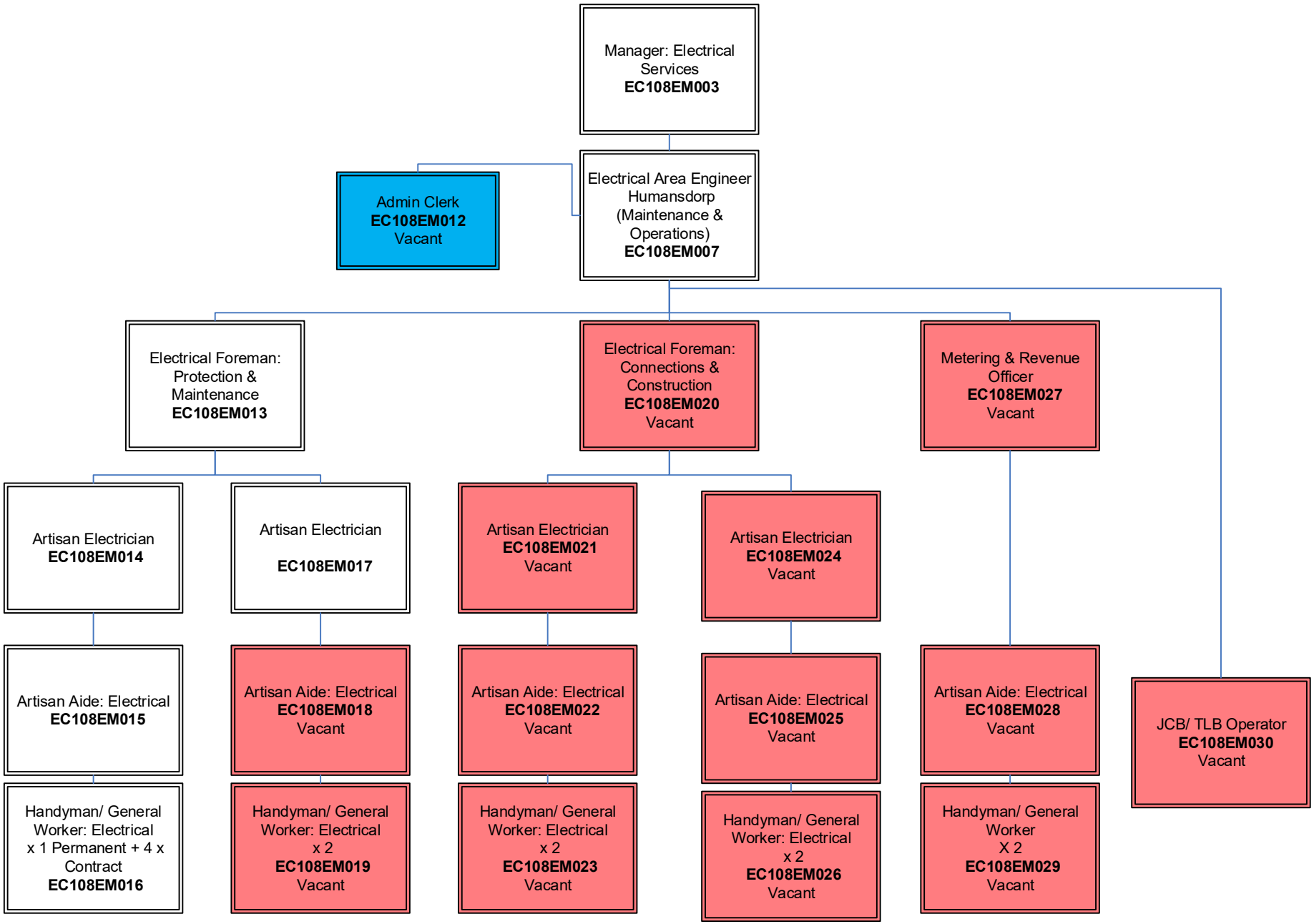
Annexure 4.1



Purpose: To manage the Provisioning & Maintenance of Electrical Services and to ensure the rendering of sustainable and Affordable electricity to the Community.

Electro/ Mechanical Services
Electrical - Humansdorp

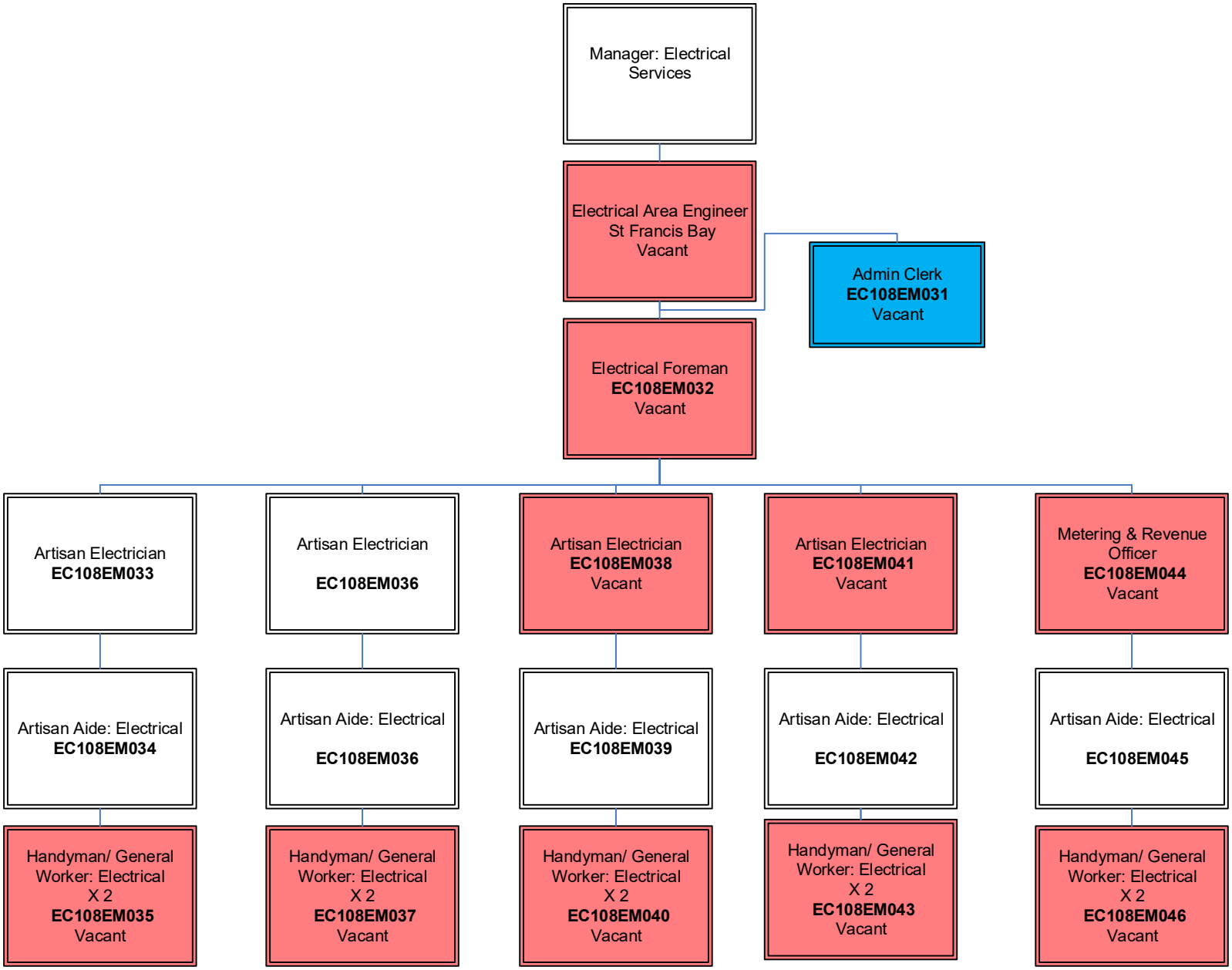
Annexure: 4.1.1



Electro/ Mechanical Services

Electricity - St Francis Bay/ CSF/ Oyster Bay

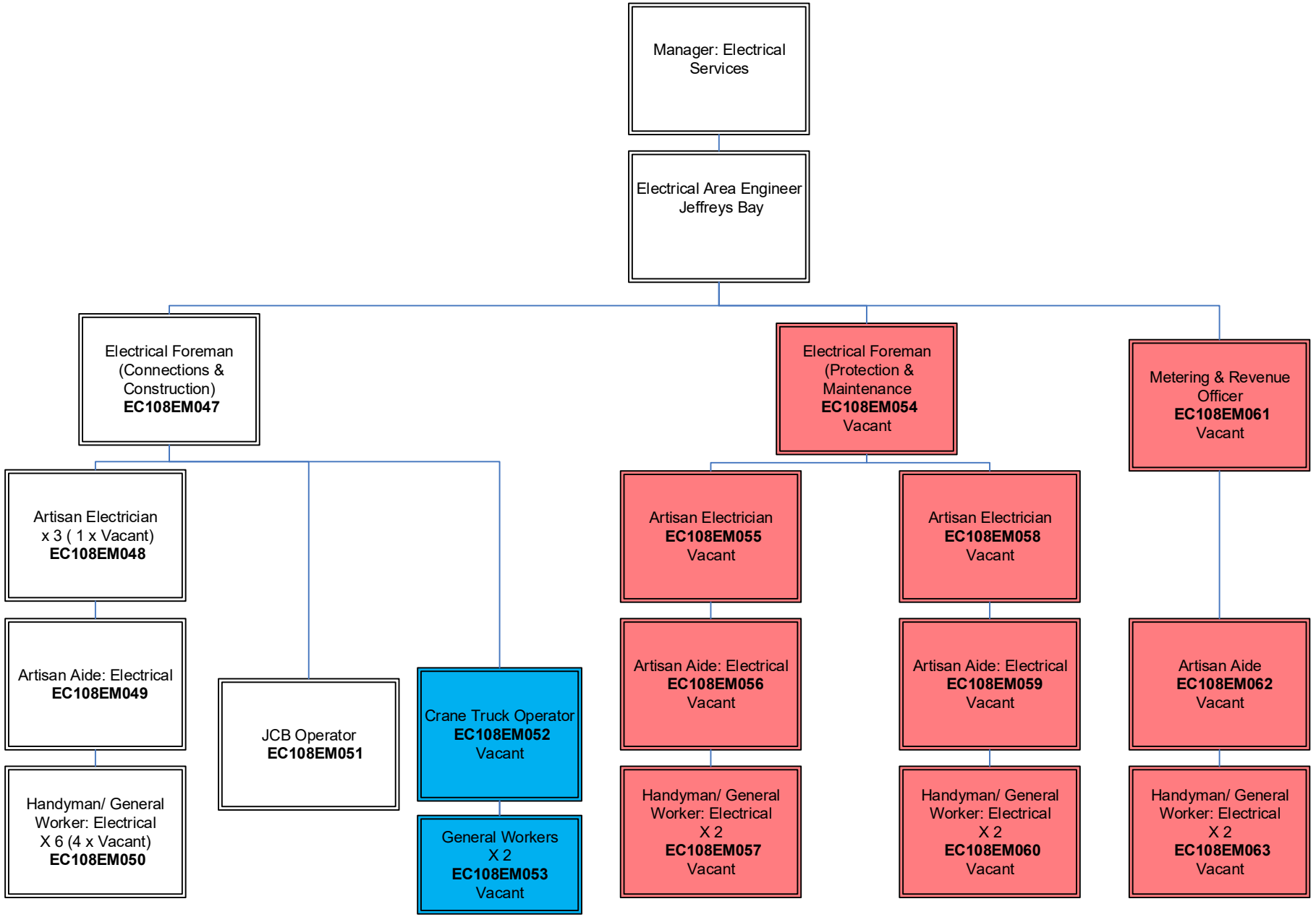
Annexure: 4.1.2



Electro/ Mechanical Services

Electricity - Jeffreys Bay

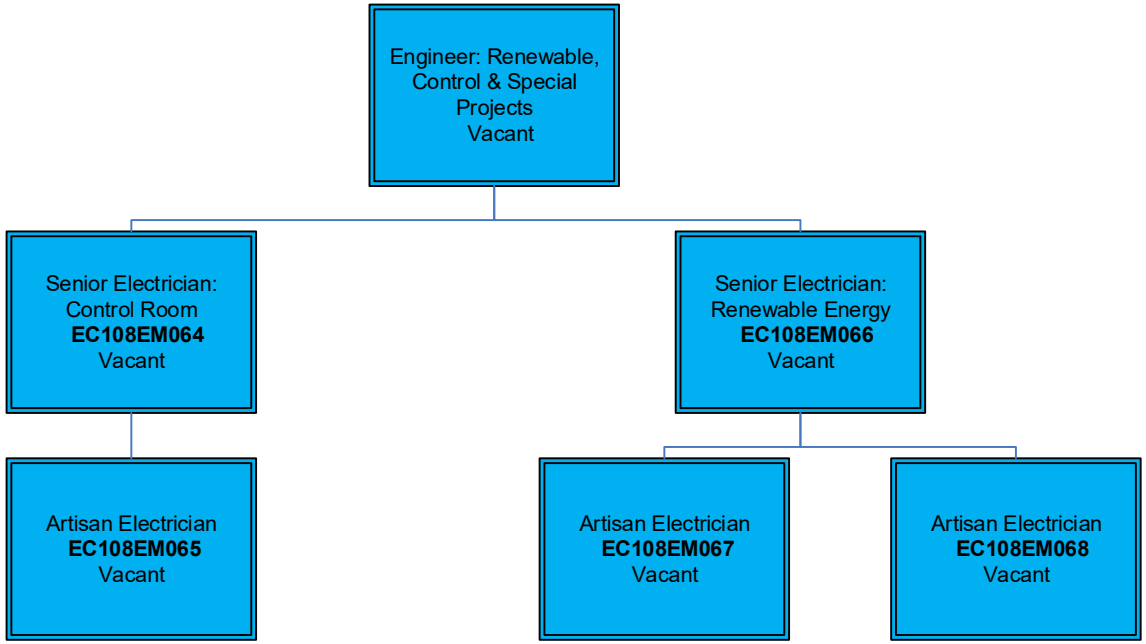
Annexure: 4.1.3



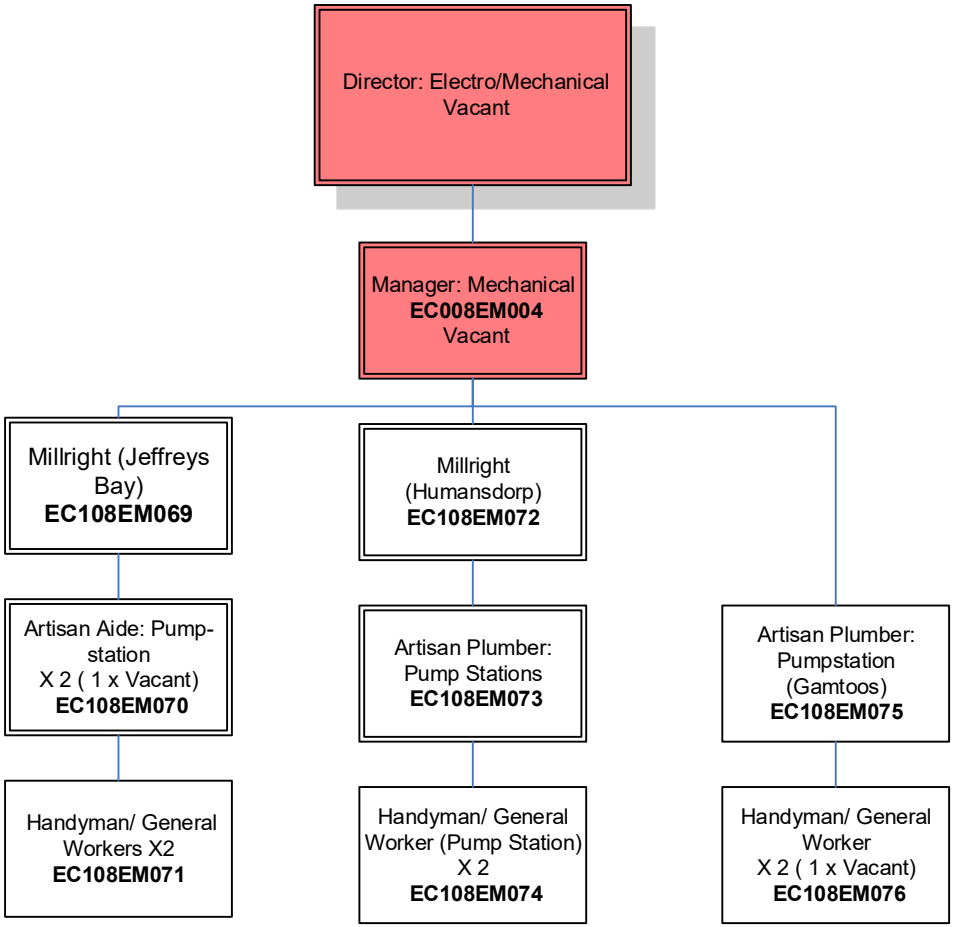
ELECTRO/ MECHANICAL SERVICES

RENEWABLE, CONTROL & SPECIAL PROJECTS

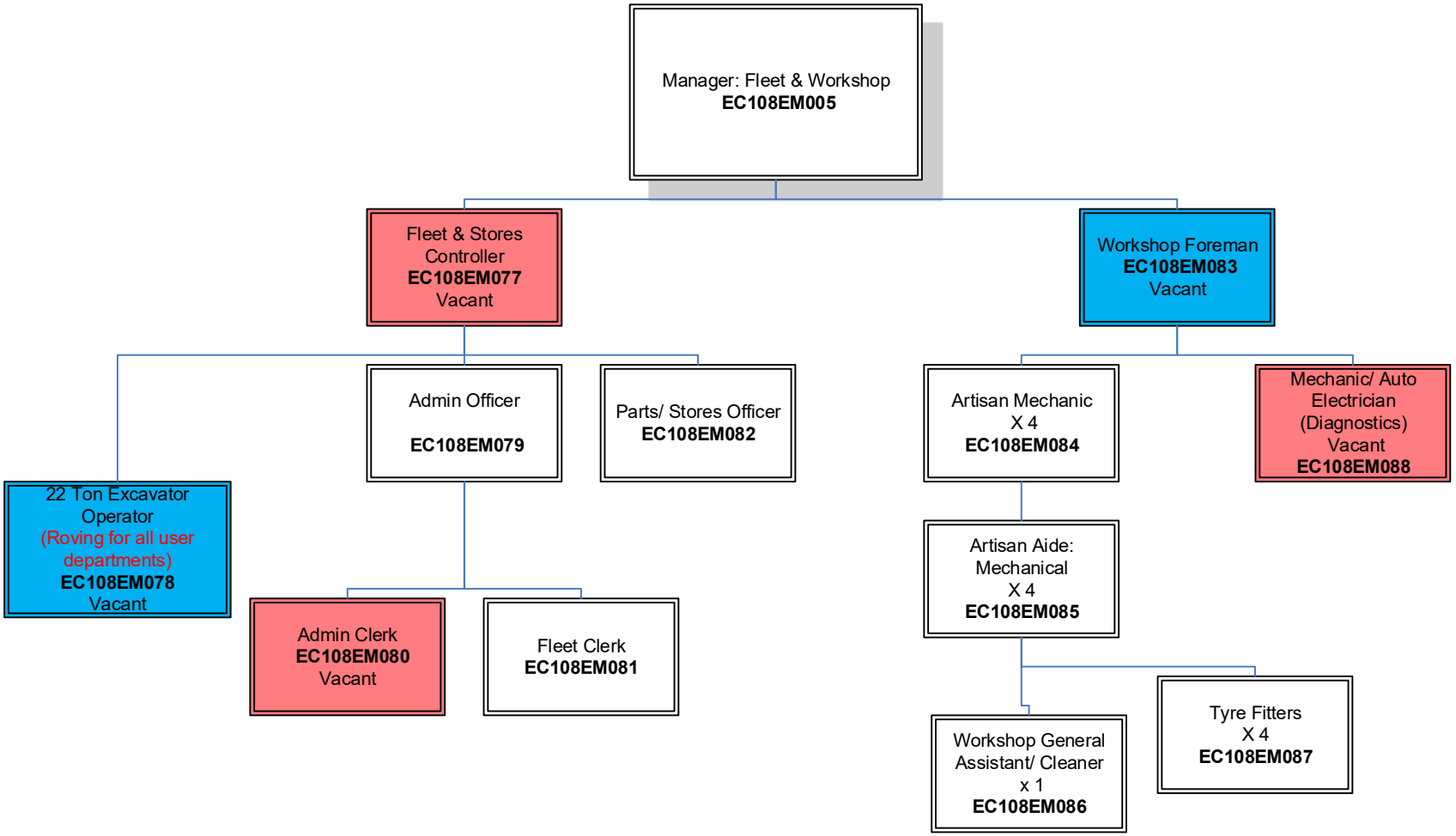
Annexure: 4.1.4



Electro-Mechanical Service
Mechanical Unit
Annexure 4.2



Electro/ Mechanical Services
Fleet & Workshop
Annexure: 4.3

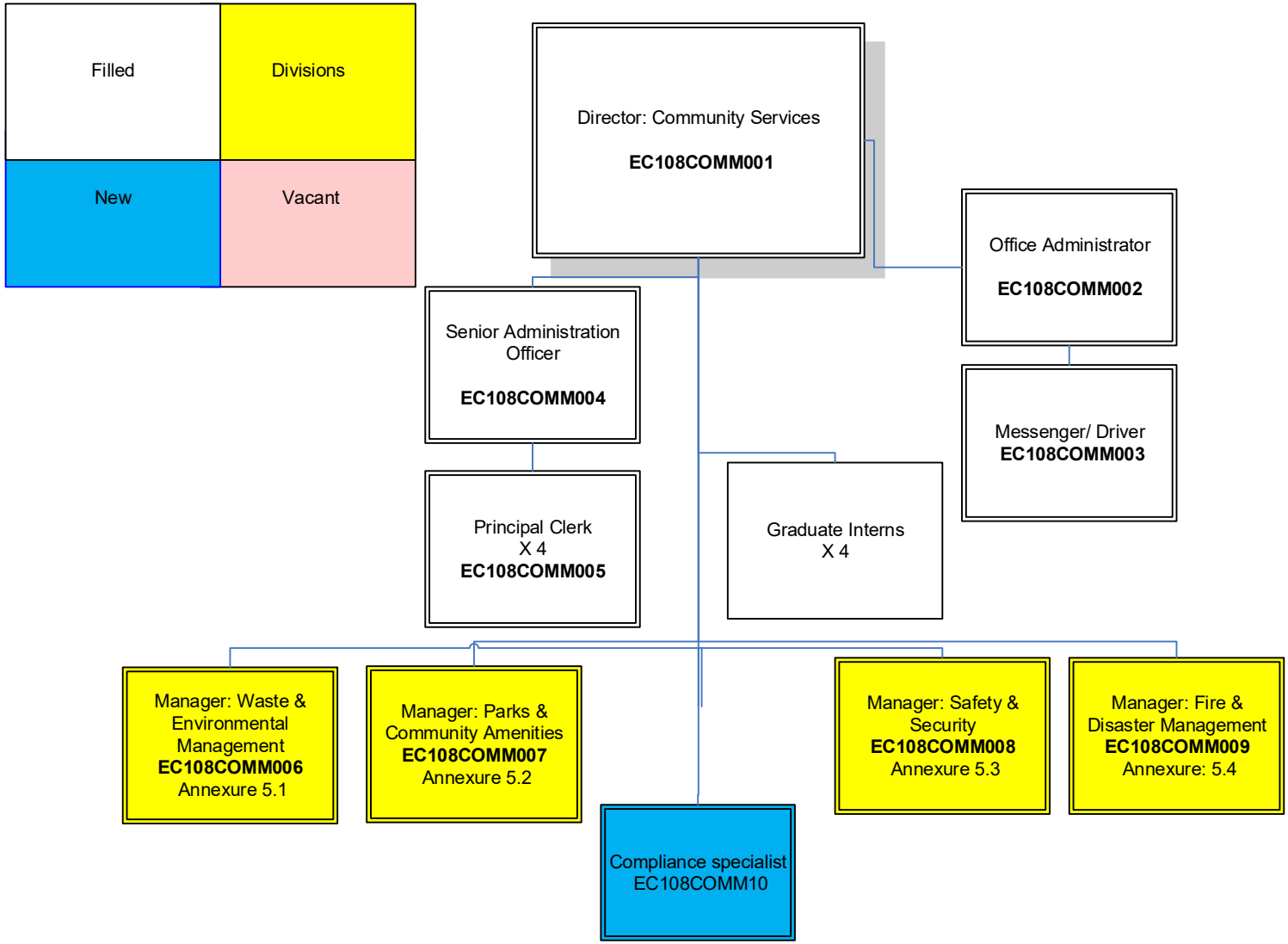


Purpose: To provide support for Fleet, Stores, Maintenance of Vehicle and Equipment to the I & E Department

Kouga Local Municipality

Community Services – Top Structure

Annexure 5

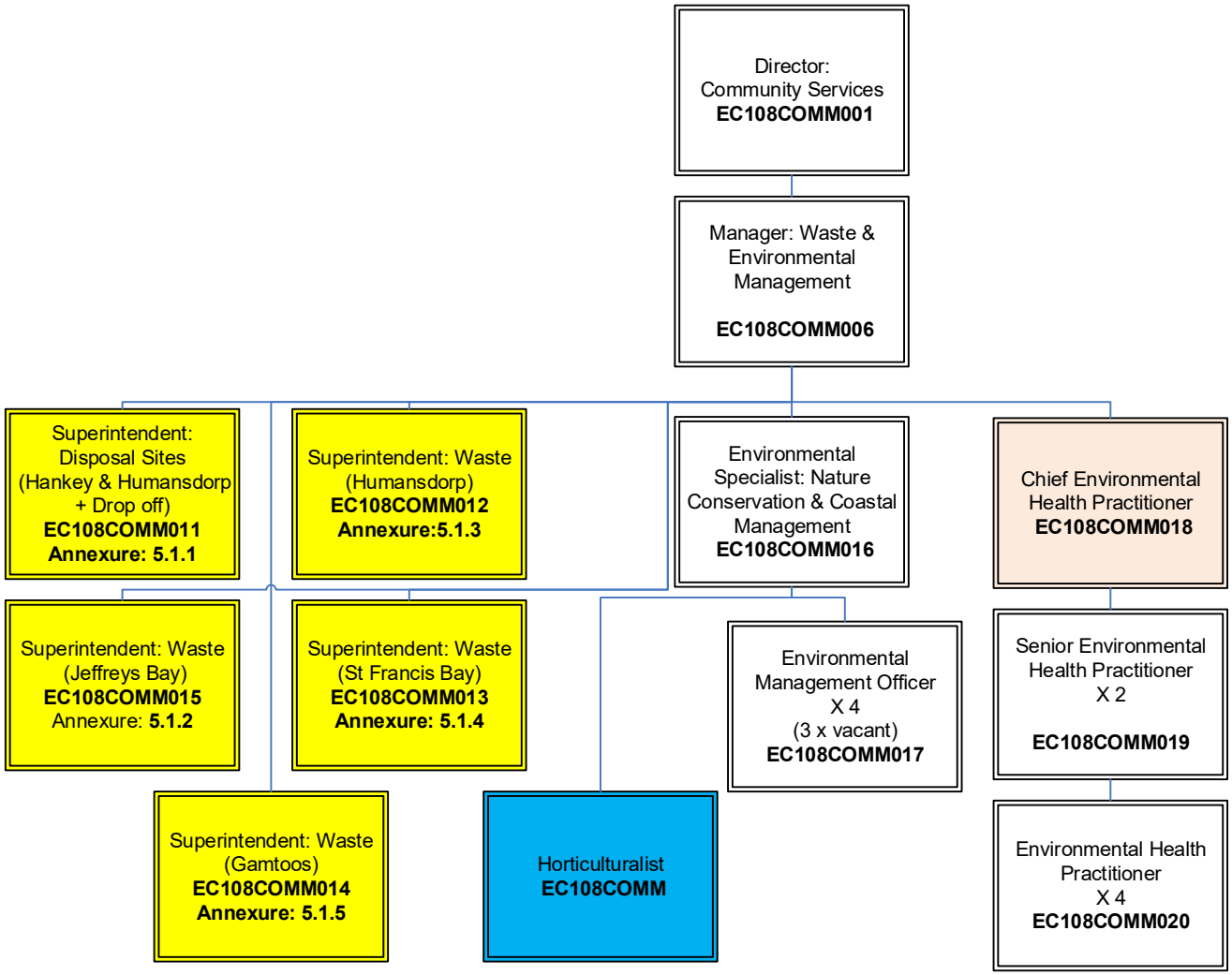


Kouga Local Municipality

Community Services

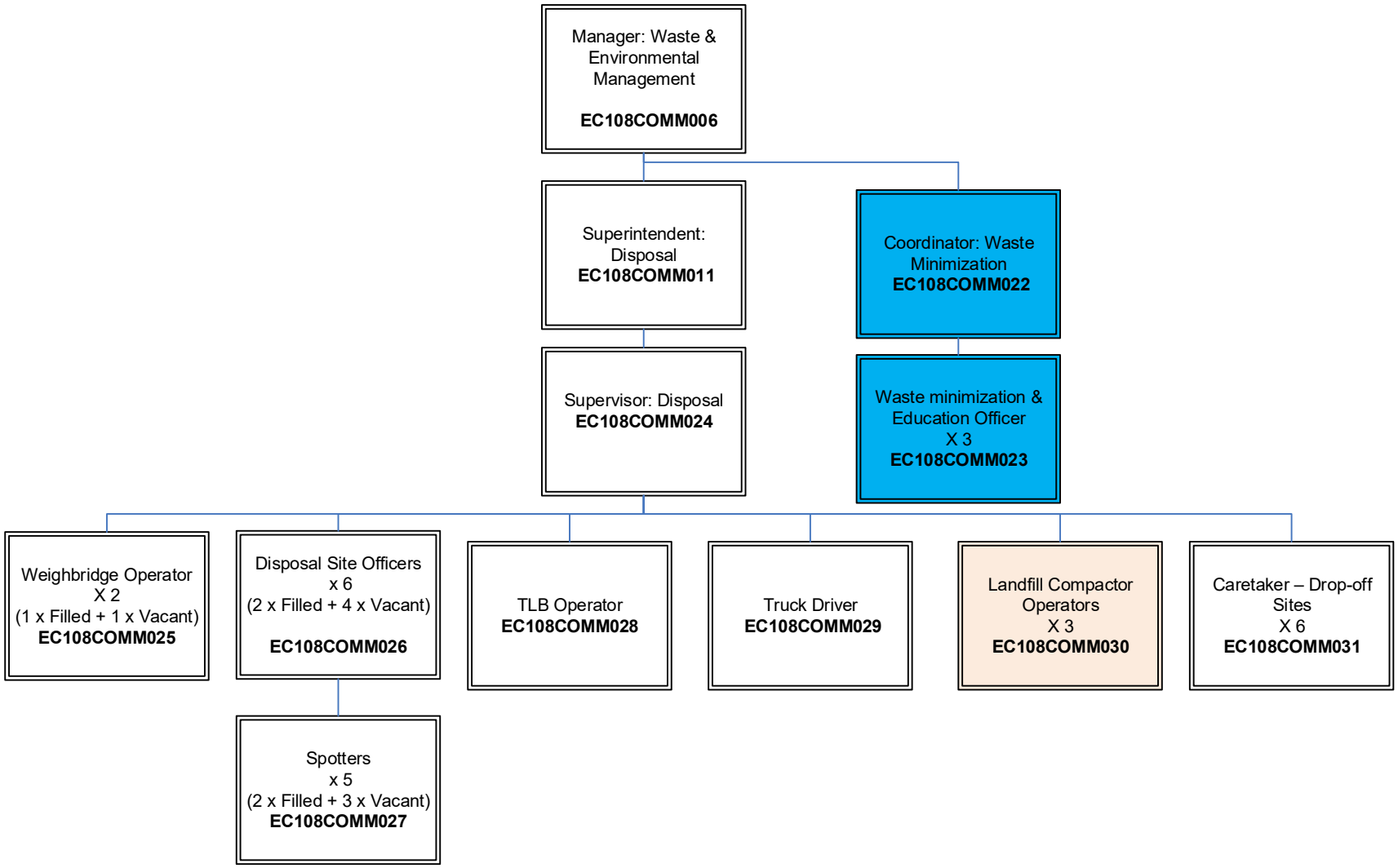
Waste & Environmental Management

Annexure 5.1



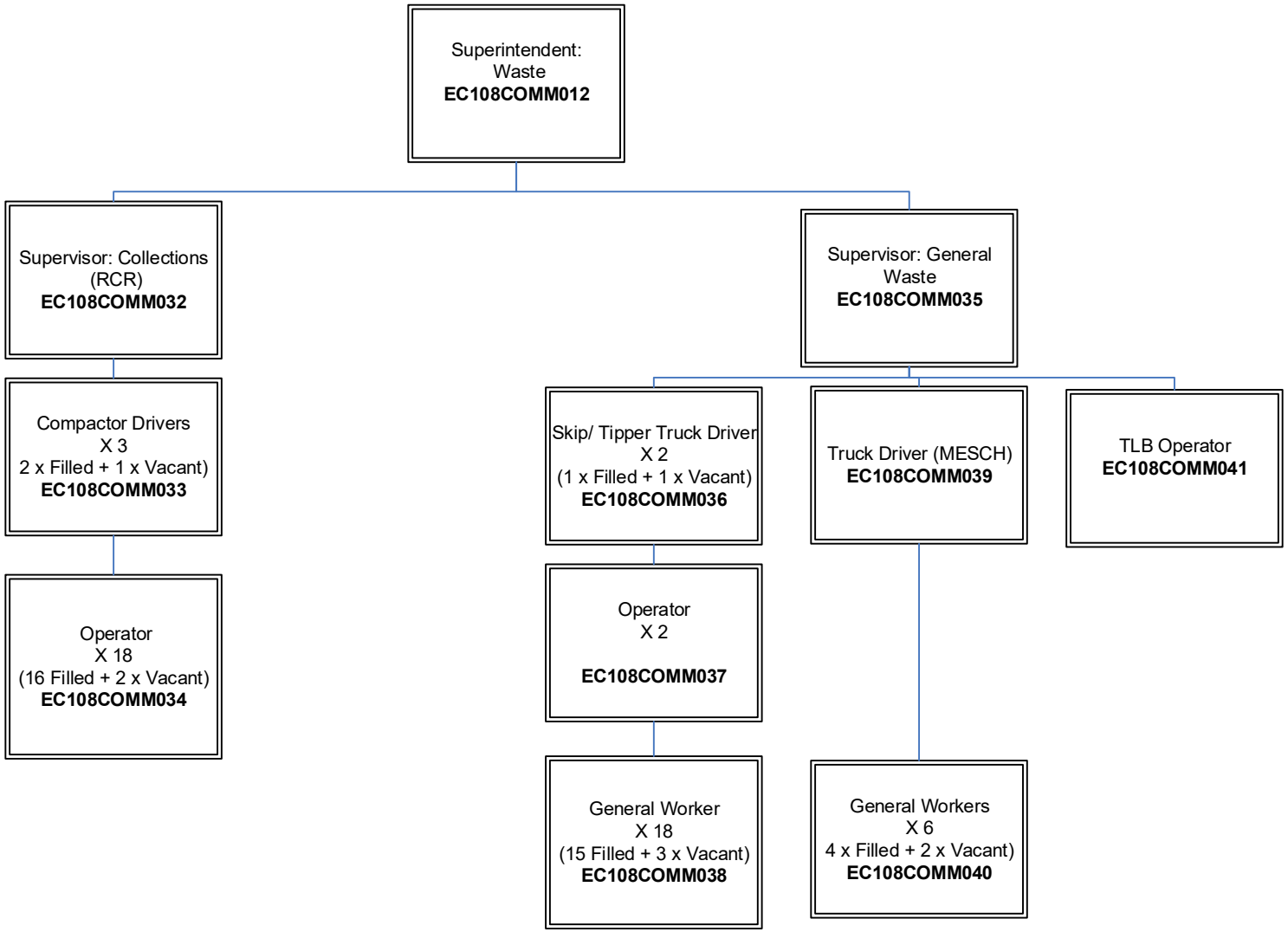
Community Services
Waste & Environmental Management
Disposal & Minimization & Drop-Off Sites

Annexure 5.1.1



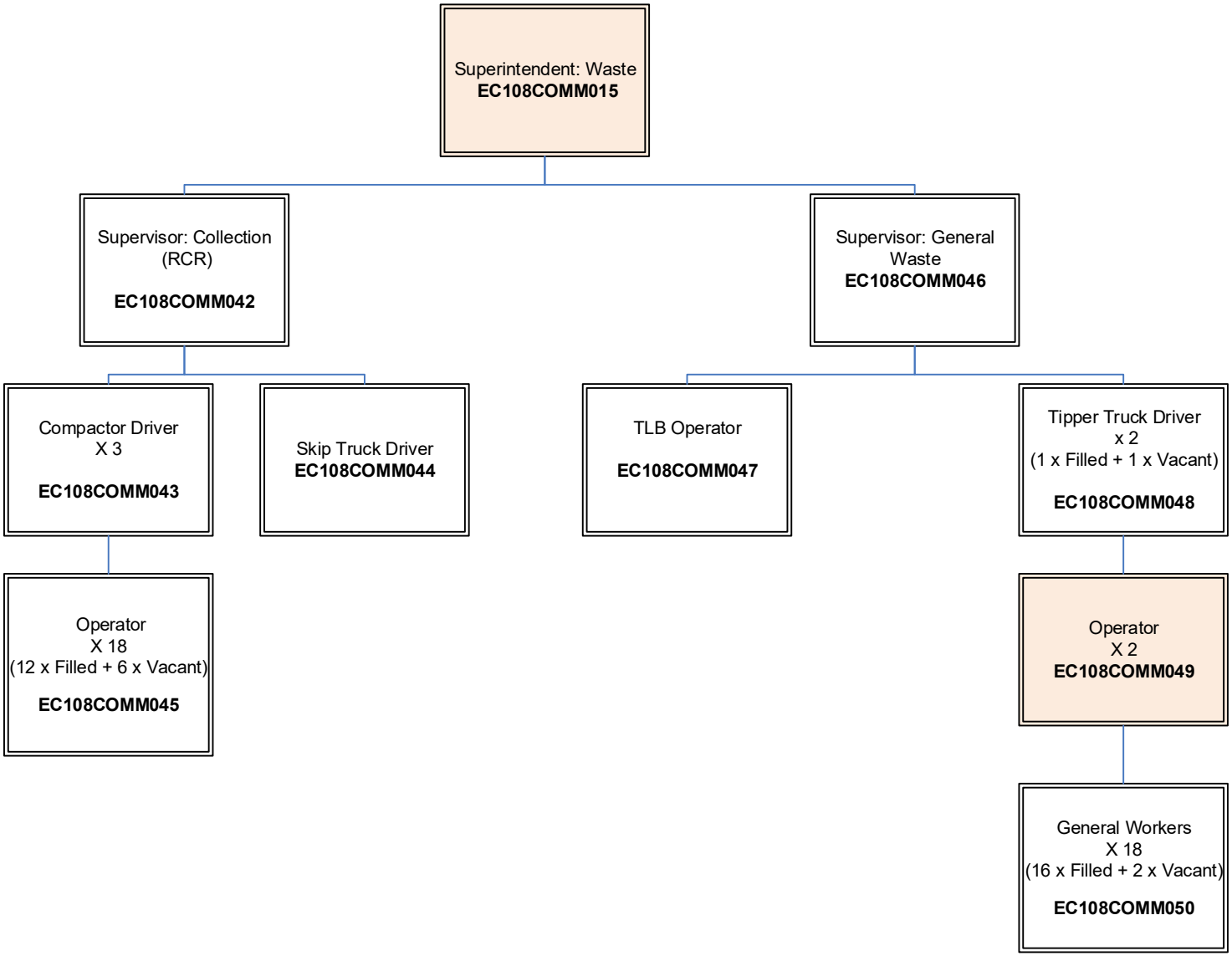
Community Services
Environmental Management
Waste – Jeffreys Bay

Annexure: 5.1.2



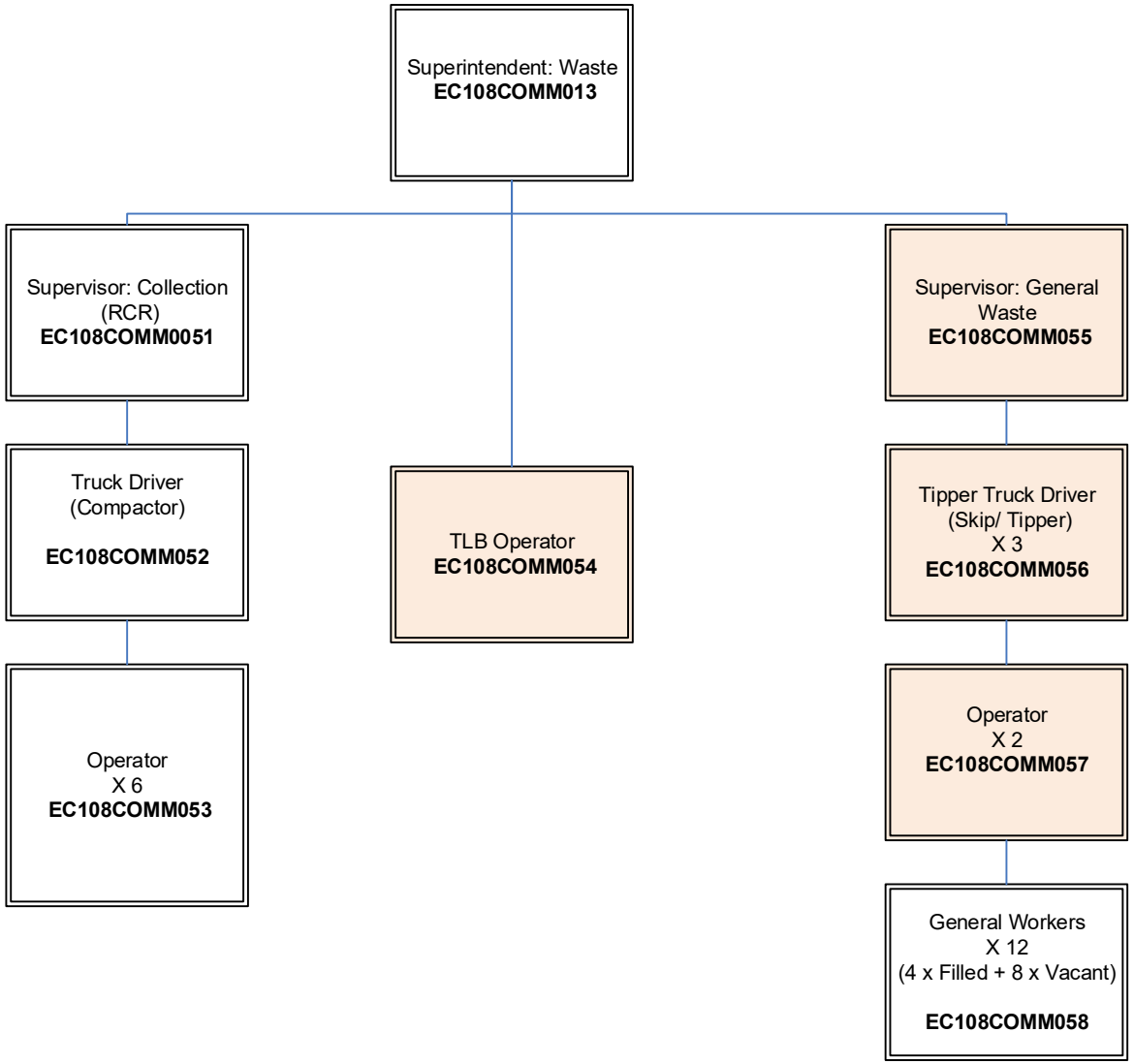
Community Services
Environmental Management
Waste – Humansdorp

Annexure: 5.1.3



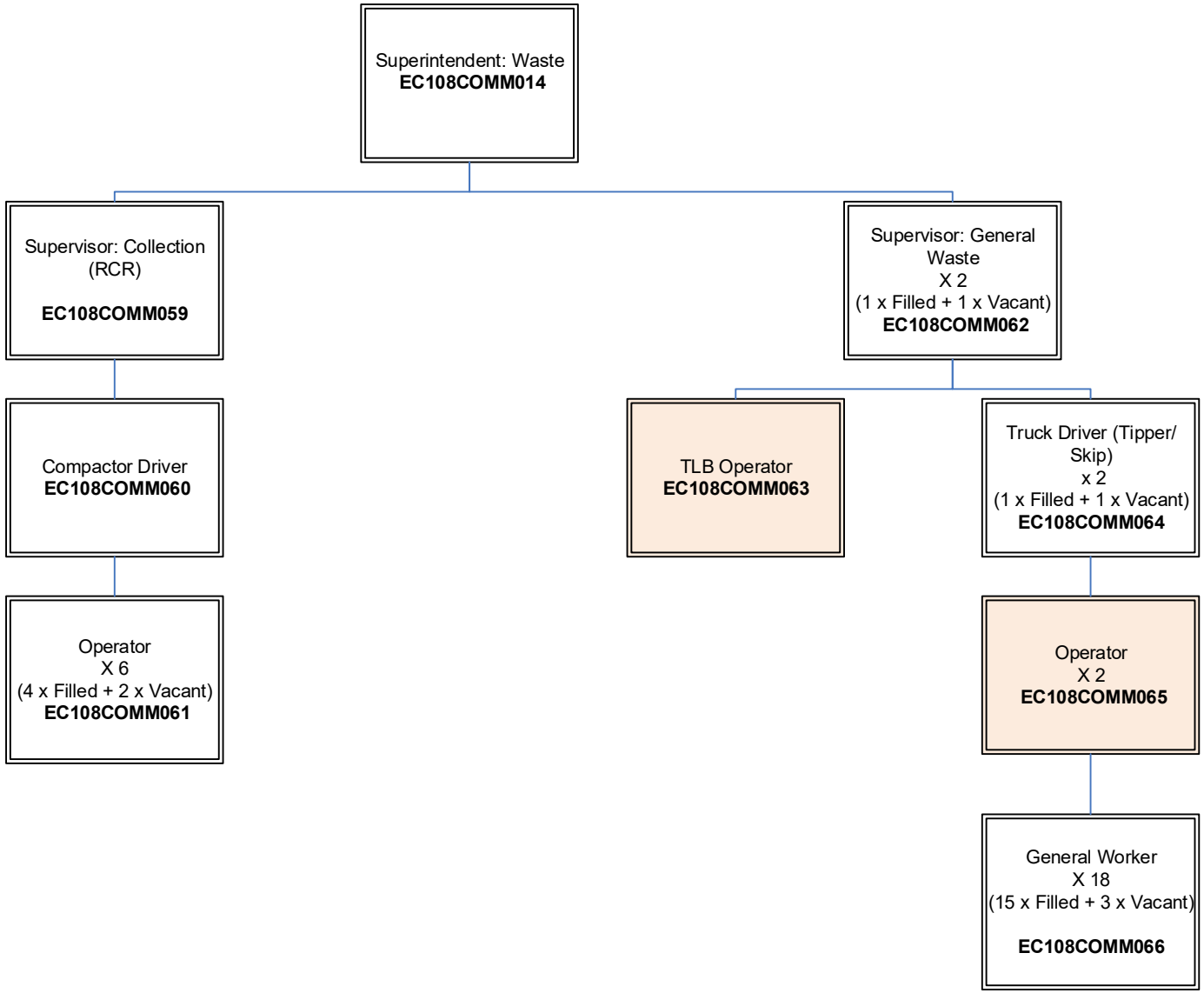
Community Services
Environmental Management
Waste – St Francis Bay

Annexure: 5.1.4

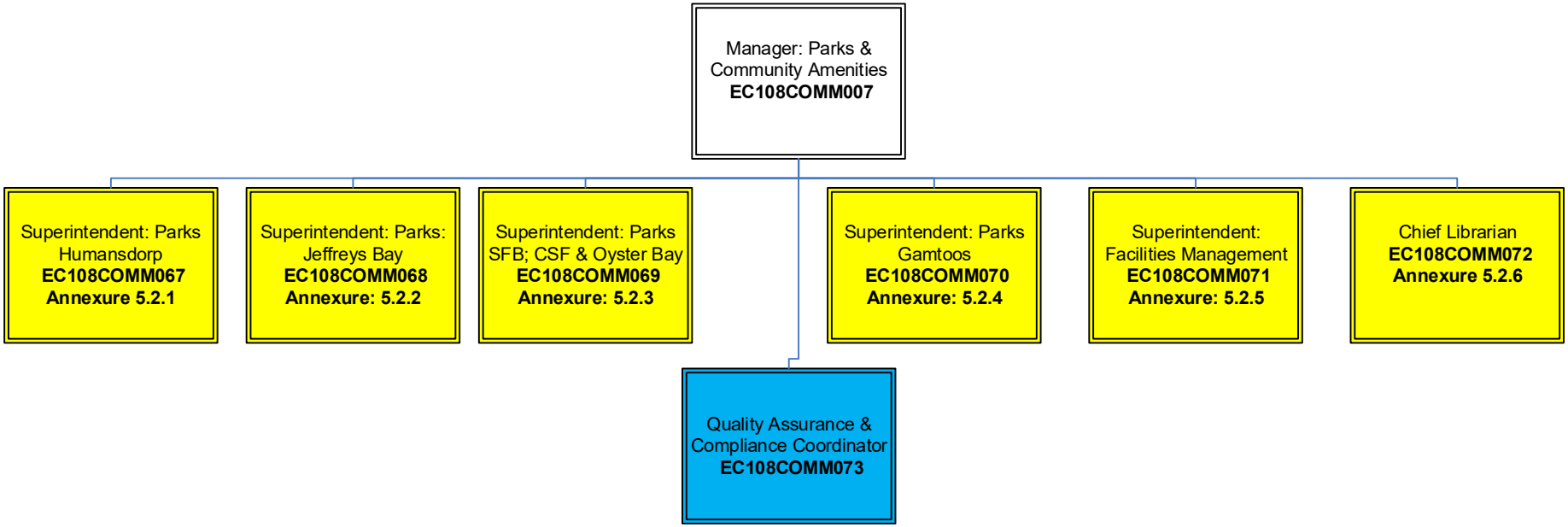


Community Services
Environmental Management
Waste – Gamtoos Valley

Annexure: 5.1.5

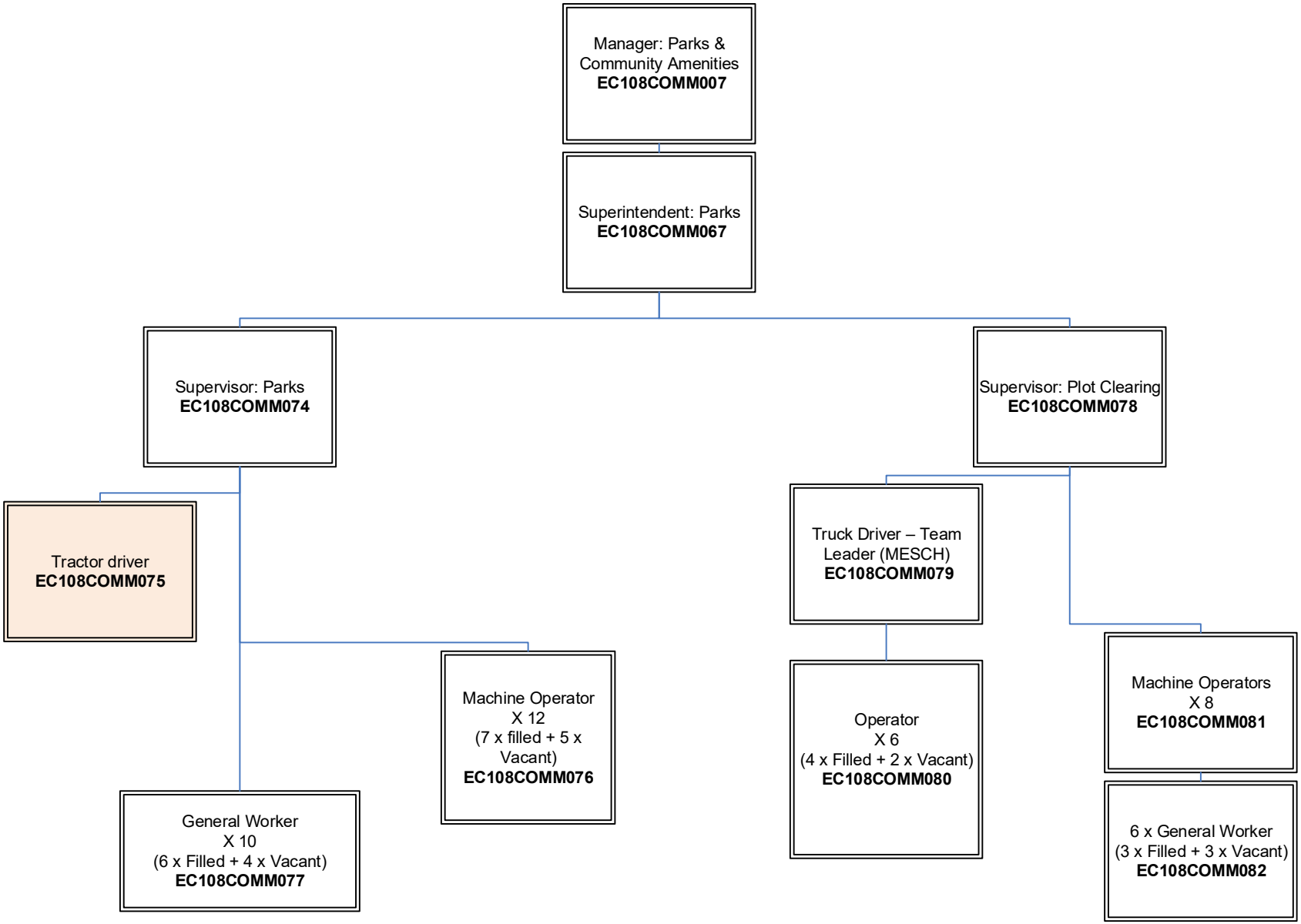


Community Services
Parks & Community Amenities
Annexure 5.2



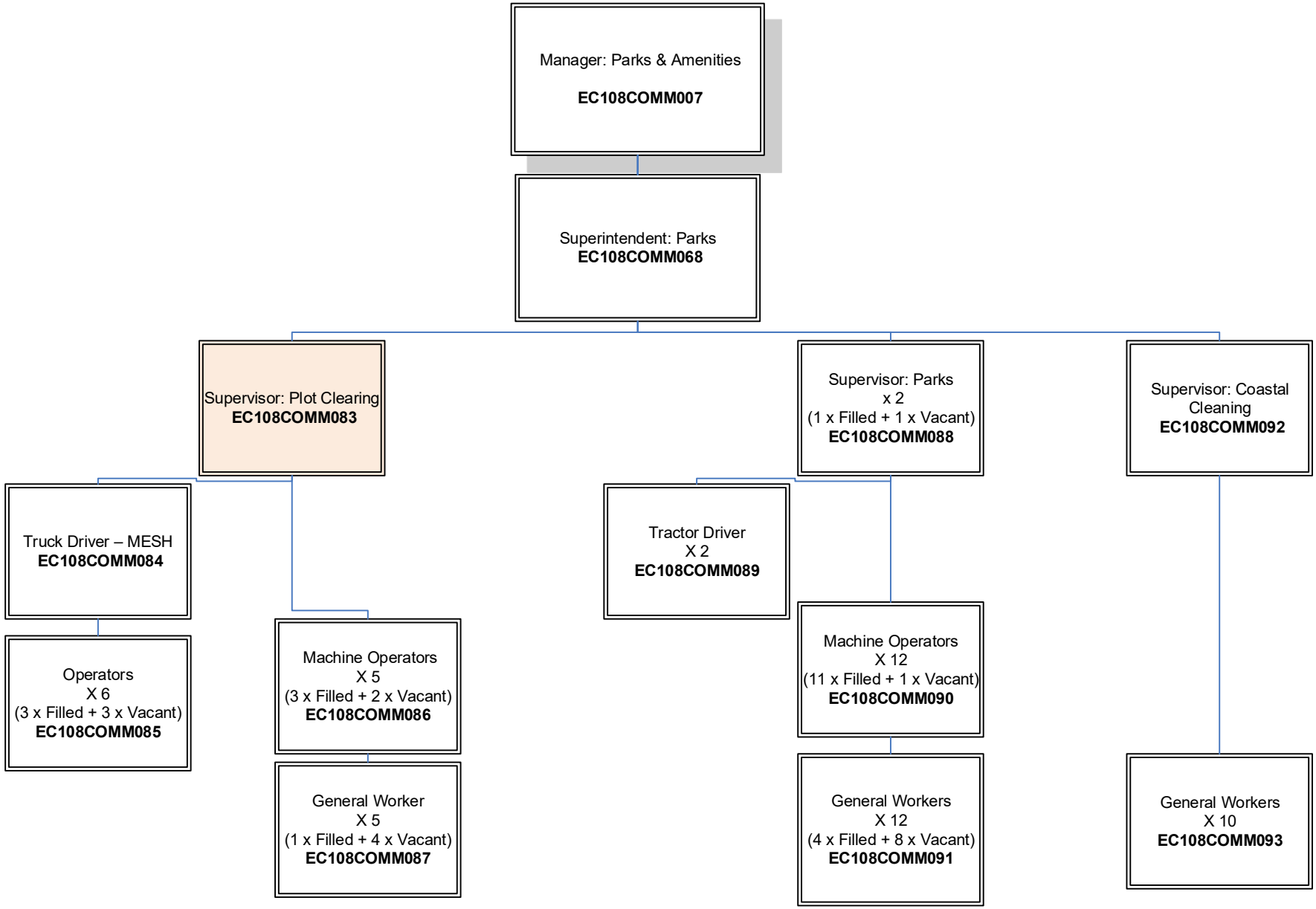
Community Services
Parks & Community Amenities
Parks - Humansdorp

Annexure 5.2.1



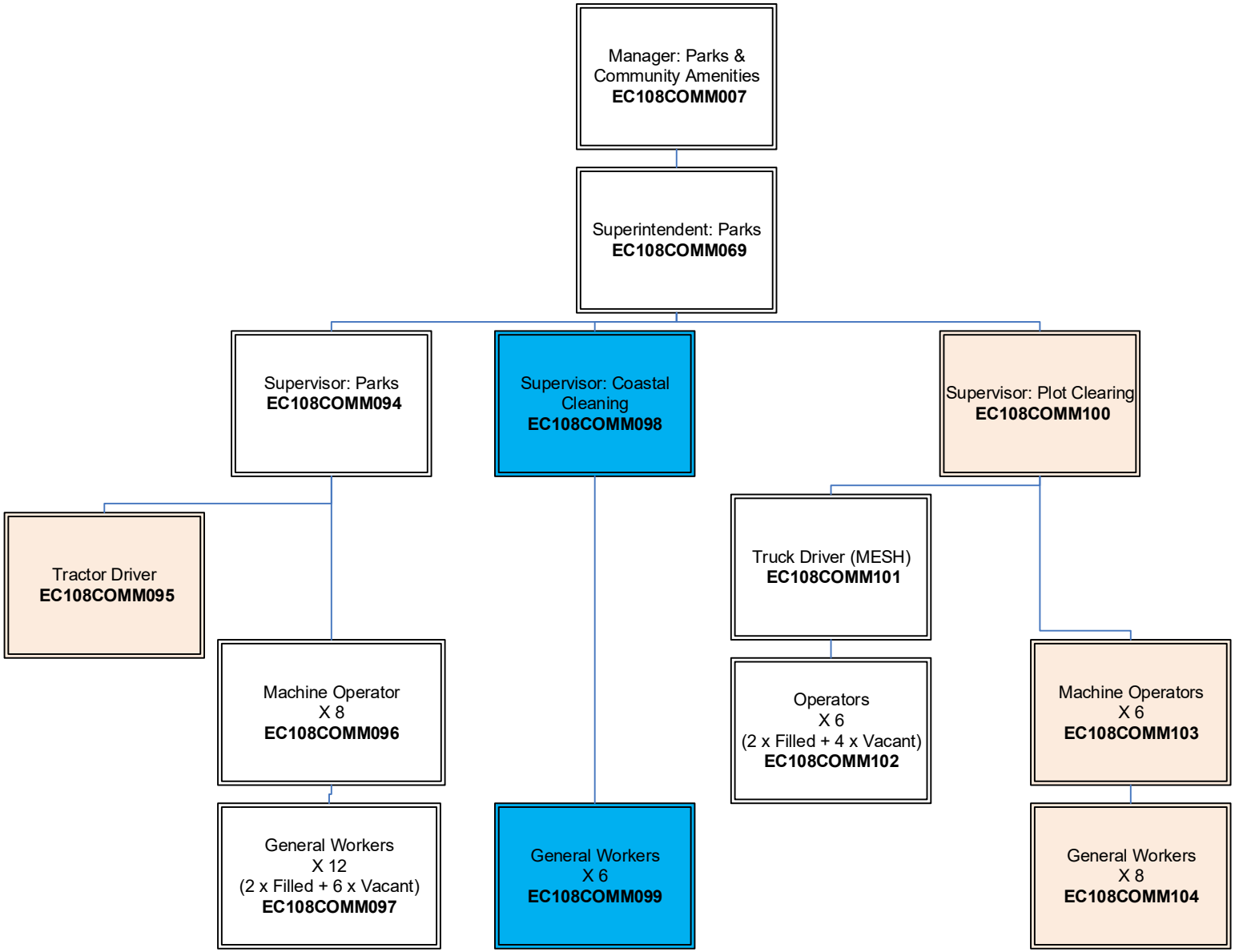
Community Services
Parks & Community Amenities
Parks – Jeffreys Bay

Annexure 5.2.2



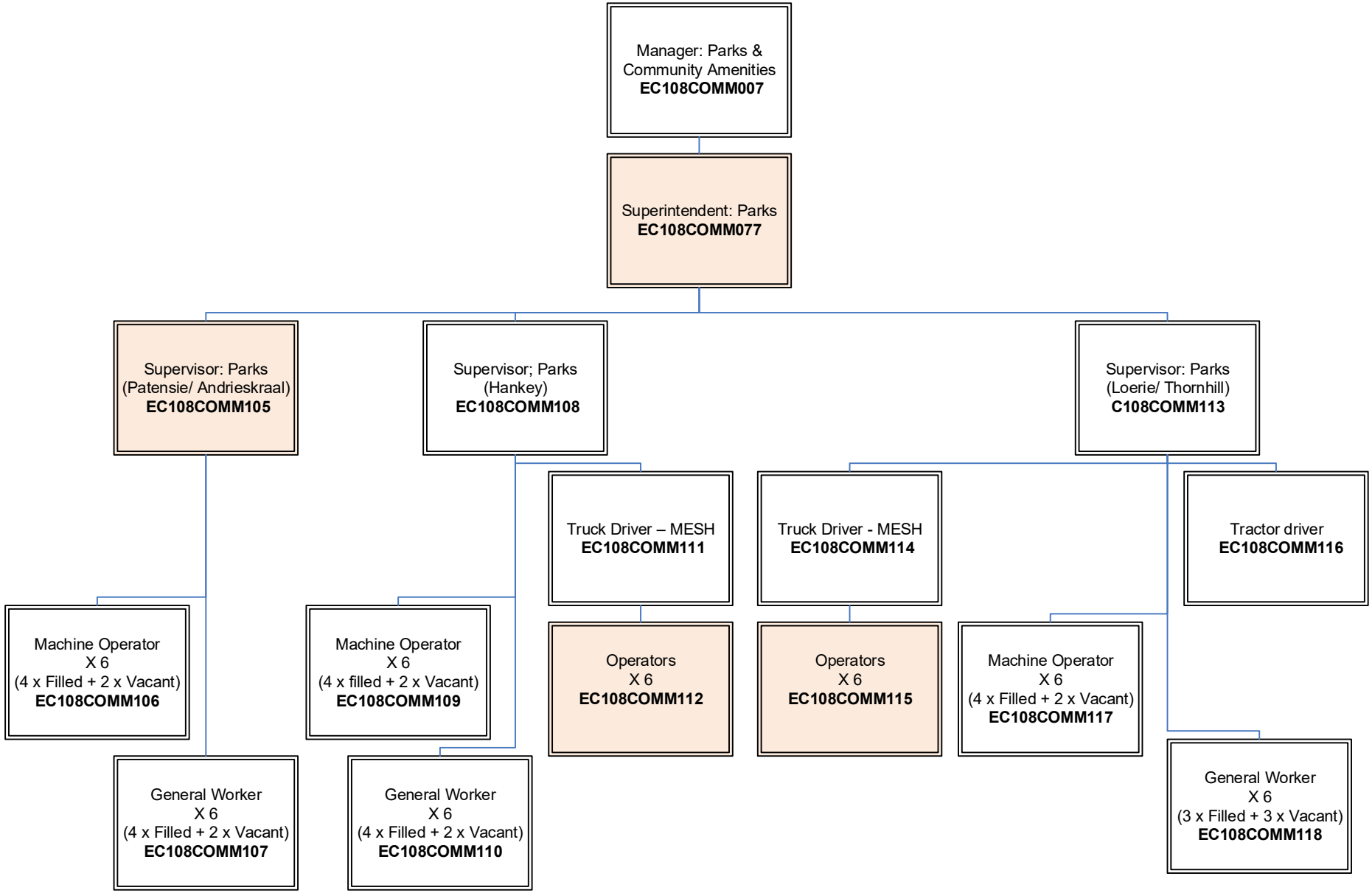
Community Services
Parks & Community Amenities
Parks – SFB, CSF & Oyster Bay

Annexure 5.2.3



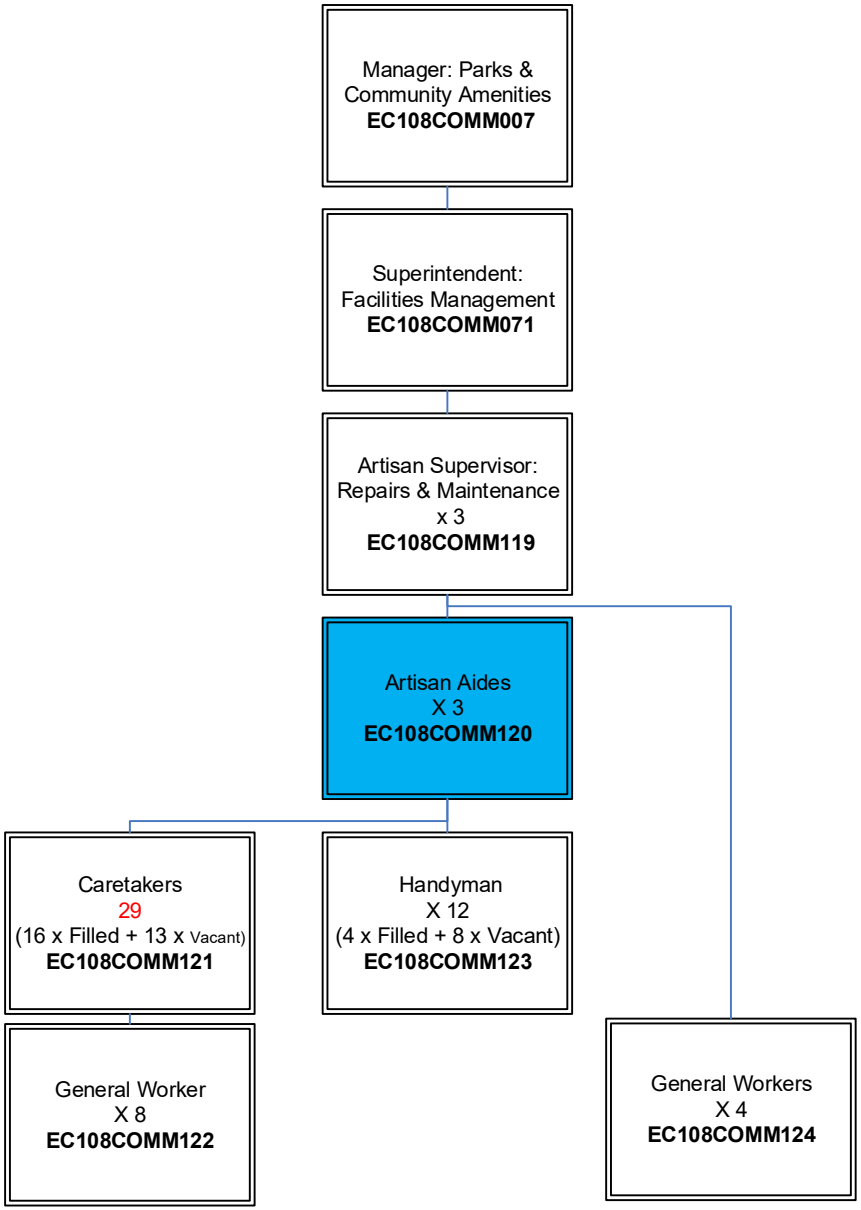
Community Services
Parks & Community Amenities
Parks - Gamtoos

Annexure 5.2.4



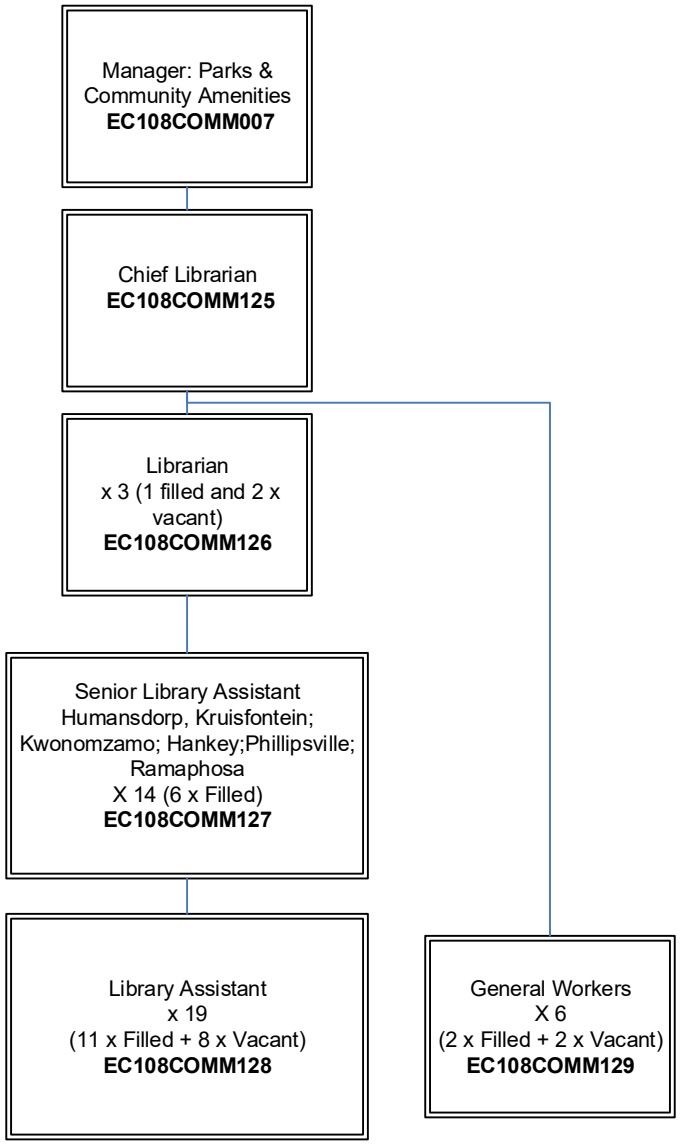
Community Services
Parks & Community Amenities
Facilities Management

Annexure 5.2.5



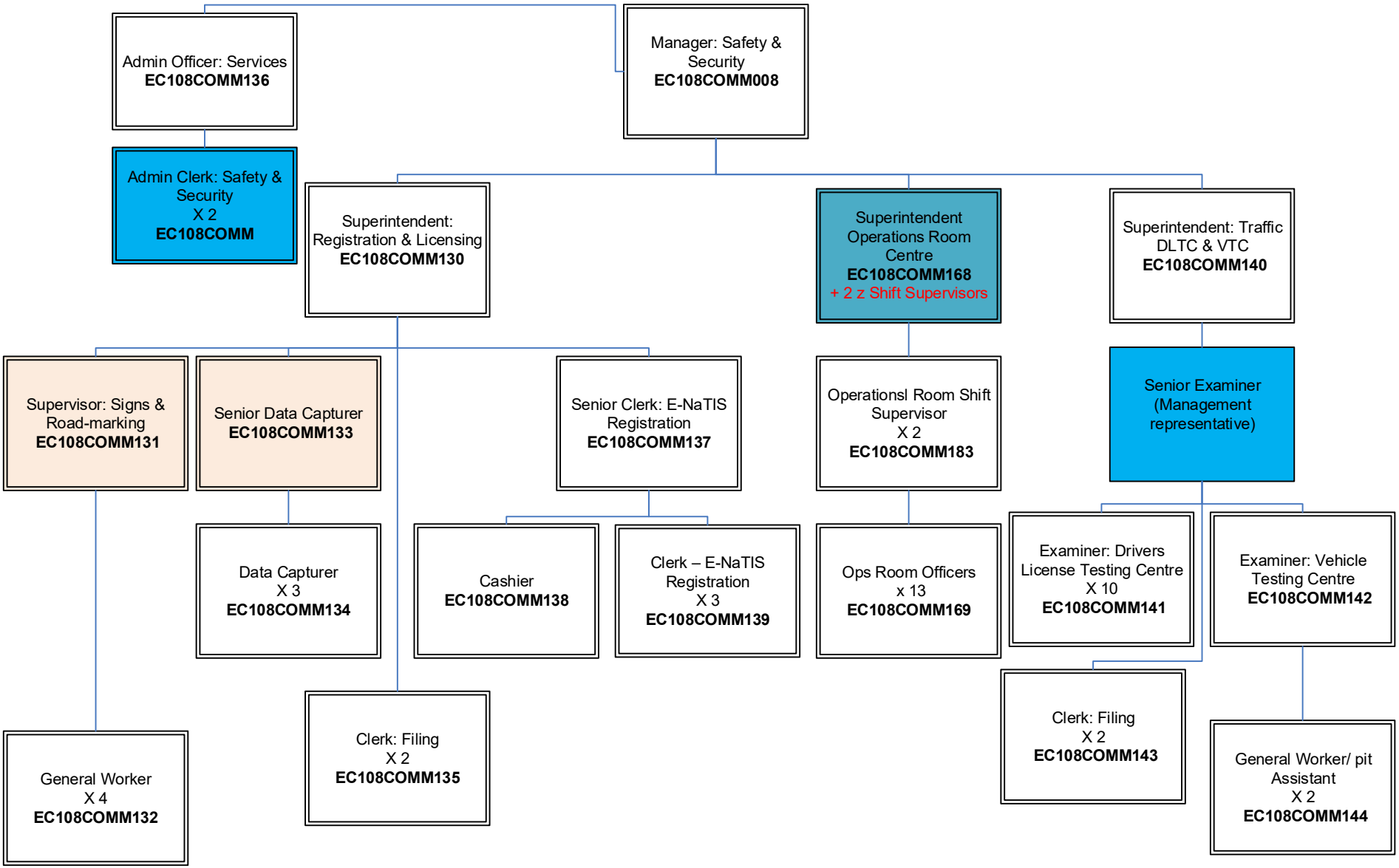
Community Services
Parks & Community Amenities
Library Services

Annexure 5.2.6



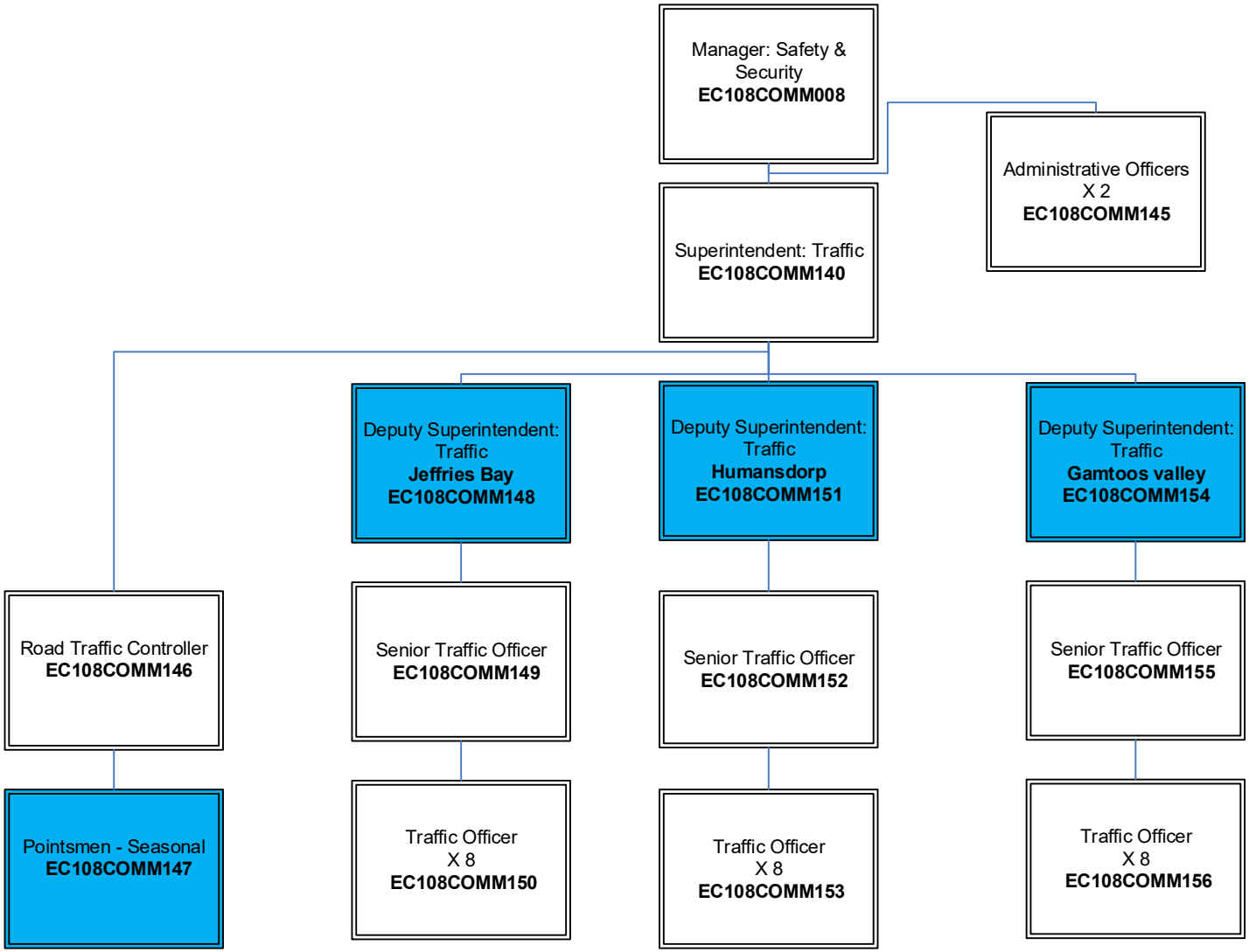
Community Services
Safety & Security

Annexure 5.3



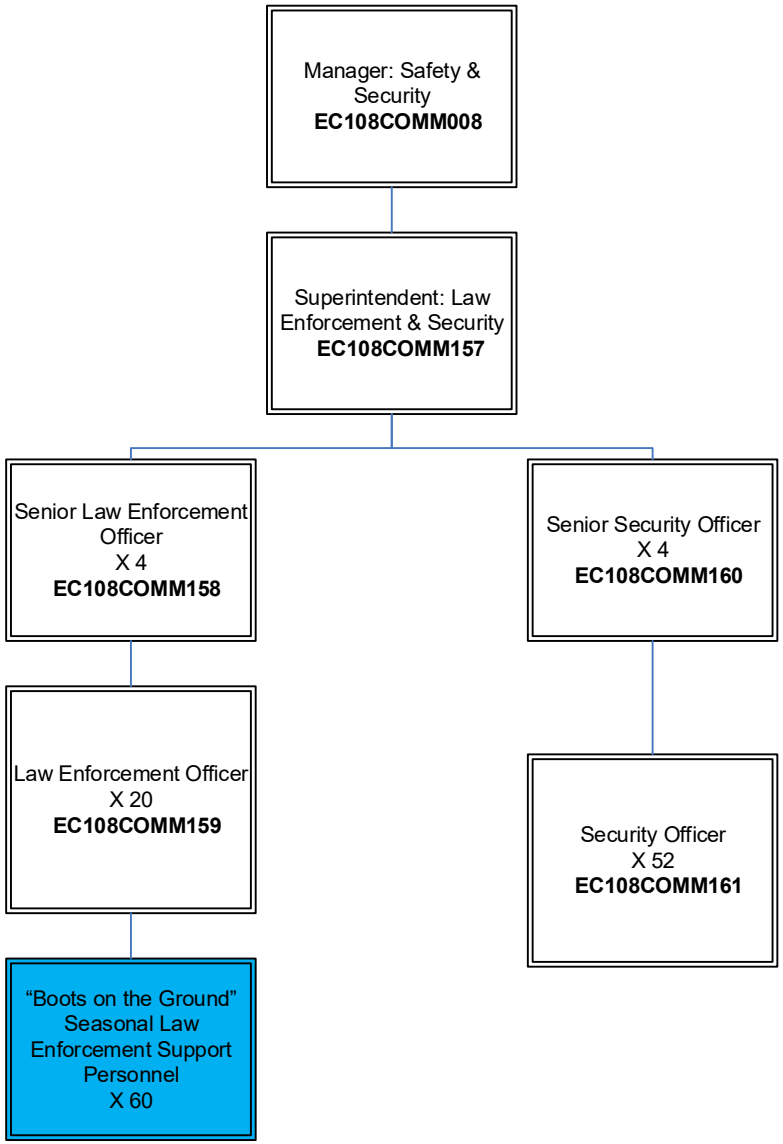
Community Services
Safety & Security
Traffic/ Law Enforcement

Annexure 5.3 Continued



Community Services
Safety & Security

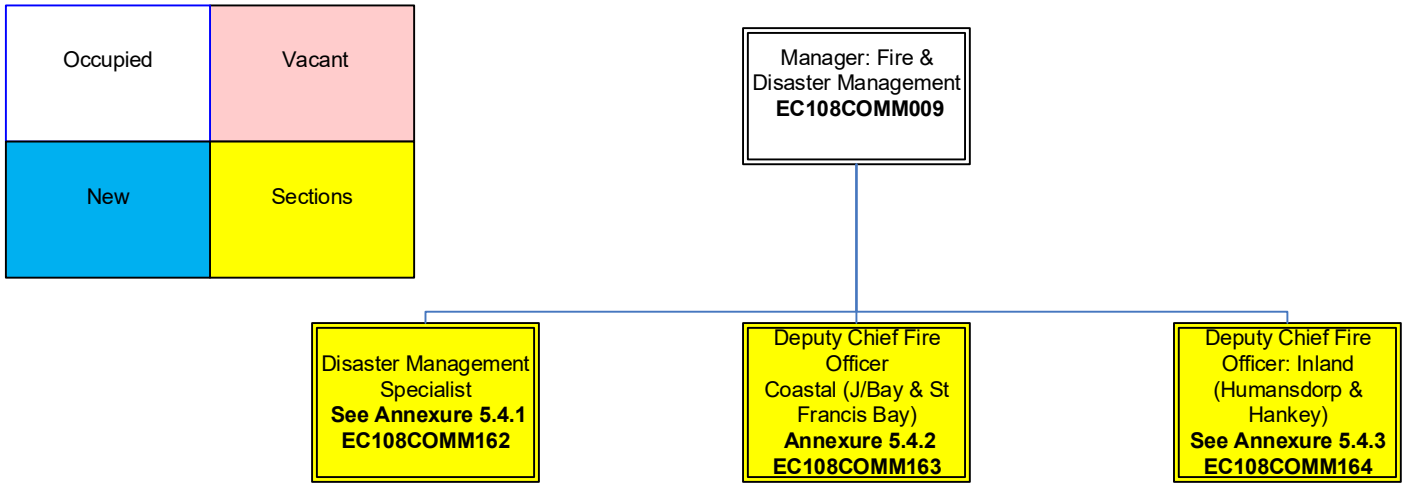
Annexure 5.3.1



COMMUNITY SERVICES

Disaster Management & Fire Services

Annexure 5.4

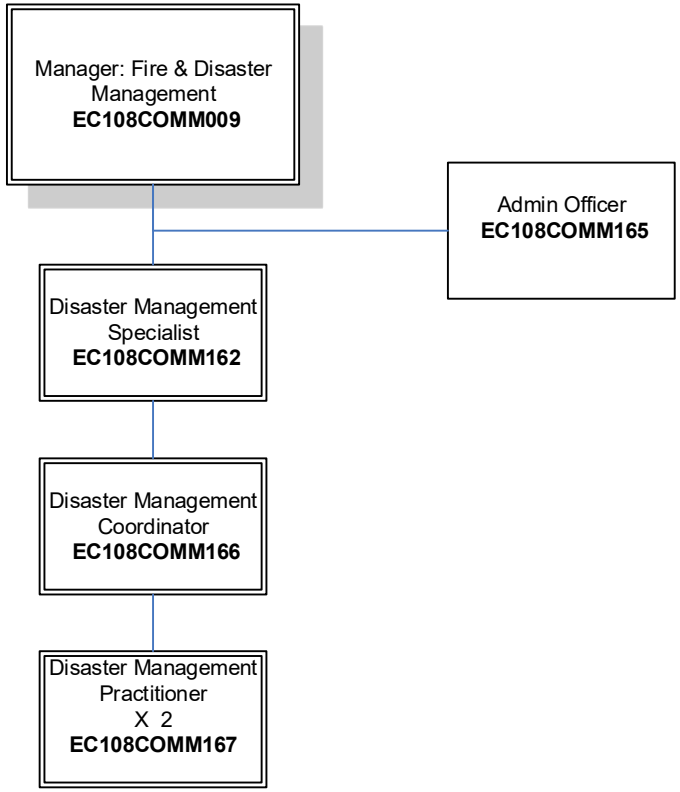


Community Services

Disaster Management and Fire Services

Disaster Management

Annexure 5.4.1

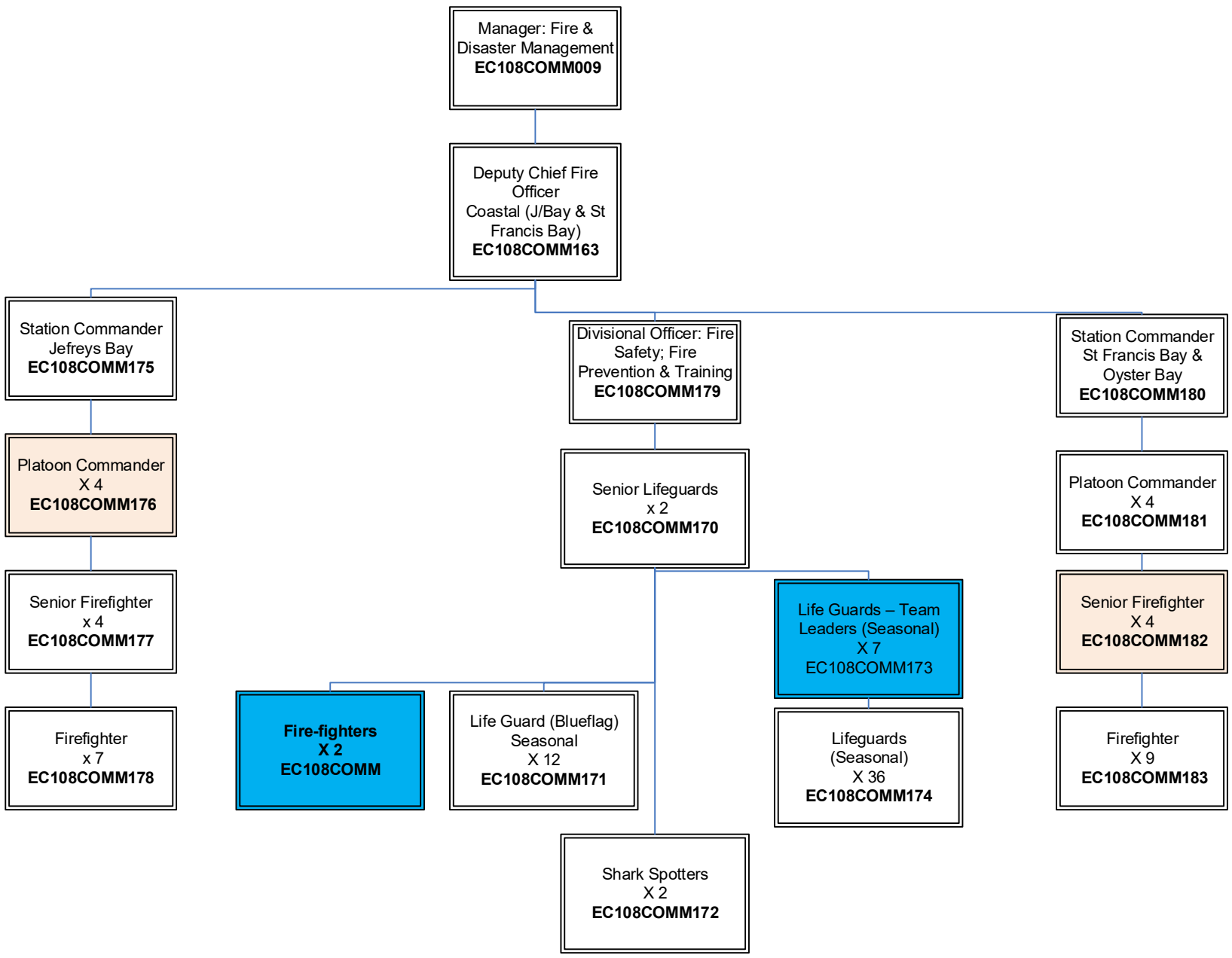


Community Services

Disaster Management & Fire Services

Fire Services: Coastal Region

Annexure 5.4.2

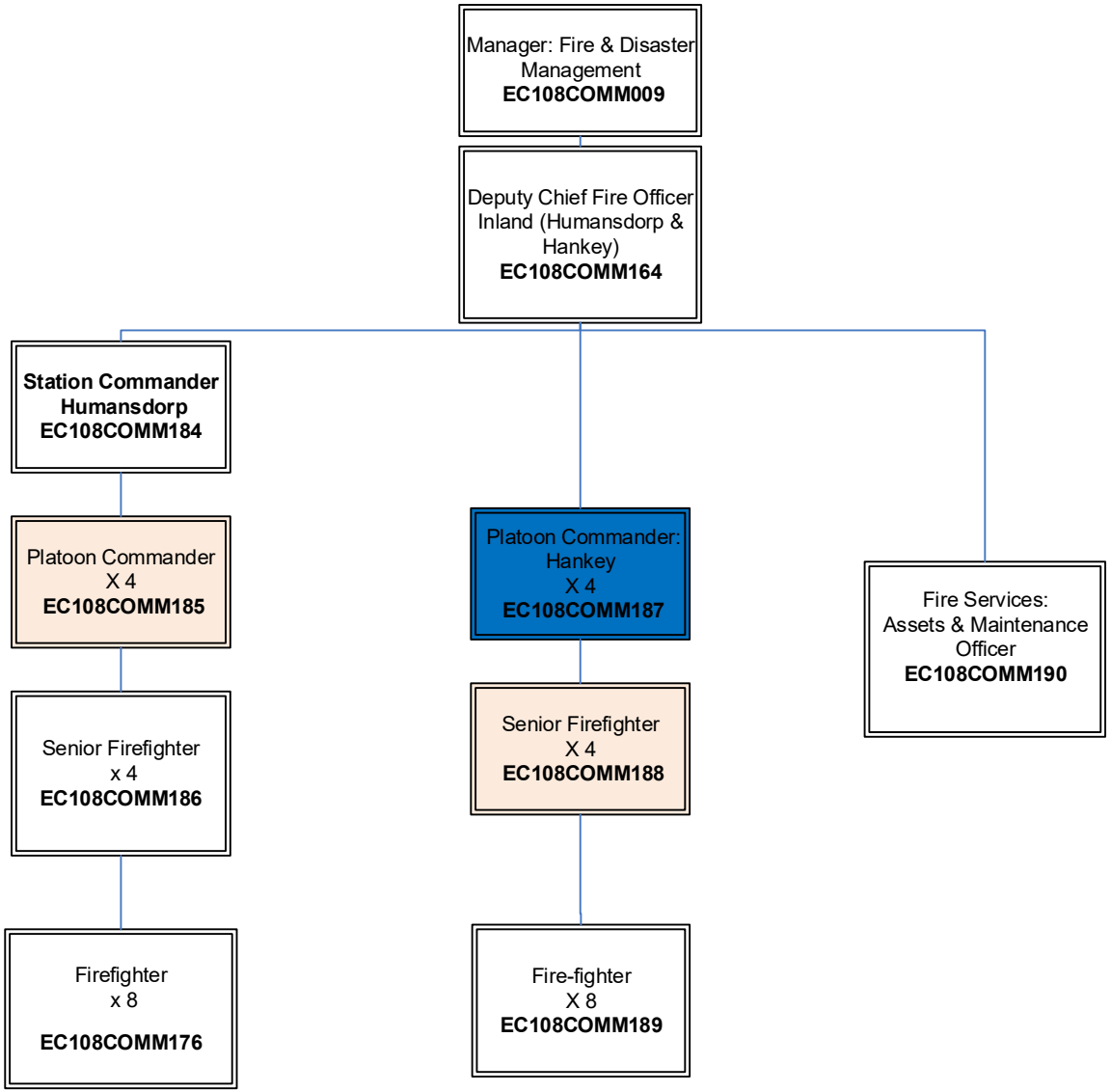


Community Services

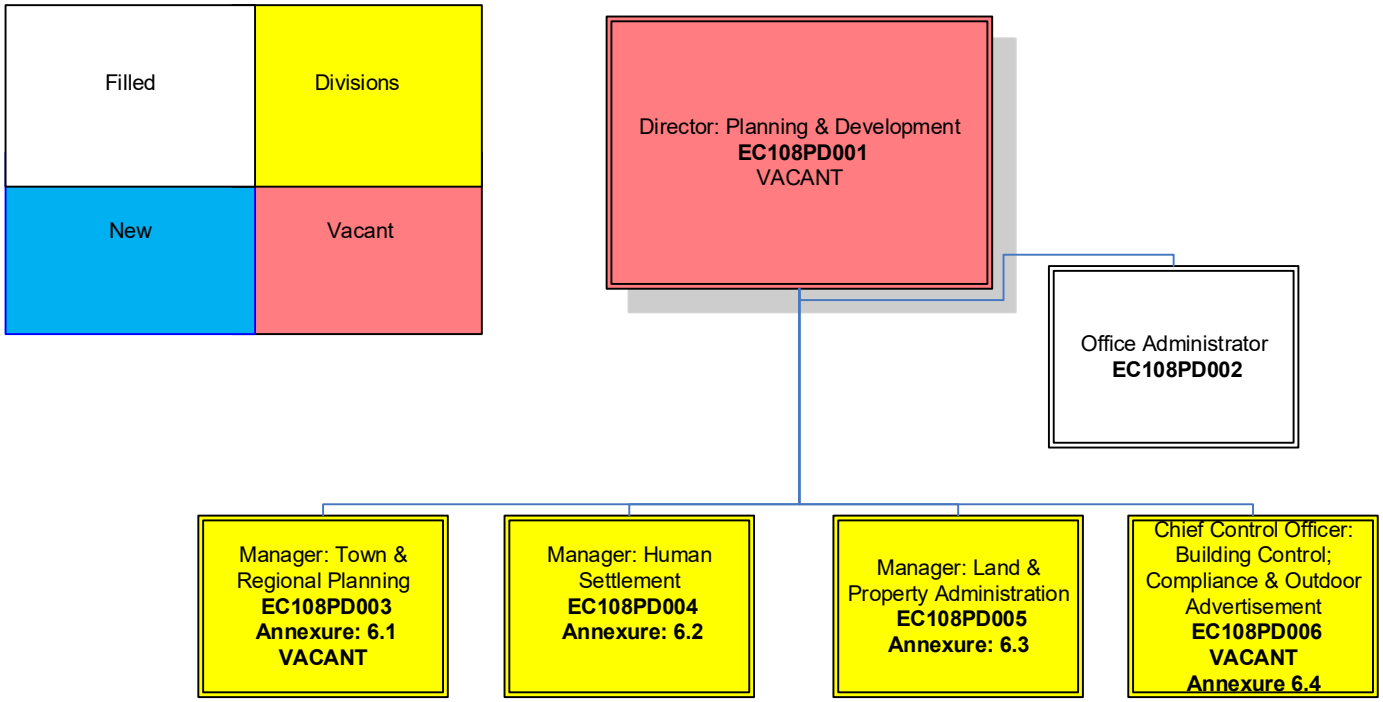
Disaster Management & Fire Services

Fire Services: Inland Region

Annexure 5.4.3



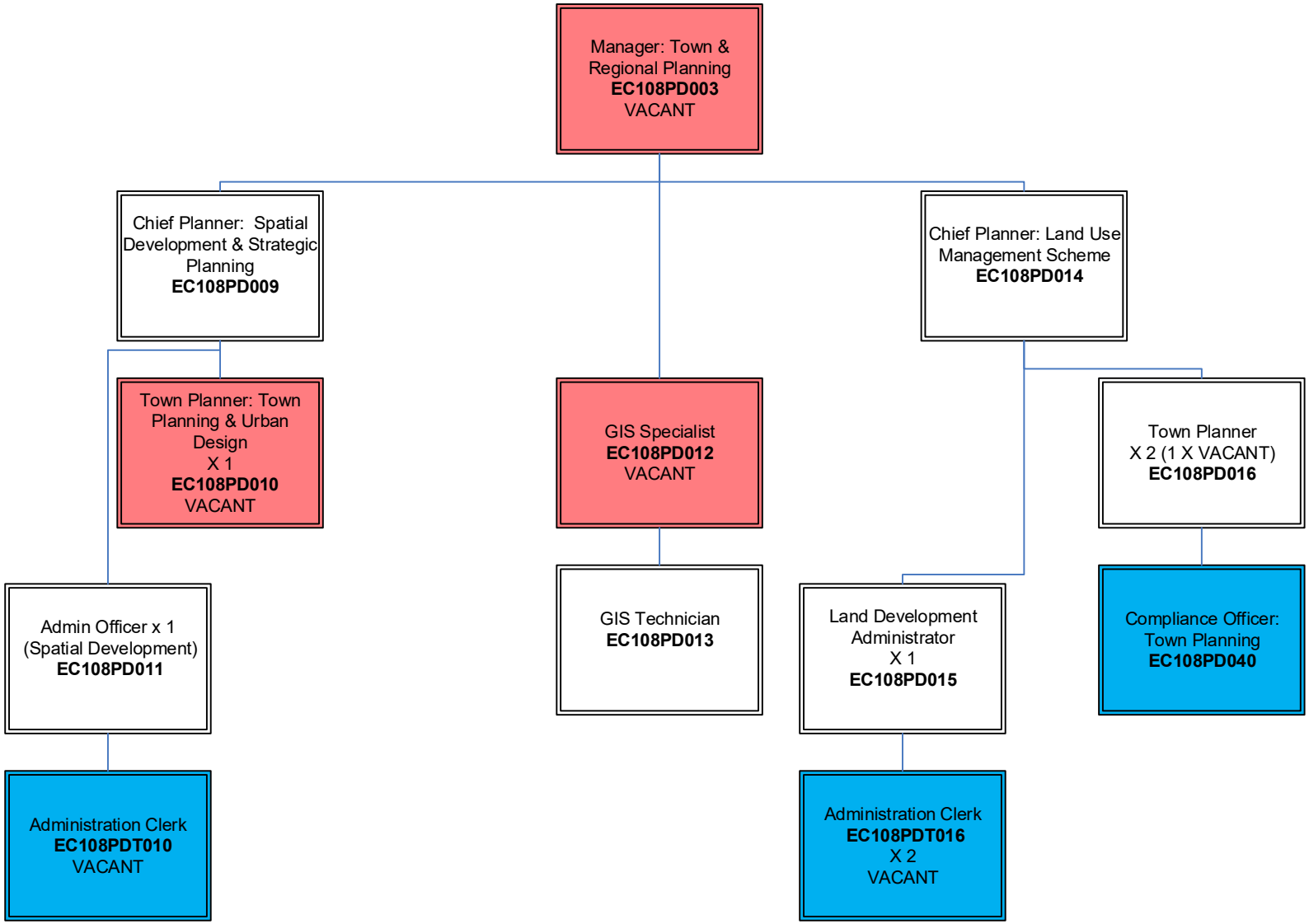
Kouga Local Municipality
Planning & Development
Annexure 6



Planning & Development

Town & Regional Planning

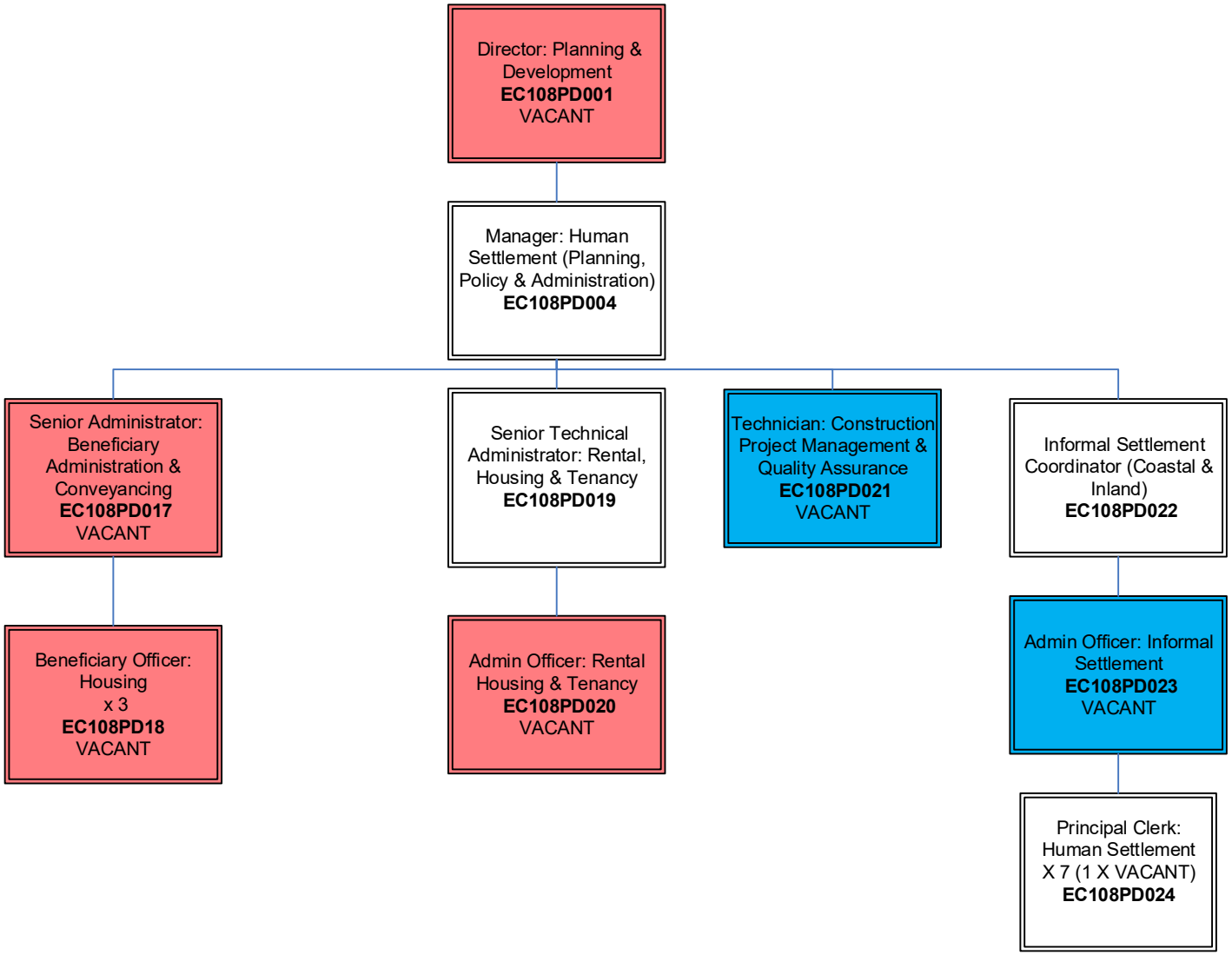
Annexure 6.1



Planning & Development

Human Settlement

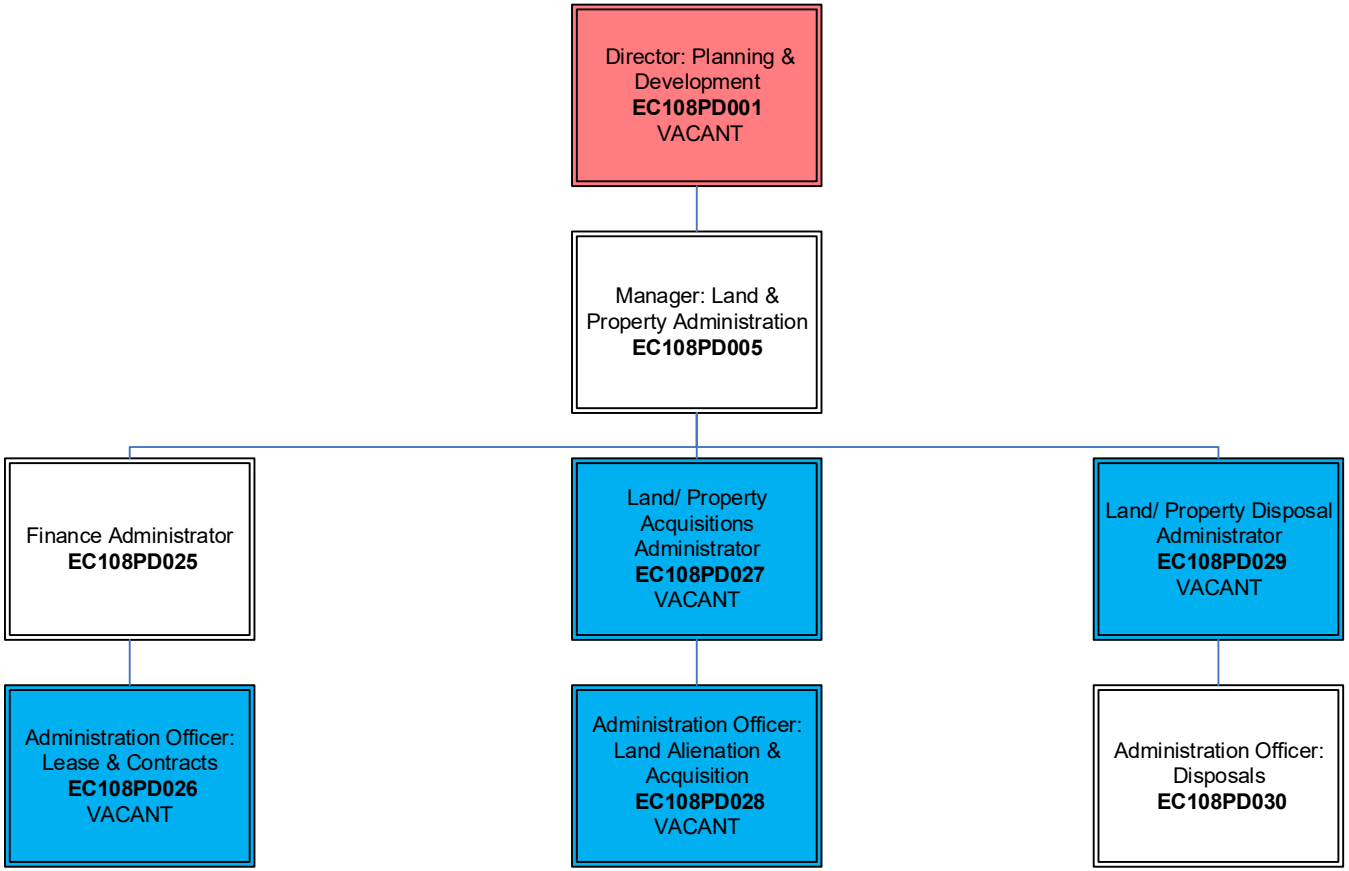
Annexure: 6.2



Planning & Development

Land & Property Administration

Annexure: 6.3



Planning & Development

Building Control; Compliance and Outdoor Advertising

Annexure: 6.4

